

Appendix C
Local Points of Contact

APPENDIX C LOCAL POINTS OF CONTACT

Emergency Services/Agency	Point of Contact	Telephone Number
Santa Clara Valley Medical Center Trauma/Burn Facilities San Jose, CA		(408) 885-5000
Community Hospital of the Monterey Peninsula Monterey, CA	Shirley Barrett-Sheridan	(831) 624-5311
Doctors on Duty		(831) 372-6700
Cal-Star Air MedEvac (Emergency MedEvac)		(800) 252-5050 (dispatch)
Presidio of Monterey Fire Department	Jack Riso, Scott Hudock	(831) 242-7701 (Administrative)
Federal Guard Service Former Fort Ord (Police)	Chief Savage	(831) 242-7851/7852

OTHER AGENCIES

Safety Office Former Fort Ord	John Zielinski	(831) 242-6509
Fort Ord BRAC Office Installation MMRP PM	Lyle Shurtleff	(831) 242-7919
Fort Ord BRAC Office Installation Biologist	Bill Collins	(831) 242-7920
BLM, Former Fort Ord	Bruce Delgado	(831) 394-8314
Public Affairs, Former Fort Ord	Natela Cutter	(831) 242-6430
FAA		(831) 375-1211
Cal-Star MedEvac, Administration Hayward, CA		(510) 887-3063
CEHNC Project Manager	Bill Veith	(256) 895-1592
USACE OE Safety Specialist	Clinton Huckins	(831) 884-9925 x226 (831) 760-2571 cell
CESPK OE Project Manager	Chris Prescott	(916) 557-7227 (831)760-7572 cell
CESPK Ft. Ord Project Manager	George Siller	(916) 557-7418
CESPK Technical Team Leader	Jennifer Payne	(916) 557-7521
787 th EOD Moffett Field, CA		(650) 603-8301
Design Center's MEC Safety Manager	AR Smith	(916) 616-4664
MEC Quality Manager	John Esparza	(831) 884-9932
South Pacific Division's Range Support Center OE Safety Administrator	Chris Prescott	(916) 557-7227
OE Technical Lead	Maynardo Aala	(916) 557-7771

Appendix D
Accident Prevention Plan

Draft
Accident Prevention Plan

MRS-16 Munitions and Explosives of Concern Removal
Former Fort Ord, California

Total Environmental Restoration Contract
Contract No. DACW05-96-D-0011
Task Order No. 016

Submitted to:
U.S. Department of the Army
Corps of Engineers
1325 "J" Street
Sacramento, California 95814-2922

Submitted by:
Shaw Environmental, Inc.
PO Box 1698
Marina, California 93933

Revision C

March 2006

Issued to: _____

Date: _____

Copy #: _____

Controlled

Uncontrolled

Table of Contents

List of Attachments	iii
APP Acknowledgement	v
1.0 Accident Prevention Plan	1-1
1.1 Signature Sheet	1-1
2.0 Background Information	2-1
2.1 Site Location and Project Objective	2-1
2.2 Shaw Accident Experience	2-2
2.3 Phases of Work and Hazardous Activities	2-3
3.0 Statement of Safety and Health Policy	3-1
3.1 Corporate Safety Policy	3-1
4.0 Responsibilities and Lines of Authority	4-1
5.0 Subcontractors and Suppliers	5-1
5.1 Subcontractor/Supplier Coordination and Control	5-1
5.2 Subcontractor/Supplier Safety Responsibilities	5-1
6.0 Training	6-1
6.1 Safety Indoctrination Training	6-1
6.2 Mandatory Training and Certifications	6-2
6.3 Emergency Response Training	6-2
6.4 Supervisory and Employee Safety Meetings	6-2
7.0 Safety and Health Inspections	7-1
7.1 Inspections	7-1
7.2 External Inspections/Certifications	7-1
8.0 Safety and Health Expectations, Incentive Programs, and Compliance	8-1
8.1 Safety Program Goals, Objectives, and Accident Experience Goals	8-1
8.2 Shaw Safety Incentive Programs	8-1
8.3 Shaw Employee Safety Responsibility Requirements	8-2
8.4 Managers and Supervisors Safety Accountability	8-2
9.0 Accident Reporting	9-1
9.1 Exposure Data (Man-hours Worked)	9-1
9.2 Accident Investigations, Reports, and Logs	9-1
9.3 Immediate Notification of Major Accidents	9-1
9.4 Accident Response	9-1
10.0 Medical Support	10-1
11.0 Personal Protective Equipment	11-1
12.0 Plans (Programs, Procedures) Required by EM 385 1-1	12-1
12.1 Layout Plans	12-1
12.2 Emergency Response Plans	12-1
12.3 Hazard Communication Program	12-1
12.4 Respiratory Protection Plan	12-1
12.5 Health Hazard Control Program	12-2
12.6 Lead Abatement Plan	12-2
12.7 Asbestos Abatement Plan	12-2

