



Doc 352

Contractor Environment, Safety & Health Requirements

Contractor must comply with this document, as well as comply with all applicable Federal, State, and local environment, safety & health laws, rules, standards and regulations, when Work under this Contract will be performed on ULA facilities and the Contractor will be performing Work involving construction, renovation, repair, maintenance, custodial work, environmental remediation, work with hazardous chemicals, long-term support services, telecommunication infrastructure installation and/or repair, and work in potentially hazardous locations.

DEFINITIONS:

ESH: ULA Environment, Safety and Health department or site point-of-contact.

Health and Safety Plan (HASP): A job-specific health and safety plan, giving detail to the specifics of the job.

ULA Contact: An ULA employee expressly designated as the ULA Contact or if no such designation is made, the employee in charge of a project.

1) ACCOMMODATIONS:

CONTRACTOR shall identify and resolve any and all personnel issues due to disabilities, language or literacy constraints that require special instruction.

2) AERIAL LIFTS:

CONTRACTORS must follow the manufacturer's operator manual when operating manually or self-propelled elevated aerial lifts, (e.g. Genie Personnel Lifts, scissors lifts, boom lifts, etc.)

- a) Operators must be trained, authorized personnel.
- b) Heed maximum weight limit listed on the manual or self-propelled elevated work platform.
- c) Only battery or electrical powered vehicles may be used indoors unless prior written approval has been made with the ESH department or their designee.

3) AIR EMISSIONS:

Activities that generate air pollution emissions (e.g. gases, solid particles (dust, smoke, and fumes), liquid droplets, and excessive odors) must be reviewed and authorized by the ESH department or their designees. CONTRACTOR is responsible for regulatory notifications and/or permits and shall fully comply with all laws, regulations, permit restrictions, and procedures incumbent upon ULA's operations and property. Notable requirements include, but are not limited to the following:

All site CONTRACTORS must comply with the following standards:

- a) Fluorocarbon refrigerants may not be vented. In event of an accidental release the ESH department must be notified immediately.
- b) All refrigerants must be recovered using an EPA certified recovery unit.
- c) Only EPA authorized refrigerants are permitted in new equipment installations.
- d) All refrigerant leaks must be repaired and integrity verified in accordance with 40 CFR 82. Written documentation of quantity released, leak repair efforts, and follow-up verifications must be provided to the ESH department.
- e) Written documentation reporting all refrigerant used or charged into equipment must be provided to the ESH department.
- f) All personnel performing refrigeration system installation, maintenance, and disposal must provide a photocopy of their EPA refrigeration certification card to the ULA Contact. A copy shall be retained for the Project File.

Emission Logs

Follow site-specific requirements concerning chemical usage and emission logging procedures provided by the ESH department.

Fugitive Dust Control:

Dust caused by soil excavation, roadway construction, hauling on unpaved roads, and other dust-producing activities shall be controlled by the Contractor using covers, water spray, or other ESH department approved practices. No oils or binders may be used on ULA owned or leased properties to control fugitive dust.

Visible Emissions (opacity):

A visible emission is any atmospheric discharge which causes an obscuring of the background or sky. CONTRACTOR equipment and operations shall not exceed the local, state and federal maximum limits.

Open Burning:

Under no circumstances shall CONTRACTORS burn any materials, except as a routine consequence of welding or cutting operations or when applying flame-activated coatings.

Odors:

CONTRACTORS shall not cause malodorous emissions.

4) ASBESTOS:

Any CONTRACTOR or Contractor's subcontractor activity that may disturb and/or come in contact with any asbestos material and or bring or introduce asbestos containing material on site shall not commence work until after CONTRACTOR has received approval from the ESH department to conduct the activity. A job-specific Health and Safety Plan (HASP) is required for any asbestos activity.

5) ASSESSMENT & REPORTING:

CONTRACTOR shall employ a competent supervisor approved in writing by ULA and necessary assistants who shall be in attendance at the Project Site until completion of the Project.

CONTRACTOR shall have a designated representative(s) for each job site, who shall assess the job site, verify compliance with safety standards, and assist CONTRACTOR's subcontractor(s) personnel with all safety related matters. CONTRACTORS will perform periodic safety meetings/toolbox talks with its crewmembers based on the duration and scope of the project. The subject matter is up to the CONTRACTOR but at a minimum shall include the site-specific emergency procedures. Outlines of safety meetings/tool box talks including attendance rosters shall be submitted to ULA upon request.

