



## Statement of Work

**Title: Environmental, Safety & Health Organizational Support (ES&H)**

**Revision Number: 0**

**Date: October 1, 2016**

### 1.0 INTRODUCTION / BACKGROUND

The Mission Support Alliance (MSA) Environmental, Safety & Health & Organization provides oversight support for Mission Support Contract (MSC) organizations and is involved in implementing every Integrated Safety and Management System (ISMS) Core Function from assisting in defining work scope during work planning to provide feedback on work activities through inspections and assessments. This team ensures that all environmental, safety and health requirements are met so that MSA provides its services in a safe and environmentally sound manner.

The ES&H organization develops, implements and improves Integrated Safety Management, worker safety and health and radiation safety procedures that govern the work performed by MSA. Safety culture is continuously monitored to ensure a safety conscious work environment is maintained. Safety improvement initiatives, developed to address weaknesses within organizations, are completed to improve safety awareness and communications within the work groups.

### 2.0 OBJECTIVE

This managed task is to provide technical resources to assist the Director, Safety & Health Program Support in completing monthly reporting requirements, emerging work assignments and organizational level corrective actions.

### 3.0 DESCRIPTION OF WORK – SPECIFIC

The scope for this managed task is to provide limited support, as needed to meet monthly reporting requirements. Periodically, request of a subject matter expert will be made to perform a focused evaluation on an emerging safety culture-related issue, or



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prepare/review documentation for annual reports, such as the ISMS Declaration or Voluntary Protection Program (VPP) annual assessment.

Specific task deliverables include the following:

- Monthly ES&H performance reports (narrative)
- ES&H newsletter

At the request of the Director, Safety & Health Program Support, supplemental “as-needed” tasks include the following:

- Prepare and/or provide technical editing support for safety communications, such as Safety Starts and Safety Bulletins
- Provide technical editing support of annual reports
- Revise annual Health & Safety EXPO documents, as requested
- Author assigned sections of annual reports, such as Annual ISMS and QA Effectiveness Review Declaration
- Provide a technical review of documents, such as ISMS System Description
- Support implementation of MSA Safety Culture Focus Group improvement initiatives
- Provide subject matter expert support to ISMS Surveillance team
- Provide independent review of emerging safety issues

### 4.0 REQUIREMENTS

#### General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the On Site Services Special Provisions, will apply to Subcontractor personnel.

#### 4.1 Engineering Requirements

N/A



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### 4.2 Environment, Safety & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of safety and environmental functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down safety and environmental requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with MSC-PRO-11058 for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.
- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use. Subcontractor will work to MSA's ES&H processes and procedures.

#### APPLICABLE ES&H REQUIREMENTS

	Number	Title

### 4.3 Quality Assurance (QA) Requirements



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N/A

### 4.4 Government Property

N/A

## 5.0 PERSONNEL REQUIREMENTS

### 5.1 Training and Qualifications

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements.

#### **Training**

The following types of training qualifications are required:

- A. Hanford site-specific general training requirements to safely perform this work will be designated by the BTR.
- B. The following types of training qualifications are required:
  - Hanford General Education Training (HGET)/MSA General Education Training (MGET) is required.
  - Other site specific training may be required as determined during performance of this scope of work.

#### **Required Qualifications:**

Technical Writer/Editor:

- BA/BS degree, preferably in the fields of journalism or communications
- Minimum 6 years related experience authoring reports/documents, project status, safety communications
- Proficient in Microsoft Office
- Knowledgeable in record keeping systems, such as IDMS



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- Preferably 3 years' experience working on a DOE site. Be familiar with common work processes, such as organization and administration of safety programs per 10 CFR 851, hazard analysis, safety log keeping, environmental management system and ISMS.

### Subject Matter Expert:

- BA/BS, preferably in safety related field (experience can be substituted for education)
- Minimum 25 years' related field experience, either at the management or safety professional level, or a combination of the two.
- Knowledgeable of DOE O 422.1, *Conduct of Operations*, DOE M 450.4-1, *Integrated Safety Management System Manual*, and MSA's Integrated Environment, Safety, and Health Management System requirements.
- At least 10 years' work experience at a DOE site. Be knowledgeable about common work processes, such as organization and administration of safety programs per 10 CFR 851, hazard analysis, safety log keeping, environmental management system and ISMS.

### **5.2 Security and Badging Requirements**

For any on site work, see Special Provisions – On Site Services for details.

Subcontractor employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

### **5.3 Work Location / Potential Access Requirements**

The primary work location for this managed task will be offsite with periodic meetings at 825 Jadwin (Federal Buildings). However, field surveillances to evaluate emerging safety issues can be performed across the Hanford Site, depending on the scope of the evaluation.

### **5.4 Site Access and Work Hours**

Work hours to complete the scope within this managed task are aligned with scheduled deliverables and shall not exceed 60 hours per task in a monthly reporting period without prior approval of the BTR.



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### 6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the BTR.

### 7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

#### 7.1 Deliverables

- Environmental, Safety & Health Monthly Performance Report (Monthly)
- Environmental, Safety & Health Newsletter (6 per year)

#### 7.2 Schedule

Start Date: 11/15/2016

Completion Date: 9/30/2018

### 8.0 SPECIAL REQUIREMENTS`

None