

HSEQ Inspection, Surveillance and Audit

Short description

This section defines the overall framework for the HSEQ process for inspections, surveillance and audits.

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1 Objective and area of application

Properly managing HSEQ risk includes evaluating, inspecting and monitoring the HSEQ performance of Centennial employees and subcontractors to ensure that work-related illness, injury, environmental impact and quality deficiencies are prevented. The Centennial HSEQ inspection and surveillance procedure plays a vital role in this process by identifying potential hazards and providing a means to track deficiencies and apply remedial controls until properly abated or reduced to acceptable levels. This section is intended to improve HSEQ performance for Centennial employees, subcontractors, project visitors, and customers and to ensure compliance with organizational, contractual and regulatory requirements.

The following are objectives of the hazard surveillance program:

- Reduce the risk of injury or loss to project personnel, property or the quality of work products through the identification and elimination of HSEQ deficiencies
- Provide an ongoing, systematic monitoring mechanism to measure compliance with relevant regulatory or contract standards
- Involve the project team members in HSEQ inspection and surveillance
- Identify areas of potential risk and loss
- Identify opportunities for HSEQ education and training
- Check and audit past training and skill development
- Identify and develop positive attitudes for HSEQ

The inspection and surveillance section applies to all Centennial employees who perform HSEQ inspections on project sites and may include:

- Executive and business unit managers
- Corporate HSEQ team members
- Project managers
- Project safety managers
- Project safety officers
- Quality control managers and inspectors
- Superintendents

Obtaining a clear understanding of where and how the inspection and surveillance procedure is performing is crucial to continuous process improvement. Inspections and surveillance are a regular, systematic way of monitoring ongoing processes and assist in the identification of hazards, assess the potential risk and implement corrective/ preventative control measures. During HSEQ inspections and surveillance, potential deficiencies can often be identified and resolved before any loss creating incident occurs.

2 Superior and additional applicable documents

1000_GP_11_01_en_5.0 Global Policy on Health, Safety, Environment/Sustainability and Quality (HSEQ)

1000_GS_11_03_en_1.0 Global HSEQ Standard on HSEQ Audits

This section of the HSEQ Manual applies to all Centennial employees and subcontractors who are performing work in Centennial facilities and project sites. There may be more stringent requirements than this section as defined by specific State, local or contact specific requirements. If there is a conflict between this section and other applicable regulations, the more stringent will apply.

3 Definitions

The following definitions of terms are important for an understanding of this section.

Term	Definition
Centennial	All Centennial employees, joint venture employees, subcontractors and business partners
Active	Risk management HSEQ software platform
Annual audit plan	Is an annual overview of audits which will be carried out in the organization and office locations
Auditors	Auditors are internal and external personnel, who have the verifiable professional and personal qualifications as HSEQ auditors
Audit program	The audit program includes the planning and organization of the audit, determining the audit type, the audit scope and the amount of audits. It describes the structure and course of an audit. Furthermore, it also includes the provision of resources, which are necessary to conduct the audits efficiently and effectively within the predetermined time frame
Audit report	Is a standardized report, which contains a general section, an evidence section and an assessment section
Corrective action	An action implemented to correct the hazard or other undesirable condition in order to prevent recurrence.
Hazard	Anything that has the potential to cause injury or disease to people, damage to the environment, property, plant or equipment.
HSEQ	Health, Safety, Environment and Quality
HSEQ audit	A systematic, independent and documented process to obtain audit evidence and an objective analysis in order to determine to which extent the audit criteria are fulfilled
HSEQ corporate audit	An HSEQ corporate audit is a systematic, independent and documented process for Centennial executive management to obtain audit evidence and an objective analysis, in order to determine to which extent the audit criteria are fulfilled and the overall effectiveness of the Centennial HSEQ management system
HSEQ spot check audit	Spot-Check-Audits are conducted on short notice to verify the status-quo of the HSEQ performance of an organization; focus areas are mainly on specific topics and effectiveness checks on implementation of corrective actions resulting from incidents or audits
PGM	Project General Manager
Risk	Possibility of loss or injury measured by probability and severity
ROM	Regional Operations Manager

SSR	Senior Site Representative
LTIF	Lost Time Injury Frequency
ASR	Accident Severity Rate

4 Types of HSEQ inspections

Provisions will be made for regular HSEQ inspection of project sites, equipment, work methods and work practices at appropriate intervals to ensure that prompt action is taken to correct any hazardous conditions, negative environmental impact or potential quality defects identified. The scope, depth and focus of HSEQ inspections vary depending on the type of inspection.

In general, there are three types of HSEQ inspections conducted:

- HSEQ routine, periodic or intermittent inspections: these inspections involve systematic observation of the work and behavior of staff and contractors to assess compliance with the HSEQ manual, contract specifications and/or work instructions. The primary focus is to identify acts and conditions on site which are not consistent with Centennial HSEQ manual, federal, state or local regulations
- High risk or specialized inspections: required for non-routine or high risk features of work. These inspections may require specialized knowledge of the inspectors and are pre-planned inspections intended to reduce operational risk or hazardous exposures
- Safety Walks: The Senior Site Representative (SSR) and Project Managers are required to conduct Safety Walks on projects within their operational control at least monthly using the Safety Walk Record (Appendix 7). Additionally, the SSR is required to conduct a quarterly Safety Walk with an HSEQ team member. Regional Operations Managers are required to conduct Safety Walks within their region and the President/CEO is also asked to conduct several during the year. Each year the Bilfinger North American Division will set targets for the number of ROM and CEO Safety Walks to be accomplished.

The scope of these walks are confined to HSEQ issues and conditions and addresses the following topics:

- Project safety and health performance/management
- o Risk management
- o Recognition for safe behaviors and conditions
- o Subcontractor and vendor management
- o Customer satisfaction with performance
- o Leadership and staffing needs
- Project staff and subcontractor morale

5 Frequency of HSEQ inspections

Business units have the responsibility for ensuring HSEQ inspections and audits are performed regularly as required by the level of risk associated with the definable features of work as defined in this section. HSEQ audits shall be completed no less than annually. Management also has the responsibility for ensuring that regular project site inspections are conducted and are occurring, at minimum, on a weekly basis and that record of these inspections are maintained on the project site and are readily accessible. A risk assessment should be conducted by the Project Safety Officer, Project Safety Manager or superintendent controlling the area to determine the risk and the required frequency of inspections.