6) BARRICADES:

Hazardous areas such as floor, wall, roof, and road openings shall be sufficiently protected by barricades, guards, signs, and signals to adequately warn personnel of the hazards. CONTRACTOR must barricade the construction sites to prevent all unauthorized personnel from walking into the construction area. Barricades can be barrier tape; "A" frame barricades, rope and/or stanchions, and shall be complete, rigid, and strong enough to withstand the loads or conditions they may face.

Overhead work conducted in aisles where objects could fall and possibly strike personnel walking by, shall have safeguards such as, overhead protective barriers (e.g. netting and hard barriers), detour routes, administrative controls (e.g. working off-shifts), or other agreed upon means to protect personnel.

7) COMPLIANCE WITH PROCEDURES AND REGULATIONS:

The CONTRACTOR has responsibility for worksite control. All CONTRACTOR and CONTRACTOR's subcontractor(s) personnel shall, at all times, comply with all applicable environmental, safety and health laws and regulations; posted warnings and instructions; permit and other requirements pertaining to ULA property and operations. ULA reserves the right to review associated documentation that demonstrates the CONTRACTORS' compliance with these requirements. **CONTRACTOR shall sign a certifying statement acknowledging that they have read and will comply with these Environment, Safety and Health Contract and subcontract Employee Requirements and forward to the Procurement Representative.**

8) **CONFINED SPACE:**

CONTRACTOR and its subcontractor personnel shall notify the ULA point of contact prior to performing any work in confined spaces. Any such work may be performed only after issuance of the CONTRACTOR's "Confined Space Entry Permit" and, upon conclusion of the entry, the CONTRACTOR shall submit a copy to the ESH department. All personnel associated with confined space work shall be trained to perform their duties as required by applicable regulatory requirements. Inform the ESH department of any hazards or anomalies confronted or created in permit spaces during entry operations. CONTRACTOR is required to provide its own sampling/monitoring, rescue, and equipment, etc, unless otherwise provided by contractual agreement.

9) **CRANES, HOISTING AND LIFTING OPERATIONS:**

- a) CONTRACTORS shall notify the ESH department, and all applicable organizations twenty four (24) hours prior to any planned lifting operation over occupied areas
- b) CONTRACTOR is responsible for the proper use of hoist and rigging equipment and associated attachments, (e.g. slings, hooks, and chains) in accordance with the manufacturer's specifications and limitations.
- c) Hoist and rigging equipment and associated attachments must have the required manufacturers label that includes its rated working load capacity.
- d) Make inspection records and proof load data available for all cranes and lifting equipment to the ESH department upon request.

10) **ELECTRICAL SAFETY:**

CONTRACTOR and its subcontractor personnel shall not conduct any electrical work involving greater than 50 volts ac or dc unless trained in electrical safe work practices. No "Live" electrical work (working on energized parts) shall be conducted without approval from ULA. CONTRACTOR is responsible for assuring that all CONTRACTOR and its subcontractor personnel follow OSHA LockOut/TagOut requirements and equipment-specific procedures. CONTRACTOR shall provide all appropriate and required electrical Personal Protective Equipment (PPE).

All 120 volt, single phase 15 and 20 amp receptacle outlets, temporary wiring and flexible (extension) cords on a construction site shall be protected either by Ground Fault Circuit Interrupters (GFCI) or by an assured equipment grounding conductor program, per OSHA 1926.404(b)(1)(i-iii) and NFPA70 305-6. If an assured equipment-grounding program is used, detailed records shall be kept at the construction site for inspection by ULA.

11) **EMERGENCY REPORTING:**

All emergencies (i.e. medical, fire, spill or release of any hazardous material) must be reported through the site emergency procedure and to the ESH department. The CONTRACTOR shall ensure the appropriate communication equipment is readily available to promptly report emergencies.

12) **EQUIPMENT:**

All equipment and tools must be supplied by the CONTRACTOR and/or its subcontractors, and shall be maintained in a safe operating condition, free from defects or wear which may constitute hazard to any person or property. All electrical tools must be grounded or double insulated. CONTRACTORS shall provide documentation indicating calibration/maintenance of equipment to ULA upon request. The CONTRACTOR and its subcontractor(s) are not permitted to use ULA owned/leased equipment/tools unless specifically permitted in the Contract.

13) **EXCAVATION AND SOIL DISTURBANCES:**

CONTRACTOR and its subcontractor personnel are prohibited from performing any excavation work until:

- a) CONTRACTOR designates in writing to the ULA Contact a Competent Person (as defined by OSHA) who must be present and supervise excavation work.
- b) Utility companies have been notified and utilities have been properly located (marked) and protected.
- c) CONTRACTOR must obtain a written excavation permit to perform the work signed by an ESH representative.

