Thomas Jefferson National Accelerator Facility (Jefferson Lab)

10 CFR 851
Worker Safety and Health Program (WSHP) Description

Submitted By:

ESH&Q AD ** New approval is not required _____ _____

Concurrence:

COO _____ _____

Approval:

TJNAF Lab Director _____ _____

& JSA President

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9/21/2011

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1.0 INTRODUCTION

Title 10 of the Code of Federal Regulations, Part 851 (10 CFR 851), Worker Safety and Health Program (WSHP), requires Department of Energy (DOE) sites to establish a worker protection program that will reduce or prevent occupational injuries, illnesses, and accidental losses by providing workers with a safe and healthful working environmental. This document describes the WSHP that has been developed at Thomas Jefferson National Accelerator Facility (Jefferson Lab) to comply with 10 CFR 851.

Jefferson Lab is located on 170 acres in Newport News, Virginia. It is managed and operated by Jefferson Science Associates, LLC (JSA) under contract with DOE. Jefferson Lab investigates the fundamental structure of matter and is also home to the United States' expertise in superconducting accelerator technologies. User facilities include the Continuous Electron Beam Accelerator Facility (CEBAF) and the Free-Electron Laser (FEL). JSA has approximately 700 employees, and is host to more than 1300 researchers throughout the year. There are several small businesses that provide service support to Jefferson Lab under contract to both JSA and the DOE-Thomas Jefferson Site Office (TJSO). If DOE hires contractors and employees directly to work on the Jefferson Lab site, Jefferson Lab reserves the right to request a copy of the contractors' WSHP.

A multi-year, $310 million upgrade to the CEBAF began in FY2009, along with a number of other construction projects related to American Recovery and Reinvestment Act of 2009 (ARRA), Science Lab Infrastructure (SLI), including the $73M Technology and Engineering Development Center and other initiatives, has increased the number of construction subcontractors working on the Jefferson Lab site.

WSHP applies to the design, construction, and operation of the facilities on the Jefferson Lab site. The WSHP also applies to the leased facility known as the Blue Crab site. Jefferson Lab employees assigned to work at other locations are expected to follow the worker safety and health programs as established for that site, and to raise concerns at that site or to the Environmental, Safety, Health, and Quality Division (ESH&Q) at Jefferson Lab.

The WSHP was initially prepared in 2007 with employee participation. A gap analysis performed with participation across the Laboratory reviewed the requirements of 10 CFR 851 against Jefferson Lab's safety and health program.

The WSHP description has been revised to reflect the core element of the program, Jefferson Lab's Integrated Safety Management System (ISMS) and Jefferson Lab's approach to the functional areas required by 10 CFR 851, Appendix A.

2.0 PURPOSE AND SCOPE

Jefferson Lab's ISMS is designed to integrate the requirements of 10 CFR 851 and the Environmental Safety and Health (ES&H) requirements of the JSA contract with DOE, and the mission and operation of Jefferson Lab. Jefferson Lab's ES&H program is made up of the necessary policies, documents, and implementing processes to provide a framework that allows employees, subcontractors, and visiting scientists to conduct their work in a safe manner. The Jefferson Lab WSHP description, as required by 10 CFR 851, consists of two elements, the ISMS and a description of the ten functional programs required by 10 CFR 851, Appendix A. Taken together, these two elements describe a strong health and safety program that allows employees, subcontractors, and visiting scientists to work safely at Jefferson Lab. The WSHP does not include radiological or environmental hazards associated with DOE activities as they are not within the scope of 10 CFR 851. Therefore, reference to ES&H in this document is limited to the protection of workers from non-radiological safety and health hazards in the workplace.

Jefferson Lab's WSHP applies to all JSA employees, subcontractors, and researchers performing DOE mission-related work activities in Jefferson Lab facilities located on JSA-controlled premises. The requirements of Jefferson Lab's WSHP have been flowed down to its subcontractors through the contract terms and conditions. Subcontractors are required to submit appropriate documentation (e.g. safety plans) that are reviewed for conformance to Jefferson Lab's WSHP. Subcontractors are not allowed to start work until Jefferson Lab approves these plans.

Although 10 CFR 851 does not apply to the over 1300 visiting scientists from other institutions that may work at Jefferson Lab, Jefferson Lab does not make this distinction within its ES&H program. Visiting scientists participate in the Jefferson Lab ES&H program just as employees are expected to participate and comply.

Emergency services are provided by the Newport News City Fire Department, and as such would be performing "work" at Jefferson Lab. As there is no contract in place for these services (rather letters on file that confirm these services), their activities do not fall under 10 CFR 851.

3.0 PROGRAM ELEMENTS

3.1 Jefferson Lab ISMS

It is the objective of Jefferson Lab management to systematically integrate ES&H requirements into all activities at all levels such that the mission of the laboratory is met while providing a safe working environment. Qualified worker safety and health staff are in place to direct and manage the program. The ISMS describes this integration process and references the documents that support the laboratory's ISM program. It addresses the following elements of Jefferson Lab's WSHP, as required by 10 CFR 851 Subpart C.

3.1.1 Management Responsibilities (10 CFR 851.20 (a))

Laboratory personnel in management and supervisory roles are responsible for ensuring that workers are qualified for their assignments, authorizing work, investigating incidents, and for responding to employees concerns and suggestions.

3.1.2 Workers' Rights and Responsibilities (10 CFR 851.20 (b))

Responsibilities of all employees have been established. This includes the ability to raise concerns and stop work without fear of reprisal as granted by 10 CFR 708 (DOE Contractor Employee Protection Program). This is done through the supervisory chain or through Jefferson Lab's Employee Concerns Program (Ethicspoint). Personnel are held accountable through an employee performance review process that evaluates employees' compliance with ES&H requirements. ES&H information is made available to employees, visitors, and subcontractors through training, the ES&H website, the Jefferson Lab Insight website, the electronic employee newsletter Weekly Briefs, the meeting minutes of all the technical ES&H committees, including the Worker Safety Committee, and the Lessons Learned website. Employees are allowed to participate in ES&H activities on official time.

3.1.3 Hazard Identification and Assessment (10 CFR 851.21)

Routine hazard assessments and inspections by line personnel and ES&H professionals include line management, (Laboratory Director, the Chief Operations Officer, Division management, supervisor, and Safety Wardens), and ES&H professional (certified industrial hygienists, certified safety professionals, and occupational medicine professionals). These assessments include:

- Preparation and review of the Facility Safety Assessment Document (FSAD) and Accelerator Safety Envelope
- Preparation and review of the Jefferson lab ES&H Manual
- Development and review of work control documents (AOD, FELODS, OSP, TOSP)
- Review of various work lists (ATlis, FELis, the experimental Hall lists, Maximo)
- Industrial Hygiene(IH) assessments (as defined by IH procedures)
- Experimental Review processes

The Jefferson Lab ES&H professionals are involved in the planning of maintenance and construction activities, chemical requisitions, experiments, as well as potential interactions between workplace hazards. Jefferson Lab uses standard exposure monitoring methods and only use American Industrial Hygienists Association (AIHA) certified laboratories. Monitoring results are recorded and shared with employees. Lessons learned are shared through the Jefferson Lab ES&H Technical Committees, including the Worker Safety Committee.