The below demonstrates the need for different frequency according to the level of risks in the work area:

- High risk: examples of high risk activities that may require more frequent HSEQ inspections and audits at least daily include but are not limited to:
 - Working at heights of more than six feet including work platforms and scaffolding
 - Structural demolition
 - Removal or abatement of asbestos or lead
 - o Diving
 - Trenches or excavations
 - o Crane activity
 - o Explosives
 - Permit required confined spaces
 - Energized electrical work
 - Significant environmental risk
 - o High likelihood of quality defect or design flaw
- Moderate risk: examples of moderate risk activities that require regular and ongoing HSEQ inspections and audits at least weekly include but are not limited to:
 - o Roadways or work zones with traffic or equipment
 - Work on or near water
 - Work on or adjacent to active railways
 - Work with temperature extremes
 - Healthcare projects with infectious control concerns or interim life safety measures
 - o Removal or abatement of mold
 - Exposure to hazardous noise
 - o Use and operation of weight handling equipment other than cranes
 - o Tasks that create potential exposure to crystalline silica
 - Work with the potential to create moderate damage to the environment
 - Vehicle operations and transit
 - o Moderate environmental risk
 - o Moderate likelihood of quality defect or design flaw
- Low risk: examples of lower risk activities that require regular and ongoing HSEQ inspections and audits include but are not limited to:
 - o Small scale, routine or simple tasks
 - Project site evaluation or inspections
 - Manual material handling
 - Low risk of negative environmental impact
 - Low likelihood of quality defect or design flaw

5.1 Inspection follow-up procedures

HSEQ observations and deficiencies will be tracked through the Centennial Safety Inspection Checklist (Appendix 1) utilizing either the hardcopy form or the Procore system. Project deficiencies and incidents, including near miss incidents, shall be entered and tracked in Active. HSEQ deficiency inspections record the date of inspection, hazards identified or "at risk" items, corrective or remedial actions, actual dates of correction, and the name of employee who is responsible for correcting HSEQ deficiencies and the individual who conducted the inspection.

Once hazards or other HSEQ deficiencies are identified and recorded, solutions or other remedial actions are needed to ensure that the hazard or deficiency is controlled and abated in accordance with the Centennial risk management process. Once an inspection or audit is completed, those items that require corrective actions must be addressed within the time period specified on the safety inspection report.

A follow up inspection will be conducted to ensure that all noted hazards or other deficiencies have been adequately addressed and abated.

5.2 Active HSEQ management software

Centennial utilizes an HSEQ management software platform called Active which provides continuous process improvement to our HSEQ management system through intensive tracking and trending of inspections, incidents and audits. Active is utilized by the HSEQ staff for incident/near miss investigations, and trend analysis. The software is able to systemize our HSEQ processes, generate reliable and useable HSEQ statistics and data detailing important trends that may require review and updated processes and procedures to reduce overall operational risk. The Active software provides raw data which is compiled into detailed reporting and trending tools that measure incident frequency (LTIF) and severity (ASR) for both Centennial employees and subcontractors and provides annual benchmarks for HSEQ performance.

The features of the Active software in conjunction with other Centennial reporting tools assist by providing:

- Annual HSEQ reports
- Quarterly HSEQ reports
- Monthly HSEQ reports
- Management summary reports
- Incident/Injury rates
- Work hours
- Trend analysis
- Risk areas
 - Personal injuries (LTIF, ASR)
 - Damage to property or product
 - o Action by client
 - o Environmental incidents
 - o Damage to reputation

6 HSEQ inspectors

6.1 Superintendents, quality control and PSO

Superintendents, quality control personnel and PSOs conduct various types of HSEQ inspections througout the lifecyle of a Centennial project. Depending on the contract specifications, a superintendent may also function as quality control inspector or manager for the project or these functions may be required to be separate positions. Superintendents

and quality control personnel use the Safety Inspection Checklist, Initial Phase Checklist (Appendix 2), and the Superintendent Daily Report (Appendix 3) to inspect, track and document HSEQ inspections. These forms include the following topics:

- Compliance of materials to contract specifications
- Work procedures and methods
- Project safety requirements and observations
- Equipment used
- Description of work activities
- Safety and health hazards and abatement methods
- Parties responsible for corrective action

6.2 Subcontractors

Subcontractors are required to conduct HSEQ inspections of their work areas and monitor all ongoing work of their employees, vendors or lower tier contractors. The subcontractor's competent person is required to conduct HSEQ inspections in accordance with section 5 of this section and provide copies of inspection reports and logs to the Centennial superintendent.

A copy of the report or documented inspection shall be submitted to Centennial whenever an HSEQ inspection is completed. Subcontractor supervisors and/or competent person(s) shall take immediate action to correct HSEQ violations, unsafe practices and unsafe conditions. The Subcontractor will be solely responsible to review and monitor the work area or location of all their employees on a regular basis during the performance of work. Subcontractors may use the Subcontractor Daily Report (Appendix 4) to document and record HSEQ deficiencies or concerns.

7 HSEQ inspection process

The process for Centennial personnel conducting on-site HSEQ inspections and/or audits will adhere to the following process:

- Contact the appropriate project personnel on arrival and inform them of the inspection with an invitation to accompany the inspection team
- Contact the subcontractor's appointed competent person(s) and inform them of the inspection and offer an invitation to accompany the inspection team
- Review the project systematically with the inspection team and note any HSEQ hazards or deficiencies
- At the conclusion of the inspection, provide the project team an HSEQ inspection report that details hazards or deficiencies that require attention
- Determine who will be the responsible parties for resolving any HSEQ hazards or deficiencies and assign an appropriate timeframe for violation or deficiency resolution and abatement
- Provide the Centennial project manager, superintendent, quality control and business unit manager with a complete copy of the inspection report
- Follow up on the inspection to ensure that any and all noted deficiencies or hazards have been adequately resolved or abated

8 HSEQ management system audits

The HSEQ management system audit program will review the functionality, completeness and effectiveness of the health, safety, environmental and quality management systems within Centennial. The periodic review of HSEQ processes and procedures is part of the continual improvement process with the objective to permanently protect the safety and health of our employees and subcontractors, continuously decrease the environmental impact as well as to ensure the quality of the services provided and protect the integrity of our work product.

HSEQ management system audits are systematic examinations of the HSEQ management system to determine whether activities and related results conform to the HSEQ manual and sections and whether the HSEQ manual and associated sections are implemented effectively to achieve Centennial's goals and objectives. Specific items to review during HSEQ audits include:

- Organizational and local business unit conformance to written HSEQ manual and sections
- HSEQ programs required by regulations
- Incident trends and investigations
- HSEQ gap analyses
- Employee HSEQ perception surveys
- HSEQ KPIs (see HSEQ Key Performance Indicators Section 3)

The HSEQ Internal Audit Checklist (Appendix 6) is a good tool to use in preparation for an audit.

The quality and effectiveness of the HSEQ audit program shall be evaluated annually by the HSEQ Director and corporate staff.

8.1 Annual audit plan

The HSEQ Director and corporate HSEQ staff will prepare an annual audit plan for the following year. The selection of the business units, projects and construction sites to be reviewed will depend on current HSEQ performance as well as the strategic significance and objectives. The annual audit plan contains, among other things, the name of the unit to be audited, the type of audit, the duration of the audit and the naming of the audit team leader (will be a member of the HSEQ corporate staff) and other auditors. During the course of the year, the annual audit plan may be adjusted with approval by the HSEQ Executive. The annual audit plan will evaluate each region at least every three years.