14) **EXPLOSIVE/ORDNANCE USAGE:**

The CONTRACTOR must receive written approval from ESH, Facilities, Ordnance Engineering and Security management prior to the introduction and/or use of explosives or ordnance devices (defined by DOT and BATF regulations) on ULA properties. A detailed Health and Safety Plan (HASP) shall accompany requests for permission.

15) FALL PROTECTION:

CONTRACTOR and its subcontractor personnel are required to utilize fall protection systems when working six feet (construction) or four feet (general industry) or more in elevation or within six feet of an unprotected floor opening, wall opening, open sided floors, platforms, or roof edge. Fall protection systems include guardrails, full body harness with lifeline, or safety nets. All fall protection systems and methods shall be in accordance with OSHA.

16) FIRE PROTECTION EQUIPMENT:

Any work to be performed on fire protection equipment is to be done only with the written consent of the ESH department and the Site Fire Department forty eight (48) hours prior to commencement of work. Opening and closing valves in fire protection lines shall be done by or only in the presence of the ESH department or the Site Fire Department or designated representative(s). All CONTRACTORS must provide adequate fire protection for their work areas as required by applicable codes and regulations.

17) FLAMMABLE AND COMBUSTIBLE MATERIALS:

Every effort shall be made to use the safest product with the lowest flammability range. This includes alternate methods of construction or design. The CONTRACTOR shall ensure safe storage and use of flammable and combustible materials. These areas shall be in compliance with all applicable codes.

18) HAZARD ASSESSMENTS AND MITIGATION:

The CONTRACTOR shall continually assess the work site to identify potential hazards and mitigate these hazards. The CONTRACTOR must stop work if it poses imminent hazard. In addition, the CONTRACTOR shall inform the ESH department and other potentially affected personnel of any hazards confronted or created during operations and abate work place hazards created by their activity or under their control.

19) HAZARD COMMUNICATION:

The CONTRACTOR is responsible for assuring the safe handling and use of all chemicals brought on ULA premises or work sites by its employees or its subcontractors. The CONTRACTOR is also responsible for ensuring that Material Safety Data Sheets (MSDS) are readily available on site for all chemicals brought onto ULA premises or work sites. Copies of MSDS sheets must be provided upon request to ULA for any chemicals to be used and/or stored on ULA premises or work sites. ULA reserves the right to prohibit or limit the use of any chemical. The spill or release of any substance must be immediately reported to ULA through established emergency protocols.

20) HAZARDOUS MATERIALS NOTIFICATION:

The CONTRACTOR shall be responsible for notifying their employees and their subcontractors of all the requirements related to potential hazards such as asbestos, lead, or hazardous materials that may be encountered in the project.

Hazardous materials may include:

a) Asbestos-containing materials such as insulation, floor tiles, mastics, ceiling tiles, and equipment. If suspected asbestos-containing materials are encountered, all work shall stop and the ESH department shall be notified immediately. Provisions for asbestos control and disposal will be coordinated with ULA.

b) Painted surfaces containing lead. If suspected lead-containing materials are encountered, all work shall stop and the ESH department shall be notified immediately. Provisions for lead control and disposal will be coordinated with ULA.

c) Other hazardous materials specific to project and/or work location.

21) HEALTH & SAFETY PLAN (HASP):

In some instances, a job HASP shall be required. Examples of jobs that would require a job specific HASP would include but are not limited to, asbestos abatement, environmental remediation, ordnance use, confined space activities, and

ionizing radiation. **The CONTRACTOR shall be informed through the scope of work when a HASP is required. When a HASP is required the CONTRACTOR will forward a copy to the site's ESH representative upon contract award (if current one is not on file).** A HASP shall provide the following:

- An outline of the safety and health hazards of each project;
- A description of how the hazards will be addressed;
- Specific training requirements for the project and a listing of personnel required to be so trained;
- Certification of training for those employees who have received applicable training and medical surveillance;
- Copies of certificates of insurance;
- Copies of any relevant licenses, permits, and calibration of equipment.
- Emergency response plans and telephone numbers; and
- The methods for assuring CONTRACTOR and its subcontractor(s) compliance with regulatory requirements.

22) HOT WORK:

CONTRACTOR and its subcontractor personnel are prohibited from performing any hot work (work involving electric or gas welding, cutting, brazing, or similar flame or spark-producing operations) without first obtaining a "Hot Work Permit" from the ESH department, the Site Fire Department, Facilities, or Security. Such personnel must follow health and safety requirements including those outlined on the hot work permit. Personnel performing the hot work must provide a fire watch, trained in extinguisher use, with an appropriate fire extinguisher to monitor the hot work area. After completion of the hot work, the permit shall be signed off by CONTRACTOR and returned to the permit issuer.

