

FSGA/HAAF GARRISON
FT. STEWART, GA 31314

GARRISON SAFETY SOP – ANNEX L

CONTRACTOR SAFETY AND OCCUPATIONAL HEALTH PROGRAM



FSGA/HAAF Safety Program SOP
26 August 2024

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1. Purpose:

This Annex to the FSGA/HAAF Garrison Safety and Occupational Health (SOH) SOP serves to support the SOH Program by providing guidance to all contracting authorities, Statement of Work (SOW) developers, Contracting Officers, contract specification writers, contract administrators, and contractors initiating on-site contractual work. Additionally, the purpose is to ensure safety and occupational health (SOH) is reviewed and maintained during the entire SOW and contract development, award, and contract performance process. This regulation is designed to ensure that FSGA/HAAF contracts with SOH responsible service providers.

2. Scope

This Annex to the FSGA/HAAF SOH SOP applies to all contracts that are estimated to provide 1000 man hours or more of service or support within a calendar quarter (calendar year or fiscal year), that may involve FSGA/HAAF personnel and/or facilities, including, but not limited to: operations, construction, environmental mitigation, maintenance, utilities, etc. It does not involve contracts in which the contractors' personnel solely execute the work at the contractor's facility.

3. References

29 CFR) 1910 - Occupational Safety and Health Standards

29 CFR 1926 - OSHA Regulations for Construction

29 CFR 1960.1(g) - Basic Program Elements for Federal Employee Occupational Safety and Health Programs

FAR 42 - Administration and Audit Services

FAR 52.236-13 - Accident Prevention

DoDI 6055.01: Enclosure 5: Section 2 – Safety and Occupational Health Risks from DoD Contractor Operations, Enforcement Inspections of Contractor Operations

AR 385-10 - The Army Safety Program

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army). The primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil> . Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>

5. Responsibilities

5.1 Garrison Safety Office (GSO) will:

- Review Statements of Work (SOW) and supporting documentation as a Subject Matter Expert (SME) that could potentially affect the safety and health of the public, FSGA/HAAF workforce (including civilians, military personnel, contractor personnel, partners, and visitors), or mission critical equipment or property.
- Assign a Safety Office Representative, when necessary, as determined by the Contracting Officers and Safety Office, to ensure that all safety requirements are included in all stages of contract development and performance (e.g., review of SOW, Safety Evaluation Factors, Site Specific Safety Plan (SSSP), Past Performance Questionnaire, Pre-Job Analysis, Post Award/Pre-Construction Meetings, aid with the inspection of contractor equipment, etc.).
- Develop, update, and provide Contractor SOH briefing to applicable Contractors.
- Provide SOH requirements and procedures to all on-site Contractors.
- Provide SOH training to CORs and COTRs.
- Review Past Performance Questionnaires during the solicitation process and providing Pre-work safety briefings to applicable Contractors.
- Be responsible for coordinating and disseminating the Past Performance Questionnaires and SOH briefing to applicable contractors.

5.2 Contracting Officer will:

- Incorporate all SOH requirements outlined in this Annex into the awarded contract.
- Provide the final approval and appointment of the assigned Contracting Officer Representative (COR) for all contracts.
- Include the Contractor Safety Program in all applicable contracts by incorporating this regulation within all applicable contracts.
- Have the authority to waive requirements outlined in this Annex, in an emergency, with notice provided to the GSO as circumstances permit.
- Be responsible for developing, maintaining, and updating a Contractor database that is accessible to GSO personnel for recording Contractor safety training and a Contractor Safety records as outlined in the Past Performance Questionnaire.
- Include the following contracting language in your PWS/SOWs: Include 3Rs (Recognize, Retreat, Report) Explosives Safety Training. All Contractor employees, to include subcontractor employees, performing on-site work shall take the 3Rs Safety Training.

Training must be completed by on-site personnel prior to the commencement of on-site work. The 3Rs Safety Training is available at the following website: <https://www.denix.osd.mil/uxo/3rs-training/index.html>. Certificates of completion are valid for 1 year and training must be updated annually during the on-site performance of work. Completed certificates shall be maintained by the Contractor and made available to the Contracting Officer Representative (COR) if requested.

