

NPS Safety Practices and Guidelines. The Contractor shall conform to all federal OSHA standards applicable to the work performed and all safety practices and guidelines contained within this Statement of Work. Contractor shall strictly adhere to the contract clause entitled “Accident Prevention”, FAR, National Park Service Safety and Occupational Health Regulation RM 50B, 29 Code of Federal Regulations (CFR) 1926/1910, other related Department of Transportation (DOT) Regulations (49 CFR), and all local policies.

If a contractor employee is observed performing an activity in a manner inconsistent with any of the above cited regulations or is engaged in any activity that is dangerous to life, limb, or government property, the Local/Regional Safety Representative shall have the authority to notify the employee and/or the contractor’s on-site supervisor of the hazardous activity and require correction of the hazardous activity. This authority does not preclude the Safety Representative from notifying the Contracting Officer’s Representative of the hazardous condition or safety violation in appropriate situations. If necessary, the Local/Regional Safety Representative shall have the authority on behalf of the Contracting Officer to require the contractor and/or its employee to stop work until corrective action is taken to eliminate a hazardous condition or safety violation. Said action shall not be considered to be the basis of a claim and shall be at no cost to the Government.

Contractor and subcontractors will notify Local and Regional Safety Office immediately of Reports of Inspections and/or Notices of Violation or other enforcement actions (including warning letters) received from by local, State, and Federal Regulators in which the violation is attributed to the action of the contractor or its subcontractors while working or providing services on National Park Service property. Contractor and subcontractors will provide Park Management with a copy of the Inspection Reports, Notice of Violations or other enforcement action, and all supporting documentation within 7 workings of receipt of the notice from the regulator. Contractor will provide within 10 days after contract award all Inspections, Reports of Inspection, Notices of Violation or warnings from any federal, state or local regulator. Contractor shall provide within 10 days after contract award their past three years of accident and injury data in the form of OSHA 300 logs as well as the year end OSHA log that is posted in the contractors work area IAW OSHA Record keeping Standard.

#### DESIGN (ERGONOMICS)

All parts, components, mechanisms, and assemblies furnished on the Item/Equipment, whether or not required herein, shall meet or exceed all requirements of OSHA 29 CFR 1910. Covers, guards, shielding, or other safety devices shall be provided.

Interlock switches. The Item/Equipment shall be provided with interlock switches for removing all power from the equipment when service doors that provide access to hazardous voltages are opened.

Dials. All dials used to indicate power (watts), amperage, voltage, and related electrical functions shall have independent zero adjustment and shall be permanently and legibly engraved or etched on a non-glare background with graduations that can be read from the operator's normal operating position.

Controls. All mechanical and pneumatic operating controls shall be located convenient optimum locations to the operator's workstation. Controls shall be positioned to avoid operator awkward postures/positions, repetitive motions, excessive force, undue stretching, compression/contact stresses against portions of body, vibration, temperature and the operator's requirement to maintain any of these recognized ergonomic risk factors for any extended period of time. Design shall incorporate these features for both operations and maintenance tasks under both normal and emergency situations.

Safety devices. Audio or Visual Safety interlocks and fail-safe features shall be incorporated into the system. Visual safety interlocks shall be positioned at optimum locations for the operator to see without obstructions during normal operations.

Maintenance. All major assemblies and installed attachments shall be optimally located for immediate accessibility for maintenance, inspection, and repair utilizing common tools under both normal and emergency situations. The inspection, adjustment, repair, and replacement of components and accessories shall be accomplished with minimum requirements and minimum disturbance to other components and accessories of the system. Contractor shall furnish all special tools with machine, if required to perform maintenance, repair, or removal and installation of any of the system components. Instructions for disassembly, repair, re-assembly, and adjustment shall be clear, concise and definitive.

Accessibility. All parts subject to wear, breakage, or distortion and all parts which require periodic lubrication or maintenance shall be readily accessible for adjustment, replacement, and lubrication as applicable. Maximum accessibility shall be provided to parts that require scheduled maintenance. The configuration of the system shall be such that removal of operational parts shall not be necessary to permit accessibility for maintenance inspection and repair and place the operator or maintenance personnel in unsafe or hazardous situations.

Construction. All parts and necessary equipment shall be functionally suitable for the purpose intended. System shall be ergonomically designed for the operator to avoid awkward postures/positions, repetitive motion, excessive force, undue stretching, compression/contact stress against portions of body, vibration, temperature and the operator's requirement to maintaining any of these recognized ergonomic risk factors for any extended period of time.

Control station. All control elements required for system setup and run operations shall be contained in an operator's control station. This station shall be located at a position convenient for normal system operations. All keys, dials, vacuum indicators,

and switches shall be functionally grouped. An emergency stop shall be readily accessible at the control station and easily identifiable as to its function.

All video display terminals, keyboards, and hardware shall be ergonomically designed when feasible and positioned at optimal locations for their intended purpose based on human capabilities and characteristics.

