

# ***HSEQ Jobsite Binder***

## **TAB #2.1:**

### **Site Specific HSEQ Plan**

## Site Specific HSEQ Plan

Instructions: *Complete the Site Specific HSEQ Plan template below.*

Project Name: \_\_\_\_\_ Contract #: \_\_\_\_\_

Plan Author (name): \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

### Introduction

It is the responsibility of each contractor working on this project to implement, enforce and modify when necessary the safety policies and procedures identified herein. Communication and training is an integral part of the HSEQ program and should be emphasized over the duration of the job. In order to facilitate the above, every employee on-site shall follow the established policies and procedures as required in the next paragraph,

Sub-contractors as well as other affected persons on this site are obligated to follow the rules and regulations of, but not limited to; the Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), USACE EM 385-1-1 (if working on a Federal project) and any other applicable **State** or local safety, health and environmental standards/regulations.

The goal of this Site Specific HSEQ Plan is to provide a healthy and safe working environment for everyone as well as to protect the project site and the environment to the best of our ability. If a conflict is identified between the safety standards of the general contractor, sub-contractor or the customer, the most stringent requirement shall be applied.

### Personnel

Project Manager: \_\_\_\_\_ Company: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Company: \_\_\_\_\_

Quality Control: \_\_\_\_\_ Company: \_\_\_\_\_

Project Safety Officer: \_\_\_\_\_ Company: \_\_\_\_\_

### Responsibilities

The PSO and Superintendent shall make all personnel on-site, including subcontractors and lower tier contractors aware of this site specific safety plan **prior** to initiating work, by delivering an on-site safety orientation. This orientation shall include: site specific program content, special project concerns and hazards, owner modifications, training requirements for the project including the day and time of the "tool box" talks, the reporting of hazards, illnesses, injuries and "near-misses", any dangerous or out-of-service equipment, and the location of all the safety, health and environmental plans, AHAs, manuals and SDS. All reports, including accidents, incidents, out-of-service equipment and other information related to this plan, shall be submitted to the Superintendent listed above for corrective action and distribution.

## Scope of Work

Provide a brief overview of the job (2-3 sentences).

## Emergency Response

Emergency Contact Numbers:

Police \_\_\_\_\_ Fire \_\_\_\_\_ Ambulance \_\_\_\_\_

Additional or Site Specific Emergency Contact Number: \_\_\_\_\_

Location of First Aid Kit: \_\_\_\_\_

Location of Fire Extinguisher(s): \_\_\_\_\_

An appropriately sized ABC dry chemical fire extinguisher shall be conspicuously placed in appropriate areas of the construction project site to include (but not limited to):

- On all floors or levels of work.
- Within 25' of all hot work activities and operations.
- Within 50' of all flammable liquids.
- Within 75' of all work areas.
- Conspicuously placed by the Exit on each floor.

Fire Extinguishers on site shall have the following;

- Annual (current) inspection tag
- 30 day inspection / Annual
- Gauge indicating fully charged
- Pin with security seal

***Note:** Fire extinguishers shall only be used by personnel who have been trained to do so.  
Subcontractors are responsible for providing their own fire extinguisher(s).*

## FIRE

**Fire Alarms** – All employees and visitors are required to evacuate the building or site in the event of a fire alarm, regardless of cause or time. For reasons of accountability, before any work is initiated, the project superintendent shall identify a specific rally point / head count area / muster area / area of accountability. Accountability areas shall be > 50' from the building. It is the responsibility of the individual group, (by contractor, trade etc.), to determine whether or not all of their personnel evacuated the building, and if not, to report the names of the missing (or unaccounted person(s)) to the Project Site Superintendent and or the EMS Incident Commander.

**Fires** – In the event of an actual fire or smoke condition, the procedures identified above shall be followed: Notify all persons in the immediate area of the fire and initiate evacuation.

## **MEDICAL**

***All injuries and illness shall be reported to the Project Site Superintendent immediately.***

Emergency Medical Treatment Facility (Hospital)

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Medical Treatment Plan (Occupational Health Clinic)

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*Note: Directions to these facilities shall be posted on site on HSEQ jobsite poster. Under no circumstances shall an injured person escort him/herself to a medical facility. Subcontractors are required to be FA-CPR trained and provide First-Aid kit.*

## **RALLY POINT**

Rally Point / Meeting Area to be posted on HSEQ Jobsite Poster.

## Emergency Response and Evacuation Checklist

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**CENTENNIAL**

A BILFINGER COMPANY

Project Name:

Project Location:

Date:

**In the event of an Emergency, dial 911 or contact local emergency services**

Instructions: Complete the checklist below when preparing for project site specific emergency situations.

Circle the appropriate response.

Has an alarm system been established to alert employees of an emergency? Yes No

Type of alarm system (explain):

Has a meeting location / rally point been established? Yes No

Location of meeting area / rally point (explain):

All employees have been trained in the Emergency Action Plan? Yes No

All employees have been trained in the location of the emergency rally point? Yes No

Building / owner specific emergency action plan has been incorporated into the Centennial emergency response action plan? Yes No

Procedures have been developed for those employees required to perform critical functions? (if yes, see section below) Yes No

### CRITICAL OPERATIONS

*During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.*

Name of Employee:

Job Name:

Date:

Work Area:

Assignment(s)/Description:

*Personnel involved in critical operations may remain on the project site upon the permission of the Project Representative. In case an emergency situation arises that will not permit any critical operations personnel to remain at the project site/facility, such information shall be provided to emergency response services.*

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**Project Title:**

**Project Location:**

**Project Representative:**

***In the headcount checklist below, insert the name of all on-site employees and place a check mark in the appropriate box.***

[illegible]

## Incident Investigation, Reporting and Record Keeping

All incidents & near misses **MUST** be reported to the Centennial Superintendent immediately

### Electrical Safety

All electrical power is considered to be energized until the responsible electrician or appropriate competent person has verified and tested the system to make sure that it has been de-energized.