8.2 Auditors

HSEQ team auditors shall review each business unit as scheduled in the annual audit plan. The auditors work in an audit team consisting of an audit team leader/lead auditor who shall be a member of the corporate HSEQ staff and at least one further audit team member. The audit team leader/lead and additional auditor shall be independent of the audited unit and have to be qualified for the task as well as have at least five years of professional HSE experience. The audit team leader/lead auditor will distribute the tasks and assignments within the audit team.

8.3 Audit execution

8.3.1 <u>Opening meeting</u>

The audit commences with an opening meeting with the responsible persons from the unit to be audited participating. During this meeting, the audit objectives, the audit agenda, the planned audit activities and the communication channels will be agreed. The head of the audited unit will provide a short overview of his unit.

8.3.2 Audit process

The audit focus is placed on the operations of the business unit and implementation of HSEQ requirements as well as on management responsibility and employee participation. A particularly important point is the implementation of the HSEQ requirements on a daily basis. A systematic, transparent and documented approach is essential.

After the opening meeting, site visits of projects under operational control of the business unit will take place. Afterwards, documents will be reviewed, and discussions with employees and management will be conducted. In the case of an audit over several days, a daily status meeting will take place to discuss the current audit findings and to clarify open points.

Audit findings shall be verifiable and clearly identified. The audit criteria as basis for evaluation are to be stated in the audit report together with the audit findings. Audit findings can result from the review of documents but also from observations and discussions.

8.3.3 Project visits

Following the project site visits, documents will be validated and discussions with employees will take place. The Bilfinger standard audit questionnaire is used as guidance for the audit. In the case the audit takes more than one day, a daily status meeting will take place to discuss the current audit findings and to clarify open points e.g. misunderstandings.

8.3.4 Final meeting

A final meeting will take place at the end of the last audit day. The audit findings will be presented and discussed. The audit team makes recommendations for corrective measures and proposes completion deadlines, which are agreed upon at the end of the final meeting with the business unit manager which was audited.

8.3.5 <u>Corrective measures</u>

Within seven calendar days after the audit is finalized the business unit manager of the audited unit may adjust corrective measures, deadlines etc. with concurrence from the audit team leader/lead auditor.

Within this deadline, the manager of the audited unit will announce who is responsible for the corrective measures and details the measures, if necessary. As soon as a corrective measure has been completed, it will be registered with supporting documentation in the HSEQ management software "Active".

8.3.6 Audit reporting and documentation

The audit team leader/lead auditor will draw up the final audit report in a standardized form (Appendix 5) including an executive summary within 10 working days after the audit is finished. The audit report contains opportunities for improvement, minor non-conformities and major non-conformities with recommended corrective actions and identifies those parties who are responsible for corrective actions. The business unit manager, HSEQ Manager

and/or PSO of the audited unit will receive the draft of the audit report for commenting before it is distributed.

All information received during the course of an audit is confidential and it is not permitted to pass these reports on to a third party or other non-essential personnel. The audit conclusions, together with the corrective measures, as well as the documents proving the implementation of the corrective measures, are to be documented in the HSEQ management software "Active".

Audit findings are expressed in the following manner on the audit report:

- Non-conformity (major)
- Non-conformity (minor)
- Opportunity for improvement

Classification	Non-compliance with	Typical form	Reaction of the audited unit
Non-conformity (major)	Binding requirements that must be observed by the audited unit (laws, official regulations, other	 Systematic and relevant systematic deviations Accumulation of minor non- conformities Relevant impact on finances, occupational safety, health, environment or nearby areas Relevant legal consequences are to be expected 	 Immediate action Corrective action Cause analysis Deadline Responsible person Follow-up
Non-conformity (minor)	external requirements, customer requirements etc.)	 Individual or minor cases and/or minor deviations Minor impact on occupational safety, health, environment, nearby areas or finances Minor legal consequences are to be expected 	 Corrective action Cause analysis Deadline Responsible person Follow-up
Opportunity for improvement Best practices		 The binding requirements are observed There are no immediately recognizable negative effects Possible improvement of processes, procedure, effectiveness, efficiency 	 Evaluation and feedback on further action

The final audit report shall be at least distributed as depicted below:

- HSEQ Executive
- HSEQ Director
- Project Safety Manager (region)
- ROM
- PGM and/or SSR

9 Audit observations

Audit observations always results in immediate, corrective or preventative actions. Audit observations have to be clearly named, verifiable and comprehensible. Audit observations can result from observations during the site tour (walk arounds), from document reviews or discussions with colleagues.

10 Follow on actions

The processing and follow-up of actions resulting from audits has to be documented in ACTIVE without exception. In order to support and facilitate the effectiveness check of the corrective actions, evidence documents (e.g. photos) need to be uploaded into ACTIVE. The Head of the audited unit is accountable and responsible for the proper and complete implementation of the actions including effectiveness verification.

11 Assessment of the audit program

The quality and the effectiveness of the audit program will be reviewed and if needed, adjusted by the responsible person for the audit program in regular intervals, minimum once a year.

The audit results will be discussed and evaluated within the annual management review.

Date	Version	Revised content
01.20.2014	1.0	Initial Preparation
08.18.2015	1.1	Revision to include Bilfinger HSEQ audit procedure update
02.07.2017	1.2	Revision to include Bilfinger Group Procedure on HSEQ – Audits
10.27.2017	1.3	Revision to include updates in Paragraph 4 Types of Inspections
01.01.2018	2.0	Updates to Paragraph 2 Superior Documents (add the Group Policy and Global Standards), Paragraph 3 Definitions (Centennial), Paragraph 4 Types of HSEQ inspections (CEO and ROM Safety Walk targets), Paragraph 8 HSEQ management system audits (Appendix 6 checklist), Paragraph 8.3.6 Audit reporting and documentation (distribution) and Appendices 1-7 (logo)
07.01.2019	2.1	Updates to Paragraph 5.1 Inspection Follow-up Procedures

12 Amendment history

13 Appendix

Appendix 1: Safety Inspection Checklist (0206500_CP_11_07_en_A1.2)

Appendix 2: Initial Phase Checklist (0206500_CP_11_07_en_A2.1)

Appendix 3: Superintendent Daily Report (0206500_CP_11_07_en_A3.1)

Appendix 4: Subcontractor Daily Report (0206500_CP_11_07_en_A4.1)

Appendix 5: Sample HSEQ Audit Report (0206500_CP_11_07_en_A5.1)

Appendix 6: HSEQ Internal Audit Checklist (0206500_CP_11_07_en_A6.1)

Appendix 7: Safety Walk Record (0206500_CP_11_07_en_A7.2)