## CONTRACTOR SAFETY PROGRAMS AND ACCIDENT PREVENTION PLANS

For each specific job or contract, a site specific accident prevention plan (or job safety plan) must be submitted. This plan is specific for the current project, and must address the particular hazards which will be inherent in the project and how they will control them. This plan must be submitted to the Park/Zone/Regional Safety Office not more than 10 days after contract award. Contractor must have approved plan in place prior to any work being performed on National Park Service property. Listed below are some of the items that must be covered in the plan, the plan must also meet current standards listed above.

(1.) SIGNATURE SHEET. Title, signature, and phone number of the following:

- a. Plan preparer
- b. Plan approval, e.g., owner, company president, etc.
- c. Plan concurrence (concurrence of other applicable corporate and project personnel (contractor) such as their safety officer, project manager, or superintendent)

(2.) BACKGROUND INFORMATION. List the following:

- a. Contractor
- b. Contract number
- c. Project name
- d. Brief description of the work to be performed and location
- e. Contractor accident experience (provide information such as OSHA 200 logs, company safety trend analysis)
- f. Listing of phases of work and hazardous activities requiring activity hazards analyses.

(3.) STATEMENT OF SAFETY AND HEALTH POLICY.

(4.) RESPONSIBILITIES AND LINES OF AUTHORITIES.

- a. Identification and accountability of personnel responsible for safety - at both corporate and project level if applicable.
- b. Lines of authority.

(5.) SUBCONTRACTORS AND SUPPLIERS.

- a. Identification of subcontractors and suppliers (if known).
- b. Means for controlling and coordinating subcontractors and suppliers.
- c. Safety responsibilities of subcontractors and suppliers.

(6.) TRAINING.

- a. List subjects to be discussed with employees in safety indoctrination.
- b. List mandatory training and certifications, which are applicable to this project (e.g., explosive actuated tools, confined space entry, crane operator, vehicle operator, HAZWOPER training and certification, personal protective equipment, electrical hazards, elevated surfaces.).
- c. Identify requirements for emergency response training.
- d. Outline requirements (who attends, when given, who will conduct etc.) for supervisory and employee safety meetings.

(7.) SAFETY AND HEALTH INSPECTIONS. Provide details on:

- a. Who will conduct safety inspections (e.g. project manager, safety professional, QC, supervisor, employees, etc.)
- b. Any external inspections/certifications that may be required.

(8.) SAFETY AND HEALTH EXPECTATIONS, INCENTIVE PROGRAMS, AND COMPLIANCE.

- a. The company's written safety program goals, objectives, and accident experience.
- b. A brief description of the company's safety incentive programs (if any)
- c. Policies and procedures for holding managers and supervisors accountable for safety.

(9.) ACCIDENT REPORTING. The contractor shall identify who shall complete the following, how, and when:

- a. Exposure data (man hours worked)
- b. Accident investigations, reports and logs
- c. Immediate notification of accidents

(10.) PLANS (PROGRAMS, PROCEDURES) AS APPLICABLE TO THE WORK TO BE CONDUCTED. This

list is not all-inclusive, nor will all topics apply to all contractors.

- a. Hazard communication
- b. Emergency response plans (spills, posting of emergency telephone numbers, fire prevention, etc.)
- c. Layout plans
- d. Respiratory protection plan

- e. Health hazard control program
- f. Lead abatement plan
- g. Asbestos abatement plan
- h. Abrasive blasting
- i. Confined space
- j. Hazardous energy control plan
- k. Critical lift procedures
- l. Contingency plan for severe weather
- m. Access and haul road plan
- n. Demolition plan (engineering and asbestos survey)
- o. Material handling equipment licensing
- p. Plan for prevention of alcohol and drug abuse
- q. Fall protection

(11.) Detailed site-specific hazards and controls shall be provided in the activity hazard analysis for each phase of the operation.

# Accident Prevention Plan Review Checklist

*This checklist serves as a guide only. It does not replace or eliminate the need to comply with the requirements set forth in the specifications, federal regulations and NPS policy.*

