SAFETY GUIDE FOR CIVILIAN CONTRACTORS

F. E. WARREN AFB WYOMING

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90th Missile Wing Occupational Safety Manager's Comments

1. This handout is to familiarize you with some of the safety requirements that you will encounter while working on F. E. Warren AFB. The 90th Missile Wing Safety Office sincerely hopes your work here will be accident free. If, however, you encounter a situation that requires emergency medical attention, you cannot receive urgent care treatment from the Base Clinic. Emergency services can be obtained by calling 911.

2. If you encounter problems with vehicle registration, traffic, parking, or area security you should contact the Security Forces Law Enforcement Desk at 773-3501. They will be glad to provide assistance.

3. You are required to immediately report all on-site accidents involving personnel, government property damage or potential government financial loss to the Contracting Office at 773-3535.

4. While working on base, you are required to comply with all applicable Department of Labor (DOL) and Occupational Safety and Health (OSHA) requirements including DOL and OSHA mandated inspections. If you are inspected and receive any citations, (including those involving Government Furnished Equipment (GFE) or facilities) you are solely responsible to respond to any of these citations and to meet any suspense for safety violations. You must ensure the Contracting Officer receives a copy of the citation and all responses. If government furnished equipment or facilities are involved, the Contracting Officer will be involved in any corrective action.

5. The 90th Missile Wing Occupational Safety staff does not provide safety oversight for your work; however, we may visit your work site with the contracting officer. If so, we will identify ourselves and will not interfere with your conduct of normal business. We are required by OSHA to halt any work where imminent danger to life and human health is observed. In this case, we will request your immediate cooperation and compliance in shutting down the unsafe practices/work.

6. If you have any questions, need additional information, or if the Wing Occupational Safety Office can assist you in any way, please feel free to contact the Contracting Officer or Contracting Officer's Representative and they will contact us.

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DAVID W SCOTT, Civilian, DAF
90th Missile Wing Occupational Safety Manager

NOTE: 90 MW/SEG has prepared this contractor's safety guide to provide important safety information and assist civilian contractors to have an accident-free working environment while on Francis E. Warren Air Force Base.

1. Occupational Safety and Health Act (OSHA).
As a civilian contractor, compliance with the OSHA (Public Law 91-596) and the resulting standards, OSHA Standards 29 CFR 1910 and 1926, is mandatory. In addition, compliance with all Wyoming Occupational Safety and Health (WYOSH) standards, requirements, and regulations are also mandatory. Detailed provisions of the act for accident prevention are directly applicable to your operations. In addition, if the contract should require compliance with any specific Air Force Instruction (such as DAFMAN 91- 203), the contractor must ensure this is accomplished. 90 MW Occupational Safety Flight, located in Building 250, Room 239, maintains copies of all Air Force Instructions (AFIs) and Air Force Manuels (AFMANs) for your review. Contact us at (307) 773-1842 if you have questions or inquiries pertaining to the Air Force Safety Program.

2. Mishap Reporting.
The contractor must report all mishaps involving Air Force personnel, Air Force property/equipment damage, or contractor personnel injury occurring on the job. Contractors will report such accidents immediately to the Contracting Officer who is responsible to notify the Chief of Safety at 773-1842. Do not disturb the mishap scene until proper officials authorize movement. When the Contracting Officer becomes aware of noncompliance with safety regulations, which could cause injury to Air Force personnel or damage to Air Force property or equipment, he/she will inform the contractor. The contractor will take immediate steps to correct the situation.

3. Wing Safety Oversight.
90 MW/SEG personnel can periodically monitor the activities of the contractor, as necessary, to ensure the safety of Air Force personnel and property. If a safety procedure or condition exists which requires correction by the contractor, the Contracting Officer will be notified to initiate corrective action.

4. Common Contractor Violations.
Common violations on Air Force installations include:

a. Non-compliance with OSHA safety requirements.

b. Non-use of seat belts. Mandatory on all Department of Defense installations.

c. Vehicle drivers utilizing cellphones without hands-free device.

d. Excessive vehicle speed.

e. Failure to yield to pedestrians (pedestrians ALWAYS have the right-of-way).

f. Failure to properly fence off or barricade excavations or construction sites.

