ACCIDENT PREVENTION PLAN

_____

Sutton Lake, West Virginia
Contract _____
(Cleaning)

1. SIGNATURE SHEET.

This Safety Plan was prepared by:

_____
(Name and Title)

Approved by:

_____
(Name and Title)

Concurrence with Safety Plan (if Applicable)

_____
(Signature, Title, Date)

2. BACKGROUND INFORMATION.

a. Contractor Name and Address:

b. Contract Number:

c. Project name:

d. The work to be performed will consist of cleaning facilities in public recreation areas at Sutton Lake, including restrooms and shower buildings, trash containers, removal of litter, etc. Typical work requiring Activity Hazard Analysis includes working with cleaning chemicals, driving vehicles, and lifting and moving items.

e. Contractor accident experience: OSHA 300 form (from previous contracts) or Experience Modification Rate (from Insurance Company), or brief statement from first time contractors.

3. STATEMENT OF SAFETY AND HEALTH POLICY.

It shall be the policy of _____ to abide by all of the safety requirements of the Corps of Engineers, including those outlined in EM 385-1-1 Safety and Health Requirements Manual, OSHA regulations, and described in the following Safety Plan. Public and personal safety shall be a top priority during the course of work under this

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contract. All employees shall be trained and equipped to work in a safe and healthful manner, and shall comply with, all safety and security requirements.

4. RESPONSIBILITIES AND LINES OF AUTHORITIES.

List key personnel, in order of reporting, i.e., who lowest employee would notify of accident or injury, and who they would contact within the company.

5. SUBCONTRACTORS AND SUPPLIERS.

No sub contractors are expected to be used in work under this contract. If sub-contractors are used in the performance of work under this contract, the Contractor shall first notify the Government. The Contractor shall be responsible to insure that all sub contractors adhere to all of the safety and health standards required by this contract and related documents.

6. TRAINING.

a. A minimum of two members of each cleaning crew shall be certified in First Aid and CPR. Anyone working alone shall be so trained and have an effective means of communications in case of accident.

b. Employees will be trained in emergency responses, including contacting emergency personnel.

c The Contractor shall hold a monthly safety meeting for as many employees as possible. Topics to be covered during such meetings may include hazardous (cleaning) materials and MSDS's, safe lifting, safe driving, proper use of Personal Protective Equipment, safe cleaning technique, visitor assistance (dealing with the public), etc. In addition, each crew shall have weekly "Tool Box" safety meetings.

d. A copy of an approved AHA and the Contractor Safety Plan shall be maintained in all vehicles. All employees shall be required to read these documents.

7. SAFETY AND HEALTH INSPECTIONS.

The on-site supervisor will be responsible for implementation of the safety program and shall inspect for safety and health requirements on a daily basis.

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

All employees will be required to practice safe working activities, use required personal protective items, become familiar with this plan and the availability and general contents of the 385-1-1 Safety Manual, and to report both accidents and hazards to the

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proper personnel. Employees performing work with methods which are not in compliance with requirements will be counseled as to the correct method and the reason for it. Repeat infractions may require written warnings or dismissal.

9. ACCIDENT REPORTING.

a. Accident investigations and reports. Report all accidents immediately to the Government's Designated Authority (GDA). All accidents shall be thoroughly investigated by the GDA. The GDA shall review the findings of the investigation and appropriate corrective actions with the contractor prior to submitting the investigation report on ENG Form 3394 to the appropriate authorities within 24 hours of the incident. In the event of a serious accident as specified in EM 385-1-1 Section 01.D.02, the GDA shall notify the Safety and Occupational Health Office immediately. All corrective actions shall be implemented as soon as reasonably possible. Contractor personnel shall thoroughly cooperated with the GDA.

For job related injuries which require medical treatment, the Contractor or their Authorized Representative, on the day of injury, shall accompany the injured employee to the medical treatment facility to facilitate the exchange of information, both to facility staff and for reporting purposes, and to facilitate the employee's return to work as soon as able.

b. Immediate notification of major accidents. The Contractor shall immediately notify the Government of any accidents involving Contractor personnel.

c. Occupational Illness and Injury Log. The contractor shall maintain a log, in the format of OSHA Form 300, of both occupational illnesses and injuries and shall make this log available to the GDA upon request.

d. Exposure data (man-hours worked) – to the project office not later than the fourth day of each month.

10. MEDICAL SUPPORT.

a. Phone Numbers. The emergency phone numbers of "911" and the project office shall be maintained in the Contractor's work vehicle. All personnel shall be familiar with the capabilities of 911 assistance. Cell phones shall be provided in all vehicles.

b. Emergency Calls. In an emergency, initial phone calls will only be made to those with the ability to respond to the emergency, i.e., "911" for ambulance, sheriff, and fire department.

c. Training. The names of workers trained in First Aid / CPR will be furnished to the project office as they are hired and trained.

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d. Notification. The Contractor shall notify a government employee of any emergencies and an Accident Report shall be completed, as soon as practical. The Emergency Phone List includes guidance of who to notify in the case of accidents.