3.1.4 Hazard Prevention and Abatement (10 CFR 851.22)

Once hazards are identified, they are mitigated by one of several means to include: engineered controls, substitution of a less hazardous process, development of procedures to control the hazard, and if necessary, required personal protective equipment. As stated in the Jefferson Lab ESH&Q Policy, no work shall be conducted unless it can be performed safely. If a hazard is discovered that cannot be properly mitigated the work is stopped, until alternate interim measures can be identified and put into place. Design reviews involve ES&H professionals so that hazards are identified and abated in the design phase. Procedures are in place to assure that

hazards are identified and addressed when selecting or purchasing equipment, products, and services.

3.1.5 Safety and Health Standards (10 CFR 851.23)

The safety and health standards Listed in 10 CFR 851.23 and 852.27 are incorporated into Jefferson Lab's WSHP through the contract between DOE and JSA and are reflected in the Jefferson Lab ES&H Manual. The applicability of these standards is reviewed annually at a minimum and updated as appropriate. This review process is discussed in Jefferson Lab's ES&H Manual.

3.1.6 Functional Areas (10 CFR 851.24)

Jefferson Lab is in compliance with all the identified applicable functional areas found in 10 CFR 851, Appendix A (See 3.2 for more details). Qualified worker safety and health staff are in place to direct and manage the programs. A cross walk of the requirements against established Jefferson Lab ES&H programs is found in Attachment A. Those areas that are required by 10 CFR 851 but not applicable to Jefferson Lab are noted.

3.1.7 Training and Information (10 CFR 851.25)

Jefferson Lab has an ES&H training program in place to ensure that all workers exposed or potentially exposed to hazards are provided training in recognition and abatement techniques and requirements. New employees, subcontractors, and researchers receive an ES&H orientation. Supervisors identify ES&H training requirements based upon the work assignment and the potential for exposure to hazards, and ensure employees fulfill the training requirements. If an employee's assignment changes, the process is repeated. Any required periodic re-training is identified in the employee's Skills Requirement List (SRL).

If a new hazard is identified, ES&H training is developed and provided. Those employees who have safety and health program responsibilities have the training commensurate with their job assignments and performance expectations. This training may be through educational coursework, On-The-Job (OJT) training, mentoring with a senior ES&H professional, and/or continuing education. Training completion is documented in an online database that provides management a tool to assure employees are properly trained.

Data is collected and analyzed for trends and lessons learned are developed and disseminated. ES&H Information is shared through a myriad of venues including, but not limited to: toolbox meetings, safety meetings, ES&H Committee minutes, the ES&H website, the Insight webpage, Weekly Briefs and the Jefferson Lab Newsletter.

3.1.8 Recordkeeping and Reporting (10 CFR 851.26)

Requirements for recordkeeping and reporting are established in the Jefferson Lab ES&H Manual, based upon requirements established by the contract with DOE and management expectations. All work-related injuries and illnesses experienced by employees, visiting scientists, and subcontractors are reported to the Jefferson Lab Occupational Medicine Department and the ESH&Q Reporting Officer. Work-related incidents, injuries and illnesses are investigated.

3.2 Functional Areas (10 CFR 851, Appendix A)

3.2.1 Construction Safety

As described in the ES&H Manual and the Master Specifications of all construction contracts, subcontractors are required to submit a hazard analysis for each separately definable construction activity. The hazard analysis must be approved by the Jefferson Lab construction manager or designee prior to commencement of the work. Information regarding hazards and control measures is provided to workers who acknowledge receiving the information. Contract specifications require that the subcontractor have a designated safety representative who is knowledgeable of the project's hazards and has full authority to act on behalf of the construction subcontractor. This individual is expected to perform frequent and regular inspections of the worksite and correct any instances of non-compliance. Construction subcontractor employees must attend an orientation that emphasizes employees' rights and responsibilities, such as complying with safety policies and procedures, raising issues and concerns, and stop work authority. Jefferson Lab personnel provide oversight to assure that the subcontractor is complying with the terms of the contract and working safely.

3.2.2 Fire Protection

Jefferson Lab has implemented a comprehensive fire safety and emergency response program to protect employees, users, and subcontractors. This program addresses appropriate facility and site-wide fire protection, fire alarm notification, egress features, and access to an off-site fully staffed, trained, and equipped emergency response organization. The fire protection program includes necessary fire protection criteria and procedures, analysis, hardware and systems, apparatus and equipment, personnel, and meets all applicable building codes. TJSO has granted selected aspects of the - Authority Having Jurisdiction (AHJ) responsibility for fire protection to Jefferson Lab (reference letter from James Turi to Hugh Montgomery dated August 11, 2009).

3.2.3 Explosives Safety

Jefferson Lab currently does not conduct operations involving explosives and therefore this section is not applicable. If an experiment is proposed that involves explosives, the risks will be captured and mitigated in the appropriate way using the Jefferson Lab experimental program task hazard analysis.

3.2.4 Pressure Safety

Jefferson Lab has established a pressure safety program to meet the requirements of 10CFR851. Jefferson Lab uses several ASME codes as well as "equivalent measures" as allowed by 10 CFR 851. This program assures that pressure systems are designed, fabricated, tested, inspected, maintained, repaired, and operated by trained personnel. Procedures are in place to assure that when national codes are not applicable, equivalent protection is provided.

3.2.5 Firearms Safety

Jefferson Lab's operations do not involve the use of firearms and therefore this section does not apply. The Jefferson Lab Site Security Plan documents the prohibition against firearms at Jefferson Lab except for on-duty law enforcement officers in performance of their duties.

3.2.6 Industrial Hygiene

Jefferson Lab has a comprehensive industrial hygiene program that includes the following:

- Professionally and technically qualified industrial hygienists to manage and implement the program
- Exposure assessments and periodic resurveys
- Coordination with personnel responsible for design and planning, including work planning
- Involvement with occupational medicine programs
- Policies and procedures have been established to address specific hazards such as carcinogens, lead, lasers and working in potentially oxygen deficient locations.

3.2.7 Biological Safety

Jefferson Lab does not receive, use, handle, or transfer biologic etiologic agents. Therefore this section is not applicable.