5.3 COR will:

- Implement and administer the assigned contract and serve as the Point of Contact (POC) for all issues pertaining to that contract.
- Oversee and enforce Contractor and Subcontractor compliance with Federal, State, and Local safety requirements, (i.e. wearing Personal Protective Equipment (PPE), operating equipment with a license, wearing fall protection, etc.) as well as compliance with contract specifications, and reporting requirements.
- Include the GSO in all safety aspects of assigned contracts, (i.e., all contractor meetings to include pre and post commencement meetings.).
- Ensure the GSO inspects the Contractor, including Subcontractor and supplier equipment before performance of contract and inspection of jobsite during contract performance for compliance with federal, state, and local Safety Office requirements.
- Take immediate corrective action when made aware of a Contractor or Subcontractor noncompliance of applicable federal, state and local safety requirements.
- Serve as liaison between the assigned GSO, other safety personnel, and the Contractor.
- Serve as liaison between the FSGA/HAAF Hazardous Materials Program Manager, Hazardous Waste Program Manager and Contractor for distribution of information and materials related to training, safety data sheets (SDS), hazardous material warning labels, and hazardous waste container, labeling, and accumulation requirements.
- Maintain a copy of all contractual supporting documentation (e.g. SOW, Safety Plans, environmental, Job Hazard Analysis (JHA), training documents, SDSs, etc.).

5.4 Contract SOW Developers will:

- Include the GSO in the SOW development and review process.
- Ensure that SOWs require all contractors be evaluated based on safety past performance.
- Ensure that SOWs include requirements for site specific written Safety Plans.

6. Policy

- The Federal Acquisition Regulations (FAR) Part 42 Contract Administration and Audit Services (FAR 42) prescribes policies and procedures for assigning and performing contract administration and contract audit services. This Annex does not replace or change the requirements set forth in FAR Subpart 42, however instead serves as an overview for where and how the GSO representative should be involved in the development of the SOW/Contract, and the selection, performance, and evaluation of contractors throughout the FSGA/HAAF Garrison.
- Contractors shall comply with applicable federal, state and local safety requirements, specifications, and reporting requirements, and shall enforce those requirements with all Contractor and Subcontractor personnel (e.g. PPE, fall protection, confined space, electrical standards, scaffolding, etc.). The GSO serves as a safety advisor in contractor oversight for the protection of Army personnel (military and civilian) and property. Contract compliance is the responsibility of the COR and if SOH violations are identified on a contract project, the COR shall be notified immediately and apply the needed corrective action to control the situation. A “temporary work-stoppage” of a process will be initiated, until corrected, for a process that creates a situation with immediate threat to the safety and health of the public, FSGA/HAAF workforce, or mission critical equipment or property.

7. Procedures

7.1 Contractor and Subcontractor Requirements

- The Contractor and/or Subcontractor shall comply with all applicable federal, state and local safety, environmental and security rules, regulations, and policies.
- The Contractor shall immediately notify and promptly report to the COR any accident, incident, or exposure resulting in a fatality, lost-time occupational injury, occupational illness, contamination of property, or property damage or loss resulting from work performed under the contract. The Contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, all Contractors on-site for 90 days or more shall provide to the COR and the GSO: quarterly reports specifying lost-time frequency rate; number of lost-time injuries; number of restricted workday cases (Days Away, Restricted or Transferred – DART), number of OSHA recordable cases (Total Case Incidence Rate – TCIR); number of fatalities; hazards identified and reported, highlighting those corrected; any reported near-misses and associated corrections.
- The COR shall notify the contractor in writing of any noncompliance with this regulation, identify required corrective action, and specify allotted turn-around time to perform corrective action. The contractor shall provide a written corrective action report to the COR and GSO within 48 hours of identified regulation noncompliance unless the issue can be corrected on-the-spot. When the COR becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, FSGA/HAAF workforce, or mission critical equipment or property, the COR will immediately stop the process until issue is corrected. COR will contact the Contracting Officers via telephone once the Immediately Dangerous to Life and Health (IDLH) situation has been corrected, with a follow-up written

report of the incident provided to the Contracting Officers and the Contractor. The Contractor shall implement and report immediate corrective action.