11. PERSONAL PROTECTIVE EQUIPMENT.

The following items of personal protective equipment shall be made readily available for employees' use, when the work environment requires it. Employees will be trained in the proper use and maintenance of all issued PPE.

a. Gloves. Leather gloves shall be worn when there is a danger of burns, cuts, scrapes, scratches or other injury to employee's hands.

b. Reflective Vests. Employees performing work along roadways shall wear approved safety vests.

c. Eye Protection. Approved eye and face protection (safety glasses, goggles, etc) shall be worn when there is a danger of cleaning compounds or other foreign material coming into contact with a employees eyes. Eye protection will be required whenever work requires the use of a pressure sprayer.

d. Footwear. Hard-toed, protective footwear which meets standards of ANSI Z41 shall be worn while performing work.

e. Hearing Protection. Hearing protection shall be worn while using power equipment or noise levels exceed 85 decibels.

12. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL (as applicable).

a. Layout plans - NA
b. Emergency response plans:

(1) Procedures and tests - NA
(2) Spill plans – NA

(3) Firefighting plan – Employees shall be directed to use a cell phone to call "911" in an emergency situation. This includes need for medical, fire, or law enforcement assistance. Following that, the Sutton Lake Project Office will be called, at 304-765-2816.

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(4) Posting of emergency telephone numbers – An Emergency Phone List (copy attached, will include Emergency Services, hospital, Corps of Engineers, and Contractor contact numbers) will be placed in all vehicles and provided to all employees.

(5) Wild land fire prevention plan – NA.
(6) Man overboard/abandon ship – NA

c. Hazard communication program . Inventory of hazardous materials shall be provided to the government prior to bring materials onto government property. Copies of MSDS's shall be maintained in vehicles and in restroom storage areas. Employees will receive training in use of MSDS's.

d. Respiratory protection plan – NA
e. Health hazard control program – NA
f. Lead abatement plan – NA
g. Asbestos abatement plan – NA
h. Abrasive blasting – NA
i. Confined space – NA

j. Hazardous energy control plan – No work involving the Control of Hazardous Energy will be undertaken by contractors under this contract. All contractor employees will be made aware of "Lock Out – Tag Out" requirements at this project
k. Critical lift procedures – NA

l. Contingency plan for severe weather – All contractor employees will be cautioned about severe weather hazards, including extreme heat and cold, wind, and lightning storms. It will be the policy of the Contractor to avoid having workers exposed to hazardous weather conditions. Work during potentially severe weather shall be closely coordinated with the COR.

m. Access and haul road plan – NA
n. Demolition plan – NA
o. Emergency rescue (tunneling) – NA
p. Underground construction fire prevention and protection plan – NA
q. Compressed air plan – NA
r. Formwork and shoring errection and removal plans – NA
s. Jacking plan (lift) slab plans
t. Safety and health plan and SSHP – NA
u. Blasting plan – NA
v. Diving plan – NA

w. Plan for prevention of alcohol and drug abuse. No alcohol or illegal drug use by employees will be tolerated on the project. Employees will be made aware at their orientation that this is a dismissible offense. Supervisors will observe for signs of use and document problems that are observed. Employees who are under the influence of alcohol or drugs will not be permitted to remain at the worksite.

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x. Fall protection plan – NA
y. Steel erection plan – NA
z. Night operations lighting plan – NA

aa. Site sanitation plan – Restroom facilities or portable toilets are available in developed recreation areas, along with trash receptacles and/or dumpsters. Waterless hand sanitizer shall be available to employees at remote job sites.

bb. Fire Prevention Plan – At their orientation, employees will be trained in the proper use of fire extinguishers. At least one A-B-C fire extinguisher will be available in each work truck. Employees will be instructed to use the fire extinguisher if necessary, but to be aware of any explosive dangers or entrapment hazards.

13. CONTRACTOR INFORMATION.

The Contractor and Representatives shall be thoroughly knowledgeable of the requirements of applicable sections of EM 385-1-1, safety requirements specified in Exhibit ____ and other sections of this contract, and shall insure that all employees are familiar with them and comply fully with them.

14. SITE-SPECIFIC HAZARDS AND CONTROLS.

CLEANING POLICIES AND PROCEDURES.

1. Supplies. All cleaning supplies shall be clearly labeled and shall be approved by the COR. Material Safety Data Sheets shall be maintained with the cleaning products.

2. Toilet Cleaning Tools. All items used to clean toilets or urinals shall be color coded and used only for that purpose.

3. Restrooms and Washhouses. No slippery residue shall be left on the floors after cleaning, and signs indicating "Closed for Cleaning" shall be used at entrances.

4. Fire Rings and Grills. Fires shall be completely extinguished prior to removing ashes. Care will be taken to dispose of ashes as specified in the contract.

5. Trash Removal. Trash bags shall not be overloaded. Leather gloves shall be worn if needed to protect hands, and proper lifting techniques shall be practiced. Employees shall work together to lift larger or awkward loads.

6. Policing Grounds. Employees shall exercise care when working on slippery or uneven surfaces. Proper lifting techniques shall be practiced.

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7. Sanitation/Hygiene. Appropriate PPE shall be worn to protect employees from exposure to chemicals and body fluids while cleaning. Hand cleaner shall be available to wash and disinfect hands upon completion of cleaning work.

8. Hazardous Materials. If suspicious or hazardous materials are found during the course of cleaning, the area shall be secured and the proper authorities shall be notified.

9. Signs. While work is in progress, "Closed for Cleaning" signs will be placed at each door. Before the workers leave, excess water will be mopped from the floor so that "Wet Floor" signs will not be needed.

10. Reported Hazards. When hazards to public safety are discovered by or reported to the workers, the workers shall report the hazard to the COR, Resource Manager, or other project employee.

11. Housekeeping. All work areas shall be maintained in a neat, clean, and safe manner. Particular attention shall be paid to tripping hazards.

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