Table of Contents (continued)

12.8	Abrasive Blasting Plan.....	12-2
12.9	Confined Space.....	12-2
12.10	Hazardous Energy Control Plan	12-2
12.11	Critical Lift Procedures	12-2
12.12	Contingency Plan for Severe Weather	12-3
12.13	Access and Haul Road Plan.....	12-3
12.14	Demolition Plan	12-3
12.15	Emergency Rescue (Tunneling)	12-3
12.16	Underground Construction Fire Prevention and Protection Plan	12-3
12.17	Compressed Air Plan.....	12-3
12.18	Formwork and Shoring Erection and Removal Plans	12-3
12.19	Jacking Plan (Lift) Slab Plan.....	12-3
12.20	Blasting Plan	12-3
12.21	Diving Plan	12-3
12.22	Alcohol and Drug Abuse Prevention Plan.....	12-3
12.23	Fall Protection Plan	12-4
12.24	Steel Erection Plan	12-4
12.25	Night Operations Lighting Plan	12-4
12.26	Site Sanitation Plan	12-4
12.27	Fire Prevention Plan	12-4
13.0	Contractor Information to Meet the Requirements of the Major Sections of EM 385-1-1	13-1
14.0	Site-Specific Hazards and Controls	14-1

List of Attachments

- Attachment 1 Site Safety And Health Plan
- Attachment 2 Shaw Policies And Procedures

List of Acronyms

AHA	Activity Hazard Analysis
ANSI	American National Standards Institute
APP	Accident Prevention Plan
CFR	Code of Federal Regulations
CIH	Certified Industrial Hygienist
CPR	cardiopulmonary resuscitation
EH&S	Environmental Health and Safety
EM	engineering manual
ENG	engineer
FA	first aid
H&S	health and safety
HAZWOPER	hazardous waste operations and emergency response
HSM	health and safety manager
JSA	Job Safety Analysis
LWD	lost workday
MEC	munitions of explosive concern
OSHA	Occupational Safety and Health Administration
PM	Project Manager
PPE	personal protective equipment
Shaw	Shaw Environmental, Inc.
SOW	statement of work
SSHP	Site Safety and Health Plan
SSWP	Site Specific Work Plan
SUXOS	Senior UXO Supervisor
USAESCH	U.S. Army Engineering and Support Center, Huntsville
UXO	unexploded ordnance
USACE	U.S. Army Corps of Engineers

APP Acknowledgement _____

WORKER ACKNOWLEDGEMENT OF THE ACCIDENT PREVENTION PLAN (APP) AND SITE ORIENTATION

I have read or been trained to the contents of this APP and I understand the contents. I agree to abide by its requirements. I also have been properly trained, medically monitored, and fit-tested as required for the work that I am to perform. I understand that failure to comply with the provisions of this plan can lead to disciplinary action and possible termination from the project, or Shaw. Documentation of worker acknowledgment will be placed in the Project Records.

Printed Name	Signature	Date

1.0 Accident Prevention Plan

1.1 Signature Sheet

Plan Preparer:

Kevin Siemann
Preparer

Date

Plan Approval:

Peter Kelsall
Project Manager

Date

Plan Concurrence:

Rudy Von Burg, CIH
Program Certified Industrial Hygienist (CIH)

Date

2.0 *Background Information*

This Accident Prevention Plan (APP) describes the health and safety (H&S) guidelines developed to protect onsite personnel, visitors, and the public from hazards encountered during the MEC removal at Munitions Response Site (MRS)-16, Former Fort Ord, California. Shaw Environmental, Inc. (Shaw) will perform this scope of work under the U.S. Department of the Army (Army) under the Total Environmental Restoration Contract II (TERC) No. DACW05-96-D-0011. This document shall be used in conjunction with the Shaw H&S policies and procedures along with a Site Safety and Health Plan (SSHP) and established TERC technical and administrative procedures. The SSHP and a list of Shaw H&S policies and procedures cited herein are included as [Attachments 1 and 2](#) to this APP. The procedures and guidelines contained herein were based upon the best available information at the time of the plan's preparation. Specific requirements may be revised if new information is received or conditions change. Written amendments will document any changes made to the plan and will be included as an addendum to the SSHP. This APP has been prepared in accordance with Data Item Description MR-005-06.