On-Site Safety Inspection Checklist 0206500_CP_11_07_en_A1.2



DO#/Job Name:	Inspection Date:
Inspector:	Project Manager:
Bldg. Area:	Floor:
Superintendent:	Subcontractors:
General Safety Items checked: / = Meets Compliance; X = Not in Compliance;	0 = Not Applicable, ! = Attention / Suggestions
IIEMS INSPECTED	GENERAL COMMENTS
FALLS FROM OR INTO:	
Fall Protection: Leading edges protected. (Delineated or guarded.)	
Proper access.	
Walking / working surfaces	
Roof sides / edges protected	
Fall protection equipment/anchorage (guardrails / PFAS / PF restraint / Warning line / SRL / Engineered sys	s)
FP Competent Person / Worker fall protection training, documented	
Openings: Roof, floor, walls (Covered, Proper Identification, Guarded.)	
Scaffold: Access, guardrails, footing, planks, toe-boards, mud sills, daily inspection.	
Ladders: Secured and used property, extended 36" above landing.	
Step ladders: Inspected, fully open, proper rating and use.	
Housekeeping and maintain passageways clear of egress obstructions.	
STRUCK BY:	
PPE (hard hat, safety glasses, and work boots or safety footwear, safety vest)	
Equipment Operation: Delineated routes, back-up alarms, qualified operators, equipment inspections, no loads conveyed over personnel.	
Powder actuated tools: trained/gualified operator	
CAUGHT IN /OR BETWEEN	· · ·
Excavations: Properly sloped/shored, mat'ls/equipment/spoils 2' from trench edges	
access/egress provided at 4' depth	
Confined Space: Permit, acceptable atmospheric condition, attendant, rescue plan.	
Pinch Points: Guarded or cordoned off.	
ELECTROCUTION:	
High voltage: Equipment clearance from overhead power lines, working clearances.	
Lock-out / Tag- out.	
Power tools: Inspected and in good condition.	
Temp. elect. service: GFCI, distribution syst., grounding, ext. cords, temp. lighting.	
Other Checkpoints:	
Concrete/Masonry Silica Exposure/Rebar Caps/Impalement	
Proper guards on machinery/equipment.	
Eye wash station (within expiration date) (adequate for hazardous products on site)	
LP gas cylinders stored/used properly (stored upright and secured from tipping)	
Hoses/welding leads in good condition.	
Fire extinguishers placed/inspected.	
Extinguisher @ flammables/equipment.	
First Aid kits fully stocked, current.	
Toilet w/hand washing facility provided.	
Permits obtained and posted.	
Competent person on site.	
SDS log: current/maintained/inventory list.	
Federal Safety & Health posters posted.	
Emergency Phone Numbers posted, directions to hospital posted.	
Work/storage areas posted/barricaded.	
Safety Documentation on site and reviewed by site nersonnel	
Survey 2 soundation on she day for the read by she personal	

Inspector Signature:

Date / Time:



DATE:

INITIAL PHASE CHECKLIST

TOJ			
1.U. #:	FION:		NO(S).
DEFINARI	F FFATURF OF WOR	DKAWING	NO(3):
A DEPRON	INEL DRESENT.	KK	
A. FERSON	NINEL FRESENT.		
	<u>NAME</u>	POSITION	COMPANY
1			
2.			
2			
J			
4			
5			
B. MATERI SPECIFICA If not, expla	IALS BEING USED AR ATIONS: □ YES □ ain:	E IN STRICT COMPLIANCE NO	WITH THE CONTRACT PLANS AND
C. WORKN I. F contract sp If not, expla	MANSHIP: Procedures and/or wor ecifications: □ YES ain:	k methods witnessed are in str □ NO	rict compliance with the requirement of the
II. State areas	Workmanship is accep where improvement is	otable: □ YES □ NO 9 needed:	
D. SAFETY	VIOLATIONS AND C	CORRECTIVE ACTION TAKE	EN:
E. COMME	ENTS:		

Quality Control Representative

Edited on 2/1/08

0206500_CP_11_07_en_A3.1 DAILY CONTRACT INSPECTION REPORT

					Part of the Bilfinger Grou
1. CONTRACT NUMBER	3. ABBREVIATED CONTR	RACT NAME 4.	NAME OF CONTRACTOR (COMP		
2. SPECIFICATION NUMBER			ENTE	RPRISES, INC.	
5. NOTICE TO PROCEED DATE	7. WEATHER AND TEMP	ERATURE		·	
	АМ	N/A		PM	`
6. ACTUAL DATE STARTED		N/A		N/7-	•
8a. CONTRACTOR DESCRIBE WORK BEI	NG PERFORMED (INCLUDE LOCATIO	ON OF WORK)			
Company	# Workers Tra	ade	Total Hrs	Work Per	formed
Equipment Data Owned/Re	nted Hours Used	Hours Stan	dby	0.0	HRS THIS DATE
				0.0	PREVIOUS HRS
				0.0	TOTAL HOURS
8b. NUMBER OF WORKERS ON JOB	8c. NAME OF CONTRAC	TOR'S REPRESENTA	TIVE		
10. CONTRACTOR DESCRIBE DIFFICULT	ES ENCOUNTERED (INCLUDE DELA	AYS, DESCRIBE WOR	K NOT PERFORMED IN ACCORDA	ANCE WITH SPECIFICATIO	NS,
CORRECTIVE ACTIONS, ETC.)					
11. GOVERNMENT REPRESENTATIVE CO	OMMENTS				
12. SAFETY OBSERVATIONS					
Contractor Verification: The above r	enort is complete and correct	All material equin	ment used and work perform	ned during this	
reporting period are in compliance v	with the contract documents ex	cept as noted abov	/e.		
13. CONTRACT COMPLETION DATE	14. PERCENT COMPLE	TE			
15. QUALITY CONTROL SIGNATURE AND	DAIE				
16. QUALITY ASSURANCE SIGNATURE A	ND DATE				
17. CONTRACTING ADMINISTRATOR'S S	IGNATURE AND DATE	18	DATE OF REPORT(S)	19. REPORT SERIAL NUM	MBER



Subcontractor's Daily Activity Report

Subcontractor

Date:	Weather:	
Project Title:		
Project #:		
QC Inspector:		
Superintendent:		

1. Performance:

#	Name	Trade / Level	Hours	Description of Work	Location of Work
1					
2					
3					
4					
5					
	Change Order Work Performed	Trade / Level	Hours	Description of Work	Location of Work
1					
2					
3					
4					
5					

2. Equipment On Site Data:

Equipment Type/Size/etc.	Owned/Rented	Hours Used	Hours Standby
	Owned / Rented		

3. Safety

- a. Weekly Safety Talk Topic:
- b. On site subcontractor First Aid/CPR trained person:
- c. All employees have read and signed the Centennial Site Safety Rules.
- d. A safety inspection of the following items has been conducted by the subcontractor Competent Person and the jobsite is in compliance:
- 1. First Aid kit onsite and inventory checked completed
- 2. SDS's for all materials onsite and in Centennial office
- 3. Fire extinguishers inspected and tag current
- 4. GFCIs in use (connected at power source)
- 5. Ladders properly rated, inspected and properly used