3.2.8 Occupational Medicine (OM)

Jefferson Lab has an Occupational Medicine Program that comprehensively protects and promotes the physical and mental health of employees, users, contractors, and visitors to our facilities. The program is under the direction a licensed medical physician (Site Occupational Medical Director (SOMD)) and supporting personnel. The OM staff has access to hazard information due to its integration into the operations at Jefferson Lab. Supervisors provide information to the OM staff regarding job functions and potential for exposures. The OM staff has access to monitoring results and are involved when an employee has been absent from employment for more than 5 days. Medical records are maintained in the OM department. An employee assistance program is in place, as is an employee wellness program.
All work-related injuries/illnesses are reported to the medical department where standard of care is determined and monitored to assure a safe return to work with minimal lost time and associated costs. Work restrictions are explained to the employee and supervisor.

Jefferson Lab's SOMD will oversee subcontractor Occupational Medicine programs to characterize their programs and assure decisions regarding medical surveillance are documented. Jefferson Lab Occupational Medicine conducts case management of subcontractor occupational injuries and illnesses. The SOMD issues a quarterly newsletter regarding preventative medicine and other select 10 CFR 851 topics.

3.2.9 Motor Vehicle Safety (MVS)

The Jefferson Lab MVS is tailored to address the motor vehicle operations and activities performed at Jefferson Lab. The program addresses minimum licensing requirements, use of seat belts and other safety devices, training for specialty vehicle operators, requirement for motor vehicle maintenance and inspection, uniform traffic, biking, golf-cart and pedestrian control

devices and road signs, speed limits and other traffic rules, awareness campaigns, enforcement provisions.

3.2.10 Electrical Safety

A comprehensive electrical safety program that meets the applicable electrical safety codes and standards required by 10 CFR 851.23 is in place. TJSO has delegated AHJ responsibility for electrical safety to the Jefferson Lab Electrical Safety Committee (reference letter from Joseph Arango to Michael Dallas dated May 5, 2011).

3.2.11 Nanotechnology

Although there are no requirements established within 10 CFR 851 for nano materials, Jefferson Lab does have a Nanotechnology program in place that is compliant with applicable standards.

3.2.12 Workplace Violence

DOE has reserved this section for further use.

3.3. Closure Facilities

Jefferson Lab has no facilities that meet the definition of 10 CFR 851.3.

3.4. Variances

Jefferson Lab has no exemptions in place that are based upon DOE Orders that were subsequently superseded by 10 CFR 851. There are however three equivalencies to National Fire Protection Association Codes that have been reviewed and approved by the DOE-TJSO. In each case, it was determined that NFPA 101, Life Safety Code, could not be applied as written. Documentation demonstrating equivalent protection, as allowed by the standard, was submitted to DOE TJSO for approval. The equivalencies granted are described below:

1. Manual Pull Stations in the Beam Enclosure, granted April 21, 1995

   In 1995, DOE approved an equivalency determination from the NFPA requirement to have manual pull stations at 200 foot intervals. The equivalency was based upon redundant fire protection systems, not allowing occupancy of the tunnel while the beam is in operations, controlling of combustibles,

2. Hall D, Accelerator Tunnel Ramps, granted February 4, 2008.

   DOE approved an equivalency for an equipment access ramp with a single rise of 14 feet and 14% slope, and two equipment access equipment access ramp to be provided with a single hand rail, instead of two, as required by NFPA 101. Additional engineered and administrative measures are in place so that equivalent protection is provided.

3. Fire Sprinkler Protection for the Experimental Halls

   In 1991, DOE approved an exemption request from specific requirements of DOE Order 5480.7, "Fire Protection", for a complete automatic fire sprinkler system in the (then planned) three experimental halls. A Fire Hazard Assessment of the experimental halls, conducted by Jefferson

Lab in 2010, concluded that the exemption was no longer necessary. An equivalency determination was submitted to TJSO in July 2010 Contending that there was sufficient fire protection provided to the experimental halls to achieve the objectives of DOE Order 420.1B "Facility Safety", which replaced DOE O5480.7. DOE granted the equivalency on September27, 2010.

3.5 Self-Identification of Non-Compliances

Through its assessment, inspection, and investigation processes, Jefferson Lab screens issues for the self-identification and reporting of worker safety and health non-compliances. Incidents are reviewed by the ESH&Q Division to determine whether self-reporting is warranted. Each entry made into the Corrective Action Tracking System (CATS) is reviewed for 10 CFR 851 deficiencies. This allows for identification of site-wide programmatic non-compliances that should be reported through the Noncompliance Tracking System (NTS).

3.6 Program Description Maintenance

The Jefferson Lab WSHP program description is reviewed and re-submitted to DOE-TJSO for approval on an annual basis. Changes in implementing the requirements of 10 CFR 851 will be made as non-compliances or improvements are identified.
Significant changes that affect Jefferson Lab's approach to controlling a particular hazard or planned introduction of a hazard not controlled through the current ES&H program may require revision to this document. The revised document will be submitted to DOE-TJSO for approval. Any work involved associated with the addition will not take place until approval of the WSHP description is received from DOE-TJSO. In accordance with 10 CFR 851, approval of Jefferson Lab's WSHP will be considered automatic if no response is received from DOE within 90 days of submittal of this document.

Attachment 1

REQUIREMENTS CROSSWALK TABLE

10 CFR 851 Requirement	Evidence of Compliance
Subpart B Program Requirements	
851.10 General Requirements	
(a) With respect to a covered workplace for which a contractor is responsible, the contractor must:	
(1) Provide a place of employment that is free from recognized hazards that are causing or have the potential to cause death or serious physical harm to workers; and	Laboratory Policy on Safety Health, and Environmental Protection, ES&H Manual Chapter 1100
(2) Ensure that work is performed in accordance with:	
(i) All applicable requirements of this part; and	ES&H Manual – all chapters
(ii) With the worker safety and health program for that workplace.	ES&H Manual – all chapters
(b) The written worker safety and health program must describe how the contractor complies with the:	
(1) Requirements set forth in Subpart C of this part that are applicable to the hazards associated with the contractor's scope of work; and	ES&H Manual – all chapters
(2) Any compliance order issued by the Secretary pursuant to section 851.4 of this part.	No compliance order promulgated.
851.11 Development and approval of the worker safety and health program	
(a) Preparation and submission of worker safety and health program.	
By February 26, 2007, contractors must submit to the appropriate Head of DOE Field Element for approval a written worker safety and health program that provides the methods for implementing the requirements of Subpart C of this part.	No specific implementing document required.
(1) If a contractor is responsible for more than one covered workplace at a DOE site, the contractor must establish and maintain a single worker safety and health program for the covered workplaces for which the contractor is responsible.	NA – Jefferson Science Associates is responsible for only one DOE site workplace – the Newport News site.
(2) If more than one contractor is responsible for covered workplaces, each contractor must:	