2.1 *Site Location and Project Objective*

Fort Ord is a former military installation that comprises approximately 46 square miles in northwestern Monterey County, California, and is located approximately 120 miles south of San Francisco. Monterey Bay forms the western boundary of the former Fort Ord, and the Santa Lucia Range bounds the former Fort Ord to the south. The cities of Marina and Seaside, and the Salinas Valley are northwest, southwest, and east of the former Fort Ord, respectively.

Munitions Response Site (MRS)-16 is located immediately north of the former Fort Ord Impact Area between Eucalyptus and Parker Flats roads and bounded by Watkins Gate Road to the east. The MEC removal at MRS-16 is described in the Interim Action Record of Decision (ROD) (Army 2002) and amended in the ROD Amendment (Army 2006). The ROD Amendment dictates the removal of MEC at MRS-16 following vegetation clearance by prescribed burn of the 80-acre area.

The overall scope of work for this task involves activities at the MRS-16 area at the former Fort Ord. A munitions response (MR) will be conducted to remove Munitions and Explosives of Concern (MEC) in this area.

The main elements of the scope of this project will involve:

- Create fire breaks by mechanical cutting with MEC construction support

- Support the prescribed burn to be conducted by fire department for vegetation clearance
- Perform a visual surface removal after the burn, prior to the vegetation removal. All visually encountered items that will impede vegetation removal and geophysical surveys shall be removed.
- Remove vegetation that remains after the burn by either mechanical and/or manual methods. Manually cut vegetation shall be removed from the area.
- Perform geophysics to locate subsurface anomalies
- Resolve anomalies by excavation to a depth of approximately four feet
- Survey locations of MEC using GPS methods
- Dispose of MEC by detonation
- Remove munitions debris greater than 2 inches minimum dimension; record the weight of munitions debris for each 100 by 100-foot grid
- Certify munitions debris as free of explosives, and disposal of debris at an approved recycler

The overall scope also includes contract administration, planning, boundary and grid surveying, data management including Geographic Information System (GIS) mapping, limited erosion protection, and reporting requirements.

2.2 *Shaw Accident Experience*

The table below provides the Shaw experience modification rate and U.S. Occupational Safety and Health Administration (OSHA) recordable incident rate for the last three years.

Shaw Accident Experience

YEAR	Experience Modification Rate Interstate	OSHA Recordable Incident Rate
2004	0.50	1.01
2003	0.57	1.14
2002	0.62	1.7

2.3 *Phases of Work and Hazardous Activities*

Activity Hazard Analyses (AHAs) have been prepared for each of the anticipated work activities and are included in [Section 3.2](#) of the SSHP ([Attachment 1](#)). AHAs for the following activities have been prepared:

- Mobilization/Demobilization
- General Activities
- Exclusion Zone Operations
- Firebreak Construction/ Surface Sweep/ Vegetation Removal
- Dismantle and remove fencing, scrap metal, etc
- Surface Burn Support Activities
- Hand excavation of unexploded ordnance (UXO)
- Unexploded ordnance (UXO) disposal operations
- Discovery of live UXO
- Transportation of explosive materials
- Storage of explosive materials
- Access Survey of Ingress/Egress Route
- Transportation of OE Waste
- Inspection/ Certification of Ordnance and Explosives (OE)-Related Scrap
- OE-Related Scrap Demilitarization
- Rocket motor demilitarization by cutting
- Handling/storage of Demilitarized Scrap

3.0 *Statement of Safety and Health Policy*

3.1 *Corporate Safety Policy*

It is the policy of Shaw to provide a safe and healthful workplace for all employees, subcontractors, and consultants in compliance with governmental requirements. Additionally, the requirements of our clients shall take precedence provided that their requirements exceed those of Shaw and governmental regulations.

We believe in two fundamental principles of safety: (1) all accidents, injuries and occupational illnesses are preventable; and (2) if an operation cannot be done safely, we will not do it. To put these principles into practice, every associate will receive the appropriate training, equipment, and other resources necessary to complete assigned tasks in a safe and efficient manner.

Safety, industrial hygiene and accident prevention are the direct responsibility of all members of management, who must create an environment in which everyone shares a concern for their own safety and the safety of their associates. Safety shall take precedence over expediency or short cuts. It is a condition of employment that all employees work safely and follow established safety rules and procedures. No individual(s) may pose a direct threat to the health and safety (H&S) of other individuals in the workplace.

