



- Centennial Contractors Enterprises

New Subcontractor Orientation

Subcontractor Management Crew

This presentation is intended for the management and field operations team of the new subcontracting company.



Topics Covered

- Accident Prevention Plan
- Basic Safety Requirements
- Employee Training Requirements
- Activity Hazard Analysis (*site specific*)
- Subcontractor Safety Pre-Qualification / Safety Certification
- Sample Supplemental Plans (*per work activity*)



Accident Prevention Plan

A.K.A., Your Company's Corporate Safety Manual

Should include relevant topics to work that your company performs, such as:



- HAZCOM (GHS)
- Hand / Power Tools
- Ladders / Fall Protection
- PPE
- Etc.



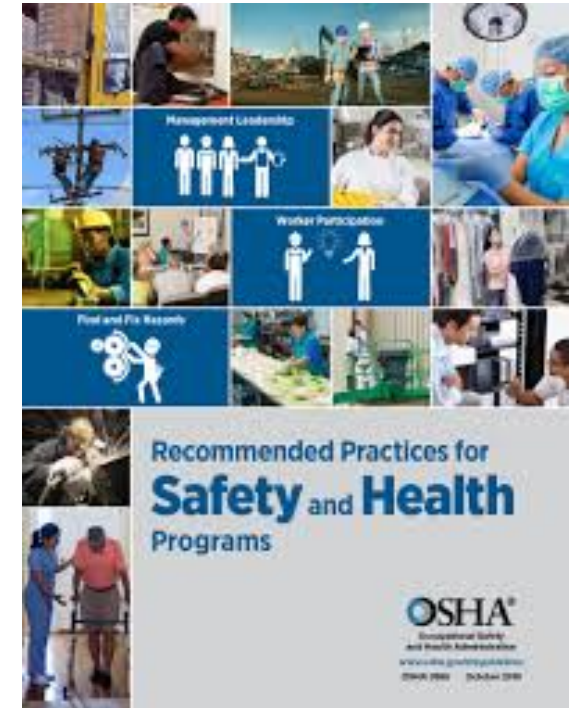
Accident Prevention Plan

If your company does not currently have an updated APP (Company Safety Program), Centennial can assist you in developing one!

Note: A large percentage of OSHA citations are issued to subcontractors due to the company's lack of an APP. An APP can help reduce workplace injuries and allow your company to avert unnecessary OSHA citations.

Written Accident Prevention Plans

- Unlike OSHA requirements, EM 385 requires that company officials responsible for specific aspects of the plan be identified.
- For example, note that element 1, the signature sheet, requires the title, signature and phone number of the person who prepared the plan, the person who approved the plan and any individuals who concurred with the plan.
- Such information would allow DoD contracting officers, project managers or safety specialists to identify specific company personnel that could answer questions concerning the plan or, more importantly, discuss problems concerning its implementation.



Basic Safety Requirements

Please review the list of basic onsite safety requirements “Centennial Site Safety Rules”, provided in your handbook.

Note: Your employees will be required to review and sign a copy of the Site Specific Safety Plan which includes the Site Safety Rules before beginning work on any Centennial project. Once they have signed the form, each employee will be issued a hardhat sticker that must be worn on while performing work onsite.



▪ **Hardhats**

- Life span of hardhats/suspension
- Brim facing forward
- Only authorized attachments on Hardhats

▪ **Safety Glasses (100% on all sites)**

- ANSI Z87.1
- Prescription safety glasses and side shields
- Face shields When Added Protection is Required

▪ **Protective Footwear Only**

- Steel or safety toed boots may be required by contract

▪ **Hand Protection (100% on all sites)**

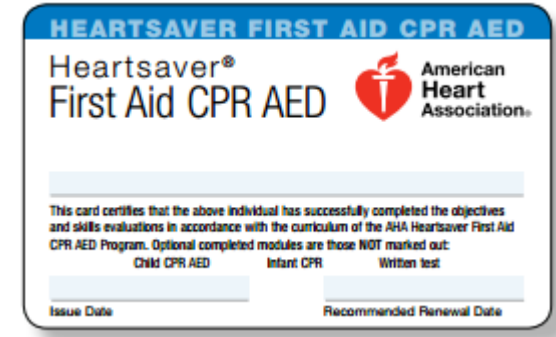
- ASTM Cut Level A2
- ASTM Abrasion Level 2



Minimum of two people certified in
CPR/FA

(AHA / Medic FA / AHSI / Red Cross)

- One worker may be permissible in some scenarios
- A first Aid kit must be maintained on every construction site



What is a competent person and when do I need one?