10 CFR 851 Requirement	Evidence of Compliance
(i) Establish and maintain a worker safety and health program for the workplaces for which the contractor is responsible; and	NA – Jefferson Science Associates is only responsible for one DOE Site workplace – the Newport News site.
(ii) Coordinate with the other contractors responsible for work at the covered workplaces to ensure that there are clear roles, responsibilities and procedures to ensure the safety and health of workers at multi-contractor workplaces.	Several small businesses provide service support at TJNAF under contracts with both TJSO and JSA. Requirements to provide a safe working environment are flowed down through contractual agreements.
(3) The worker safety and health program must describe how the contractor will:	
(i) Comply with the requirements set forth in Subpart C of this part that are applicable to the covered workplace, including the methods for implementing those requirements; and	ES&H Manual ISMS Program Description
(ii) Integrate the requirements set forth in Subpart C of this part that are applicable to a covered workplace with other related site-specific worker protection activities and with the integrated safety management system.	ES&H Manual ISMS Program Description
(b) DOE evaluation and approval. The Head of DOE Field Element must complete a review and provide written approval of the contractor's worker safety and health program, within 90 days of receiving the document. The worker safety and health program and any updates are deemed approved 90 days after submission if they are not specifically approved or rejected by DOE earlier.	
(1) Beginning May 25, 2007, no work may be performed at a covered workplace unless an approved worker safety and health program is in place for the workplace.	No specific implementing document required.
(2) Contractors must send a copy of the approved program to the appropriate DOE Headquarters office	No specific implementing document required.
(3) Contractors must furnish a copy of the approved worker safety and health program, upon written request, to the affected workers or their designated representatives.	No specific implementing document required.
(c) Updates. (1) Contractors must submit an update of the worker safety and health program to the appropriate Head of DOE Field Element, for review and approval whenever a significant change or addition to the program is made, or a change in contractors occurs.	

10 CFR 851 Requirement	Evidence of Compliance
(2) Contractors must submit annually to DOE either an updated worker safety and health program for approval or a letter stating that no changes are necessary in the currently approved worker safety and health program.	
(3) Contactors must incorporate in the worker safety and health program any changes, conditions, or workplace safety and health standards directed by DOE consistent with the requirements of this part and DEAR 970.5204-2, Laws, Regulations and DOE Directives (December, 2000) and associated contract clauses.	
(d) Labor Organizations.	
If a contractor employs or supervises workers who are represented for collective bargaining by a labor organization, the contractor must:	
(1) Give the labor organization timely notice of the development and implementation of the worker safety and health program and any updates thereto; and	NA – There is no collective bargaining labor organization at TJNAF
(2) Upon timely request, bargain concerning implementation of this part, consistent with the Federal labor laws.	NA – There is no collective bargaining labor organization at TJNAF
851.12 Implementation	
(a) Contractors must implement the requirements of this part.	ES&H Manual ISMS Program Description
(b) Nothing in this part precludes a contractor from taking any additional protective action that is determined to be necessary to protect the safety and health of workers.	
851.13 Compliance	
(a) Contractors must achieve compliance with all the requirements of Subpart C of this part, and their approved worker safety and health program no later than May 25, 2007. Contractors may be required to comply contractually with the requirements of this rule before May 25, 2007.	No specific implementing documentation is required.

10 CFR 851 Requirement	Evidence of Compliance
(b) In the event a contractor has established a written safety and health program, an Integrated Safety Management System (ISM) description pursuant to the DEAR Clause, or an approved Work Smart Standards (WSS) process before the date of issuance of the final rule, the Contractor may use that program, description, or process as the worker safety and health program required by this part if the appropriate Head of the DOE Field Element approves such use on the basis of written documentation provided by the contractor that identifies the specific portions of the program, description, or process, including any additional requirements or implementation methods to be added to the existing program, description, or process, that satisfy the requirements of this part and that provide a workplace as safe and healthful as would be provided by the requirements of this part.	ISMS Program Description
(c) Nothing in this part shall be construed to limit or otherwise affect contractual obligations of a contractor to comply with contractual requirements that are not inconsistent with the requirements of this part.	
Subpart C Specific Program Requirements §851.20	
Management responsibilities and worker rights and responsibilities.	
(a) Management responsibilities. Contractors are responsible for the safety and health of their workforce and must ensure that contractor management at a covered workplace:	
(1) Establish written policy, goals, and objectives for the worker safety and health program;	ES&H Manual Chapter 1100 ISMS Program Description Contractual Performance Evaluation and Measurement Plan (PEMP)
(2) Use qualified worker safety and health staff (e.g., a certified industrial hygienist, or safety professional) to direct and manage the program;	ES&H Manual Chapter 2210
(3) Assign worker safety and health program responsibilities, evaluate personnel performance, and hold personnel accountable for worker safety and health performance;	ES&H Manual Chapter 2210
(4) Provide mechanisms to involve workers and their elected representatives in the development of the worker safety and health program goals, objectives, and performance measures and in the identification and control of hazards in the workplace;	ES&H Manual Chapters 2240, 2310, 3110, 3120, 3130, 3210, 3310, 3320, 5200, 5300.

10 CFR 851 Requirement	Evidence of Compliance
(5) Provide workers with access to information relevant to the worker safety and health program;	ESH&Q Website 10 CFR 851 and ISM Posters Safety Warden Bulletin Boards On Target Briefs Safety Briefings/Toolbox Meetings Pre and Post SAD meetings
(6) Establish procedures for workers to report without reprisal job-related fatalities, injuries, illnesses, incidents, and hazards and make recommendations about appropriate ways to control those hazards;	ES&H Manual Chapters 2210, 2310, 3330, 5200, 5300. Administrative Manual
(7) Provide for prompt response to such reports and recommendations;	ES&H Manual Chapters 2210, 2310, 3330
(8) Provide for regular communication with workers about workplace safety and health matters;	INSIGHT webpage Jefferson Lab Weekly Briefs ISM Posters Safety Warden Bulletin Boards On Target Briefs Safety Briefings/Toolbox Meetings Pre and Post SAD meetings
(9) Establish procedures to permit workers to stop work or decline to perform an assigned task because of a reasonable belief that the task poses an imminent risk of death, serious physical harm, or other serious hazard to workers, in circumstances where the workers believe there is insufficient time to utilize normal hazard reporting and abatement procedures; and	ES&H Manual Chapter 2210, 3330
(10) Inform workers of their rights and responsibility by appropriate means, including posting the DOE-designated Worker Protection Poster in the workplace where it is accessible to all workers	ES&H Manual Chapters 1100, 2210, 5200.
(b) Worker rights and responsibilities.	
Workers must comply with the requirements of this part, including the worker safety and health program, which are applicable to their own actions and conduct.	ISMS Program Description ES&H Manual Chapters 1100 and 2210
Workers at a covered workplace have the right, without reprisal, to:	
(1) Participate in activities described in this section on official time;	ES&H Manual Chapter 2210 Administrative Manual Section 206
(2) Have access to:	
(i) DOE safety and health publications;	ESH&Q Website ES&H Manual
(ii) The worker safety and health program for the covered workplace;	ESH&Q website