Signed

Print Name

7. Equipment inspected

8. Material properly stored

9. Job site clean-up conducted

6. Scaffolding inspected and inspection sheet

10. Electrical Equipment and Cords Inspected

Page ____ of ____



Audit				□ Non-conformity (major) □ Non-conformity (Minor)		
Observation	Case no.		Kind of audit	☑ Opportunity for		
no. 5	in Active:	52523	observation	improvement		
Topic Area	HSEQ Manage	ement System				
Description of observation	Standardized Weekly Safety Meeting topics are distributed to all projects. Many of the topics are not pertinent to the work being performed and/or are not timely to the activity					
Audit citation:	Best Practice					
Relevant risk:	Undetermined					
Proposed corrective action	Utilizing a com Superintender crews	bination of archi its, make all tool	ved Safety Meeting T box meeting topics r	Fopics and the resources of elevant to the current activities of the		
Proposed due date	12/31/2014					
Responsible for Action	Tony Lombard	i				



Audit findings are expressed in the following manner on the audit checklist:

- Non-conformity (major)
- Non-conformity (minor)
- Opportunity for improvement

Classification	Non compliance with	Tunical form	Reaction of the
Classification	Non-compliance with	rypical form	audited unit
Non-conformity (major)	Binding requirements that must be observed by the audited unit (laws, official regulations, other	 Systematic and relevant systematic deviations Accumulation of minor non- conformities Relevant impact on occupational safety, health, environment, nearby areas or finances Relevant legal consequences are to be expected 	 Immediate action Corrective action Cause analysis Deadline Responsible person Follow up
Non-conformity (minor)	external requirements, customer requirements etc.)	 Individual or minor cases and/or minor deviations Minor impact on occupational safety, health, environment, nearby areas or finances Minor legal consequences are to be expected 	 Corrective action Cause analysis Deadline Responsible person Follow up
Opportunity for improvement	Best practices	 The binding requirements are observed There are no immediately recognizable negative effects Possible improvement of processes, procedure, effectiveness, efficiency 	 Evaluation and feedback on further action



CENTENNIAL MANAGEMENT SYSTEM AND COMMITMENT			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 Management demonstrates a visible commitment to HSEQ Management commitment to HSEQ is communicated to staff and included in project pre-planning Safety Walks are completed quarterly with SSR/PGM and uploaded into Active HSEQ responsibilities are clearly communicated to managers, superintendents and PSO Annual business unit objectives have HSEQ integrated and are achieved Achieved (to date) organizational goal of "no lost time incidents" (both employee and subcontractor) Organizational KPI (LTIF, ASR, LTCR) objectives (to date) met by business unit A PSO or PSM is responsible for HSEQ for the business unit Adequate resources are provided for HSEQ 			
Audit conclusion:			
Auditor Questions: Please describe your business unit's commitment to HSEQ? How have you incorporated HSEQ into your business unit objectives? What HSEQ resources are readily available to your staff? Give me some examples of what you personally do that confirms your personal commitment to HSEQ. As an SSR the overall functioning of this office is your responsibility. Where do you seek your most support for HSEQ?			



HSEQ STRATEGIC OBJECTIVES AND KPI			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
Business unit HSEQ objectives align with corporate HSEQ Staff is aware of business unit HSEQ objectives Mechanism in place for staff to participate in HSEQ objectives and campaigns Staff HSEQ position responsibilities are clearly communicated to all Business unit staff is aware of the HSEQ page of the intranet and its basic contents Business unit staff has been briefed on all quarterly updates to the HSEQ management system Current versions of HSEQ forms and plans are used Key Performance Indicators (LTIF, ASR, LTCR) met by business unit Customer Satisfaction Survey results meet organizational benchmarks Quality deficiencies are tracked including all re-work and warranty incidents Audit conclusion:			
Auditor Questions: List examples of how your staff participates in HSEQ objectives and campaigns? Describe the methods for the distribution and training for your staff on quarterly HSEQ updates? What are the superintendent HSEQ responsibilities? What are the PM HSEQ responsibilities? What are the SSR responsibilities regarding HSEQ? How do you communicate those responsibilities?			



HSEQ RISK ASSESSMENT AND OPERATIONS				
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement	
HSEQ plans, AHAs and jobsite binders complete on the project sites in accordance with HSEQM section 6 Process for AHA and plan review requirement clearly identified and executed AHA created, used and updated for routine and non-routine operations HSEQ forms and plans used in the field are current Business unit risk is adequately captured in the office, transport and in the field (Centennial employee AHA) Subcontractor AHAs have been developed, reviewed and modified as necessary Subcontractors have been pre-qualified in accordance with HSEQM section 6 Subcontractor safety plans have been developed and approved for all high risk evolutions A procedure is in place and used to correct HSEQ deficiencies to resolution A procedure is in place to hold individuals accountable to ensure that all deficiencies have been resolved Daily reports are completed for subcontractor work on site				
Auditor Questions: Describe the process in which hazards are corrected to resolution and how are those responsible for correaccountable? Describe how subcontractors are involved in the HSEQ process? From a HSEQ perspective, how do you evaluate a subcontractors performance? Describe how HSEQ expectations are communicated to lower tier contractors. What metric(s) do you utilize in order to guide a successful safety program?	ections	held		



HSEQ COMMUNICATION, INSPECTION AND SURVEILLANCE			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 There is a procedure for the dissemination of HSEQ information within the business unit High risk or specialized inspections are pre-planned and conducted for non-routine or high risk evolutions Root cause analysis is completed on all incidents greater than a level 5 (4-1) incident HSEQ non-conformance process is utilized to correct deficiencies Subcontractor HSEQ performance is monitored adequately SDS for hazardous substances are maintained after project completion in the project folder Pedestrians are effectively protected on and around the project sites Project site postings on each project with specific emergency response information Project site inspections are completed, at minimum, each week by qualified inspectors 			
Audit conclusion:			
Auditor Questions: Describe the process for pre-planning regarding high risk activities? How is subcontractor HSEQ performance monitored on your projects? What measures have been implemented on sites to protect pedestrians? What high risk plans require the SSR's review and approval/signature? How are sub-contractors held accountable for job-site deficiencies?			



HSEQ TRAINING EDUCATION AND COMPETENCE				
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement	
 "Big Four" training is at 100% compliance (completed or scheduled) for the business unit Subcontractor training records are available on site for high risk or required tasks HSEQ training is delivered by a competent trainer in accordance with HSEQM section 5 HSEQ training records are maintained current and delivered to the appropriate personnel A competent person is on the project site whenever work processes are taking place New subcontractor orientations are completed and tracked along with associated documents and procedures Project orientations are completed for all subcontractors, guests and visitors before access granted to the site Adequate HSEQ training opportunities are available for staff Minimum of weekly safety meetings are completed and documented for both staff and subcontractors PSO/PSM completes continual professional development on an annual basis 				
Audit conclusion:				
How are new subcontractor orientations conducted and tracked? How are weekly safety meetings conducted and tracked in the office and on site? Describe how you ensure that your staff is current in OSHA 30, CPR/FA, and CQM. What resources are used to ensure staff is trained to Centennial requirements? What programs are used to ensure contractors are aware of Centennials Safety procedures?				



INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 All incident reports are maintained confidentially on the HSEQ page of the intranet Personal privacy information is omitted from all incident reports Incident reports are completed and reviewed by trained personnel Lessons learned from incidents and near misses discussed with staff and documented Incidents and near misses are reported and investigated in specified timeframe All employee and subcontractor injuries are reported and tracked OSHA 300A Summary is posted from February 1 to April 30 for the previous year All employees are aware of the posted location of the 300A Summary All employees are aware of the updated OSHA rule for reporting fatalities and severe injuries 			
Audit conclusion:			
Auditor Questions: Describe the process for which incidents are reported and tracked?			
Who is responsible for posting the OSHA 300A and where is it posted?			
How have employees been made aware of the updated OSHA reporting rule?			
What resources are available to thoroughly investigate incidents?			
How do we initiate accident preventions and ensure they are communicated to Centennial staff and sub-c	ontracto	ors?	
When drug testing is required how do you ensure confidentiality of the results?			



HSEQ REGULATORY INSPECTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 The Regulatory Inspection Process Flow is present and maintained in the jobsite binder All field personnel have been trained in the Centennial process for handling regulatory inspections All business unit personnel are aware of the internal notification process for regulatory inspections Documents are not released to regulatory inspectors without approval from appropriate personnel 			
Audit conclusion:			
In the event of a regulatory inspection, what is the proper course of action? How have employees been made aware of resource tools to carry out a regulatory inspection? Where do you find the process and documentation to successfully manage a regulatory inspection?			



PERSONAL PROTECTIVE EQUIPMENT			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 A PPE hazard assessment has been completed in accordance with HSEQM section 11 Centennial employees have donned the appropriate PPE for project sites The hierarchy of hazard controls is utilized to determine the best methods to control hazards Subcontractors are utilizing the appropriate PPE for tasks PPE is used and maintained correctly according to the manufacturer specifications Employees and subcontractors have been trained in appropriate use and limitations of PPE 			
Audit conclusion:			



HOUSEKEEPING, SANITATION AND ENVIRONMENTAL CONTROLS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
Centennial project sites are kept clean and free from debris through daily routine maintenance and upkeep All Centennial employees and subcontractors are engaged in maintaining their respective workplaces Construction materials stored or located on elevated surfaces are secured at all times Access and egress paths/routes of travel and walking working surfaces are kept clear of debris Material and equipment is stored only in appropriate storage or lay-down locations Cleanliness and sanitation conditions are inspected at least once per day on all project sites Restroom facilities or portable toilets are cleaned/serviced at regular intervals An adequate supply of potable water is provided on all Centennial project sites Eating, drinking and food storage areas are identified and established at each project site Centennial project sites are adequately illuminated according to the task being performed Waste receptacles for trash, debris or rubbish have been established at each project site Jul project site waste is properly labeled and disposed of according to Federal, State or Local specifications Subcontractors have properly labeled and stored hazardous materials and chemicals Adequate means of access/egress is established and maintained free of obstructions/impediments Egress routes are clearly marked and are properly lit Centennial employees are trained in heat/cold stress prevention/awareness			



HAZARDOUS ENERGY CONTROL				
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement	
 Only authorized/qualified subcontractor employees are allowed to perform LOTO on Centennial project sites LOTO procedures and controls are documented and planned prior to performing work on site Lock Out devices used are substantial enough to withstand inadvertent or accidental removal Tag Out devices indicate the date installed and the identity of those applying the device(s) Personnel who perform or are exposed to hazardous electrical energy are trained in the LOTO/ZVV procedures Energized electrical work is approved by SSR, CSD/CSM, Customer/Facility, and Subcontractor Management All energized electrical work is initiated through the use of an energized electrical work permit 				
Audit conclusion:				



SCAFFOLDING AND WORK PLATFORMS				
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement	
All workers who access or work from the scaffold system have been appropriately trained A competent person for scaffolding is located on site at all times when the scaffold is in use Proof of competency is provided and maintained on the project site Scaffold erectors and dismantlers have been trained in the design, loads and intended use of the scaffold Scaffold erectors and dismantlers will use fall protection where feasible during erection/dismantling activities Justification for not using fall protection during erection/dismantling is stated in scaffolding AHA Manufacturers use and guidance instructions/manual are available on site at all times during scaffold use Scaffold components have been inspected prior to erection/setup Scaffold is inspected by a competent person before each work shift and any time conditions change Scaffold is prections are indicated and recorded through a scaffold tagging system Safe access/egress is provided on all scaffolding systems Guardrails are provided on all open sides and ends of scaffold platforms that are 6 feet or greater in height Personnel working or passing below the scaffold are protected by toe-boards, mesh screens, nets or platforms Scaffold planking is pre-fabricated and/or bears a marking of scaffold grade lumber Aerial lift operators have been trained to operate and work from aerial lifts Aerial lift equipment is inspected at the beginning of each work shift Aerial lift equipment safe working load/				
Audit conclusion:				



PROTECTIVE BARRIERS, WARNING SIGNS AND TAGS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
Safety signs and barriers are placed to alert and inform individuals of hazardous areas/conditions			
Safety signs and barriers are legible and clearly express hazards/message			
Safety signs and barriers are removed when the hazard/condition no longer exists			
Construction areas are barricaded and "construction zone" signage is placed around the perimeter of project			
Centennial "job board" is posted in a conspicuous location			
Caution tape and danger tape are used appropriately to warn of potential hazards or serious hazards			
Traffic control signs and/or devices comply with Part VI of the MUTCD (current version)			
Pedestrians who access, pass through or near the work area are adequately protected			
Signs bear the appropriate color coding to indicate actual condition, hazard, or potential hazard present			
Auditor Questions: Describe the process for adequately posting / marking your Centennial project sites?			
How is the job-site safety posting / board erected and made available to all employees?			



