

# OUTLINE OF CONTRACTOR'S SAFETY PROGRAM PLAN

## *NASA, STENNIS SPACE CENTER, MS*

### **Contractor's General Safety and Health Plan**

The contractor shall submit a current, comprehensive, written general Safety and Health Plan describing the contractor's overall Safety and Health Program as well as other documents requested in the Contractor Safety and Health Specifications. The plan shall show compliance with Federal OSHA Safety and Health Standards 29 CFR 1904, 29 CFR 1910, and 29 CFR 1926. In addition the contractor's safety and health plan shall show how the contractor will meet the NASA safety requirements.

If the Plan does not describe how the contractor performs work at a client location, a more descriptive plan will be requested.

### **Plan Contents**

At a minimum, the Safety and Health Plan shall include:

1. A policy statement signed by the top manager of the company depicting their commitment to safety.
2. Individual work instructions or procedures shall include the following:
  - a. New employee and regulatory training
  - b. Visitor Protection and Construction Site Control
  - c. Incident/Accident Investigation Program and associated forms
  - d. Procedures for performing an AHA, which includes responsibilities of safety and health personnel, the workers, the supervisors and their roles in the analysis. (Include forms used in this process)
  - e. Worksite inspections (daily and weekly)
  - f. PPE
  - g. Control of Hazardous Energy - Lockout/Tagout
  - h. Hazard communication, including where SDSs are kept on the job site
  - i. Fall protection
  - j. Confined space entry and rescue
  - k. Electrical safety and PPE for voltages (NFPA 70E)
  - l. Respiratory protection
  - m. Powered industrial equipment (forklifts)
  - n. Powered industrial equipment (mobile aerial lifts and other lifting equipment)
  - o. Excavation, trenching, and shoring
  - p. Emergency procedures in the event of a fire, personal injury, and/or property damage (including persons to be contacted in case of an emergency)
  - q. Ladders and scaffolding (safe assembly and fall protection)
  - r. Asbestos and lead removal
  - s. Hand and portable power tools including power cords, Ground Fault Circuit Interrupters (GFCIs), and inspection frequency
  - t. Stairways and portable ladders
  - u. Machine and equipment guarding
  - v. Lifting equipment (cranes and hoists, rigging)
  - w. Hot work
  - x. Welding and cutting operations
  - y. Pile-driving
  - z. Concrete and masonry practices
  - aa. Flammable materials storage, use, and handling

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- bb. Sanitation
  - cc. Lightning protection
  - dd. Motor vehicle safety
  - ee. Signs, tags, barricades, and signal lights
  - ff. Hearing conservation
  - gg. Abrasive blasting/hydro-blasting
  - hh. Hazardous waste operations and emergency response including hazardous material spill/release
  - ii. Compressed gases
  - jj. Radiation protection
  - kk. Demolition
  - ll. Blasting
  - mm. Fire protection/prevention
  - nn. Ergonomics
  - oo. Machinery and mechanized equipment use
  - pp. Tree maintenance and removal
  - qq. Diving operations
  - rr. Any other applicable processes, systems, or programs necessary to address risks on the job and regulatory compliance
  - ss. Drug and alcohol program and policy
  - tt. Waste management
  - uu. Storm Water Pollution Prevention Plan (SWPPP)
  - vv. Workplace Violence prevention
3. Well-written responsibilities for senior management, managers, supervisors, professional and technical personnel, safety and health personnel, employees, and subcontractor employees within the established construction safety and health program. Responsibilities should be clearly written so that safety and health responsibilities are maintained through line management and driven by senior management.
  4. A resume depicting the experience of the individual assigned the responsibility of safety management/oversight. Organizations shall also indicate the means for Certified Safety Professional services if safety and health personnel either are not certified or have less than four (4) years working experience in the area of safety and health.
  5. A list of key personnel to be contacted in time of emergency.
  6. The appropriate "competent person" for specific activities. A "competent person" must be named for confined space entry, asbestos work, lead abatement, scaffolding, assured grounding, ionizing radiation, rigging equipment, fall protection, excavations, steel erection, and other construction activities as required by OSHA. Provide documentation of each person's competency. These names may be provided at the beginning of each construction feature of work.
  7. Frequency and types of safety meetings, tool box talks, and examples or forms used to document attendance.
  8. A statement A requirement for all necessary provisions to be posted for off limit areas so they will not be entered; nor, will the integrity of any installed safety system (e.g., guard rails, signs, warning lights) be invalidated or tampered with. A statement verifying that the contractor will not invalidate the integrity of safety systems without proper authorization will be corporeal to the plan.