5. Special Requirements.

The following items require special attention on F. E. Warren Air Force Base:

a. Utilization of proper personal protective equipment (PPE) at all times.

b. Adequately illuminating and barricading outdoor operations day or night.

c. Posting suitable warning signs at indoor and outdoor operations.

d. Secure all material when doing above-groundwork or when working on the ground during high winds. When winds exceed 35 MPH, all elevated work will be discontinued (scaffolds, ladders, second floor, etc).

e. Ensure mobile equipment and vehicles operated on F. E. Warren AFB conform to the base and State of Wyoming traffic laws and regulations governing such vehicles.

f. Strictly observe traffic regulations when construction may be hazardous to normal street and roadway users, control traffic by using flagmen, signs, and/or barricades.

g. When towing construction equipment on base roads or streets, safety chains MUST be used in addition to regular tow hooks. If towing equipment after dark, warning lights must be placed at the rear of the vehicle in tow.

h. Mark overhanging portions of loads moved by trailer or truck on base roads or streets with warning flags or lights.

i. Operators must avoid contact with high-tension lines with equipment such as cranes and "cherry pickers". Do not position booms closer than 10 feet to overhead high voltage lines.

j. Take precautions when excavating around underground gas mains, petroleum tanks, gasoline or oil pipelines, sewers, water mains, and electrical lines. Consult the 90th Civil Engineer Squadron for location of underground lines at construction sites (307) 773-3175. Have the locations of underground utility lines marked prior to excavating.

k. Guidance in OSHA regulation 29 CFR 1926.651 shall be used if trenching operations are required as part of the contract.

l. The National Electrical Code will govern installation of all wiring and electrical equipment.

m. Utilization of proper personal protective equipment, supervision, notification, and rescue options when conducting any confined space entry.

n. Outside work activities will be stopped when severe weather or lightning (within 5 nautical miles of the base) occurs. Personnel should be instructed to seek safe shelter.

o. There are active helicopter operations in the Helicopter Movement Area (HMA). This is a Controlled area marked with signs and barriers. Do not enter this area without receiving approval from the Helicopter Operations Desk and coordinating with the Airfield Manager.

6. Traffic Safety.

a. All military personnel and civilians operating or riding in a motor vehicle on F. E. Warren AFB must wear seatbelts in accordance with the Base Traffic Code.

b. Cell phone use by drivers is prohibited unless a hands free device is used. Use of cell phone as walkie talkie constitutes phone use and does not avoid the hands free requirement.

c. Speed Limits:

i. Primary Roads: 30 mph or as otherwise posted

ii. Secondary Roads: 25 mph

iii. Housing areas are 15 mph

iv. School zones are 10 mph

v. Parking lots and alleyways are 10 mph

d. Park only in designated areas and in accordance with installation traffic code.

7. Motorcycle Operator/Passenger Requirements.
Motorcycles must comply with requirements of DAFI 91-207, ***The US Air Force Traffic Safety Program;*** with the exception of attending an MSF approved riding course. Riders must wear:

a. A protective helmet meeting Department of Transportation or SNELL standard and be properly worn and fastened.

b. Impact resistant goggles, wrap around glasses, or a full-face shield on their helmet. (A windshield or non-ANSI rated (Z87.1) eyeglasses do not suffice for face shield or goggles.)

c. Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, long trousers, and sturdy footwear.

d. The headlights and taillights must always be on (Ride to be seen!)

e. Off-road travel is not allowed anywhere on base, unless required by contract.

NOTE: Disregarding any of these traffic restrictions constitutes a moving violation for the

purpose of suspension and/or revocation of driving privileges on base. There are no exceptions for contractors or their sub-contractors. The prime contractor is responsible for oversight of this program.