- Fall Protection
- Scaffolding
- Steel Erection
- Confined Space
- Excavation
- Cranes
- Electrical LOTO/ZVV/Energized Work



- Must use GFCI
- Minimum 14 – 3 wire extension cords

Hard or Extra Hard Usage

- All Tools – Double Insulated or Grounded



- Tie off top and bottom (extension ladders)
- Extension ladders must extend 36” above landing
- Step ladders fully open position
- Must be type IAA, IA, I
 - No Type II, III or IV



Scaffolds and Work Platforms

- Fully planked or decked w/Scaffold grade planking
- Guardrails or fall protection at 6'
- Proper Access/Egress
- Inspected by a competent person
- Tagging system



- SDS for all chemicals on site
 - Exact chemical
- Chemical / Material List for all hazardous products
- Training
- SDS easily found
- MSDS not allowed



What do I need if I want/need to wear a respirator?

- Medical Evaluation
- Record of fit test
- Appendix D (voluntary use)



Fire Protection

- Subcontractor responsibility
- Rated for hazards and work
- Must Be within 75' of work
- 50' of flammables
- Inspected both annually and monthly – Must Be Tagged
- Existing facility extinguishers do not count
- No plastic gas containers. Must be metal with spark/flame arrestor



Please provide us the training your employees have received

- Training documentation required for Competent Person designation.
- Company letter designating the Competent Person



Activity Hazard Analysis (AHA)

- An AHA must be completed for each definable feature of work (job task).
- Every employee working on site will be required to review and sign each AHA for which he/she is involved in the job task.

Note: If you need assistance with developing AHAs, we can help!



AHA-Description

- Step by step breakdown of one specific job
- Focus on job tasks to identify hazards before they occur
- Focus on the relationship between the worker, task, tools, and work environment
- A way to identify uncontrolled hazards and then take steps to eliminate or reduce them



AHA- When to Perform

Supervisors are required to conduct AHA's

- Definable feature of work
- New Process

Get Forman / Workers Involved!



How To Complete an AHA

- Outline the steps or tasks
- Record enough information to describe each job action without getting overly detailed
- Consider getting input from other workers who have performed the same task



How To Complete an AHA

- Review the job steps with the employee(s) to make sure you have not omitted something
- Include the worker in all phases of the analysis
 - Reviewing the task steps and procedures
 - Discussing uncontrolled hazards and recommended solutions



AHA- Documentation

- What the job is
- Who is conducting the analysis
- Who reviewed the AHA
- What Personnel Protective Equipment (PPE) will be required
- What Equipment is required
- What Training is required
- What inspections are required
- Competent Person(s)



Creating AHAs

Date:

Project Location:

Contract Number:

Job:

Prepared by (Name/Title):

Reviewed by (Name/Title):



Specific location
(i.e. Building Number)
Note: The activity may
take place at more than
one location

Insert the title of the
activity / definable
feature of work.

Creating AHAs

Job Steps	Hazards	Actions to Eliminate (Controls)	RAC



- Break the Activity (i.e. Definable Feature of Work) down into successive steps.
- The job steps should be listed in chronological order.

Job Steps

Install Underground Utilities

- Mobilize Equipment
- Saw Cut
- Concrete Removal
- Excavate Materials
- Install Protective Systems
- Install Utilities
- Backfill
- Etc.



Creating AHAs

Job Steps	Hazards	Actions to Eliminate (Controls)	RAC



- Identify the hazards and potential mishaps.
- Most job steps have multiple hazards to consider.



Hazards

For example, the job step “saw cut concrete,” may pose the following hazards;

- Cuts, abrasion
- Eye and face hazards from flying debris
- Hazardous noise
- Respiratory hazards



Creating AHAs

Job Steps	Hazards	Actions to Eliminate (Controls)	RAC



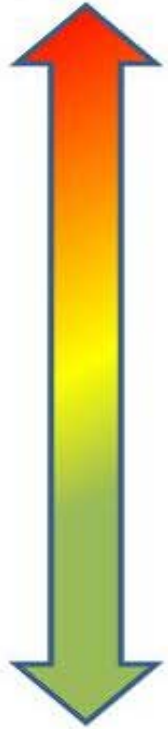
- Implement / develop a control for each hazard listed.