10 CFR 851 Requirement	Evidence of Compliance
(iii) The standards, controls, and procedures applicable to the covered workplace;	ES&H Manual
(iv) The safety and health poster that informs the worker of relevant rights and responsibilities;	DOE 10 CFR 851 Poster
(v) Limited information on any recordkeeping log (OSHA Form 300). Access is subject to Freedom of Information Act requirements and restrictions; and	Jefferson Lab INSIGHT ES&H Manual Chapter 5400
(vi) The DOE Form 5484.3 (the DOE equivalent to OSHA Form 301) that contains the employee's name as the injured or ill worker;	ES&H Manual Chapter 5400 Available upon request of ESH&Q
(3) Be notified when monitoring results indicate the worker was overexposed to hazardous materials;	Industrial Hygiene Administrative Procedures Administrative Manual Section 103
(4) Observe monitoring or measuring of hazardous agents and have the results of their own exposure monitoring;	Industrial Hygiene Administrative Procedures Administrative Manual Section 103
(5) A representative authorized by employees may accompany the Director or his authorized personnel during the physical inspection of the workplace for the purpose of aiding the inspection. When no authorized employee representative is available, the Director (i.e., DOE Official having authority to investigate the nature and extent of compliance with 10 CFR 851) or his authorized representative must consult, as appropriate, with employees on matters of worker safety and health;	ES&H Manual Chapter 2210
(6) Request and receive results of inspections and accident investigations;	ES&H Manual Chapters, 5200, 5300
(7) Express concerns related to worker safety and health;	ES&H Manual Chapters 2210, 2310, 5200 Administrative Manual Human Resources website
(8) Decline to perform an assigned task because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious physical harm to the worker coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures; and	ES&H Manual Chapters 2210 and 3330

10 CFR 851 Requirement	Evidence of Compliance
(9) Stop work when the worker discovers employee exposures to imminently dangerous conditions or other serious hazards; provided that any stop work authority must be exercised in a justifiable and responsible manner in accordance with procedures established in the approved worker safety and health program.	ES&H Manual Chapters 2210 and 3330
851.21 Hazard identification and assessment	
(a) Contractors must establish procedures to identify existing and potential workplace hazards and assess the risk of associated workers injury and illness.	ES&H Manual Chapters 2220, 3110, 3120, 3130, 3210, 3310, 6xxx Industrial Hygiene series Facility Safety Analysis Document ISMS Program Description
Procedures must include methods to:	
(1) Assess worker exposure to chemical, physical, biological, or safety workplace hazards through appropriate workplace monitoring;	ES&H Manual Chapter 61XX series, 6500, 66XX series, 69XX series
(2) Document assessment for chemical, physical, biological, and safety workplace hazards using recognized exposure assessment and testing methodologies and using of accredited and certified laboratories;	Industrial Hygiene Administrative Procedures
(3) Record observations, testing and monitoring results;	Industrial Hygiene Administrative Procedures
(4) Analyze designs of new facilities and modifications to existing facilities and equipment for potential workplace hazards;	ES&H Manual Chapter 3110, 3120, 3130, 3210, 3310
(5) Evaluate operations, procedures, and facilities to identify workplace hazards;	ES&H Manual Chapters 1100, 3120, 3130, 3210, 3310
(6) Perform routine job activity-level hazard analyses;	ES&H Manual Chapter 3210, 3310
(7) Review site safety and health experience information; and	ES&H Manual Chapter 3110, 3120, 3130, 3210, 3310 ESH&Q Operating Experience website
(8) Consider interaction between workplace hazards and other hazards such as radiological hazards.	ES&H Manual Chapter 1100, 3210, 3310 FSAD
(b) Contractors must submit to the Head of DOE Field Element a list of closure facility hazards and the established controls within 90 days after identifying such hazards.	Not applicable - TJNAF has no closure facilities
The Head of DOE Field Element, with concurrence by the Cognizant Secretarial Officer, has 90 days to accept the closure facility hazard controls or direct additional actions to either:	

10 CFR 851 Requirement	Evidence of Compliance
(1) Achieve technical compliance; or	
(2) Provide additional controls to protect the workers.	
(c) Contractors must perform the activities identified in paragraph (a) of this section, initially to obtain baseline information and as often thereafter as necessary to ensure compliance with the requirements in this Subpart.	FSAD ES&H Manual 2410 ES&H Electronic log Integrated Annual Assessment Procedure Emergency Management Technical Basis Document
851.22 Hazard prevention and abatement	
(a) Contractors must establish and implement a hazard prevention and abatement process to ensure that all identified and potential hazards are prevented or abated in a timely manner.	ISMS Program Description ES&H Manual Chapter 3110, 3120, 3130, , 3310 Issues Management Procedure
(1) For hazards identified either in the facility design or during the development of procedures, controls must be incorporated in the appropriate facility design or procedure.	ES&H Manual Chapter 3110, 3120, 3130, 3210, 3310
(2) For existing hazards identified in the workplace, contractors must:	
(i) Prioritize and implement abatement actions according to the risk to workers;	ES&H Manual Chapter 3110, 3120, 3130, , 3310, , 6200, , 6220, 6230, 6240, 6410, 6500 Issues Management Procedure ISMS Program Description Facility Safety Assessment Document
(ii) Implement interim protective measures pending final abatement; and	ES&H Manual Chapter 3110, 3120, 3130, , 3310, , 6200, , 6220, 6230, 6240, 6500 Issues Management Procedure ISMS Program Description Facility Safety Assessment Document Accelerator Envelope
(iii) Protect workers from dangerous safety and health conditions;	ES&H Manual Chapter 3110, 3120, 3130, , 3310, , 6200, , 6220, 6230, 6240, 6410, 6500 Issues Management Procedure ISMS Program Description Facility Safety Assessment Document