23) HOUSEKEEPING:

Good housekeeping shall be maintained at all times. Debris and waste are not to accumulate and must be removed daily from the work site. At the end of each shift areas shall be swept and materials stacked in an orderly manner. CONTRACTORS shall remove and dispose of all waste materials as directed by the ESH department. Enclosed non-combustible disposal chutes are required whenever solid waste materials are dropped greater than ten feet or are adjacent to established walkways.

The work area shall be kept clean and free of loose tools, boards, wood tailings, metal scraps, and other debris. Electrical panels, emergency equipment, means of egress, aisles and passageways shall not be blocked. Hoses and extension cords shall be bridged as appropriate and shall be removed and coiled at the end of the task. Sharp objects, such as nails, which protrude from packing materials, equipment, or other construction debris shall be removed or bent to remove the hazard. Lumber and bagged materials shall be stored to prevent them from falling or protruding into aisles and walkways. Materials may not be stored on scaffolds, runways, loading docks, or roofs in excess of amounts needed for immediate use. Storage within stairwells or elevators is not permitted.

24) INCIDENT & INJURY REPORTING:

Report all occupational injuries, illnesses and incidents involving CONTRACTOR and/or its subcontractor personnel, equipment, or operations immediately to the ESH department. CONTRACTOR shall also supply a copy of the incident report to the ESH department no later than the following day. CONTRACTOR shall supply labor and materials at its sole cost to remedy the incident when the CONTRACTOR is responsible for the incident.

25) INDOOR ENVIRONMENTAL QUALITY:

During demolition and renovation activities, control techniques shall be used (i.e. vacuum cleaning instead of sweeping, separation of work area from occupied space using plastic barriers, etc.) to minimize emission/spread of dust and or other contaminants into occupied spaces. The ESH department may require additional controls specific to the nature of the work. Construction materials shall be transported and stored in such a manner so as to protect them from contamination.

26) LOCKOUT/TAGOUT:

CONTRACTOR is responsible for assuring that all CONTRACTOR and its subcontractor personnel follow OSHA LockOut/TagOut (LOTO) requirements during any work on energized equipment or systems. These energy systems may

include, but are not limited to electrical, hydraulic, thermal, pneumatic, gravitational, mechanical, and chemical systems. CONTRACTOR and its Subcontractor(s) shall exchange information about their LOTO program and the ULA LOTO program and assure that its personnel understand and comply with the restrictions and prohibitions of respective energy control programs. ULA requires that all LOTO tags contain contact information such as Contractor name, phone number, and name of person applying the Lockout/Tagout.

27) PAINT/COATINGS ON STEEL STRUCTURES:

Prior to initiating operations involving sanding, burning, cutting, drilling, abrasive blasting or welding on coated or painted steel structures or members contact the ESH department to determine any potential hazards, (i.e. lead, cadmium, and zinc). Work activities where personnel may be occupationally exposed to these materials must follow the applicable standards that address the hazard and ensure worker protection.

28) PERMITS AND APPROVALS:

CONTRACTOR is responsible for obtaining and complying with all required federal, state, local, and/or contractual permits (e.g. storm water, excavation, hot work, power actuated tools permits), licenses, approvals, and ensuring no impacts to or interference with ULA permits and procedures before commencing any project for ULA. All CONTRACTOR permits, licenses, and approvals shall be posted, or made available for inspection by ULA.

29) PERSONAL PROTECTIVE EQUIPMENT (PPE):

The CONTRACTOR shall provide and assure that all CONTRACTOR and its subcontractor personnel are equipped with the proper PPE (e.g. safety glasses, hard hats, hearing protection, respirators, safety shoes, fall protection, etc.) and trained in their proper use. CONTRACTOR shall post the job site entry points with signs defining the PPE required by personnel entering the job site.

30) POWDER-ACTUATED TOOLS:

The use of powder-actuated tools requires a powder actuated tool permit from the ESH department and/or their designee. CONTRACTORS are required to provide appropriate proof of training (i.e. current license), PPE, and posted signage.

31) POWERED INDUSTRIAL TRUCK:

The following equipment is considered a powered industrial truck and must follow all applicable OSHA regulations: any mobile power-propelled truck used to carry, push, pull, lift, and stack or tier materials. Only qualified and trained operators shall be allowed to operate powered industrial vehicles. In addition, ULA may request CONTRACTOR to provide inspection documentation regarding its equipment to verify compliance with OSHA regulations. Gasoline, diesel, liquefied petroleum (LP) gas powered internal combustion engines shall not be used inside ULA buildings unless prior written approval is obtained from the ESH department.

