SERVICE or EQUIPMENT INSTALLATION CONTRACTOR SAFETY STANDARDS FOR TYAD

Below are some “installation specific” safety standards which contractors are required to adhere to while performing any work on Tobyhanna Army Depot. It is the contractor’s responsibility to always incorporate these particular requirements into their daily operations while under contract and to institute these specifics into their overall site safety controls. These do not substitute or deflect in any way the requirement to institute and adhere to all OSHA 29 CFR 1910 & 1926 and USACE EM385-1 safety standards, as well as all applicable contractual Federal Acquisition Regulations while performing the work under this contract on Tobyhanna Army Depot.

It is the responsibility of the contractor to enforce the below requirements as well as all current revisions of the above referenced standards. Failure to enforce safety requirements on the depot can result in immediate stop works, safety stand down orders and even complete termination of the contract.

Important Phone Numbers:

Fire or Emergency: 911
Fire Department – (Non-Emergency): 570-615-7300
Security: 570-615-7550
Safety Office - 570-615-7027

S1.0 THE CONTRACTOR IS SOLELY RESPONSIBLE AND LIABLE FOR JOB- SITE SAFETY

1. Review of the project plans and other documents by any government appointed official does not constitute an acceptance of Federal responsibility or liability for the adequacy of the safety measures identified for the job or for the Contractor's compliance with all applicable safety rules and regulations.

2. The Contractor remains solely responsible and liable for job-site safety at all times during the term of the contract. No outside personnel (other than ET, COR, TYAD Safety, or other government appointed contract personnel) are allowed onto the job site at any time during contract without prior permissions and/or escort by the ET, COR or KO.

3. Tobyhanna Army depot has restrictions on the use of fossil fuels in all buildings. When it is determined that electric or other alternatively fueled vehicles are insufficient or unavailable for movement of material within the buildings on the installation, fossil-fueled vehicles can be used only when all alternatives of accepted electric material movement equipment have been considered, and the last option is use of a fossil fuel vehicle or project failure. This includes any situations where safety of employees and equipment may be jeopardized. Convenience will never be an acceptable justification to utilize fossil-fueled vehicles. The Government

Designated Representative (GDR) will notify the appropriate supervisor(s) or leader(s) in the area where the need to utilize a fossil fuel vehicle is required. The supervisor / leader will take the necessary steps to notify the employees in the work area of the option to leave the area during the material movement process. The GDR and Contractor will also document all actions the Contractor took to utilize electric or other alternatively fueled vehicles. The documentation will specifically state why electric or alternatively fueled vehicles are insufficient and all mitigation efforts used to minimize the effects of fossil-fueled vehicles to include information as to any appropriate scrubbers that can be utilized along with any ventilation or exhaust systems that can be used to externally vented to the outside of the facility. The documentation must be submitted to the TYAD Safety office for approval prior to any equipment being used. A final copy of the Approved documentation will be provided to the TYAD Safety Division.

4. All direct construction supervision, including subcontractors, must as a minimum, complete an OSHA 30-hour safety course for construction. These certificates must be submitted as part of the site safety plan BEFORE construction activities start.

5. **RED CARD PROGRAM** - Tobyhanna Army Depot utilizes a program to allow employees to stop an action which is considered unsafe. Employees carry small red cards that can be thrown down when employee sees any action they consider unsafe. Work ceases until TYAD management can decide if it is safe or not. Contractors are required to comply with this program. If a TYAD employee presents the red card to the contractor, the contractor must stop working until the COR and Safety Office can determine if there is a safety hazard or not.

6. All contractor personnel, to include subcontractors, vendors, suppliers, or visitors, when performing any type of work activity, or gaining access through an occupied area or shop - must have all applicable PPE that is required for the area to include, but not limited to, hardhats, safety glasses, hearing protection, and respirator protection. Notify both COR & Area Supervision, for access approval and prior to any work activities being performed.

S2.0 CODE COMPLIANCE

As noted in Tobyhanna Army Depot Safety Regulation 385-1 - TYAD follows all requirements and is certified as an ISO 45001 facility. Accordingly, the contractor shall comply with and maintain these high safety standards and provide full compliance with all applicable safety regulations and standards. The Contractor shall maintain, monitor, and enforce employee compliance with all applicable rules, regulations, and codes.

Tobyhanna Army Depot requires full contractor compliance with all safety regulations and standards. The Contractor is responsible for maintaining, monitoring, and enforcing all rules, regulations, and codes, by ALL personnel working for the contractor including all subcontractors. These codes include:

Title 29 Code of Federal Regulations-1910 (OSHA General Industry Standards)

Title 29 Code of Federal Regulations-1926 (Construction Industry Standards)

National Fire Protection Association Codes

Uniform Facilities Code

Unified Facilities Guide Specifications (UFGS)

USACE EM385-1-1

All other codes as required to maintain safety standards.