1. Signature sheet
  - a. Includes the name, signature, and title of the Plan Preparer (Qualified person, i.e. corporate safety staff person, QC)
  - b. Includes the name, signature, and title of the Plan Approver {e.g. owner, company president, regional vice president}
  - c. Includes the name(s), signature(s), and title(s) for Competent Persons including areas of expertise (Ex – Competent Person for Fall Protection, Competent Person for Scaffolding, etc.)
2. Background information
  - a. Includes the Contractor Name.
  - b. Includes the Contract Number.
  - c. Includes the Project Name.
  - d. Includes the Brief Project Description. Include enough detail to understand the work being accomplished. For example, if putting in a sewer line, how deep. If installing a tower, how tall?
  - e. Includes the Location of the Project {map}.
3. Responsibilities and Lines of Authorities.
  - a. Includes the identification and job responsibilities of personnel responsible for safety - at both corporate and project level.
  - b. Includes the lines of authority.
4. Statement of Safety and Health Policy detailing their commitment to providing a safe and healthful workplace for all employees.
5. Whistleblower Protections.
6. Workplace Violence.
7. Discuss safety meetings.
8. Housekeeping
9. Discuss visitor safety/site security.
10. Drug Free Workplace
11. Includes a means to evaluate the work being done and associated hazards involved. Addresses the identified hazards involved and the control measures to be taken. Should follow hierarchy of controls (engineering controls first – PPE last). Identified hazards need to be controlled. For example:
  - a. Excavations – Sloping, benching, or shoring
  - b. Respiratory – Type of protection and type of engineering controls
  - c. Silica – Dust control measures
  - d. Lightning – Strategy for avoiding lightning strikes
  - e. Hazardous Chemicals – Substitute less hazardous chemicals
  - f. Etc.
12. Procedures for job site inspections - assignment of responsibilities and frequency
  - a. Includes the name(s) of individual(s) responsible for conducting safety inspections. (e.g., PM, safety professional, QC, supervisors, employees)
  - b. Includes proof of inspector's training / qualifications.
  - c. Indicates when inspections will be conducted.
  - d. Includes the names of competent and / or qualified person(s) and proof of competency / qualification to meet specific OSHA competent / qualified person(s) requirements.
13. Procedures for reporting and investigating any accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR).
14. Emergency Planning. Employees working alone shall be provided proven communication devices which work at the/all project sites for means of emergency communication. This may be cellular phone, two-way radio or other acceptable means. The selected means of communication must be readily available and must be in working condition.
  - a. Discuss off-site medical arrangements including rescue and medical duties,
  - b. Outline:
    - a. How EMS/Fire responders will be contacted,

- b. The contractor will verify the availability, capacity, and capability of EMS/Fire responders
  - c. On-site medical support and off-site medical arrangements including rescue and medical duties for those employees who are to perform them, the name(s) of on-site Contractor personnel trained in first aid and CPR.
    - i. First Aid and CPR training (at least two employees on each shift shall be qualified/certified to administer first aid and CPR) and provision of first aid kit (types/size).
  - d. Considerations for projects conducted in remote locations.
    - i. Discuss rescue procedures, first aid/first responder, and evacuation procedures.
15. Hygiene – Drinking Water provisions, toilet and washing facilities. Lunch and sleeping facilities if required
  16. Personal Protective Equipment, (PPE) – The contractor should define through a hazard analysis the required PPE, not simply say, “Wear as appropriate”. Typical types of PPE include:
    - a. Work Clothing, for example – Clothing suitable for the weather might be defined as *short-sleeve shirt, long pants (excessively long or baggy pants are prohibited) and leather work shoes*.
    - b. Safety-toed (or other protective) footwear,
    - c. Eye and Face Protection,
    - d. Hearing Protection,
    - e. Head Protection,
    - f. High Visibility Apparel compliant with ANSI/ISEA 107, Class 2 requirements at a minimum shall be worn by all workers exposed to vehicular or equipment traffic.
    - g. Protective Leg chaps shall be worn by all chainsaw operators.
    - h. Gloves of the proper type shall be worn by persons involved in activities that expose the hands to cuts, abrasions, punctures, burns and chemical irritants.
    - i. If work is being performed around water and drowning is a hazard, PFD's must be provided and worn as appropriate.
  17. Machine Guards and safety devices. Lawn maintenance equipment must have appropriate guards and safety devices in place and operational.
  18. Hazardous Substances. When any hazardous substances are procured, used, stored or disposed, a hazard communication program must be in effect and SDSs shall be available at the worksite. Employees shall have received training in hazardous substances being used. When the eyes or body of any person may be exposed to corrosives, irritants or toxic chemicals, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within 10 seconds of the worksite.
  19. Traffic control shall be accomplished in accordance with the MUTCD.
  20. Control of Hazardous Energy (Lockout/Tagout). Before an employee performs any servicing or maintenance on any equipment where the unexpected energizing or startup of the equipment could occur, procedures must be in place to ensure adequate control of
  21. Driving, working on (i.e., working with equipment and mowers) while on slopes, working from/in boats/skiffs, etc shall also be considered and dealt with accordingly.
  22. Working at elevation.
    - a. Describe the type of elevated work necessary for the project,
    - b. Describe method(s) for providing fall protection,
    - c. Describe the elevated work rescue plan.
  23. Cranes
    - a. Lifting plan
    - b. Laydown plan
    - c. Crane and rigging gear inspections
  24. Hot work plan
    - a. Discuss hot work during periods of elevated fire danger.
  25. Permit Required Confined Spaces
    - a. Discuss rescue plan, atmospheric monitoring, and remote work area considerations.