10 CFR 851 Requirement	Evidence of Compliance
(b) Contractors must select hazard controls based on the following hierarchy:	
(1) Elimination or substitution of the hazards where feasible and appropriate;	ES&H Manual Chapter 3210, 3310, 3320
(2) Engineering controls where feasible and appropriate;	ES&H Manual Chapter 3210, 3310, 3320
(3) Work practices and administrative controls that limit worker exposures; and	ES&H Manual Chapter 3210, 3310, 3320
(4) Personal protective equipment.	ES&H Manual Chapter 3210, 3310, 3320,6620
(c) Contractors must address hazards when selecting or purchasing equipment, products, and services.	ES&H Manual Chapters 2210, 3410, Assurance Program Description ISMS Program Description Acquisition Policy Manual
851.23 Safety and health standards	
(a) Contractors must comply with the following safety and health standards that are applicable to the hazards at their covered workplace:	
(1) Title 10 Code of Federal Regulations (CFR) 850, "Chronic Beryllium Disease Prevention Program."	ES&H Manual Chapter 6682
(2) Title 29 CFR, Parts 1904.4 through 1904.11, 1904.29 through 1904.33; 1904.44, and 1904.46, "Recording and Reporting Occupational Injuries and Illnesses."	ES&H Manual Chapter 5400
(3) Title 29 CFR, Part 1910, "Occupational Safety and Health Standards," excluding 29 CFR 1910. 96, "Ionizing Radiation."	ES&H Manual Chapter 2410
(4) Title 29 CFR, Part 1915, "Shipyard Employment."	Not applicable
(5) Title 29 CFR, Part 1917, "Marine Terminals."	Not applicable
(6) Title 29 CFR, Part 1918, "Safety and Health Regulations for Long-shoring."	Not applicable
(7) Title 29 CFR, Part 1926, "Safety and Health Regulations for Construction."	ES&H Manual Chapter 2410
(8) Title 29 CFR, Part 1928, "Occupational Safety and Health Standards for Agriculture."	Not applicable

10 CFR 851 Requirement	Evidence of Compliance
(9) American Conference of Governmental Industrial Hygienists (ACGIH), "Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices" when the ACGIH Threshold Limit Values (TLVs) are lower (more protective) than permissible exposure limits in 29 CFR 1910. When the ACGIH TLVs are used as exposure limits, contractors must nonetheless comply with the other provisions of any applicable expanded health standard found in 29 CFR 1910.	ES&H Manual Chapter 6610 Industrial Hygiene Administrative and Operating Procedures
(10) American National Standards Institute (ANSI) Z88.2, "American National Standard Practices for Respiratory Protection," (2004) (incorporated by reference see § 851.27).	ES&H Manual Chapter 6630 (Note: The 2004 version has not been approved for use and currently does not exist. The previous version (1992) was withdrawn when it reached its 10 year anniversary. JSA currently follows the requirements of the 1992 version of this standard.
(11) ANSI Z136.1, "Safe Use of Lasers," (2000) (incorporated by reference see § 851.27).	ES&H Manual Chapter 6410
(12) ANSI Z49.1, "Safety in Welding, Cutting and Allied Processes," sections 4.3 and E4.3 (1999) (incorporated by reference see § 851.27).	ES&H Manual Chapter 6122, 6430
(13) National Fire Protection Association (NFPA) 70, "National Electrical Code," (2005) (incorporated by reference see § 851.27).	ES&H Manual Chapters 62xx series
(14) NFPA 70E, "Electrical Safety in the Workplace," (2004) (incorporated by reference see § 851.27).	ES&H Manual Chapters 62xx series
(b) Nothing in this part must be construed as relieving a contractor from complying with any additional specific safety and health requirement that it determines to be necessary to protect the safety and health of workers.	
851. 24 Functional areas	
(a) Contractors must have a structured approach to their worker safety and health program which at a minimum, include provisions for the following applicable functional areas in their worker safety and health program: construction safety; fire protection; firearms safety; explosives safety; pressure safety; electrical safety; industrial hygiene; occupational medicine; biological safety; and motor vehicle safety.	See 10 CFR 851, Appendix A of this crosswalk

10 CFR 851 Requirement	Evidence of Compliance
(b) In implementing the structured approach required by paragraph (a) Of this section, contractors must comply with the applicable standards and provisions in Appendix A of this part, entitled "Worker Safety and Health Functional Areas."	See 10 CFR 851, Appendix A of this crosswalk
851.25 Training and information	
(a) Contractors must develop and implement a worker safety and health training and information program to ensure that all workers exposed or potentially exposed to hazards are provided with the training and information on that hazard in order to perform their duties in a safe and healthful manner.	ISMS Program Description ES&H Manual Chapters 2210, , 4100, 4200
(b) The contractor must provide:	
(1) Training and information for new workers, before or at the time of initial assignment to a job involving exposure to a hazard;	ES&H Manual Chapters 2210, , 4100, 4200
(2) Periodic training as often as necessary to ensure that workers are adequately trained and informed; and	ES&H Manual Chapters 2210, , 4100, 4200
(3) Additional training when safety and health information or a change in workplace conditions indicates that a new or increased hazard exists.	ES&H Manual Chapters 2210, , 4100, 4200
(c) Contractors must provide training and information to workers who have worker safety and health program responsibilities that is necessary for them to carry out those responsibilities.	ES&H Manual Chapters, 4100, 4200
851.26 Recordkeeping and reporting	
(a) Recordkeeping. Contractors must:	
(1) Establish and maintain complete and accurate records of all hazard inventory information, hazard assessments, exposure measurements, and exposure controls.	ISMS Program Description Industrial Hygiene Administrative Procedures
(2) Ensure that the work-related injuries and illnesses of its workers and subcontractor workers are recorded and reported accurately and consistent with DOE Manual 231.1-1A, Environment, Safety and Health Reporting Manual, September 9, 2004 (incorporated by reference, see §851.27).	ES&H Manual Chapters 5200, 5300, 5400
(3) Comply with the applicable to occupational injury and illness recordkeeping and reporting workplace safety and health standards in § 851.23 of this part at their site, unless otherwise directed in DOE Manual 231.1-1A.	ES&H Manual Chapters 5200, 5300, 5400
(4) Not conceal nor destroy any information concerning non-compliance or potential noncompliance with the requirements of this part.	ES&H Manual Chapters 5200, 5300, 5400
(b) Reporting and investigation.	

10 CFR 851 Requirement	Evidence of Compliance
Contractors must:	
(1) Report and investigate accidents, injuries and illness; and	ISMS Program Description ES&H Manual Section 5200
(2) Analyze related data for trends and lessons learned (reference DOE Order 225.1A, Accident Investigations, November 26, 1997).	ISMS Program Description Analysis of Data Procedure ES&H Manual 5200
APPENDIX A TO PART 851 WORKER SAFETY AND HEALTH FUNCTIONAL AREAS	
This appendix establishes the mandatory requirements for implementing the applicable functional areas required by §851.24 of this part.	
1. Construction Safety	
(a) For each separately definable construction activity (e.g., excavations, foundations, structural steel, roofing) the construction contractor must:	
(1) Prepare and have approved by the construction manager an activity hazard analysis prior to commencement of affected work.	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
Such analyses must:	
(i) Identify foreseeable hazards and planned protective measures;	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
(ii) Address further hazards revealed by supplemental site information (e.g., site characterization data, as-built drawings) provided by the construction manager;	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
(iii) Provide drawings and/or other documentation of protective measures for which applicable Occupational Safety and Health Administration (OSHA) standards require preparation by a Professional Engineer or other qualified professional, and	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
(iv) Identify competent persons required for workplace inspections of the construction activity, where required by OSHA standards.	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
(2) Ensure workers are aware of foreseeable hazards and the protective measures described within the activity analysis prior to beginning work on the affected activity.	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
(3) Require that workers acknowledge being informed of the hazards and protective measures associated with assigned work activities. Those workers failing to utilize appropriate protective measures must be subject to the construction contractor's disciplinary process.	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410