Managers must conduct their businesses in compliance with governmental safety regulations and company procedures. All Shaw H&S procedures shall be implemented for all Shaw employees on all projects where Shaw is the subcontractor, or a joint venture partner. If Shaw is the prime contractor, Shaw procedures shall be applied to all Shaw and subcontractor personnel.

The implementation of effective safety and health practices is a key measure of managerial performance. Management, with the assistance of the internal H&S professional staff, will conduct audits to assess the effectiveness of the safety program(s) in place, and to identify areas for improvement. All deficiencies shall be corrected promptly.

All injuries, occupational illnesses, vehicle accidents, and incidents with potential for injury or loss will be investigated. Appropriate corrective measures will be taken to prevent recurrence, and to continually improve the safety of our workplace.

4.0 *Responsibilities and Lines of Authority*

Safety responsibilities, accountability, and lines of authority are discussed in [Section 1.0](#) of the SSHP. The Project Manager, Program CIH, and Health and Safety Officer are responsible for formulating and enforcing H&S requirements, and implementing the SSHP. [Figure 2-1](#) of the MRS-16 Munitions and Explosives of Concern Removal Work Plan shows the lines of authority organization matrix.

5.0 Subcontractors and Suppliers

Each subcontractor working on the project site will be required to adhere to the APP/SSHP and the requirements presented below.

5.1 Subcontractor/Supplier Coordination and Control

All subcontractors will be screened for safety performance and compliance with Federal alcohol and drug testing requirements prior to being issued any contract for site work. Subcontractors will comply with the requirements for site safety as outlined in Shaw's H&S Procedure HS011, *Contractor Safety and Health Rules*. The Senior UXO Supervisor (SUXOS) will be responsible for the conduct and control of Shaw subcontractors.

5.2 Subcontractor/Supplier Safety Responsibilities

All subcontractor employees are subject to the same training and medical surveillance requirements as Shaw personnel depending on job activity. All activities involving the potential for worker exposure to hazardous waste materials will require medical and training certification as mandated by 29 Code of Federal Regulations (CFR) 1910.120 and 29 CFR 1926.65. All subcontractor personnel will be required to sign in daily and be required to attend a daily meeting discussing operations and safety issues. All subcontractors involved in construction support/remedial activities will complete a Subcontractor Pre-Job Safety Checklist prior to the start of work at the site. Subcontractors will submit AHAs for their work activities to the Project Manager. All incidents involving subcontractor employees shall be reported to the Project Manager and a copy of the subcontractor's injury/illness report shall be submitted to the H&S Officer within 24 hours.

Subcontractors are required to read and sign the SSHP and comply with all requirements of this APP. Contractors not in compliance will be immediately dismissed from the site.

Suppliers delivering various materials to the project site or providing equipment and/or equipment maintenance will comply with all Shaw rules and regulations. Supplier personnel will not be permitted into restricted areas unless training and medical surveillance is in accordance with 29 CFR 1910.120/1926.65. Contractors will not ride on tractors, forklifts, or similar vehicles unless specific seats are provided. They will follow facility hot work rules if hot work is required. Trucks will be loaded and unloaded in a safe and effective manner and materials will be stored safely in designated locations only. Associated packaging will be properly disposed and litter will not be permitted to be scattered or blown from truck beds. Operators of mobile equipment on site must observe all traffic rules such as speed limits and right-of-ways of pedestrians. Any subcontractor operating Shaw vehicles will have to meet the same driving

safety training requirements as a Shaw employee. Defensive Driver safety retraining is required every two years.

6.0 Training

6.1 Safety Indoctrination Training

All Shaw or subcontractor employees performing work under this contract shall receive initial safety indoctrination training prior to commencement of actual fieldwork. This training will be performed by the SUXOS or a qualified UXO Technician. At a minimum, this initial training shall include, but not be limited to, the following:

- Site location and description including emergency routes, first aid kit location, medical clinic and/or hospital location.
- Statement of Shaw safety and health policy.
- Project organization, key personnel, and responsibilities.
- Chemical, physical and biological hazards.
- MEC Avoidance
- Activity hazard analysis.
- Hazard control program.
- Heat/cold stress.
- Hearing conservation.
- Control of hazardous energy.
- Sanitation.
- Buddy system requirements.
- Fire prevention and protection/hot work.
- Excavation safety.
- Personal protective equipment (PPE).
- Site control measures.
- Exposure monitoring.
- Medical surveillance.
- Emergency response and contingency plan.
- Record keeping and data management.

