Instructions and Form

The work you perform for NREL is important! Every construction project supports our mission to the Department of Energy (DOE) and the country. DOE entrusts NREL to ensure all operations are performed safely. This applies to laboratory operations and work performed by our subcontractors.

The Site Operations Project Management Engineering and Construction (PMEC) Group, and the Environmental Safety Health & Quality (ESH&Q) Staff are your partners. Excellent communication is critical to the success of this partnership and the partnership you share with your workers and lower tier subcontractors. NREL has found that one of the recurring causes for safety violations is inadequate communication between work groups. These communication breakdowns typically center around the requirements and expectations identified in our Construction Environmental, Health and Safety Manual. However, we believe that **Plan of the Day (POD) Meetings** are the **most effective** way to communicate to the workforce, the importance of safety and the hazard controls associated with the work. The attached tool has been developed to provide structure and facilitate your documentation of both as well as communicate work intentions to NREL.

The POD form has been developed to assist the Subcontractor in preparing the following:

1. Describing planned work activities to ensure the information is provided to both workers and NREL representatives.
2. Completing Daily Activity Briefing requirements.
3. Documenting optional tailgate meeting completed by Subcontractor.
4. Identifying all workers planned to be on the job site and their badging status.
	1. This information will be transmitted to Security to assist with badging workers who need a “Construction Worker” badge. Please note that the Construction Worker Badge does not provide any facility or site access. If a **NREL Access Badge** is needed, the **Subcontractor representative needs to request this through the NREL Project Manager**.
5. Identifying all expected deliveries to ensure that Security knows where to send the deliveries when they show up at the entrance gate. Unanticipated deliveries may be refused entry so identifying expected deliveries is critical.

**Sections 1 and 2**

Sections 1 and 2A, 2B, and 2C of this form shall be completed and submitted via email attachment (with a unique file name) to NREL by 12PM (noon) the business day prior to initiating the described work activities. If the POD form is not submitted the day prior to initiating work as required, NREL may stop all work activities until the form has been submitted and approved by NREL. Any conflicts or concerns from NREL representatives with the planned work activities will be communicated to the Subcontractor’s Qualified Superintendent by 3pm the same day.

To ensure proper distribution and review/approval of the POD form and notifications to Security, the following minimum email distribution is required for all POD submittals:

* NREL PM: (use **email provided by NREL PM** assigned to the project)
* ESH&Q Safety POC: Jim.Ringwall@nrel.gov
* ESH&Q Safety POC: Chris.Concha@nrel.gov
* ESH&Q Safety POC: David.Smalley@nrel.gov
* ESH&Q Safety POC: Brent.Smith@nrel.gov
* NREL Security: Timothy.Powell@nrel.gov
* NREL Security: James.Taylor@nrel.gov
* NREL FC Gate: FCVisits@nrel.gov
* NREL Badging: cstbadge@nrel.gov

**NOTE:** All work performed on any NREL site must be under the oversight of a NREL approved Competent Construction Supervisor aka “NREL Qualified Superintendent” who is required to be present on site at all times work is being performed. The NREL approved Competent Construction Supervisor shall be designated as the “host” and is responsible for all badged workers and deliveries associated with the project.

**Sections 3, 4 and 5**

A **POD meeting** is required for **every** construction project, **each** workday, and shall be attended by the workers involved. The meeting is to be conducted by the Subcontractor’s Qualified Superintendent in a manner that allows for worker participation and feedback. The saying “plan the work and work the plan” applies as unplanned work is not allowed as it creates unacceptable safety risks for all parties.

The POD form needs to clearly identify the definable work features, capture the Activity Hazard Analysis (AHA) requirements, special permits/precautions, hold points, fall protection requirements, and lockout/tagout requirements as these items must be clearly communicated to all workers. The **POD meeting must be documented** along with worker’s signatures on a daily basis (see Sections 5).

In addition, the Daily Activity Briefing, will communicate the key safety points identified in the checklist and may dovetail into a tailgate safety meeting (captured in Section 4). The pursuit of safety excellence and that all workers have the “authority to stop work” shall be reinforced during the briefing. The fully executed form (all sections completed) shall be maintained and all completed POD forms for the project shall be transmitted to the NREL ESH POC as part of the project closeout.