10 CFR 851 Requirement	Evidence of Compliance
(b) During periods of active construction (i.e., excluding weekends, weather delays, or other periods of work inactivity), the construction contractor must have a designated representative on the construction worksite who is knowledgeable of the project's hazards and has full authority to act on behalf of the construction contractor. The contractor's designated representative must make frequent and regular inspections of the construction worksite to identify and correct any instances of noncompliance with project safety and health requirements.	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
(c) Workers must be instructed to report to the construction contractor's designated representative, hazards not previously identified or evaluated. If immediate corrective action is not possible or the hazard falls outside of project scope, the construction contractor must immediately notify affected workers, post appropriate warning signs, implement needed interim control measures, and notify the construction manager of the action taken. The contractor or the designated representative must stop work in the affected area until appropriate protective measures are established.	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
(d) The construction contractor must prepare a written construction project safety and health plan to implement the requirements of this section and obtain approval of the plan by the construction manager prior to commencement of any work covered by the plan. In the plan, the contractor must designate the individual(s) responsible for on-site implementation of the plan, specify qualifications for those individuals, and provide a list of those project activities for which subsequent hazard analyses are to be performed. The level of detail within the construction project safety and health plan should be commensurate with the size, complexity and risk level of the construction project. The content of this plan need not duplicate those provisions that were previously submitted and approved as required by § 851.11 of this part.	Procurement Master Specification Section 01525 ES&H Manual Chapter 3410
2. Fire Protection	
(a) Contractors must implement a comprehensive fire safety and emergency response program to protect workers commensurate with the nature of the work that is performed. This includes appropriate facility and site-wide fire protection, fire alarm notification and egress features, and access to a fully staffed, trained, and equipped emergency response organization that is capable of responding in a timely and effective manner to site emergencies.	ES&H Manual Chapters 6900

10 CFR 851 Requirement	Evidence of Compliance
(b) An acceptable fire protection program must include those fire protection criteria and procedures, analyses, hardware and systems, apparatus and equipment, and personnel that would comprehensively ensure that the objective in paragraph 2(a) of this section is met. This includes meeting applicable building codes and National Fire Protection Association codes and standards.	ES&H Manual Chapters 6900
3. Explosives safety	Not applicable
4. Pressure safety.	
(a) Contractors must establish safety policies and procedures to ensure that pressure systems are designed, fabricated, tested, inspected, maintained, repaired, and operated by trained and qualified personnel in accordance with applicable and sound engineering principles.	ES&H Manual 6151
(b) Contractors must ensure that all pressure vessels, boilers, air receivers, and supporting piping systems conform to:	
(1) The applicable American Society of Mechanical Engineers (ASME) Boilers and Pressure Vessel Code; sections I through section XII including applicable Code Cases	ES&H Manual 6151
(2) The applicable ASME B.31 Standards of Pressure Piping; and or;	ES&H Manual 6151
(3) The strictest applicable state and local codes.	ES&H Manual 6151
(c) When national consensus codes are not applicable (because of pressure range, vessel geometry, use of special materials, etc.), contractors must implement measures to provide equivalent protection and ensure a level of safety greater than or equal to the level of protection afforded by the ASME or applicable state or local code.	ES&H Manual 6151
Measures must include the following:	
(1) Design drawings, sketches, and calculations must be reviewed and approved by a qualified independent design professional (i.e., professional engineer). Documented organizational peer review is acceptable.	ES&H Manual 6151
(2) Qualified personnel must be used to perform examinations and inspections of materials, in-process fabrications, non-destructive tests, and acceptance test.	ES&H Manual 6151
(3) Documentation, traceability, and accountability must be maintained for each pressure vessel or system, including descriptions of design, pressure, testing, operation, repair, and maintenance.	ES&H Manual 6151
5. Firearms safety.	Not applicable
6. Industrial hygiene.	

10 CFR 851 Requirement	Evidence of Compliance
Contractors must implement a comprehensive industrial hygiene program that includes at least the following elements:	
(a) Initial or baseline surveys and periodic resurveys and /or exposure monitoring as appropriate of all work areas or operations to identify and evaluate potential worker health risks;	ES&H Manual Chapter 66XX series
(b) Coordination with planning and design personnel to anticipate and control health hazards that proposed facilities and operations would introduce;	ES&H Manual Chapter 3110
(c) Coordination with cognizant occupational medical, environmental, health physics, and work planning professionals;	ES&H Manual Chapter 68XX series
(d) Policies and procedures to mitigate the risk from identified and potential occupational carcinogens;	ES&H Manual Chapter 68XX series
(e) Professionally and technically qualified industrial hygienists to manage and implement the industrial hygiene program; and	ISMS Program Description ESH&Q Organization Chart
(f) Use of respiratory protection equipment tested under the DOE Respirator Acceptance Program for Supplied-air Suits (DOE-Technical Standard-1167-2003) when National Institute for Occupational Safety and Health-approved respiratory protection does not exist for DOE tasks that require such equipment. For security operations conducted in accordance with Presidential Directive Decision 39, U.S. POLICY ON COUNTER TERRORISM, use of Department of Defense military type masks for respiratory protection by security personnel is acceptable.	ES&H Manual Chapter 6630
7. Biological Safety	Not applicable
8. Occupational Medicine	
(a) Contractors must establish and provide comprehensive occupational medicine services to workers employed at a covered work place who:	
(i) Work on a DOE site for more than 30 days in a 12-month period; or	ES&H Manual Chapter 6800 series Administrative Manual
(ii) Are enrolled for any length of time in a medical or exposure monitoring program required by this rule and/or any other applicable Federal, State or local regulation, or other obligation.	ES&H Manual Chapter 6800 series Administrative Manual
(b) The occupational medicine services must be under the direction of a graduate of a school of medicine or osteopathy and licensed for the practice of medicine in the state in which the site is located.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05

10 CFR 851 Requirement	Evidence of Compliance
(c) Occupational medical physicians, occupational health nurses, physician's assistants, nurse practitioners, psychologists, employee assistance counselors, and other occupational health personnel providing occupational medicine services must be licensed, registered, or certified as required by Federal or State law where employed.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(d) Contractors must provide the occupational medicine providers access to hazard information by promoting its communication, coordination, and sharing among operating and environment, safety, and health protection organizations.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(1) Contractors must provide the occupational medicine providers with access to information on the following:	
(i) Current information about actual or potential work-related site hazards (chemical, radiological, physical, biological, or ergonomic);	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(ii) Employee job-task and hazard analysis information, including essential job functions;	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(iii) Actual or potential work-site exposures of each employee; and	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(iv) Personnel actions resulting in a change of job functions, hazards or exposures.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(2) Contractors must notify the occupational medicine providers when an employee has been absent because of an injury or illness for more than 5 consecutive workdays (or an equivalent time period for those individuals on an alternative work schedule);	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(3) Contractors must provide the occupational medicine provider information on, and the opportunity to participate in, worker safety and health team meetings and committees;	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(4) Contractors must provide occupational medicine providers access to the workplace for evaluation of job conditions and issues relating to workers' health.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(e) A designated occupational medicine provider must:	
(1) Plan and implement the occupation medicine services; and	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05