- Accident reporting and Investigation.
- Site-specific hazard communication.

6.2 *Mandatory Training and Certifications*

In accordance with CFR 1910.120(e) *Hazardous Waste Operations and Emergency Response* (HAZWOPER), Engineering Manual (EM) 385 1-1, *Safety and Health Requirements Manual*, Section 28, *HAZWOPER*, and Shaw H&S procedure HS050, *Training Requirements*, mandatory training and certifications applicable to this project include at a minimum:

- APP/SSHP training.
- HAZWOPER 40-hour training.
- 24-hour supervised training.
- Hazardous Waste Supervisor training.
- 8-hour HAZWOPER refresher training.
- Shaw defensive driver training.
- Hazard communication training.
- Cardiopulmonary resuscitation (CPR) and first aid training.

Re-certification or refresher training for the cited mandatory training shall follow the following schedule: 8-hour refresher training shall be performed annually for employees who completed the initial 40-hour course. Shaw defensive driver training shall be performed every two years. Hazard communication training at a minimum shall be performed annually and is required on a site specific project basis. CPR training shall be renewed annually and First Aid every three years. Shaw employees who are designated First aid and CPR responders shall also have completed blood-borne pathogen training and adhere to the Shaw H&S procedure HS512, *Handling of Blood or Other Potentially Infectious Material*. Unexploded ordnance (UXO) personnel shall be graduates of the Naval School Explosive Ordnance Disposal or a U.S. Department of Defense certified equivalent course.

6.3 *Emergency Response Training*

All Shaw personnel who have completed the Shaw 40-hour HAZWOPER Training are qualified as emergency responders per 29 CFR 1910.120/1926.65 (e)(3)(iv). Site-specific emergency response procedures will be reviewed with all site personnel as a part of site indoctrination. The Emergency Response Plan and Contingency Plans are provided in [Section 11.0](#) of the SSHP.

6.4 *Supervisory and Employee Safety Meetings*

The SUXOS or a designated, qualified UXO technician will conduct daily safety meetings at the start of each work shift for all on-site personnel and will require any subcontractors to follow

similar meeting procedures and participate in the Shaw daily safety meetings. Daily safety meetings will comply with Shaw procedure HS051, *Tailgate Safety Meetings*.

7.0 Safety and Health Inspections

7.1 Inspections

The SUXOS will conduct safety inspections daily to determine if operations are being performed in accordance with the SSHP and USACE requirements and regulations. Inspection findings will be recorded on the H&S daily report. The SUXOS will be identified in the SSHP together with Data Base number, training and experience. The SUXOS will have the ability to identify predictable MEC hazards, hazardous working conditions, and has authorization to take prompt corrective action. The SUXOS is responsible for conducting and preparing reports of daily safety inspections of work processes, site conditions and equipment conditions and submitting them to the Field Team Leader daily. Copies of these reports shall be maintained at the project locations and copies forwarded to the Health and Safety Officer.

The Shaw PM, Program CIH, or H&S Officer may periodically conduct site visits and perform Site Safety Assessments. These reports are kept on file at the Regional offices and are tracked in a database for each Shaw project, including the number of action items noted during the visit and written confirmation of the corrective actions for each item. These responses are compiled and provided to program management for review. Deficiencies shall also be documented on the project safety and health assessment summary/deficiency tracking log. This log shall be posted on the safety and health bulletin board in areas commonly used by employees. For sites where a fixed support area is not available, the log shall be maintained by the SUXOS and be readily available to all on-site personnel.

7.2 External Inspections/Certifications

Shaw does not anticipate, but may consider, the use of outside sources to provide safety inspections, as necessary.

As required, safety equipment will comply with appropriate regulations of the OSHA, National Institute for Occupational Safety and Health, American National Standards Institute (ANSI), American Society for Testing and Materials, or other recognized certification organizations.

8.0 Safety and Health Expectations, Incentive Programs, and Compliance

8.1 Safety Program Goals, Objectives, and Accident Experience Goals

Shaw considers safety the highest priority during work at a site containing potentially hazardous materials and has established a goal of **zero incidents** for all projects. Each project will be conducted in a manner that minimizes the probability of near misses, equipment/property damage or injury. Shaw will establish programs to recognize people and projects that demonstrate excellence in safety performance. Shaw will use safety observation programs to identify and correct unsafe acts and conditions. Safety awareness programs will be used to provide continuous training and development of good safety practices. Shaw site supervision will investigate all incidents to determine root causes and institute corrective actions to prevent recurrence. Shaw will provide and enforce safety rules to protect employees, subcontractors, clients and the public.