- If the Contractor fails or refuses to institute required corrective action, the Contracting Officers may invoke the stop-work order clause of the contract or any other remedy available to the Government in the event of such failure or refusal.
- The Contractor shall incorporate the FSGA/HAAF SOH SOP and Annexes within all applicable subcontracts when:
 - The work will be conducted completely or partly on premises owned or controlled by the Government.
 - The work includes construction, alteration, or repair of facilities.
 - The work involves hazards that could endanger the public, FSGA/HAAF workforce (including Contractor employees), or mission critical equipment or property, and the hazards are not adequately addressed by OSHA or Department of Transportation (DOT) regulations (if applicable).
 - The Contractor determines the assessed risk and consequences of a failure to properly manage and control hazard(s) warrants use of the clause.
- Authorized Government representatives of the COR, including assigned GSO representative, shall have access to and the right to examine the sites and areas where work under the contract is being performed in order to determine the adequacy of the Contractor's safety measures under this clause. Examinations will be coordinated between the COR and the Contractor's on-site supervisor so as not to interfere with contractor performance.
- Protection of Existing Work and Utilities. Before beginning any construction or demolition work, the contractor shall carefully survey the existing work, verify locations of existing utilities, acquire required permits (Hot Work, Digging, etc.), and examine the drawings and specifications to determine the limits of the work. The Contractor shall take all necessary precautions to ensure against damage to existing work site, and utilities to remain in place, to be reused, or to remain the property of the Government, and any damage to such work or utilities shall be repaired or replaced by the Contractor, equal to or better than the original condition at no increase in price to the Government. Prior to commencement of construction or demolition work, the Contractor shall review the findings with the Contracting Officers and proceed as directed. NOTE: Hot Work Permits must be obtained through Fire and Emergency Services.
- The Contractor shall give a three (3) day notice to the COR prior to beginning any operations (e.g., removal of asbestos, lead paint, painting, sanding, welding, etc.) that could potentially affect the safety and health of the public, FSGA/HAAF workforce, or mission critical equipment or property. COR will make arrangements to temporarily suspend or restrict use of this area during such activities.

- The Contractor shall be responsible for furnishing and placing the necessary barricades and signage for prevention of accidents.
- The Contractor shall ensure hazardous substances are not spilled on soil or into sewers and/or storm drains.
- The Contractor shall update their safety, health, and environmental protection plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, Hazardous Materials (HAZMAT) to be used (FSGA/HAAF HAZMAT approval process must be followed), and a list of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the Contractor. FSGA/HAAF and the Contractor shall jointly decide which operations are to be considered hazardous, with FSGA/HAAF as the final authority. Before hazardous operations commence or HAZMATs are used, the Contractor shall submit for FSGA/HAAF concurrence:
 - Written hazardous material(s) request (FSGA/HAAF HAZMAT approval process must be followed); and/or
 - Written hazardous operating procedures for all hazardous operations; and/or
 - Qualification standards for personnel involved in hazardous operations

7.2 Procedures for Services

- Statement of Work (SOW). During creation of the SOW, all aspects of safety shall be reviewed and added to the specific related work description. The actual work site shall be inspected by the GSO, and all required documentation reviewed for SOH related issues to ensure the type of service can be completed safely and all resources (personnel, physical site, equipment, and environment) are protected.
- Job Hazard Analysis (JHA). The description of work shall be reviewed to include job hazards, occupational health issues, and environmental hazards. The identified safety, health, and environmental issues shall be incorporated into the SOW. It is the responsibility of the end user to prepare the initial JHA. The role of the GSO is as a technical advisor for the protection of personnel and property at FSGA/HAAF.
- General and Specific Security and Safety Statement. General security information shall be included into the statement of work. Security statements shall include such information as references to FSGA/HAAF regulations, conduct and behavior, instructions to observe and obey all traffic signs, identification, Government property, duty hours, construction/barricade areas and POC with phone numbers for emergencies and Directorate of Emergency Services (DES) Police. Any specific security issues shall be identified, such as security clearances for individual/companies or background checks for access to certain work sites. Additional information is provided in paragraph 6f, Security and HAZMAT Procedures for FSGA/HAAF Garrison Managed Contracts. Additional security requirements will be provided by the Security Division prior to admittance of Contractor or Subcontractor personnel to FSGA/HAAF facilities.

