


National High Magnetic Field Laboratory Safety Policy

TITLE: Site Superintendent Policy	SUBJECT: Roles and Responsibilities for Site Superintendents controlling complex, hazardous work sites.
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Additional Approval Signatures on Revision and Approval Page in Appendix	



Site Superintendent Policy

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1.0 PURPOSE

The purpose of this policy is to define the role requirements and responsibilities of the Site Superintendent (SS)

2.0 REQUIREMENTS

The Site Superintendent is responsible for ensuring day-to-day safety for a job that meets all of these criteria:

- High Hazard
- Complicated Systems
- Multiple Groups
- Potential for changing conditions over time

The assignment of a SS is a management decision. The SS must be a designated employee(s) assigned by management for a specific project, outage, or time period.

The complexity of certain jobs requires the assignment of a SS to ensure a single point of control over aspects of the work which could impact safety. These aspects include:

- Systems which are complex in nature and difficult for most workers to have a full understanding of how they work, the hazards present, and how to isolate and verify the hazards.
- Multiple groups who do not have knowledge of each other's work scope and schedules or the hazards that are presented by the other groups (i.e. overhead work, commissioning, testing).
- Long duration projects which require coordination of lockouts, outages and change of scope.
- High hazards which require knowledgeable approval and auditing of safety controls.

The Site Superintendent must remain an independent authority willing to stop work, or ask for additional planning and control, and is not directly responsible for work efficiency or schedule compliance.

For jobs where there is only a single group working on high hazard and complex system and site access is controlled to prevent unqualified personnel from working on the site, the full time site superintendent is not required. A supervisor, or other knowledgeable person will perform all of the duties of a normal site superintendent, but will not need to remain on site for the full duration of the job. This can be applied to a job where the whole job will consist of one crew, or a day of a more complex job which otherwise would have a site superintendent. The job site will be considered "Controlled Access Posted". Signage found in Appendix C shall be posted daily.



3.0 RESPONSIBILITIES

- Control access to the work site to knowledgeable, qualified employees.
- Is knowledgeable about hazards and what activities are occurring in the work area.
- Know who the experts are for various systems and calls them in to assist if needed.
- Ensure that hazardous energy is controlled.
- Ensure that work activities are performed within the controls specified by the Integrated Safety Management System.
- Ensure safety related coordination of work activities for multiple workers or groups within the area.
- Ensure good housekeeping and abatement of safety, and health deficiencies found in the area.
- Ensure all personnel performing work under the LTV are Authorized Employees and are personally locked out for their task.
- Ensure workers are properly informed of any changes that will affect their safety. This can include a change in shutdown or start-up times, other workers in the area or a change in the scope of work.

4.0 TASKS

- Communicate hazards to workers.
 1. Hold daily safety briefings.
 - a. Review the status of any hazards.
 - b. Review the status of any lockouts.
 - c. Review the status of nearby live systems or activities.
 - d. Have each group discuss their work plan and present their THA (Task Hazard Analysis).
- Control the job site to keep out personnel who do not understand the hazards or activities occurring.
 1. Maintain a daily sign in sheet to keep track of employees who have been briefed on the hazards and activities.
 2. Prevent work from occurring that is incompatible.
 3. Remain on site while work is occurring.
 4. For Controlled Access Posted Sites, post signage indicating authorized workers at the start of each day.
- Understand site conditions and work plans.



1. Perform daily check list:
 - a. Re-verify isolation from hazards.
 - b. Status of any safety systems.
 - c. Status of adjoining systems or activities.
 2. Work with the project managers and workers to understand the schedule and upcoming tasks.
 3. Work with operations groups to understand the status of adjoining or nearby systems.
- Ensures that safety rules are followed every time, over time.
 1. Review and sign off on THA for each job.
 2. Initiate stop work for any unsafe activities or when a scope change necessitates a review of the safety plan.
 3. Review and enforce lockout compliance.
 4. Audit THA controls and lockouts.
 5. Request safety department audits as necessary.
 - Remain on site to control access and work
 1. Can leave for <15 mins by appointing acting Site Superintendent
 2. If must be gone for >15 mins, needs to get a regular Site Superintendent or shut down work.
 3. For Controlled Access Posted Sites, the Site Superintendent must visit every 4 hours.
 - Maintain an independent role focused on safety
 1. Do not engage in physical work.
 2. May engage on computer, telephone, etc. while remaining on site.

5.0 TRAINING

- In order for a person to hold the position of site superintendent, they must have the following:
 1. Training on the Site Superintendent Policy.
 2. Training on the specific system that will be worked on.



6.1 APPENDIX A – SAMPLE CHECKLIST

CELL 14 DAILY CHECKLIST				
SITE SUPERINTENDENT				
DATE				
NAME	TIME	TASK		
		SAFETY BRIEFING		
MAGNET POWER STATUS		VOLTS		
		CONNECTION STATUS	LOCAL BUS	
		CELL BUS:	PSA	
		BREAKERS:	PSB	
		MAGNET:	PSC	
			PSD	
MCW SYSTEM STATUS				
		VALVE POS	CONTR BOX POS	
		LOOP A	MCW RET PSIG	
		LOOP B		
		MCW RET		
		SUP DRAIN		
		RET DRAIN		
HELIUM SYSTEM STATUS				
		PI702: SUPPLY PR @CDB - PSIG		
		PI703: RETURN PR @ CDB-PSIG		
		TI759 :HE RET TEMP CC4-A - K		
		TI751: COIL IN TEMP CC2-A - K		
NITROGEN SYSTEM STATUS				
		PRESSURE		
		O2 METER READING		
		SAFETY DEPARTMENT AUDIT		
		HOUSEKEEPING CHECK		
		END OF DAY WALKDOWN / CLOSE OUT		



6.2 APPENDIX B – SAMPLE SIGN-IN SHEET

Daily Safety Briefing

Instructor: _____ Date: _____

PERSONNEL IN ATTENDANCE Time: _____

Printed Name	Department	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____



6.2 APPENDIX CB – CONTROLLED ACCESS SIGN

**THIS IS A
CONTROLLED
ACCESS
WORKSITE.**

DO NOT ENTER.

AUTHORIZED WORKERS:

CONTACT FOR ENTRY _____

DATE _____



Revisions and Approvals

Revisions:

Date	Revision #	Section	Description
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	002		
	003		
	004		
	005		

Approvals:

Title	Name	Signature	Date
Head of Facilities; Author	John G Kynoch		5-2-2016
Director: DC User Program	Tim Murphy		5/2/16
Assistant Lab Director: DC Instrumentation/Operations	Scott Hammonds		5/2/2016
Assistant Lab Director: Environmental Health & Safety	Paul H. Burgess		5/3/2016