Specific goals for safety performance and incident prevention have been established through the corporate safety office as follows:

- Lost workday (LWD) case incident rate: 0
- Total recordable incident rate: 0
- Chargeable vehicle accident rate: 0

The accident experience goal for this contract is **zero accidents**.

8.2 Shaw Safety Incentive Programs

The Shaw PM will develop a site-specific program for approval by the Regional Safety Manager and the UXO Service Center PM. Shaw procedure HS023, *Accident Prevention Program: Safety Incentive Award Program*, covers all project sites. This program has been designed to recognize group safety performance and reward the individual only when the project/location team has achieved its established goals. It is intended to encourage all employees to be concerned not only for their own safety, but for the safety of co-workers as well. Key elements of this program include:

- Eligibility
- Program development
- Award value
- Program funding
- Minimum goals
- Award request

- Goal verification

8.3 Shaw Employee Safety Responsibility Requirements

Each employee is responsible for personal safety as well as the safety of others in the area and is expected to participate fully in the Safety Improvement Process, particularly the Safety Observation Program. The employee will use all equipment provided in a safe and responsible manner as directed by the SUXOS or the Task Manager. All Shaw personnel will follow the policies set forth in the Shaw H&S Procedures HS001-999 (available on site on compact disc, binder, or through a secure intranet). Site personnel concerned with any aspect of H&S shall bring it to the attention of the SUXOS or the Task Manager. If not satisfied, they should contact the Site Safety and Health Officer. All project personnel have the authority to stop work if in their judgment serious injury could result from continued activity. The SUXOS or the Task Manager shall be notified immediately if this becomes necessary. When a stop work is issued, the TERC II H&S Manager will be notified within one hour. To protect the H&S of all personnel, employees that knowingly disregard safety policies or procedures may be subject to disciplinary actions up to and including termination. Shaw Employee Safety Responsibility is fully detailed in HS010, *Employee Safety and Health Work Rules*.

8.4 Managers and Supervisors Safety Accountability

It is the duty of the first line supervisor to motivate employees to adhere to Shaw's safety policy in each work situation. A first line supervisor for these purposes is defined as that person designated to give immediate on-site supervision to personnel involved in a task. For the MRS-16 site, this person is the Task Manager.

All Field Team Leaders shall have complete knowledge of the safe procedure for all jobs and tasks under their supervision, or when in doubt, shall seek assistance prior to initiating a task. This is the only acceptable manner in which to perform the task. If the task cannot be accomplished safely, it will not be attempted. Task Manager or his designee shall:

- Explain the safety procedure involved with a task to each employee and check frequently to see that the employee understands and works as instructed.
- Allocate sufficient time for the training and coaching of all employees to insure that everyone knows the correct procedure for safely accomplishing required tasks.
- Prevent new employees from performing any tasks until required training is completed.
- Immediately correct unsafe conditions that involve site employees or contractors.
- Ensure that the employees are outfitted with and wear PPE as specified by the SSHP,

and other Shaw procedures or as directed by the CIH or H&S Officer.

- Set a good safety example.
- Obtain the cooperation of employees and contractors.
- Provide a safe work environment for employees and contractors.
- Confirm contractor safety performance records have been verified prior to contract award and monitor contractor performance during operations.
- Report all accidents, near misses and property damage in accordance with Shaw procedure HS020, *Accident Prevention Program: Reporting, Investigation and Review*.
- Establish a safety culture, using the elements of the Shaw Safety Improvement process, which promotes awareness, encourages participation, and recognizes excellence.

9.0 Accident Reporting

9.1 Exposure Data (Man-hours Worked)

Shaw's Environmental Health and Safety (EH&S) Manager tracks and maintains incident records for Federal reporting requirements. Incident rates are reported monthly to the Shaw's EH&S Manager. Incident rates and workers compensation losses are tracked for each business line. Man-hours and lost workday (LWD) cases will be submitted to the contracting officer representative monthly. The data must be submitted to arrive at USACE not later than 10 calendar days after the end of each month. The information cut-off date will be the last day of each month. The monthly submission must include the title of the report (i.e., Accident Exposure Data Report), contract number, task order number, project site, month and year for which the report is made, a point of contact listing both email address and telephone number, and number of LWD accidents to include total days lost. If no hours are worked on the project/task, a report showing "zero (0)" is required.