HIERARCHY OF CONTROLS

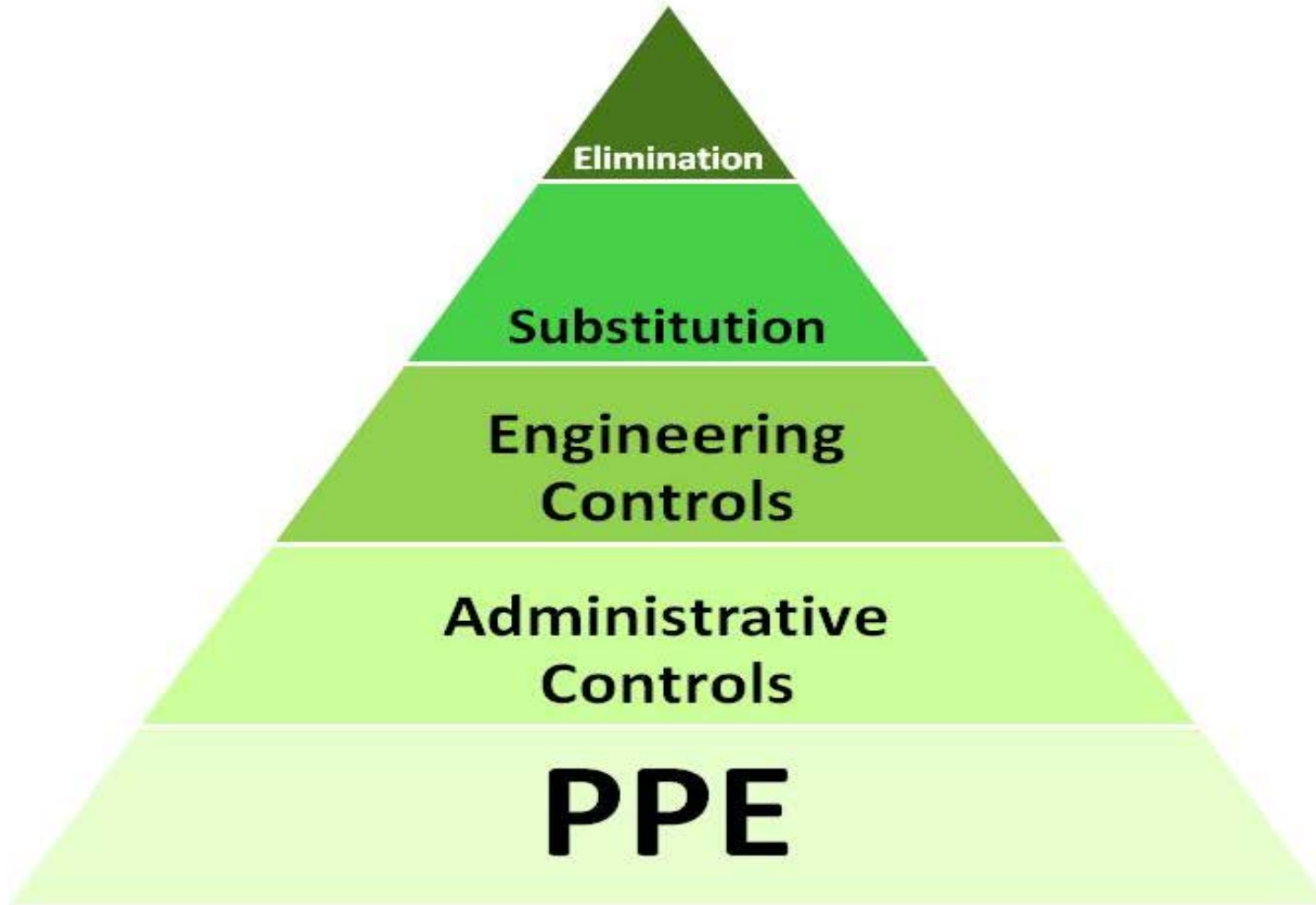


Hierarchy of Controls

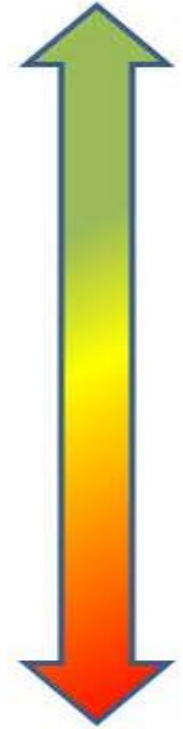
Harder to Implement



Easier to Implement



More Effective



Less Effective

Creating AHAs

Job Steps	Hazards	Actions to Eliminate (Controls)	RAC



RISK ASSESSMENT CODE (RAC) - must be calculated for each job step.

Creating AHAs

Overall Risk Assessment Code (RAC) (Use highest code)



L

Risk Assessment Code (RAC) Matrix

Severity	Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

Step 1: Review each “**Hazard**” with identified safety “**Controls**” and determine RAC (See above)

“**Probability**” is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.

RAC Chart

“**Severity**” is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible

E = Extremely High Risk

H = High Risk

Step 2: Identify the RAC (Probability/Severity) as E, H, M, or L for each “Hazard” on AHA. Annotate the overall highest RAC at the top of AHA.

M = Moderate Risk

L = Low Risk

Creating AHAs


Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements



List all equipment to be used for the activity / definable feature of work.




Creating AHAs

Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements
		

List the training requirements for the use of any machinery, equipment, and work activity. The Competent and or Qualified Personnel should also be listed here.