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9. VPP status or plans.
10. The methods by which the employer intends to meet the objectives of the safety program, including:
  - a. Layout of temporary construction buildings and facilities
  - b. Maintaining continued job cleanup, safe access, and egress
  - c. Disaster and emergency preparedness to include emergency actions to be taken to secure dangerous conditions and to protect personnel in the event of an accident
  - d. Processes for medical treatment and first aid
11. Provisions for proper PPE will include hard hats, safety shoes, eye protection, safety harnesses, and other equipment. The contractor will provide their own PPE. At minimum, hard hats, safety shoes, safety glasses and high-visibility safety apparel are required for all persons working or entering a Designated Construction Zone at SSC.
12. Immediate reporting of accidents and close calls to the CO, as well as the procedures for securing an accident scene to preserve evidence in the event of an accident or an act of nature.
13. Procedures for safe pneumatic testing of pressure systems (wherever pneumatic pressure testing is to be conducted).
14. Procedure for defining smoking risk for the various phases of work, including company procedure for establishing, maintaining, and enforcing smoking only in designated areas.
15. The plan for preventing alcohol/drug abuse on the job and company policy and actions on substance abuse and repeat safety/health infractions by their employees.
16. Plan for monitoring employee exposures to heavy metals, lead, asbestos, dust, chemical, and noise exposures.
17. Employee safety and health training requirements to include new employee orientation, initial/refresher training, and site-specific job hazard training and awareness. The contractor shall make certifications/proof of training readily available for review.
18. Necessary provisions for submission of a Traffic Control Plan (TCP) to NASA SSC SMA or the responsible safety office for review and approval prior to any road work conducted on or within fifteen (15) feet of a traveled roadway. The TCP will be in accordance with the Manual of Uniform Traffic Control Devices for Streets and Highways, Federal Highway Administration. Traffic control and marking of hazards to cover haul loads, intersections, railroads, utilities and bridges shall be referenced in the TCP.
19. Standardized company procedures that incorporate recognized controls for the protection of personnel and property.

### **Compliance, Enforcement and Disciplinary Action**

Safety and health procedures shall include:

1. Methods and procedures to ensure compliance with the Safety and Health Plan by employees and subcontractors.
2. Methods and procedures to enforce safety and health requirements with the employees and the subcontractor's employees.
3. Methods and procedures for the discipline of employees (from within the organization and subcontractors' organizations) for violations of the safety and health plans.
4. Methods and procedures for award and reward of employees (from within the organization and subcontractors' organizations) for outstanding implementation and compliance of the safety and health plans.

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### Subcontractor Safety and Health Plans