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| **Section 1** | **NATIONAL RENEWABLE ENERGY LABORATORY** Submit Sections 1 and 2A-2C to NREL by 12PM of the business day preceding the work |
| **DATE OF PLANNED WORK ACTIVITIES:** |  | **CONTRACTOR:** |  | **NREL personnel included on POD email distribution list:**NREL PM: ESH&Q Safety POC: Jim.Ringwall@nrel.govESH&Q Safety POC: Chris.Concha@nrel.govESH&Q Safety POC: David.Smalley@nrel.govESH&Q Safety POC: Brent.Smith@nrel.govNREL Security: Timothy.Powell@nrel.govNREL Security: James.Taylor@nrel.govNREL FC Gate: FCVisits@nrel.gov NREL Badging: cstbadge@nrel.gov  |
| **PROJECT:** |  | **NREL QUALIFIED SUPERINTENDENT** | Name:   |
| Email: |
| WEATHER FORECAST |  | TEMPERATURE FORECAST |  |
| Is work Weather Dependent (Outdoor Work)? | Yes / No | Is work Temp Dependent (Outdoor Work? | Yes / No |
| **DETAILED DESCRIPTION OF PLANNED WORK ACTIVITIES**  | **CONTRACTOR** | **Req. NREL PERMIT** (Excavation, Surface Penetration, etc.) | **HOLD POINT?**(Y/N) | **TESTING/STARTUP** **ELECTRICAL INSPECTION**(Y/N) | **LOTO REQ’D?** (Y/N) Simple or Complex |
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| **IDENTIFY ECPs, HOLD POINTS, AND MOPs:** |
| **IDENTIFY ANY REQUIRED TRAINING FOR WORK ACTIVITIES (aerial lift, fall protection, silica awareness, etc.):** |
| **Section 2A** |  **Workers Planned to be On Site who have an active NREL Badge** |
| **Name** | **Company** | **Badge Type / Expiration Date** |
| Construction Worker with **NREL Access** Badge (Y/N) | Expiration Dateof existing badge |
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| **NREL QUALIFIED SUPERINTENDENT:** | Name:  | **PROJECT:** | **Date of Planned Activities:** |
| Phone:  |

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| **Section 2B** |  **Workers Planned to be On Site who need a Construction Worker Badge Issued** Note: If worker is not a US Citizen, an FDNC must be approved prior to entering the NREL site |
| **Name** | **Company** | US citizen?(Y/N) | Requested Expiration Date(max. 1 week) |
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| **NREL QUALIFIED SUPERINTENDENT:** | Name:Contact Phone: | **PROJECT:** | **Date of Planned Activities:** |

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| **Section 2C** |  **Expected Delivery Notification to NREL Security** (Unscheduled deliveries may be refused entrance by Security) |
| **Project Name** | **Company** | **Purpose / Products** | **Delivery Location** | **Contractor Point of Contact****Contractor POC must possess NREL Access Badge & be on site during delivery** |
| **Name** | **Cell Phone** |
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| **NREL QUALIFIED SUPERINTENDENT:** | Name:  | **PROJECT:** | **Date of Planned Activities:** |
| Contact Phone: |

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| **Section 3** |  **DAILY ACTIVITY BRIEFING** |
| Reviewed previous days incidents, near misses, lessons learned and/or other relevant EHS issues | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  | Does contractor owned/rented equipment require daily inspections? | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  |
| Reviewed AHA for any new activities*Identify Contractors:* | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  | Reviewed any changes in work practices or environmental conditions | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  |
| Reviewed fall hazard analysis for elevated work and fall protection | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  | Reviewed work activities that may impact NREL facilities or operations | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  |
| Reviewed pre-job briefing for electrical work (50 VAC or more), including the Method of Procedure (MOP) for lockout/tagout | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  | Other: | **YES****[ ]**  | **NO****[ ]**  | **N/A****[ ]**  |

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| **Section 4** |  **TAILGATE SAFETY MEETING** (Meeting required weekly, daily is optional) |
| Please identify the topic or topics: |

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| **Section 5** |  **POD MEETING ATTENDEES** |
|  | **PRINT NAME** | **COMPANY** |  | **PRINT NAME** | **COMPANY** |
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| 2. |  |  | 10. |  |  |
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| 6. |  |  | 14. |  |  |
| 7. |  |  | 15. |  |  |
| 8. |  |  | 16. |  |  |
| **NREL QUALIFIED SUPERINTENDENT:** | Name: | **PROJECT:** | **DATE OF ACTIVITIES:** |
| Phone |