- SOH information shall be included in the SOW. Safety statements shall include such information as “Contractor shall take all reasonable safety measures”.
- The Contractor shall comply with all Federal, State, and local laws applicable to safety standards, specifications, reporting requirements and any other relevant requirements.” Additional information is provided in paragraph 6a, Contractor and Subcontractor Requirements. Specific SOH issues as they relate to SOW shall be addressed.
- Evaluation Factors. The technical personnel creating the SOW must formulate safety evaluation factors from the SOW. The safety evaluation factors will assist in evaluating Contractor’s awareness and ability to address safety issues. The evaluation factors are to be formulated as questions for the Contractor to demonstrate knowledge/performance of different safety issues. Questions might include: required licenses, type of permits (specialized training), accident history, company safety plan, accident prevention, and any additional questions that shall determine contractor qualifications and safety record. During the SOW review process, the GSO shall provide pertinent safety evaluation factors.
- Contractor’s Safety Plan/Accident Prevention Plan. SOWs that involve hazards that could endanger the safety and health of the public, FSGA/HAAF workforce, or mission critical equipment or property shall require the completion of a Safety Plan. Additional information for developing a Contractor Safety/Accident Prevention Plan is provided in Appendix B, Contractor Safety Plan/Accident Prevention Plan.
- Past Performance Questionnaire. To evaluate a Contractor’s past performance, a questionnaire shall be completed. Questions regarding OSHA compliance, safety record for specific type of work, and accident reports can be utilized to determine the Contractor’s past safety practices. See Appendix C, Past Performance Questionnaire.
- Assignment of GSO representative. GSO technical personnel shall be appointed to provide "short term/as needed" assistance to the COR by providing recommendations and interpretations for safety issues.
- Post Award Meeting. After the award of a purchase order/contract, assigned GSO representative shall attend the post award conference to meet with contractor’s personnel for the purpose of discussing safety issues before contract performance.
- Contractor Performance. A written process for communicating observed safety deficiencies in contractor performance, or actions that may put Government employees at risk, should be developed by the Contract Officer and Contractor and provided to the GSO.
 - If contractor SOH deficiencies are reported to the assigned COR, the COR shall investigate the report, seeking the assistance of the GSO representative (if required). If SOH deficiencies are confirmed during the performance of the contract, a verbal out-brief with the Contract Officer, or his/her representative shall be conducted and a written report generated. The specific contract statement violated shall be referenced in the report.

- The report shall be submitted to the Contract Officer for action. The GSO should have an agreement with the COR and Contract Officer on the specific actions to be taken in the event of an IDLH situation. This detailed written process should also address corrective action documentation, and evaluation procedures outlined in awarded contract.

7.3 Procedures for Construction

- SOW. During the creation of the SOW, all aspects of SOH shall be reviewed and added to the specific related work description. The GSO shall inspect the work site for SOH related issues to ensure the type of construction can be completed safely and all resources (personnel, physical site, equipment, and environment) are protected.
- JHA. The description of work shall be reviewed to include job hazards, occupational health issues, and environmental hazards. The identified safety, health, and environmental issues shall be incorporated into the SOW. It is the responsibility of the end user to prepare the initial JHA. The role of the GSO is as a technical advisor for the protection of personnel and property at FSGA/HAAF.
- General and Specific Security and Safety Statement. General security information shall be included in the statement of work. Security statements shall include such information as references to the Army and FSGA/HAAF regulations, conduct and behavior, cautions to observe and obey all traffic signs, identification (badges and COR Information Card), Government property, duty hours, construction/barricade areas, and POC with phone numbers for emergencies and DES Police. Any specific security issues shall be identified, such as security clearances for individual/companies or background checks for access to certain work sites.
 - SOH information shall be included in the specifications. SOH statements shall include such information as “Contractor shall take all reasonable safety measures” and “The Contractor shall comply with all federal, state, and local laws applicable to safety standards, specifications, reporting requirements and any other relevant requirements” etc. Specific SOH issues as they relate to specifications shall be addressed.
 - Evaluation Factors. The technical personnel creating the specifications must formulate safety evaluation factors from the specifications. The safety evaluation factors will assist in evaluating Contractor’s awareness and ability to address safety issues. The evaluation factors are to be formulated as questions for the Contractor to demonstrate knowledge/performance of different safety issues. Questions might include: licenses requirements, type of permits (specialized training), accident history, company safety plan, accident prevention, and any additional questions that will aid in determining contractor qualifications and safety record.
 - Accident Prevention Plan. An Accident Prevention Plan is required by the contractor for all construction contracts and dismantling, or demolition contracts and shall comply with the Army Corps of Engineers EM 385-1-1.