S3.0 JOB HAZARD ANALYSIS (JHA) / ACTIVITY HAZARD ANALYSIS (AHA)

Prior to the start of work, the contractor shall prepare a JHA / AHA for each phase of work that will be done under the contract. This will be completed in accordance with all applicable OSHA safety requirements. A phase is any operations involving a certain type of work. Examples include demolition, excavation, masonry work, concrete pouring, roofing, and electrical wiring. Work done by each subcontractor is also a phase. The JHA / AHA will:

1. List the activity being performed and identify the sequence of work steps.

2. List the hazards associated with each step, and the procedures and training required to eliminate or reduce the risk to an acceptable level.

S4.0 SITE SPECIFIC SAFETY & ACCIDENT PREVENTION PLANS

Contractors will submit a written Site-Specific Safety / Contractor Accident Prevention Plan prior to beginning activities. The plan must follow the guidelines in OSHA 29 CFR 1926 or 1910 as applicable.

1. Who will implement the plan, including who is responsible for safety and accident prevention?

2. A means for coordinating and controlling subcontractors and suppliers.

3. Safety training.

4. Who will investigate accidents?

5. Emergency response.

6. Job site cleanup and safe access.

7. Public safety requirements such as signs and barricades.

S5.0 FALL PROTECTION

1. Personnel performing works at a height of six feet or more from any lower level shall comply with OSHA 29 CFR 1926.500 through 1926.503 safety standards for any type of new installations. OSHA 29 CFR 1910-28 shall apply to any type of servicing on previously installed equipment.

2. There are currently no certified anchorage points or permanent guardrail systems on any TYAD roof. Most roofs of the depot are more than 20 feet high.

3. Contractors and their employees must be protected from falling off the edge of the roof, regardless of how briefly the employees are at the edge of the roof.

S6.0 ELECTRICAL SAFETY

Follow the current Tobyhanna Army Depot standard. This standard is based on NFPA 70E.

Copies of the TYAD Electrical standard may be obtained by request from the ET, COR or KO on the project or service contract.

S7.0 DEPOT REQUIRED PERMITS / APPROVALS

Permits are required for:

1. **Excavation**: Contractors must utilize the PA 1 Call system and also coordinate with contracting officer representative (COR) for a TYAD dig permit for any excavations prior to any groundbreaking including digging, drilling and stake driving.

2. **Trenching**: Contractors will adhere to OSHA requirements and receive approval from TYAD Safety office before any trenching deeper than 5 feet is performed. Notifications of such activities will be provided to the COR along with required plans, requests and permits prior to any trenching works being performed. Contractor is responsible for field verifying all utilities and underground entities. Excavation or trench greater than 18 inches in depth that remains open greater than (1) day OR left unattended for any period of time shall have a safety orange construction fence installed around the perimeter of the opening. Caution tape or cones for this purpose is unacceptable.

3. **Confined Space**: All confined space works on TYAD are to be considered as permit required entries, (unless reclassified by the TYAD Safety office,) and Contractor must first request and be provided with an approved "signed" permit from TYAD Safety Office prior to any confined space entry. Contractor will refer to all OSHA requirements and must have a confined space plan and all appropriate safety equipment. Contractor is to request approval from TYAD Safety office through COR prior to entry.

4. **Burning / fire***:* Hot work permits must be obtained daily from the Fire Department.

5. **Cranes:** For use of cranes and all WHE and LHE at TYAD see S.10.13

6. **Army Radiation Permits:** Non-Army agencies (including other military Services, vendors, and civilian contractors) require an Army Radiation Permit (ARP) to use, store, or possess ionizing radiation sources on TYAD (see 32 CFR 655). Non-Army applicants will apply by letter with supporting documentation to the Depot Commander. The letter should be submitted so that the Depot Commander receives the application at least 30 days before the requested start date of the permit. The ARP application will specify start and stop dates for the ARP and describe the intended use of the radioactive material.

For sealed sources of radiation, i.e. Moisture Soil Density Gauges, the application must include a valid Nuclear Regulatory Commission (NRC) Radioactive Materials License that allows the applicant to use the source as specified in the ARP application, current leak test certificates, operator training records and calibration certificates for any equipment that may be utilized at TYAD.

For machine produced ionizing radiation sources, i.e. X-ray Equipment, the application must include the appropriate state authorization that allows the applicant to use the source as specified in the ARP application along with operator training records and calibration certificates for any equipment that may be utilized at TYAD.

ARPs will not be issued for more than 12 months at a time.

S8.0 CONFINED SPACES

1. All Confined Spaces at TYAD are considered as Permit-Required Confined Spaces unless reclassified by TYAD Safety office after a thorough review of the area and the work being planned.