8. Contractor Confined Space Entry Requirements.
Contractor must comply with all requirements of either 29 CFR 1910 or 29 CFR 1926.

a. Contractor must comply with 29 CFR 1910 or 29 CFR 1926 Standards for confined space entry. Manholes, vaults, tunnels, tanks, pipes, certain pits, and other spaces with limited openings for entry/exit (such as areas where abatement is taking place), or not meant for continuous occupancy, are considered confined spaces. All are to be considered "permit required confined spaces" with one or more serious safety or health hazards.

b. Prior to entry, Contractor must contact F.E Warren Fire Department at (307) 773-2931.

c. After on-site analysis confirms the space is free of any hazard they may be reclassified as non-permit confined spaces.

d. Contractor shall develop and use a written confined space entry program, meeting all applicable requirements established in 29 CFR 1910 or 1926.

e. Contractor shall coordinate entry operations with Wing Safety and agree upon the permit space entry system to be used when both 90th Missile Wing and contractor personnel will be working in a permit-required confined space.

9. Contact Numbers.

Agency	Emergency Numbers
Fire Reporting	911
Security Forces @(307) 773-3501	911
Ambulance	911
Wing Safety	(307) 773-1842/3439/2430
Confined Space Entry (F.E Warren Fire Dept)	(307) 773-2931
Services Contracting Flight	(307) 773-3749
Construction Contracting Flight	(307) 773-3917
Bioenvironmental Engineering	(307) 773-3088
Helicopter Operations Desk	(307) 773-2001

CONTRACTOR'S CONFINED SPACE ACKNOWLEDGMENT

1. Upon submittal of your offer, the Contractor understands that if, at any time during the execution of this contract, they or any of their employees or subcontractors are required to enter a permit-required confined space (as defined by 29 CFR 1910 and 1926), they shall ensure:

   a. They comply with all applicable OSHA requirements for a confined space program.

   b. Emergency rescue procedures are established, briefed to all personnel and all conditions met. Base Fire Department shall be notified of entry to confined space at 773-2931.

   c. All required testing is completed.

   d. When both 90th Missile Wing and contractor personnel will be working in the same permit-required confined space, coordination and agreement of the permit entry system shall be accomplished with the base safety office.

2. The Contractor further acknowledges that during the execution of this contract that they shall comply with all applicable OSHA requirements to include fall protection, personal protective equipment (PPE), barricading for public safety, fire protection, and trenching/shoring safety.

3. They understand that the 90th Missile Wing Safety office will not provide safety oversight of contractor employees or work area unless there is risk to Air Force personnel or material. The Contractor is solely responsible for the safety of their employees. However, the Contractor may consult with the Safety office for safety expertise.

90 MW EXPLOSIVE AREA CONTRACTOR BRIEFING

1. If you will be working/traversing within an explosive storage area, it is imperative that you are aware of the hazards and know what precautions to take.

2. You and/or your crews will be working in and traversing areas containing explosives. If there were to be an accident or incident while you or your crews are working/traversing through these areas, and an explosion were to occur, though extremely rare, the following is possible:

a. Personnel are likely to be injured seriously or killed by direct action of blast, fragments, debris, firebrands, or other objects, including the structural failure of building walls and roofs.

b. There is a chance that personnel could sustain eardrum damage.

c. Vehicles and equipment could sustain severe body damage and total glass breakage.

3. Again, we emphasize, the chance of this happening is **highly unlikely**. The 90 MW has a flawless safety record concerning storage of explosives, but it is prudent to ensure workers are aware of the area in which they are working. If a mishap should occur, being prepared and knowing what to do can save lives and minimize injuries. If you are instructed to evacuate, **immediately** stop what you are doing, leave everything in place, and evacuate to the distance directed. If you are not instructed on a minimum distance to evacuate, then use **2,500** feet as the minimum safe evacuation distance. Tell all workers to form up at a specified spot outside the evacuation zone. Once there, account for all your workers. If someone is missing, please find a member of the Fire Department or Security Forces and inform them of the work location and the number of unaccounted personnel.

4. Flame producing devices/equipment are not allowed for use in any area containing explosives. In addition, due to the inherent hazards presented to electro-explosive devices by the radio-frequency energy emitted when using land mobile radios and wireless communication devices, no transmitting devices will be allowed inside any explosive locations. If any flame-producing or transmitting devices have to be utilized in these explosive areas, they must be identified and approved by the 90 MW Weapons Safety office prior to use.

5. If you have any questions concerning this matter or need assistance, please call the 90 MW Weapons Safety office at 307-773-2252/2712.