

SUBCONTRACTOR OVERSIGHT CHECKLIST 10200.102

Date:	Host/Requestor/Project Manager	Start Date:	Est. Date of Completion:	
Description of Subcontract Work:				
Location of Work:				
Subcontract Company Name:				
Step	Action	Responsible	Date	Initials
1.	ESH&A is made aware of subcontractor work via electronic notification/approval (CostPoint) that is reviewed by a primary person and a backup person in ESH&A. When subcontractor work is identified, the safety specialists contact the Ames Lab Host and classify Oversight Level.	<i>Purchasing & Property Services</i>		
2.	Classify the Subcontractor Oversight Level (I, II or III). <i>(Definitions of each are available in Procedure 10200.046)</i>	<i>ESH&A</i>		
3.	<p><u>For Hazard Level I,</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Escort the subcontractor <input type="checkbox"/> Follow the Service Call Oversight Guide 10200.010 <p>NOTE: The Requestor is notified by Purchasing and Property Services when a PO is placed. In that notification, a link to Guide 10200.010 is provided.</p> <p><i>Oversight Level I - Procedure Complete</i></p> <p><u>For Hazard Level II,</u> proceed to Step #4.</p> <p>NOTE: If subcontractor is escorted by an Ames Laboratory employee or associate, steps 4 thru 6 may be waived. <u>Form 10200.101 Subcontractor Safety Briefing may be used as a guide.</u></p> <p><u>For Hazard Level III,</u> meet with Purchasing and Property Management to determine path forward.</p>	<i>Host</i>		
4.	ESH&A reviews and approves or disapproves the following: <ul style="list-style-type: none"> <input type="checkbox"/> Contractor Written Safety and Health Program and <input type="checkbox"/> Contractor Safety Information Questionnaire (Form 10200.140) <p><i>(Plan Review Guide 10200.138 can be used as necessary – graded approach)</i></p>	<i>ESH&A</i>		
5.	Complete Subcontractor Job Safety Analysis (JSA) Packet 10200.002.	<i>Host</i>		
6.	ESH&A reviews JSA and approves or disapproves.	<i>ESH&A</i>		
7.	If ESH&A approves JSA, the following will be performed: <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Job using the JSA and Subcontractor Safety Briefing 10200.139 <input type="checkbox"/> Communicate expected hazards and controls. <input type="checkbox"/> Review of Ames Laboratory - Visitors Safety Guide. 	<i>Host or ESH&A</i>		
8.	Subcontractor performs work.			
9.	Monitor subcontractor work to ensure it is being performed safely. Notify ESH&A of suspected non-compliance.	<i>Host and ESH&A</i>		
10.	Perform post performance review.	<i>Host and ESH&A</i>		