

Appendix B

Contractor Safety Program

Unless waived by the Contracting Officer's Representative (COR), prime and supplementary safety program submittals must, as a minimum, address all appropriate contractual requirements shown under the program outline. Program items will be so detailed that reviewers can ascertain adequacy. The original program submittal can cover all work phases, or only address the initial work phase with timely supplementary submittals as major work phases occur. Contractors desiring to follow this latter course of action will, in the initial submission, clearly define the original work covered and the work phases to be covered by supplements.

In no case will any phase of work commence until a program for that portion of the work has been accepted by the COR. Original and supplemental submissions covering hazardous operations and/or activities will include a standing operating procedure (SOP) and hazard analysis. The SOP will break down the operation or activity into specific basic steps. The hazard analysis will define the hazards associated with each basic step and proposed method(s) for eliminating or minimizing the hazard. Such methods will outline, as a minimum, employee training requirements, personal protective equipment requirements, procedural changes, methods for evaluating program effectiveness, etc.

All activities involving use of hazardous and/or toxic materials, work in confined spaces, work at heights over 6 feet, or underwater require an SOP and hazard analysis. Material Safety Data Sheets will be attached to all SOPs governing work that involves use of hazardous or toxic materials.

Program Outline

I. General Requirements

- A. Statement of Policy
- B. Statement of Safety and Health Responsibilities
- C. Statement of Compliance with Regulations, Standards, and Codes
- D. Statement of Subcontractor Compliance
- E. Safety Inspection Procedures
- F. Accident Investigation and Reporting Procedures
- G. Applicable Emergency Plans
- H. Confined Space Procedures
- I. Lockout/Tagout Procedures
- J. Fire Protection Plans
 - 1. Type and location of suppression equipment or systems
 - 2. Offsite assistance agreement
 - 3. Temporary heating devices

II. Medical

- A. Facilities
- B. Training
- C. Certifications
- D. Physician
- E. Ambulance (Name, location, and telephone number)
- F. Physical Qualification of Employees
- G. Records

III. Communications

- A. Employee Training
- B. Safety Meetings
- C. Onsite Training
- D. Supervisor Training

IV. Occupational Health

- A. Procedures and Equipment to Minimize Hazards
- B. Testing program for employees and work environments
- C. Qualified personnel
- D. Personal protective equipment
- E. Ventilation plans

V. Machinery and Mechanical Equipment

- A. Procedures and Equipment to Minimize Hazards
 - 1. Testing program for employees and work environments
 - 2. Mobile and stationary equipment
- B. Inspection Procedures
- C. Maintenance Procedures
- D. Operating Personnel
- E. Protective Safety Devices and Certifications
- F. Elevators and Aerial Lifts

VI. Excavation and Demolition

- A. Tunnels and Shafts
 - 1. Internal combustion engines
 - 2. Ventilation plans
 - 3. Transportation systems and equipment
 - 4. Work environment testing
 - 5. Ground support
- B. Blasting
 - 1. Blaster certification
 - 2. Written procedures
 - 3. Storage
 - 4. Transportation

- C. Excavations Other Than Tunnels and Shafts
 - 1. Slide protections
 - 2. Support systems
 - 3. Inspections
 - 4. Access
- D. High Scaling
 - 1. Definition
 - 2. Personal protective equipment
 - 3. Standing operating procedure
- E. Haulage
 - 1. Haul roads
 - 2. Equipment and Procedures

VII. Working Surfaces

- A. Access
 - 1. Ladders
 - 2. Platforms, stairways, and ramps
- B. Personal Protective Equipment
- C. Scaffolding
- D. Safety Nets

VIII. Protection of the Public

- A. Signs and Barricades
- B. Flagging Procedures
- C. Jurisdictional Approvals

IX. Marine and Diving Operations

Detailed Plan and Written Procedures

X. Electrical Facilities

Substations

This outline provides guidance in preparing a safety program and does not cover all material that may be necessary. The contractor must review specifications and all safety and health regulations to ensure a comprehensive plan.

XI. Required Safety Program Coordination

- 1. Confined Space Program
- 2. Electrical and Lockout/Tagout Program