1. Prime contractors shall be responsible to review the Safety and Health Plans of their subcontractors to determine alignment with this SCWI and compliance with governmental regulations.
2. The subcontractor shall have a Safety and Health Plan that is equal to or better than that of the prime contractor.
3. Subcontractors shall participate in and be covered by the prime contractor's Safety and Health Program and shall provide the prime contractor the following:
  - a. A senior executive of the subcontractor's firm must sign a document stating that they will participate in the prime contractor's program. A copy of this document must be submitted with the prime contractor's contract-specific Safety and Health Plan.
  - b. The prime contractor will then be responsible for:
    - (a). The safety and health of the subcontractor's employees
    - (b). Providing and documenting all safety and health training for the subcontractor's employees
    - (c). Ensuring compliance with all work practices and hazard assessments/analyses
    - (d). Obtaining permits for all hazardous work performed by the subcontractor
    - (e). Other safety and health issues affecting the subcontractor's employees on this contract
  - c. The subcontractor will provide to the prime contractor:
    - (f). Independently documented Safety EMR used to calculate Workmen's Compensation Insurance
    - (g). The current EMR and the previous two (2) years' EMRs
    - (h). Certified evidence of the OSHA TRIR with the North American Injury Classification System (NAICS) Code for the current Recordable Incident Rate (RIR) and the previous three (3) full years' RIRs
    - (i). Certified evidence of the OSHA DART rate with NAICS code for the current DART rate and the previous three (3) full years' DART rates
    - (j). Information on all OSHA citations issued to the firm over the past three (3) years and how each citation was resolved or mitigated
    - (k). Information on all previous OSHA-reportable mishaps (OHS Forms 300) that have occurred in the past three (3) years to include:
      - (1). Any fatalities that have occurred
      - (2). Whether the investigation has been completed and, if so, the results
      - (3). The cause of the safety and health mishaps. Describe the corrective action taken and when it was implemented. If the corrective action has not yet been implemented, provide the planned implementation date. (The following Web site shall be used to verify data: <http://www.osha.gov/oshstats/index.html>).
4. Subcontractors performing asbestos-related work at SSC must provide their firm's Safety and Health Plan in accordance with the requirements above. This plan must discuss work procedures, provide a written Hazard Communication Program, and provide a written Respiratory Protection Program. This plan must demonstrate compliance with 29 CFR 1926.1101, 29 CFR 1910.134, and SSP-8715-0001. The CO will approve this written document before the subcontractor is allowed to perform asbestos work at SSC.
5. Subcontractors who require the use of respiratory protection or voluntarily allow it to be worn must provide a written respiratory protection program demonstrating compliance with

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29 CFR 1910.134. This includes exposure monitoring data that documents the level of protection provided by the respirator. The CO will approve this written document before the subcontractor is allowed to perform work at SSC.

6. Subcontractors performing work with lead-containing materials at SSC must provide a written lead compliance plan demonstrating their compliance with OSHA standards.
7. Subcontractors must provide a written fall protection plan demonstrating compliance with 29 CFR 1926 Subparts L, M, R, and X as applicable for performing leading edge work; for working on scaffolds, roofs, and steel structures; or for working at unprotected heights above six (6) feet.
8. Subcontractors performing work on energized systems (e.g., electrical, hydraulic, kinetic, mechanical, pressurized) must provide a written plan demonstrating compliance with isolation and lockout/tagout (LO/TO) requirements of 29 CFR 1910.147 and SSP-8715-0001.

### **Changes to Safety and Health Plans**

After acceptance of the Safety and Health Plans, the contractor shall notify the CO in writing a minimum of seven (7) calendar days prior to any proposed change. Proposed changes must be submitted to the Office of SMA for approval prior to any work being performed within the scope of the proposed changes.

### **Re-Work and Safety Plan (Post Award)**

- a. When necessary, NASA SSC SMA will request additional work by the contractor to address program deficiencies, OSHA noncompliance, or critical improvements deemed necessary for the project. During this period, the contractor can schedule a meeting with SMA to clarify expectations. When the contractor believes they have addressed the critical deficiencies, they can request a second analysis by NASA SSC SMA.
- b. Safety and health "re-work" requirements shall be achieved to the satisfaction of SMA before a contractor is allowed to work in the field or mobilize on-site.

### **Disclaimer**

NASA SSC SMA is not responsible for regulatory compliance and other safety and health deficiencies that are not disclosed or discovered, or that are misunderstood, during the evaluation process. It is the responsibility of the contractor to read and understand all of the safety and health policies and procedures provided, and to fully understand and comply with applicable governmental regulations related to their business and the project. NASA will not be liable to reimburse or increase funding to cover expenses incurred by discoveries of noncompliance or unforeseen and/or misunderstood compliance responsibilities of the contractor.

### **Additional Resources**

Additional electronic tools, forms, templates and checklists have been developed to assist you with implementation of your safety and health program. They can be found on the SSC Construction Safety Website at this link: <http://constructionsafety.ssc.nasa.gov/>