2. Contractors must first notify the COR and receive TYAD Safety office approvals prior to gaining access or opening any confined space area.

3. Contractors must fully comply with all OSHA regulations for Confined Space Operations, including on-site use and availability of a Confined Space Entry

Permit / Checklists, along with prior approvals of their Accident Prevention Plan and associated Activity Hazard Analysis (AHAs) for the work to be performed.

4. The contractor and/or the COR will then notify the TYAD Safety office and TYAD Fire and Emergency Services of the Confined Space Entry timelines and schedules.

5 Upon completion, the contractor will notify the TYAD Safety Office and discuss whether any new hazards were added to the Confined Space and will submit the completed Confined Space Entry Permit / Checklist for record.

S9.0 LOCKOUT/TAGOUT PROCEDURE

1. The Contractor shall perform this work in accordance with 29 CFR § 910.147-The Control of Hazardous Energy requirements.

2. The Contractor shall notify the COR that a lockout/tag out system is going to be used.

3. The contractor is to request the COR to notify them if TYAD is using any lockouts / tag outs in the construction area.

4. The Contractor shall locate and identify all isolating devices.

5. The Contractor shall shut down the equipment normally.

6. The Contractor shall isolate all energy using appropriate methodology.

7. After all work is complete, the Contractor shall remove the energy isolating device and restore the equipment to service.

8. The Contractor shall notify the COR that energy is again restored.

S10.0 PROTECTION TO THE DRINKING WATER SYSTEM

1. The contractor will not perform any work on the depot potable water system until prior approval is obtained from the Environmental Branch and the certified operator through the Directorate of Installation Services COR.

S11.0 PROTECTION OF PERSONNEL

At no time is any depot employee to be put at risk to illness or injury. No construction actions are exempt from this requirement.

1. Where pedestrian and driver safety is endangered, use appropriate traffic barricades. Use anchor barricades to prevent displacement by wind. Institute PA DOT regulations and OSHA requirements. Notify the COR prior to beginning such work.

2. Where demolition is required, a Demolition Plan describing the steps and individual Definable Features of Works (DFOWs) as well as safety protocols, controls and oversight is required to be submitted to the COR for review prior to works being performed. Continuously evaluate the condition of the structure being demolished and take action to protect personnel working around the project site. No structural element will be left standing without sufficient support to prevent collapse.

3. Contractor shall provide personal protective equipment (PPE) and provide training for use, for all visitors requiring entry into the regulated area.

4. Subcontractors, vendors, and delivery personnel are the responsibility of the prime contract and must follow the same regulations the prime contractor does.

S12.0 FIRE AND EMERGENCY SERVICES

Hot Work Permits will be issued by Fire Department upon request. All requests must be made at least thirty (30) minutes prior to the expected start time by contracting the fire department.

1. Contractors are required to have fully charged and operable contractor provided fire extinguisher, in quantities and properly spaced per OSHA requirements that are appropriate for the type of possible fire. Fire extinguisher shall be immediately available for inspection by the fire department upon an inspection of the worksite and shall remain at the work site at all times. At a minimum, 10 pound class 4A, 60B or C multi-purpose dry chemical fire extinguisher or equivalent shall be provided.

2. A fire watch must be in place during the hot work and for 30 minutes after the HWP operation. Upon completion of the thirty (30) minute, post hot work fire watch, the contractor shall contact the fire department to report the work is complete.

3. Use of a plasma torch will require special approval by the fire department.

4. Any fire, even one that is extinguished, must be reported to the fire department.

5. Ambulance services are provided at a cost to contractors. The contracted ambulance service provider will transport to the nearest hospital. Advanced Life Support, helicopter transport, etc. is all at the contractor's expense.

6. The fire department will respond to all fire, ambulance, hazmat and confined space incidents.

S13.0 IF AN INCIDENT HAPPENS

1. **Any serious injury or medical emergency**:
   - Immediately call emergency responders
   - Dial 911 and give accurate location and nature of emergency. Make sure to tell the operator that you are calling from Tobyhanna Army Depot.
   - Send someone to the nearest exit to assist responders.
   - Treat victims to the best of your ability.
   - Notify COR / call work order desk at 570-615-7805 if there is any blood or body fluids that must be cleaned up.

2. **In the event of the smell of natural gas:**
   - Call dial 911and give accurate location and nature of emergency. Make sure to tell the operator that you are calling from Tobyhanna Army Depot.
   - Have all personnel evacuate the area if the smell is significant.
   - Upon arrival of fire personnel, provide information as to specific equipment and exact location of potential leak.

3. **In the case of a fire**:
   - If the fire is small, use a fire extinguisher and call 911.
   - Otherwise, dial 911 and pull the fire alarm.
   - Evacuate the building.