9.2 Accident Investigations, Reports, and Logs

The SUXOS and Task Manager shall conduct accident/incident investigations. A report is completed by the Task Manager and it must be submitted within 24 hours to the Shaw Corporate Safety Department in Baton Rouge, Louisiana. All incident reporting forms are provided in Shaw procedure HS020, *Accident Prevention Program: Reporting, Investigation, and Review*.

Engineer (ENG) Form 3394 is required to be prepared and submitted in reporting LWD cases, accidents where three or more persons are admitted to a hospital, a fatality, permanent totally disabling injury, permanent partial disabling injury, or property damage greater than \$2,000. ENG Form 3394 must be submitted to the Contracting Officer or authorized representative following the accident in accordance with EM 385-1-1.

Minor incidents, such as near-misses or first-aid injuries shall be included in the daily field QC reports.

9.3 Immediate Notification of Major Accidents

Shaw will immediately notify the client of any major accident, including injury, fire, equipment/property damage, and environmental incident. Immediate notification and investigation of accidents is an important component of Shaw procedure HS020. A full report will be provided within 24 hours. Accidents involving personal injury/illness or property damage shall immediately be reported to the Contracting Officer or authorized representative.

9.4 Accident Response

The nearest workers will immediately assist a person who shows signs of medical distress or who is involved in an accident as long as the accident scene is safe. The Task Manager will be immediately summoned. The Task Manager will immediately make contact with field personnel to alert them of a medical emergency situation. The Task Manager will advise the following information:

- Location of the victim at the work site.
- Nature of the emergency.
- Whether the victim is conscious.
- Specific conditions contributing to the injury, if known.

10.0 Medical Support

Medical support will be provided on site by CPR/FA qualified first responders.

The SUXOS or Task Manager is designated as the first responder for medical emergencies or minor injuries. At least two on-site employees will be FA and CPR qualified. Offsite medical support will be provided by local occupational health clinics or hospitals. Directions to the nearest hospital/medical facility are included in [Attachment 1](#).

11.0 *Personal Protective Equipment*

Shaw procedure HS600, *Personal Protective Equipment*, outlines minimum PPE requirements. This procedure, coupled with H&S management experience, training in proper selection use and maintenance of PPE, site-specific conditions, potential environmental contaminants, and physical hazards, will dictate site-specific requirements. Initial protection levels provided in the SSHP have been established for the site work activities based on the anticipated levels of site contaminants, physical hazards, and the scope of work. The SSHP in conjunction HS600 shall serve as the written certification for use of PPE. All selected PPE shall be used in accordance with manufacturer's recommendations and best management practices. Once on site, visual inspection of the work activities by the SUXOS or Task Manager may indicate the need for changes in PPE level(s). Any significant change in the PPE level will be approved by the program CIH and/or HSM.

All personnel using respiratory protection (if necessary) will be cleared by a physician for use of a respirator and will be fit-tested to assure they can achieve an acceptable fit. Physician clearance and results of fit testing will be documented as required.

12.0 Plans (Programs, Procedures) Required by EM 385 1-1

12.1 Layout Plans

Layout plans are not anticipated for this scope of work since temporary facilities construction will not occur on site. Work zones are identified in [Section 6.0](#) of the SSHP, *Site Control Measures*.

12.2 Emergency Response Plans

Shaw employees will travel to the nearest medical facilities identified in the SSWP. Emergency response information shall be reviewed prior to initiation of field work so workers become familiar with the hospital route and nearest medical facilities. Employees shall become familiar with information in the SSHP that addresses the following:

- Emergency Contacts
- Medical Emergencies
- Personal Injury
- Fire Control
- Spills or Leaks
- Site Evacuation
- Emergency Decontamination
- Adverse Weather Conditions/Natural Disasters

12.3 Hazard Communication Program

Material Safety Data Sheets for chemicals that may be required during site operations shall be provided in SSHP and will be updated by the SUXOS as new chemicals are brought on site. Shaw procedure HS060, *Hazard Communication Program*, shall be implemented on site. Hazardous materials are not anticipated to be brought on site in the execution of this Statement of Work (SOW). Employee hazard communication training records are available through the Shaw Records Training Department via secure intranet access.

12.4 Respiratory Protection Plan

The primary objective of respiratory protection is to prevent employee exposure to atmospheric contamination. When engineering measures to control contamination and respirable hazards are not feasible, or while they are being implemented, personal respiratory protective devices will be used. Shaw's respiratory protection requirements are specified in HS601, *Respiratory Protection Program*.