Creating AHAs

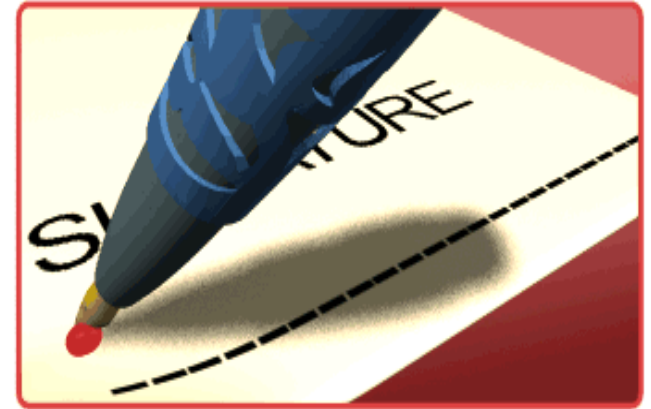
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements
		

- List all inspection requirements for the activity / definable feature of work and equipment.

- The EM 385-1-1, OSHA and State or local standards must be reviewed to ensure that all equipment inspection and certification requirements are met.

Implementing / Maintaining

- AHA's will be reviewed, by all employees, at a preparatory meeting or prior to starting work.
- Workers performing the work, and all personnel on site during such work, are required to sign and date the AHA.



Implementing / Maintaining

- Field changes occur every day which cause new unforeseen hazards to arise.
- AHA's are a living document.



Injuries and Fatalities in the Workplace 



2.2 MILLION
WORKPLACE INJURIES AND ILLNESSES CAUSE FATALITIES EACH YEAR

R.I.P. 13 WORKERS DIE EVERYDAY
From Traumatic Injuries in the USA.

99 MILLION
Working days are lost each year due to self-reported workplace injuries.

4 Million
Workers suffer a nonfatal injury or illness each year.

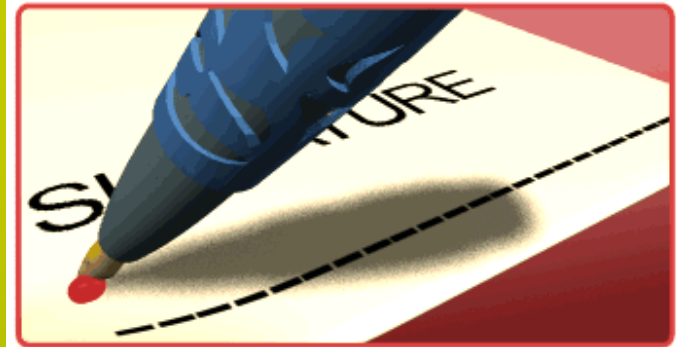
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Implementation/ Maintenance

- As new hazards arise or work methods progress, so should the AHA.
- Once the AHA is updated, ensure that all employees have signed and dated the new changes



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Subcontractor Safety Certifications

- The DOA safety certification is used as a checklist to ensure all required forms and designations are made prior to work commencing.
- This form will be completed by our Project Staff. Once completed you will be notified that work can commence.

CONSTRUCTION CONTRACT AGREEMENT

CONSTRUCTION CONTRACT

THIS CONSTRUCTION AGREEMENT is made the _____ day of _____, 20____

BETWEEN:

Contractor: [Name] (as an agent representative of company)
License #: _____

And

Subcontractor: [Name] (as an agent representative of company)
License #: _____

Supplemental Plans

We have included some example high risk plan templates that you may be required to submit before beginning work depending upon your anticipated activities.

Please submit these plans and all other documents electronically whenever possible.

CONFINED SPACE ENTRY PERMIT
Sample 1 (continued)

AIR MONITORING				
Substance Monitored	Permissible Levels	Monitoring Results		
Time monitored (put time)	Record the time			
Percent Oxygen	19.5% to 23.5%			
LEL/LFL	Under 10%			
Toxic 1:	___ PEL ___ STEL			
Toxic 2:	___ PEL ___ STEL			
Toxic 3:	___ PEL ___ STEL			
Toxic 4:	___ PEL ___ STEL			

REMARKS:

Air Tester Name	ID#	Instrument(s) Used (For example: oxygen meter, combustible gas indicator, etc.)	Model # or Type	Serial# or Unit

ATTENDANTS AND ENTRANTS

Attendant(s) (Required for all confined space work except alternate entry)	ID#	Confined Space Entrant(s)	ID#

REMARKS:

SUPERVISOR AUTHORIZATION - ALL CONDITIONS SATISFIED

Department or phone number: _____

EMERGENCY CONTACT PHONE NUMBERS:

AMBULANCE: _____ FIRE: _____ SAFETY: _____ RESCUE TEAM: _____ OTHER: _____

Centennial Focus

- SAFETY is our focus!
- There may be additional safety standards / requirements not covered in this orientation, to ensure your workers safety is maintained.
- It is your responsibility to follow them.
- We look forward to partnering with you to increase worker safety on all of our sites!

