

Stennis Common Work Instruction	SCWI-8715-0008	Rev G
	<i>Number</i>	<i>Rev. I</i>
	Effective Date: August 21, 2020	
	Expiration Date: August 21, 2025	
Responsible Office: QA00/Safety and Mission Assurance Directorate		
SUBJECT: Construction Safety and Health Program		

6.3 Post-Audit Actions

1. Audit findings shall result in actions by NASA SSC SMA through the CO to reinforce or enforce compliance and performance.
2. Audit findings shall be entered in a NASA action tracking system and monitored until the actions are mitigated.
3. NASA SSC Office of Procurement maintains an incentive program for construction contractors that are designed to reward contractors for excellent compliance and for an injury-free environment.
 - a. The Office of Procurement, with input from SMA, contractually enforces the incentive program. SMA shall report findings to the Office of Procurement as soon as possible upon discovery.
 - b. The Office of Procurement, in conjunction with NASA SMA, shall assess which violations are applicable and will notify the construction contractor of the finding and the deduction to the available incentive. This program is covered in detail in Section H of the solicitation/contract.

7.0 SAFETY AND HEALTH PROVISIONS

7.1 Contractor's Safety and Health Plan

1. The contractor shall submit a current, comprehensive, written project-specific Safety and Health Plan that interfaces with the contractor's overall Safety and Health Program. The Contractor shall address each of the elements/sub-elements in the outline contained in Section 7.2 in the order that they are provided in that Section. If an item is not applicable because of the nature of the work to be performed, the Contractor shall state this exception and provide a justification (e.g. Diving Operations: NA, there are no diving operations anticipated on this job.). 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.
2. Understanding that the Safety and Health Plan is submitted prior to work starting and that some project-specific information is not yet known (e.g., subcontractors to be used, type of fall protection to be used at a certain point in time, specific cranes or other load handling equipment to be brought on site, etc.), the known information shall be provided and additional information added at each preparatory phase/meeting along with the appropriate AHAs.
3. A copy of the contractor's project-specific, accepted Safety and Health Plan shall be made available upon request.

7.2 Plan Contents

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

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1. A statement of safety and health policy statement signed by the top manager of the company depicting their commitment to safety.
2. Background information. List the following:
 - a. Contractor
 - b. Contract number
 - c. Project name
 - d. Brief project description, description of work to be performed, location, equipment to be used, anticipated high risk activities, and major phases of work anticipated
3. Responsibilities and Lines of Authority: Identification and accountability of personnel responsible for safety at both corporate and project level.
 - a. 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.
 - b. The appropriate “competent person” for specific activities. A “competent person” must be named for activities requiring a competent person as listed in Section 5.9. Documentation of each person’s competency must be provided. These names may be provided at the beginning of each construction feature of work.
4. Subcontractors, Suppliers, and Non-Construction Contractor Employees: Provide procedures for coordinating activities safely with other employers on the job site.
 - a. Safety responsibilities of subcontractors and suppliers.
 - b. Safety responsibilities and coordination with non-construction contractor employees that may be present on or near the jobsite (NASA, Synergy-Achieving Consolidated Operations and Maintenance (SACOM), Tenants, etc.).
5. Training:
 - a. 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.
 - b. Requirements for mandatory training and certifications that are applicable to the project.
6. Mishap/close call investigation and reporting procedures and associated forms.
7. A list of key personnel to be contacted in time of emergency.
8. Frequency and types of safety meetings, tool box talks, and examples or forms used to document attendance.
9. The methods by which the employer intends to meet the objectives of the safety program, including:
 - a. Visitor protection and construction site control
 - b. Layout of temporary construction buildings and facilities
 - c. Maintaining continued job cleanup, safe access, and egress
 - d. Disaster, pandemic, and other emergency preparedness to include emergency actions to be taken to mitigate hazardous conditions and to protect personnel
 - e. Processes for medical treatment and first aid

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10. Procedures for safe pneumatic testing of pressure systems (wherever pneumatic pressure testing is to be conducted).
11. Procedure for monitoring employee exposures to regulated hazardous substances such as exposures to heavy metals, lead, asbestos, dust, chemical, noise, etc.
12. Individual policies, plans, programs, and procedures shall include the following:
 - a. Abrasive Blasting (Section 8.1)
 - b. Asbestos and Lead Abatement (Section 8.2)
 - c. Barricades and Signage (Section 8.3)
 - d. Compressed Gases (Section 8.4)
 - e. Concrete and Masonry (Section 8.5)
 - f. Confined Space Entry (Section 8.6)
 - g. Cranes (Section 8.7)
 - h. Demolition (Section 8.8)
 - i. Diving Operations (Section 8.9)
 - j. Drug and Alcohol Program and Policy
 - k. Earth Drilling Operations (Section 8.10)
 - l. Electrical Safety (Section 8.11)
 - m. Excavation and Trenching (Section 8.12)
 - n. Explosives (Section 8.13)
 - o. Fall Protection and Prevention (Section 8.14)
 - p. Fire Prevention and Protection (Section 8.15)
 - q. Flammable Materials (Section 8.16)
 - r. Hand and Power tools (Section 8.17)
 - s. Hazard Communication (Section 8.18)
 - t. Hearing Conservation (Section 8.19)
 - u. Heat Stress Prevention (Section 8.20)
 - v. Housekeeping (Section 8.21)
 - w. Ladders (Section 8.22)
 - x. Lockout/Tagout (Section 8.23)
 - y. Machine and Equipment Guarding (Section 8.24)
 - z. Machinery and Mechanized Equipment (Section 8.25)
 - aa. Motor Vehicle Safety (Section 8.26)
 - bb. Pile-driving (Section 8.27)
 - cc. Powered Industrial Trucks (Section 8.28)
 - dd. PPE (Section 8.29)
 - ee. Radiation protection (Section 8.30)
 - ff. Respiratory protection (Section 8.31)
 - gg. Sanitation (Section 8.32)
 - hh. Scaffolds (Section 8.33)
 - ii. Severe Weather (Section 8.34)
 - jj. Smoking (Section 8.35)
 - kk. Stairways (Section 8.36)
 - ll. Steel Erection (Section 8.37)

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- mm. Traffic Control Plan (Section 8.38)
- nn. Tree Maintenance and Removal (Section 8.39)
- oo. Welding, Cutting, and Melting (Section 8.40)
- pp. Workplace Violence Prevention

7.3 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.

7.4 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. 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

7.5 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 SMA Directorate for approval prior to any work being performed within the scope of the proposed changes.