- Contractor's Site-Specific Safety Plan (SSSP). The SOW that involves hazards that could endanger the safety and health of the public, FSGA/HAAF workforce, or mission critical equipment or property shall require the completion of a SSSP.
- Past Performance Questionnaire. To evaluate a contractor's past performance a questionnaire shall be prepared on all construction contracts. Questions regarding OSHA compliance, safety record for specific type of work, and accident reports can be utilized to determine the Contractor's past safety practices. See Appendix C, Past Performance Questionnaire, for Questionnaire Guidelines.
- Assignment of GSO Representative. GSO technical personnel shall be appointed to provide "short term/as needed" assistance to the COR by providing recommendations and interpretations for SOH issues.
- Post Award Meeting. After the award of a purchase order/contract, assigned GSO personnel shall attend the post award conference to meet with contractor personnel for the purpose of discussing SOH issues before contract performance by the contractor.
- Contractor Performance. A written process for communicating observed SOH deficiencies in contractor performance, or actions that may put Government employees at risk, should be developed by the Contract Officer and Contractor, and provided to the GSO.
- If contractor SOH deficiencies are reported to the assigned COR, the COR shall investigate the report, seeking the assistance of the GSO Representative (if required). If SOH deficiencies are confirmed during the performance of the contract, a verbal out-brief with the Contract Officer, or his/her representative shall be conducted and a written report generated. The specific contract statement violated shall be referenced in the report.
- The report shall be submitted to the Contract Officer for action. The GSO should have an agreement with the COR and Contract Officer on the specific actions to be taken in the event of an IDLH situation. This detailed written process should also address corrective action documentation, and evaluation procedures outlined in awarded contract. Assigned GSO Representative shall aid the Contract Officer with development of the corrective action and evaluation procedures based on specifications requirements.

7.4 Operating Agreements

To minimize safety issues/conflicts between FSGA/HAAF and contract performers, all SOW developers, contract administration personnel, and the GSO shall comply with the requirements of this Annex relative to responsibilities and basic SOH precautions, such as who will respond to contractor mishaps and who should be contacted for help.

7.5 Regulatory Compliance Visits

GSO retains the right to inspect contractor worksites at any time during the performance of the contract to evaluate contractor SOH performance and compliance. All contractor SOH

noncompliance issues will be provided to the COR for immediate action. These visits shall be coordinated with the COR and Contractor to minimize interference with contractor performance.

7.6 Barricades/Construction Areas

- Designation of construction areas is a contractor's responsibility and must be coordinated in advance through the COR, GSO, and Fire and Emergency Services.
- The Contractor will be responsible for vehicle traffic control in and around construction areas, to include signage and flagmen if necessary to ensure a safe work zone.
- Work (construction) areas will be secured at the end of each day. All doors and windows must be closed and locked, and lights and electrical equipment turned off. All Contractor and Subcontractor property locks and keys must be properly secured.
- The Contractor is responsible for all personal property while on the installation.
- FSGA/HAAF Law Enforcement are to be notified of all emergencies, accidents, disturbances, and requests for security related assistance, etc., (immediately after the event has occurred). FSGA/HAAF Law Enforcement personnel will respond or make the appropriate calls for proper authorities.

8. Commercially Owned/Operated Radiation Emitting Sources, Equipment, or Devices Used on FSGA/HAAF Property.

- When using radiation sources/equipment/devices for soil compaction tests or stress/support studies for detection of structural/weld defects in structural framing, pressurized pipe, vessels, etc., or for lead paint detection, or for other missions, the operator shall comply with the following requirements:
- Prior to bringing the radiation generator on to the U.S. Army Garrison locations, the Contractor shall provide the Contracting Officer with the following information/documentation as applicable, as a submittal at least 30 days before the starting date of the permit, for review and approval, and issuance of an Army Radiation Permit through the GSO by the Garrison Commander (Per 32 CFR 655 and DA Pam 385-24):
 - A letter applying for an Army Radiation Permit with Supporting Documentation.
 - A copy of the Nuclear Regulatory Commission (NRC) License that permits use or storage of radioactive sources, equipment and/or devices at Army Bases, Garrisons and/or Installations. A copy of a Department of Energy (DOE) radiological permit with documentation showing it is valid for the location and operation. A copy of an Agreement State License and if provided, then documentation must be provided to show the license is valid on Federal Property. This includes NRC Form 241, Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction with the NRC in accordance with 10 CFR 150. If work is covered by NRC Form 241, then the work is limited to 180 days in a calendar year; otherwise a NRC License is required. If exempt