4. **Accident/Injury Reports and OSHA 301 Reports**:

The contractor shall report to the COR and KO, - Immediately but no later than eight (8) hours, any Fatality, In-patient hospitalization, Amputation, Eye loss or Property damage over $600,000. Similarly, contractor shall report to the COR and KO, – Immediately, but no later than twenty-four (24) hours, all other accidents or near misses.

Notifications shall be followed up within five (5) working days of all incidents (reportable or not) with an OSHA 301 report including all available facts relating to each instance of personal injuries and of loss / damage to Government property.

For any accident that results in illness or injury that requires more than first aid treatment, TYAD Safety & Health Office has the option to have the contractor immediately secure the accident area until released by the accident investigation authority as designated by the Commander. If the Government elects to conduct an investigation of the accident, the contractor shall cooperate fully and assist authorities until the investigation is complete. If requested after the investigation is completed, the contractor shall provide a Corrective Action Plan related to the incident to the COR & KO.

COR to provide copies of all OSHA 301 incident reports and any Correction Action Plans to the TYAD Safety office when available.

S14.0 CRANE LIFT OPERATIONS AT TOBYHANNA ARMY DEPOT

A Lift Plan for Crane Operations will be submitted to the ET/COR for approval by the TYAD Safety Office *at least 14 days* prior to a lift operation. It will conform to all applicable OSHA regulations and requirements and shall include:

1. A description of the operation to be performed, specific personnel assignments (Lift Director, Safety Coordinator, Operator, rigger, etc.) and signaling and any other details pertaining to activities during the lift.

2. A drawn Site Plan with specifications including work zone, support equipment locations, evacuation area, traffic control, electrical power line clearances (if applicable), lift path, surface conditions at crane location, etc.

3. Training/Certifications (scans) for crane operator and other lift-team members included in the lift operation.

4. Equipment nomenclature and a certificate of comprehensive annual inspection records, including any deficiencies and corrective action.

5. Load chart for crane, with target capacities specific to the crane/boom configuration and lift details clearly marked.

6. Lift calculations, including rigging components and configuration.

7. Weather conditions are always part of the ongoing safety assessment and may result in rescheduling of the lift.

8. Only approved operators are allowed to operate or move the crane for any reason.

A Production Lift Plan pertains to repetitive lifts within a work project and may be outlined with one lift plan depicting the nomenclature and general capacities of the equipment to be utilized. Besides the eight items above, the plan will also include how often the crane will be used and how traffic and personnel safety will be handled. A separate traffic plan will be required for vetting and approval prior to any lifts taking place.

S15.0 APPLICATION OF ANY ODOR PRODUCING MATERIAL

1. Any application of any paint, epoxy, adhesive or anything else that produces an offensive odor must be coordinated with the COR or POC before starting. This is particularly true of the construction work in a building occupied by Tobyhanna employees.

2. It is highly recommended that this type of work be planned for off hours, weekends, or holidays to avoid shutdowns of operations due to these offensive odors. Odors during curing times for products shall also be considered.

S16.0 CONTROL OF RESPIRABLE CRYSTALLINE SILICA

1. Contractors are required to follow the OSHA standard 29 CFR 1926.1153 which requires employers to limit worker exposures to respirable crystalline silica and to take steps to protect their workers and TYAD personnel.

2. Contractors shall establish and implement a written exposure control plan that identifies tasks that involve exposure and methods used to protect workers, including procedures to restrict access to work areas where high exposures may occur.

3. Restrict housekeeping practices that expose workers to silica by utilizing engineering controls such as local exhaust ventilation, using “wet spray” methods when cutting or drilling and providing proper respiratory protection and other PPE as applicable.

S17.0 OPERATION & MAINTENANCE MANUALS

1. The Contractor shall provide to the COR a copy of all Operation and Maintenance (O&M) Manuals and Parts Manuals for any equipment provided.

2. The O&M Manuals shall contain a complete set of mechanical drawings and diagrams; a complete set of electrical drawings and diagrams including electrical schematics; logic circuitry descriptions; spare parts list; operator and maintenance instructions for operating, testing, and maintaining all system components.

3. The O&M Manuals shall contain complete detailed instructions and schedules for system PM.

4. The O&M Manuals shall contain a detailed description of the lock-out/tag-out procedures needed to bring the system and individual components to a zero-energy state for maintenance and servicing.

5. The O&M data must be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions.

IN ANY CONFLICT BETWEEN STANDARDS, THE STRICTER OF THE TWO SHALL APPLY. IF UNSURE CONTACT THE COR / ET VIA PROPER RFI PROTOCOLS FOR VERIFICATION THROUGH THE TYAD SAFETY OFFICE.