STAIRWAYS AND LADDERS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
Ladders are inspected by the user prior to use A qualified person has designed all ladders and stairways in use on site Employees required to use ladders have been trained by a competent person All elevation breaks of 19 inches or more are provided with access/egress Temporary ladders are labeled and rated to ANSI class IAA, IA or I and load capacities are not exceeded The top two steps of a step ladder are labeled "do not use" Step ladders are used in the fully open position with spreader arms fully locked Portable ladders are not moved, shifted or extended while occupied Portable temporary extension ladders are secured at the top and bottom Employees maintain 3 points of contact when ascending or descending ladders Portable extension ladders extend 36 inches past the elevated work surface being accessed Stairways are constructed appropriately Stairways are kept clear of tripping hazards and debris Handrails are installed on all stairways which contain four or more risers or which rise 30 inches or more Stilts are maintained in good condition and are inspected at the beginning of each shift Work areas where stilts are used are kept free of debris and accumulation of construction materials Stilts are only used for light duty tasks Fixed ladders comply with standards outlined in OSHA 29 CFR 1926 subpart X Use, assembly and disassembly of job made ladders is conducted under the dire			
Audit conclusion:			



HAZARD COMMUNICATION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 Subcontractors have provided a copy of their written HAZCOM program for review prior to initiating work Subcontractors have provided an SDS for every hazardous chemical or material stored or used on site Centennial superintendent has compiled a working list/inventory of subcontractor submitted SDS All containers on site have been properly labeled and are in approved containers Containers bear a label stating; product identifier, signal word, hazard statement, pictogram, caution statement SDS for each hazardous chemical/product contain the appropriate sections 1-16 All employees on site have been trained on the specific hazards associated with each hazardous material Records of hazardous chemical/products are stored/maintained on site in the project files 			
Audit conclusion			
Describe how employees have been made aware of the newest OSHA hazcom standards? How are hazardous chemicals tracked on site?			
What is the process for archiving SDS and/or chemical inventory logs from the projects?			



Evaluation Criteria Yangoon Paragoon Image: Control of the event of	EMERGENCY RESPONSE, EVACUATION AND FIRE PROTECTION			
Auditor Questions: Audit conclusion: Audit conclusion:	Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
Audit conclusion: Auditor Questions: How have your staff implemented and been trained on the EAP for your office? Is the person(s) in charge of implementing / managing the EAP aware of their duties? Where is the rally point for your office location in the event of an evacuation emergency? Who is responsible for inspecting and maintaining fire extinguishers?	 Notification and reporting of emergency situations is clearly defined at all Centennial project sites Employees are trained in all emergency evacuation/shelter-in-place procedures All evacuation decisions are coordinated through the local ROM/SSR and the CSD Each Centennial facility has developed a localized emergency response, evacuation and shelter-in-place plan The local ROM/SSR has assigned a Centennial employee as the facility manager to implement the ERP Emergency response and evacuation procedures are developed and implemented at each Centennial project site Centennial and subcontractor employees are trained in the local/site emergency response and evacuation plans Each Centennial location and project site have established emergency rally points and accountability protocol Hazard assessments are made for each Centennial location/project site regarding ignition and fire hazards Portable fire extinguishers are placed appropriately and made available at every project site Employees have been trained on the use, inspection and placement of portable fire extinguishers 			
Auditor Questions: How have your staff implemented and been trained on the EAP for your office? Is the person(s) in charge of implementing / managing the EAP aware of their duties? Where is the rally point for your office location in the event of an evacuation emergency? Who is responsible for inspecting and maintaining fire extinguishers?	Audit conclusion:			
Is the person(s) in charge of implementing / managing the EAP aware of their duties? Where is the rally point for your office location in the event of an evacuation emergency? Who is responsible for inspecting and maintaining fire extinguishers?	Auditor Questions: How have your staff implemented and been trained on the EAP for your office?			
Where is the rally point for your office location in the event of an evacuation emergency? Who is responsible for inspecting and maintaining fire extinguishers?	Is the person(s) in charge of implementing / managing the EAP aware of their duties?			
Who is responsible for inspecting and maintaining fire extinguishers?	Where is the rally point for your office location in the event of an evacuation emergency?			
	Who is responsible for inspecting and maintaining fire extinguishers?			



CONSTRUCTION IN HEALTHCARE FACILITIES			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 A PCRA has been conducted prior to work in any healthcare facility An ICRA is conducted before initiation work in any healthcare facility When developing an ICRA the ICRA matrix, described in HSEQM section 19, is implemented/utilized ILSM/ALSM are implemented for construction or maintenance activities, that may have an impact on the life safety systems in the healthcare facility, to address the hazards created by the work activity All possible efforts to mitigate dust have been evaluated and implemented Centennial and subcontractor employees performing work in healthcare facilities have completed the Centennial Continuum of Care Orientation (3C's) Program 			



FALL PROTECTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 A subcontractor competent person for fall protection is present during activities requiring fall protection A fall protection work plan is completed and approved by the PSO/PSM and SSR for any work over 6 feet Authorized users of fall protection systems/equipment have been trained PFAS anchor points are capable of supporting 5,000 lbs or twice the maximum arresting force All ramps, runways, and other walkways crossing or covering openings of four feet or more are protected All hole covers are clearly marked "HOLE" in RED 12 inch lettering and are securely attached Hole covers are inspected daily by the Centennial Superintendent and/or PSO Warning line systems are properly erected/maintained and are only used on low slope applications Employees and bystanders accessing areas below elevated work surfaces are protected from falling objects PFAS and components are inspected by a competent person as required by the manufacturer Fall protection equipment is properly stored and maintained Employees using a PFAS are protected from swing fall hazards Adequate calculated clearances are maintained for employees using PFAS Emergency rescue procedures have been established and are to be performed by employees trained in rescue Guardrail systems are erected and maintained to comply with OSHA 29 CFR 1926 subpart M 			
Audit conclusion:			



CONFINED SPACE ENTRY				
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement	
 Centennial Superintendent and/or PSO have evaluated the project site for potential confined spaces A determination by a competent person has been made to determine if the CS is a NPRCS or a PRCS A PRCS plan has been developed, approved and implemented prior to any entry in a PRCS Prior to entry, employees and subcontractors have been trained in the specific duties and hazards associated with the work, responsibilities and their assignments and documentation of training is present on site Entry attendant(s) remain in constant contact with authorized entrants PRCS entry supervisors have implemented the use of a PRCS entry permit PRCS signage has been posted in a conspicuous location near the PRCS entrance Barricading to prevent unauthorized entry into a CS has been established Ventilation has been implemented into the CS sufficient to control potential or existing hazards Atmospheric monitoring has been conducted and recorded prior to entering any confined space Emergency rescue (entry or non-entry) has been established and documented prior to entering a PRCS Employees performing emergency entry rescue have submitted records of training specific to PRCS rescue 				
Audit conclusion:				



EXCAVATION AND TRENCHING			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 Utility locates have been performed prior to initiating excavation/trenching activities A competent person has completed a soil analysis (both manual and visual test) Employees and subcontractors have been trained prior to entry into any excavation Excavation/trench inspections are conducted by the competent person daily/prior to the start of each shift Physical barriers have been established around excavations to prevent public access/serve as a warning system If required, walkways/bridges protected by guardrails have been provided to cross over excavations Adequate access and egress has been provided in all excavations/trenches 4 feet or more in depth A confined space determination has been made by a competent person for all excavations 4 feet or more Atmospheric monitoring has been established/completed for employees working in excavations 4' or deeper Engineering controls are implemented to eliminate hazardous atmospheres in the excavation if necessary An Excavation and Trenching plan has been completed for all excavations greater than 5 feet in depth Spoil piles are placed a minimum of 2 feet from the edge of excavation/trench The competent person has evaluated the impact of excavation/trenching activities on adjacent structures and/ or adjoining buildings All personnel are protected from cave in when entering an excavation of 5 feet or more in depth Protective systems have been properly installed/maintained in excavations 5 feet or more in depth 			
Audit conclusion:			