from NRC licensing or under General Licensing, proof of exemption or general licensing must be provided. For naturally occurring or accelerator produced radioactive material (NARM), NRC licensing with as required NRC Form 241 shall be provided. For machine-produced radiation, the Contractor must provide appropriate State Authorization that allows the Contractor to use the radiation emitting sources/equipment/devices. The licensing must show operational use conditions/restrictions with expiration date. If State Authorization is not applicable, a copy of the radiation safety program will be provided.

- The documentation must specify the start and stop dates for the Army Radiation Permit and describe what purposes the applicant needs the Army Radiation Permit (Proposed Work Statement).
- A current list of trained and qualified employees that will be using the radiation emitting sources/equipment/devices and their training.
- The name of the Contractor Radiation Safety Officer (RSO) and emergency contact telephone number.
- Operating instruction(s)/technical order(s) for the equipment that contains the radioactive source. Indication of whether the sources, equipment, or devices are to be stored onsite overnight and how it is to be stored. How the sources/equipment/devices will be stored during lunch hour and breaks. How exposure to contractors and government personnel will be controlled and how the sources/equipment/devices will be secured.
- Designated storage location of the radioactive source if it remains overnight.
- Proposed marking of the storage location if it exceeds 2mR/hr as measured at the surface of the storage container.
- A copy of the company Radiation Safety Program.
- Emergency Response Plan in case of an emergency for a lost or damaged source/equipment/device and/or over exposure incident/injury.
- Provide the portion of their contract that identifies the location(s) of where the source will be used, for how long, and for what type of use.
- Current Leak Tests on Radiation Sources/Equipment/Devices.
- The Contracting Officer will obtain approval from the proper office having jurisdiction. After approval is received for use of the specific radiation generator, the Contractor shall:
 - Meet proper Department of Transportation (DOT) and NRC shipping criteria to include properly filled out shipping manifest(s), container marking/labels, and placards on the vehicle as needed when transporting the source/equipment/device onto and around base/installation. The documents shall also allow the removal of the source, equipment, or device from the base/installation. The source and the activity shall dictate which DOT and NRC regulations and CFRs are applicable. These include, but not limited to 10 and

32 CFR for the permit and operation itself; 29 CFR for occupational safety and health activities when using the instrument/equipment/device; 40 CFR for environmental protection activities; 49 CFR for transporting the instrument, and if the source is lost or stolen 10 CFR.

- Limit authorized use of radio-luminescent signs and markers to areas with low occupancy and where electrical power is not available except at prohibitive cost. Coordinate the use with the Garrison RSO.
- The Contractor shall not:
 - Buy radioactive materials or accept radioactive materials into the Army inventory without approval from the GSO.
 - Buy or use radium without GSO approval.
 - Buy radio-luminescent signs and markers unless approved by the GSO.

Non-ionizing radiation (laser, microwave equipment and radiofrequency electromagnetic).

- The contractor shall provide documentation committing to and supporting the below to the GSO, before operating the laser equipment:
 - Only qualified and trained employees shall be assigned to install, adjust, and operate laser equipment.
 - Proof of qualification of the laser equipment operator shall always be available and in possession of the operator.
 - Employees working in areas in which a potential exposure exists to direct or reflected laser light greater than 0.005 watts (5 milliwatts), shall be provided with appropriate eye protection devices.
- Employees whose occupation or assignment requires exposure to laser beams shall be furnished suitable laser safety goggles that will protect for the specific wavelength of the laser and be of optical density (O.D.) adequate for the energy involved.
- All protective goggles shall bear a label identifying the following data:
 - Laser wavelengths for which use is intended.
 - Optical density of those wavelengths.
 - Visible light transmission.
 - Areas in which lasers are used shall be posted with standard laser warning