32) PROCESS SAFETY MANAGEMENT:

CONTRACTORS required to work in an area with processes covered by OSHA 1910.119, Process Safety Management (PSM) shall comply with the PSM standard. In order to commence work in these areas the CONTRACTOR must at a minimum be trained on appropriate process safety management and provide relevant information to the ESH department.

33) PROJECT ASSESSMENT:

When ULA requires a "Contractor Project Assessment", the CONTRACTOR must forward a completed assessment to the site's ESH department within one week from contract award meeting.

34) RADIATION:

Ionizing Radiation

Any use of ionizing radiation producing equipment such as x-ray machines, radiation sources, density gauges etc. requires approval from the ESH department, upon their review of the CONTRACTOR's detailed HASP.

Non-ionizing Radiation

Use of any non-ionizing radiation sources, (i.e. lasers (class 3b & class 4), microwave or RF and/or high intensity lights) by the CONTRACTOR and its Subcontractors shall be reviewed/approved by ESH prior to use on ULA property.

NOTE: For lasers (i.e. Class 1,2a, 2b, and 3a), trained personnel and warning signs are required, however, the ESH department permission is not required for these types of energy sources. Notification of class 1, 2, 3a is not required.

35) SCAFFOLDS:

Only experienced and trained employees selected for such work by the competent person shall perform such activities in compliance with all applicable regulations.

36) SITE SPECIFIC CONTRACTOR ESH ORIENTATION:

CONTRACTOR and its subcontractor employees shall receive an orientation on the site-specific ESH requirements. The level of orientation shall be determined by the project's scope of work and scheduled through the ULA Contact and is required annually. Orientation is to assist the CONTRACTOR and its subcontractor employees in site familiarization to include site specific emergency procedures and hazards.

37) SMOKING:

Smoking and the use of tobacco products is prohibited on the premises of ULA.

38) TRAFFIC REQUIREMENTS:

CONTRACTOR must follow all traffic regulations, postings, signs and designated parking areas. The ULA Contact shall coordinate construction vehicle parking.

39) TRAINING:

CONTRACTOR assumes full responsibility for assuring that all CONTRACTOR and its subcontractor personnel working on ULA premises and work sites receive all training required for the project or task prior to conducting that project or task. **The CONTRACTOR must complete and submit a CONTRACTOR certification form prior to commencing work.** All training and medical certifications shall be current. ULA is not responsible for training or supervising CONTRACTOR or its subcontractor(s) employees. All CONTRACTOR training records shall be available for inspection by ULA.

40) UTILITY SHUTDOWN:

ESH, Facilities and Security need to be informed a minimum of 48 hours prior to any planned utility shutdown. All utility shutdowns shall be coordinated with the ULA Contact.

41) VEHICLE OPERATION:

CONTRACTOR vehicles must be in good repair and roadworthy. Vehicles that have limited visibility must be equipped with back-up alarms or a flag person must accompany the vehicle when backing to clear the way. Vehicles powered by internal combustion engines (except properly tuned propane engines or engines equipped with exhaust scrubbers) shall not be used, parked, or stored inside buildings or confined spaces, unless gases are piped outside to prevent personnel exposure. Specific exceptions for short-term intermittent operations require ESH approval.

42) WASTE GENERATED BY CONTRACTORS:

CONTRACTOR shall make arrangements with the ESH department for the characterization, handling, storage and disposal of all waste generated by the project. Hazardous waste will be managed and disposed coordinated by ULA.

43) WATER SYSTEMS PROTECTION:

All potential discharges must be reviewed and authorized in advance by the ESH department. Wastes, waste water, or chemical substances may not be discharged to surface water or into any storm or sanitary sewer system, or be disposed of on any outside grounds without prior authorization. No equipment or work may be performed outside which could lead to potential contamination of surface water or storm water, (e.g. washing of equipment outside, or soil disturbances) without

adequate protection or authorization. No equipment shall be connected to the domestic water supply (e.g., hoses, water trucks) without using an approved backflow prevention device.

44) WORKING ALONE/OFF SHIFT WORK:

When it is necessary to perform construction, abatement, renovation, and/or other potentially hazardous operations during off shift, weekend or holiday hours, arrangements must be made with the ULA Contact in advance of such work. CONTRACTOR and/or its subcontractor(s) are not permitted to work alone when performing potentially hazardous operations. It is the CONTRACTORS' responsibility to inform the ESH department when potentially hazardous off shift, weekend or holiday work is planned and to inform the ESH department as to the type of work to be conducted. The CONTRACTOR's failure to provide sufficient prior notification of off-shift activity needs may result in progress delays.