The criteria for determining respirator need have been evaluated based on the SOW and potential contamination. Respiratory protection is not anticipated based on the SOW. However, in the event that conditions change, air monitoring will be conducted to confirm that respiratory protection levels are adequate. All respirator users will be OSHA trained in proper respirator inspection, use, storage and maintenance. All persons assigned to use respirators will have medical clearance to do so.

12.5 Health Hazard Control Program

The AHAs presented in the SSHP address the hazard evaluation for proposed site activities. The AHA shall serve as the initial certification of hazard assessment and has been prepared by the Shaw HSM. The AHA is an ongoing process from initiation of the SSHP to implementation and completion of fieldwork. The second phase consists of further analysis in the field and completing a daily Job Safety Analysis (JSA). Shaw procedure HS045, *Job Safety Analysis*, shall be used to document second-phase hazard control. The SUXOS or Task Manager will complete the JSA in accordance with the requirements contained in HS045 and when site conditions or potential hazards change. The JSA will serve as an amendment to the initial AHA and shall be reviewed with all site employees during the daily tailgate safety meeting.

12.6 Lead Abatement Plan

A lead abatement plan is not required based on the current SOW.

12.7 Asbestos Abatement Plan

An asbestos abatement plan is not required based on the current SOW.

12.8 Abrasive Blasting Plan

An abrasive blasting plan is not required based on the current SOW.

12.9 Confined Space

Shaw procedure HS300, *Confined Spaces*, is the written confined space entry program that covers permit and non-permit confined space entry requirements. Confined space entry is not anticipated based on the current SOW.

12.10 Hazardous Energy Control Plan

Shaw procedure HS315, *Control of Hazardous Energy*, provides the necessary guidelines specific to lockout/tagout. A lockout/tagout site-specific plan is not required based on the current SOW.

12.11 Critical Lift Procedures

Shaw procedure HS822, *Crane Operations*, and HS823, *Rigging and Lifting*, define critical lift procedures. Critical lift plans are not required based on the current SOW.

12.12 Contingency Plan for Severe Weather

Contingency plans for severe weather are included in the SSHP.

12.13 Access and Haul Road Plan

An access and haul road plan is not required based on the current SOW and existing site conditions. Current access roads shall be used.

12.14 Demolition Plan

A demolition plan, including engineering evaluation and lead-based paint and asbestos surveys, is not required based on the current SOW.

12.15 Emergency Rescue (Tunneling)

Tunneling is not anticipated based on the current SOW.

12.16 Underground Construction Fire Prevention and Protection Plan

An underground construction fire prevention and protection plan is not required based on the current SOW.

12.17 Compressed Air Plan

A compressed air plan is not required based on the current SOW.

12.18 Formwork and Shoring Erection and Removal Plans

Formwork and shoring erection and removal plans are not required based on the current SOW.

12.19 Jacking Plan (Lift) Slab Plan

A jacking plan (lift) slab plan is not required based on the current SOW.

12.20 Blasting Plan

A blasting plan is not required based on the current SOW.

12.21 Diving Plan

A diving plan is not required based on the current SOW.

12.22 Alcohol and Drug Abuse Prevention Plan

Shaw substance abuse procedures are outlined in Shaw HS101, *Drug and Alcohol Testing*. Shaw is committed to a drug- and alcohol-free work place. Pre-employment, reasonable cause, and client-specific drug and alcohol testing is part of the overall substance abuse program. Post-accident drug and alcohol testing is a requirement of Shaw when not prohibited by State or Local law.

12.23 Fall Protection Plan

Shaw procedure HS301, *Fall Protection*, outlines minimum requirements for employee protection when exposed to a fall of six feet or greater, or when working over dangerous equipment or operations. A site-specific fall protection plan is not required based on the current SOW.

12.24 Steel Erection Plan

A steel erection plan is not required based on the current SOW.

12.25 Night Operations Lighting Plan

Shaw will not perform field reconnaissance tasks during hours of darkness. A night operations lighting plan is not required based on the current SOW.

12.26 Site Sanitation Plan

A site sanitation plan is not required based on the current SOW. Shaw will provide potable drinking water to site employees as described in the SSHP.

12.27 Fire Prevention Plan

A fire prevention plan is not required based on the current SOW. Spark- or flame-producing operations shall follow the requirements outlined in Shaw procedure HS314, *Hot Work in Hazardous Locations*, and the SSHP.