MATERIAL HANDLING EQUIPMENT AND OPERATIONS				
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement	
 Lift plans are used for all crane lifts and hydraulic hoisting activities All lift plans and hydraulic hoisting plans approved by the PSO/PSM and SSR All critical lift plans approved by the PSO/PSM, SSR and CSM Crane lifts completed by a qualified operator (NCCCO, CIC, NCCER, OECP) Qualified rigger used for all rigging activities (with documentation) Qualified signalperson used when necessary (with documentation) Assembly/disassembly director both qualified and competent for crane lifts All cranes, hydraulic equipment and rigging/associated hoisting equipment inspected prior to use Ground conditions and nearby obstructions are surveyed and acceptable prior to lifting There is at least 20 feet of clearance from overhead power or acceptable measures have been implemented Personnel are kept clear (never under load) of the affected areas during lifting and hoisting operations Pinch points have been barricaded to prevent access "Free rigging" not permitted or conducted on Centennial projects 				
Audit conclusion:				



STEEL ERECTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
Adequate access and laydown/shakeout areas are provided for materials (cranes, material deliveries etc.) A competent person is on site during erection activities All workers have been trained by a qualified person in the hazards associated with steel erection A written steel erection plan has been submitted and approved by the PSO/PSM and SSR Adequate temporary bracing (guying) is planned and provided during the erection process A competent person has made a determination if "plumbing up" is required to stabilize the structure Fall protection (at 6 feet) and falling object protection are accounted for during steel erection Columns are stable and connected by a minimum of 4 anchor bolts Columns have been evaluated by a competent person to determine if additional stability is required			



HEALTH HAZARDS IN CONSTRUCTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 Projects are evaluated for potential health hazards (lead, asbestos, mold, silica, non-ionizing radiation etc.) Health hazard plans have been reviewed and approved by appropriate personnel Medical surveillance and recordkeeping of all exposures and exposure limits are maintained and available Regulated areas are appropriately barricaded, posted and access/egress controlled Personnel have been trained and training records are maintained and available Engineering, administrative controls and PPE are utilized as required to prevent over exposure Health hazards are adequately assessed to determine appropriate protective measures 			



HUMAN FACTORS AND ERGONOMICS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 Work areas, tools and human positioning have been evaluated for the potential to cause injury Centennial employees and subcontractors have been trained in potential ergonomic hazards Engineering, administrative controls and PPE are utilized as needed to prevent ergonomic injury 			
Audit conclusion:			



MOTOR VEHICLE SAFETY			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
Centennial employees wear seatbelts while operating vehicles (driver or passenger) Centennial vehicles are inspected, maintained and serviced in regular intervals Centennial vehicles are only used in safe operating conditions Centennial vehicles shall only be operated by approved employees All motor vehicle incidents are reported and documented on the Motor Vehicle Incident Report Only hands free devices are used by the driver while operating a vehicle			
Auditor Questions: How are employees made aware of motor vehicle safety? If employees are involved in a MV accident what reports are generated?			



MACHINERY, MECHANIZED EQUIPMENT AND SPECIALTY VEHICLES			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
All personnel who operate machinery or equipment are qualified			
Machinery and equipment is inspected prior to use and documented			
Machinery and equipment is maintained according to the manufacturer and not modified without approval			
Reverse travel alarms are functional on all machinery and equipment as appropriate			
Seatbelts (if provided by the manufacturer) are worn by operators on all equipment			
All belts, gears, pulleys and sprockets or other moving parts are guarded			
Machinery and equipment are not driven at inappropriate speeds			
Passengers are not permitted unless approved by the manufacturer and a seat is provided			
Personnel are not permitted to pass under loads			
Machinery and equipment are not permitted to operate on hazardous slopes			
Liquid fuel machinery and equipment is not used in non-ventilated or confined spaces			
Pinch points have been barricaded to prevent access			
Loads are only lifted or hoisted from manufacturer approved points			
Audit conclusion:			



ENVIRONMENTAL PROTECTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 All projects and activities have been evaluated for potential environmental impacts Centennial employees are trained in the potential environmental impact of construction activities Appropriate permits are obtained based on activities and local jurisdictions Appropriate measures are taken to control water runoff and dust on project sites Environmental management plans are created and submitted as determined by the contract 			
Audit conclusion:			



QUALITY CONTROL			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 Work is performed according to the contract specifications Customer Satisfaction Survey results demonstrate a high level of quality Re-work and non-conformance items are tracked and resolved appropriately 			
Submittals are reviewed to ensure conformity to contract specifications			
Field inspections are conducted regularly to monitor ongoing performance			
Construction deficiencies are tracked and corrective action is timely			
All field employees are current in the Construction Quality Management for Contractors course			
Audit conclusion:			



ELECTRICAL			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 A hazard assessment has been completed for all electrical hazards (shock, burns, arc flash/blast etc.) Persons working on or near energized parts are qualified and have received appropriate training Electrical PPE is provided, maintained and tested as necessary Exposed electrical parts are protected, guarded or made electrically safe GFCI used on all 15, 20 and 30 amp branch circuits Flexible cords are rated, listed, repaired and used appropriately Portable lamps, task lighting and temporary lighting are used appropriately Power transmission and distribution work is completed by qualified persons A pre-work briefing is completed before any transmission/distribution work is completed 			
Audit conclusion:			
Auditor Questions: Which employee is responsible for acquiring and maintaining hazard assessments for electrical hazards What resources have been provided to employees to address electrical hazards?	?		



HAND AND POWER TOOLS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
 Non—powered and powered hand tools are used as intended by the manufacturer Workers using tools have been trained Tools have been inspected prior to use Tools are maintained as required by the manufacturer Appropriate PPE is used for tool use All blades, belts, gears, pulleys and sprockets or other moving parts on tools are guarded Liquid fueled tools are not used in enclosed or confined spaces without adequate ventilation Powder actuated tools are only used by trained and licensed operators 			
Audit conclusion:			
Auditor Questions: Which Centennial employee(s) are capable of inspecting and using hand/power tools on the project site?	?		

Safety Walk 0206500_CP_11_07_en_A7.2	
Date (mm/dd/yyyy)	Time (hh:mm am/nm):
Title:	
Location:	
Centennial/JV Office:	
Number of people involved:	Observer:
Work process:	
Shift:	
Checklist	
Checklist Category:	
Safety Walk Findings	
Actions Taken	

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