10 CFR 851 Requirement	Evidence of Compliance
(2) Participate in worker protection teams to build and maintain necessary partnerships among workers, their representatives, managers, and safety and health protection specialists in establishing and maintaining a safe and healthful workplace.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(f) A record, containing any medical, health history, exposure history, and demographic data collected for the occupational medicine purposes, must be developed and maintained for each employee for whom medical services are provided. All occupational medical records must be maintained in accordance with Executive Order 13335, Incentives for the Use of Health Information Technology.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(1) Employee medical, psychological, and employee assistance program (EAP) records must be kept confidential, protected from unauthorized access, and stored under conditions that ensure their long-term preservation. Psychological records must be maintained separately from medical records and in the custody the designated psychologist in accordance with 10 CFR 712.38(b)(2).	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(2) Access to these records must be provided in accordance with DOE regulations implementing the Privacy Act and the Energy Employees Occupational Illness Compensation Program Act.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(g) The occupational medicine services provider must determine the content of the worker health evaluations, which must be conducted under the direction of a licensed physician, in accordance with current sound and acceptable medical practices and all pertinent statutory and regulatory requirements, such as the Americans with Disabilities Act.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(1) Workers must be informed of the purpose and nature of the medical evaluations and tests offered by the occupational medicine provider.	
(i) The purpose, nature and results of evaluations and tests must be clearly communicated verbally and in writing to each worker provided testing;	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(ii) The communication must be documented in the worker's medical record; and	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(2) The following health evaluations must be conducted when determined necessary by the occupational medicine provider for the purpose of providing initial and continuing assessment of employee fitness for duty.	

10 CFR 851 Requirement	Evidence of Compliance
(i) At the time of employment entrance or transfer to a job with new functions and hazards, a medical placement evaluation of the individual's general health and physical and psychological capacity to perform work will establish a baseline record of physical condition and assure fitness for duty.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(ii) Periodic, hazard-based medical monitoring or qualification-based fitness for duty evaluations required by regulations and standards, or as recommended by the occupational medicine services provider, will be provided on the frequency required.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(iii) Diagnostic examinations will evaluate employee's injuries and illnesses to determine work-relatedness, the applicability of medical restrictions, and referral for definitive care, as appropriate.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(iv) After a work-related injury or illness or an absence due to any injury or illness lasting 5 or more consecutive workdays (or an equivalent time period for those individuals on an alternative work schedule), a return to work evaluation will determine the individual's physical and psychological capacity to perform work and return to duty.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(v) At the time of separation from employment, individuals shall be offered a general health evaluation to establish a record of physical condition.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(h) The occupational medicine provider must monitor ill and injured workers to facilitate their rehabilitation and safe return to work and to minimize lost time and its associated costs.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(1) The occupational medicine provider must place an individual under medical restrictions when health evaluations indicate that the worker should not perform certain job tasks. The occupational medicine provider must notify the worker and contractor management when employee work restrictions are imposed or removed.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(i) Occupational medicine provider physician and medical staff must, on a timely basis, communicate results of health evaluations to management and safety and health protection specialists to facilitate the mitigation of worksite hazards.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(j) The occupational medicine provider must include measures to identify and manage the principal preventable causes of premature morbidity and mortality affecting worker health and productivity.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(1) The contractor must include programs to prevent and manage these causes of morbidity when evaluations demonstrate their cost effectiveness.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05

10 CFR 851 Requirement	Evidence of Compliance
(2) Contractors must make available to the occupational medicine provider appropriate access to information from health, disability, and other insurance plans (de-identified as necessary) in order to facilitate this process.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(k) The occupational medicine services provider must review and approve the medical and behavioral aspects of employee counseling and health promotional programs, including the following types:	
(1) Contractor-sponsored or contractor-supported EAPs;	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(2) Contractor-sponsored or contractor-supported alcohol and other substance abuse rehabilitation programs; and	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(3) Contractor-sponsored or contractor-supported wellness programs.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(4) The occupational medicine services provider must review the medical aspects of immunization programs, blood-borne pathogens programs, and bio-hazardous waste programs to evaluate their conformance to applicable guidelines.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
(5) The occupational medicine services provider must develop and periodically review medical emergency response procedures included in site emergency and disaster preparedness plans. The medical emergency responses must be integrated with nearby community emergency and disaster plans.	ES&H Manual Chapter 6800 series Administrative Manual Sections 103.02, 205.05, 208.05
9. Motor vehicle safety.	
(a) Contractors must implement a motor vehicle safety program to protect the safety and health of all drivers and passengers in Government-owned or -leased motor vehicles and powered industrial equipment (i.e., fork trucks, tractors, platform lift trucks, and other similar specialized equipment powered by an electric motor or an internal combustion engine).	
(b) The contractor must tailor the motor vehicle safety program to the individual DOE site or facility, based on an analysis of the needs of that particular site or facility.	
(c) The motor vehicle safety program must address, as applicable to the contractor's operations:	
(1) Minimum licensing requirements (including appropriate testing and medical qualification) for personnel operating motor vehicles and powered industrial equipment;	Administrative Manual Section 301.03

10 CFR 851 Requirement	Evidence of Compliance
(2) Requirements for the use of seat belts and provision of other safety devices;	Administrative Manual Section 301.06
(3) Training for specialty vehicle operators;	ES&H Manual Chapter 6145, 6146
(4) Requirements for motor vehicle maintenance and inspection;	Administrative Manual Section 301.06
(5) Uniform traffic and pedestrian control devices and road signs;	Administrative Manual Section 301.06
(6) On-site speed limits and other traffic rules;	Administrative Manual Section 301.06
(7) Awareness campaigns and incentive programs to encourage safe driving;	Safety Incentive Program
(8) Enforcement provisions.	Administrative Manual Section 301.03, 301.06
10. Electrical Safety.	
Contractors must implement a comprehensive electrical safety program appropriate for the activities at their site. This program must meet the applicable electrical safety codes and standards referenced in § 851.23.	ES&H Manual Chapters 62xx series
11. Nanotechnology Safety	None required per 10 CFR 851, but program is described in ES&H Manual Chapter 6650
12. Workplace Violence Prevention	None required.