- Beam shutters or caps shall be utilized, or the laser turned off, when laser transmission is not actually required. When the laser is left unattended for a substantial period of time the laser shall be turned off (such as during lunch hour, overnight, or at change of shifts).
- Only mechanical or electronic means shall be used as a detector for guiding the internal alignment of the laser.
- The laser beam shall not be directed at employees.
- When it is raining or snowing, or when there is dust or fog in the air, the operation of laser systems shall be prohibited where practicable; in any event, employees shall be kept out of range of the area of source and target during such weather conditions.
- Laser equipment shall bear a label to indicate maximum output.
- Employees shall not be exposed to light intensities above any of the following:
 - Direct staring: 1 microwatt per square centimeter.
 - Incidental observing: 1 milliwatt per square centimeter.
 - Diffused reflected light: 2 1/2 watts per square centimeter.
- Laser unit in operation shall be set up above the heads of the employees, when possible.
 - Employees shall not be exposed to microwave power densities in excess of 10 milliwatts per square centimeter. Any microwave equipment will be coordinated with the Garrison RSO, prior to its use.
 - Any electromagnetic radiation emitting equipment will be coordinated with the Garrison RSO, prior to its use.
- The Garrison RSO or his representative reserves the right to inspect work sites and terminate/suspend any operation involving a radiation emitting source deemed to be unsafe IAW applicable laws, rules and federal regulations.
- Disposal of radiation emitting sources/equipment/devices by Contractors on Army property is prohibited.

Appendix A – GSO Contract Pre-Commencement Guide

FSGA/HAAF GSO Contract Pre-Commencement Guide					
Briefing Guide	a. Introduce yourself (name, office, and phone number) b. Inform the Contractor of their responsibilities to protect all personnel and equipment from accidental injury or damage, to include government personnel and equipment. Refer to USACE EM 385-1, local SOPs / Annexes, Army Regs, and OSHA laws pertaining to safety and health.				
DATE		TIME		LOCATION	
CONTRACT #			CONTRACT LOCATION		
CONTRACT DURATION		START DATE		END DATE	
CONTRACT MANAGER					
GOVERNMENT CONSTRUCTION INSPECTOR					
GSO REPRESENTATIVE					
CONTRACTOR'S NAME AND ADDRESS					
OWNER					
FIELD LEAD					
SAFETY REP					
SUB-CONTRACTOR'S NAME & ADDRESS					
	SAFETY & HEALTH REQUIREMENTS & PLANS	YES	NO	N/A	
	Safety and Health Program (SHP)				
	Accident Prevention Plan (APP)				
	Site Specific Safety Plan (SSSP)				
	Lead Compliance Plan				
	Asbestos Hazard Abatement Plan				
	Silica Compliance Plan				
	HAZCOM Program				
	Emergency Response Plan				
	Temporary Facilities Plan				
	Confined Space Entry Plan				
	Inclement Weather/Environment Plan				
	Traffic Control Plan				
	Fire Prevention Plan				
	Hazardous Energy Control Plan				
	Critical Lift Plan				
	Formwork Erection/Removal Plan				
	Steel Erection Plan				
	Fall Protection Plan				
	Hazardous Substance ERP				
	Dive Plan				
	Radiation Emitting Equipment Requirements				
	Task Specific Job Hazard Analysis (JHA)				

SAFETY DISCUSSION TOPICS	INITIALS	SAFETY DISCUSSION TOPICS	INITIALS
Report all mishaps to CM		Inclement weather	
Emergencies: Contact FSGA/HAAF DES		Forklift Operations	
Use seat belts and observe speed limits		Hot work permits from FD	
Report unsafe conditions to CM		Smoking policy	
GSO is able to inspect		Eating/drinking in hazardous areas	
Excavation Permits		No photographic devices in unapproved locations	
Traffic control for street work		Designated truck routes and semi-truck deliveries	
Confined space permits from FD		Access to ASP	
Asbestos removal		Environmental hazards	
HAZCOM Standard		Lockout/Tag-out	
Safety Data Sheets (SDS)		Emergency Action Plan (EAP)	
Hazardous Waste Removal		Bloodborne Pathogens	
Personal Protective Equipment (PPE)		Machine Guarding	
Fall Protection Standards		Scaffolding Standards	

COMMENTS:

Prepared By:

Date:

Signature:

Appendix B – Contractor Safety Plans / Accident Prevention Plans

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 300 Logs,
 - f. company safety trend analysis, etc.).
 - g. Listing of phases of work and hazardous activities requiring JHA.
3. Statement of Safety and Health Policy. Provide a copy of your current corporate/company Safety and Health Policy Statement.

Note: In addition to the corporate/company policy statement, the corporate/company safety program may provide a significant portion of the information required by the Contractor Safety/Accident Prevention Plan.

4. Responsibilities and Lines of Authorities:
 - a. Identification and accountability of personnel responsible for safety, at both corporate
 - b. and project level, if applicable.
 - c. 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 applicable to this project (e.g., explosive
 - c. actuated tools, confined space entry, crane operator, diver, vehicle operator, Hazardous Waste
 - d. Operations and Emergency Response training and certification, PPE, electrical hazards, elevated surfaces, etc.).
 - e. Identify requirements for emergency response training.
 - f. Outline requirements (who attends, when given, who will conduct, etc.) for
 - g. 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,
 - b. Quality Control, supervisor, employees, etc.).

c. 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. goals for this contract should be provided.
- c. A brief description of the company's safety incentive programs (if any).
- d. 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. Medical Support. Outline medical arrangements.

11. PPE. Outline procedures (who, when, how) for conducting hazard assessments and written certifications for use of PPE.

12. Plans (programs and procedures) as applicable to the work to be conducted. This list is not all-inclusive, nor will all topics apply to all contractors.

- a. HAZCOM.
- 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. Alcohol and drug abuse prevention plan.
- q. Fall protection.

13. Detailed site-specific hazards and controls shall be provided in the JHA for each phase of the operation.

Note: EM 385-1-1 outlines safety requirements for construction. It is available at the Army COE website, <http://www.usace.army.mil/publications>.

Appendix C – Past Performance Questionnaire

1. Provide a listing of private sector, federal, state and local government contracts. This listing should cover the last five years. Include at a minimum:
 - a. contract number
 - b. place and dates of performance
 - c. contract amount
 - d. description of work performed
 - e. POC and telephone number for verification purposes

Relate this information to the type, size, and complexity of this requirement.

2. Describe the safety experiences your firm has had during the contracts listed above. Include statements related to key personnel, as well as to proposed Subcontractors, who performed major or critical aspects of the requirement. Relate your specific corporate safety experience to the functional areas/tasks identified in the solicitation. Provide, as appropriate, information on safety problems encountered on identified contracts and any corrective actions taken.

- a. Safety and safety performance.
- b. List of accidents based on an annual calendar for the last five years.
 - 1) Types (OSHA Recordable [Total Injuries, Total Illnesses]; Days Away, Restricted, or Transferred [DART], First Aid, etc.).
 - 2) Cost, corrective action taken, etc.

3. Corporate safety implementation.

- a. Who in your company, by name and title, is directly responsible for safety program management? How is designated person's authority and responsibility defined?
- b. What safety education objectives do you have?
- c. How do you keep and record accident records (OSHA 300 Log) and accident summaries? How often are they reported and to whom? What action do you take to ensure the company continues to improve its safety performance?
- d. How do you record the costs of individual accidents? Are costs totaled for the company? Are costs totaled by project? Does Supervisor subtotal costs? Give a specific description of how you keep and analyze the costs for individual accidents.

4. Project Safety Implementation.

- a. Do you have on-site safety meetings with participation of all employees including Supervisors? What is the meeting frequency?
- b. Who are the key project personnel for safety for a typical project? What are their responsibilities and authority? How do you audit their safety performance and ensure progress? Attach a description as necessary.

5. Written Safety Program. Do you have a written safety program? If yes, please attach a copy of the program.

Appendix D – Abbreviations

AR	Army Regulation
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officer Representative
COTR	Contracting Officer Technical Representative
DA	Department of the Army
DOT	Department of Transportation
GSO	Garrison Safety Office
EM	Engineering Manual
FAR	Federal Acquisition Regulation
HAZCOM	Hazard Communication
HAZMAT	Hazardous Materials
IAW	in accordance with
IDLH	Immediately Dangerous to Life and Health
JHA	Job Hazard Analysis
SDS	Safety Data Sheet
OSHA	Occupational Safety and Health Administration
POC	point of contact
PPE	Personal Protective Equipment
SME	Subject Matter Expert
SOH	Safety and Occupational Health
SOW	Statement of Work