#### Electrical Cords

- Must be protected from physical damage
- Flexible cords must be free of damage, splices and taps
- Flexible cords shall be properly maintained and stored
- Twisted cords shall be removed from service and destroyed to prevent future use
- Flexible cords should not be so placed that they are considered a trip and fall hazard
- Flexible cords shall have the appropriate grounding pins, or shall be double-insulate

#### Lighting

- Shall be adequate for the job site
- Lighting shall be of the appropriate wattage, and placed in fixtures, including temporary usage in a manner specified by the lighting manufacturer
- Emergency lighting is required if work on the project will extend to after daylight hours
- Emergency lighting is required for below grade areas of the project and other areas where natural lighting is not available, in the event of a power failure

#### Power Tools

- Portable electrical equipment and tools must be grounded or double insulated
- The tools shall be free of damage, and if not removed from service
- Any power tool removed from service, because of damage, shall be labeled out-of-service by the person(s) who discover the deficiency.

#### Ground Fault Circuit Interrupters (GFCI)

GFCI protected equipment and tools can be accomplished by one of the following;

- A GFCI outlet
- An outlet protected by a GFCI breaker, or
- A portable GFCI pigtail

GFCI protection for all power tools and flexible cords is required for the duration of the project. When permanent wiring for the building / project or site has been completed, GFCI protection shall still be required. All contractors on site shall either;

- Obtain power from a permanently wired GFCI protected outlet, or
- Utilize a GFCI adapter/pigtail between the power supply and the flexible cord or tool being used
- Subcontractors are required to supply GFCI

### Fall Protection

The competent person for fall protection on this project is responsible for identifying fall protection hazards and implementing controls to mitigate the fall hazards for exposed employees.

Will fall protection be required on this project?

**YES**

**NO**

Give a brief description of the work activities which will require fall protection implementation and the heights at which the work will take place:

Work task / area:

Height of work area: in feet \_\_\_\_\_



## Excavation and Trenching

The competent person for excavation and trenching on this project is responsible for identifying hazards and implementing controls to mitigate hazards for exposed employees.

Before opening any excavation or trench, utilities must be determined and marked. Federal or state sponsored 811 "Call Before You Dig" will provide locations of underground utilities at no cost. In cases where known utilities have not been identified a private utility locate **shall** be contracted.

When concrete demolition/ slab removal is required (including any concrete coring) additional procedures **shall** be required for locating and identifying known and unknown utilities i.e.:

- Interior concrete demolition/removal **shall** require surface penetrating X-ray scanning or radar imaging
- Exterior concrete slabs within six feet of any structure/ building shall require surface penetrating X-ray scanning

When identified utilities are in or around an intended excavation or trench location, pot holing or digging by non-mechanical means is required to verify exact location, depth, and direction of utilities prior to using mechanized equipment.

An Excavation & Trenching Plan is required to be completed if any of the following conditions exist:

- If deemed necessary by the competent person
- if the trench or excavation is 5 feet (1.52m) or greater in depth.

Will excavation or trenching be required on this project?

**YES**

**NO**

Give a brief description of the excavation or trenching activities to take place on this project:

Depth of excavation/trench in feet: \_\_\_\_\_

### Housekeeping

- The competent person is responsible for the housekeeping practices on the site.
- At a minimum, the aisles, exits, and other parts of the means of egress shall be properly maintained and free of unnecessary storage and waste.
- Sawdust and other combustible materials such as cardboard and paper shall be removed daily to reduce the risk of injury and fire.
- Trip and fall hazards shall be removed as soon as possible, especially in areas considered to be walk / work surfaces.
- Housekeeping practices on this project are extremely important.
- In order to reduce the risk of fire, prevent injuries and reduce the risk of a regulatory inspection, housekeeping must be maintained and the following shall be implemented:
- Waste shall be discarded in a suitable container.
- Sawdust and rags should be placed in a metal (approved) container with tight lid.
- All waste containers (inside the building) shall be emptied at least daily.
- Corridors and other walk / work areas shall not be used for storage.

### Hotwork (welding / torch cutting / grinding / ss drilling)

Brazing, cutting, heating, soldering, welding and other spark or flame producing work on this job requires the acquisition of a Hot Work Permit

- The area(s) in which the Hot Work will be performed must be inspected by the competent person.
- All combustible material shall be located at least 35' away from the Hot Work area. Fire extinguishers must be of proper size and type for the Hot Work activity, and shall be located within 25' of the Hot Work area.

Will hot work activities be initiated on this project?

**YES**

**NO**

## Hazard Communication / GHS / Right-to-Know

All contractors working on this project are required to have a written Hazard Communication Program as which incorporates the use of the Globally Harmonized System (OSHA Hazcom Standard). The competent person shall have a binder with all of the Safety Data Sheets (SDS) for the products that will be used on the job site. The binder shall be all-inclusive and up-to-date. An SDS index for each product will be available in order to located the SDS in a relatively short time period. Every container on site shall be properly labeled (including non-potable water).

The following practices shall apply:

- The use of abbreviations or chemical symbols is not permitted. All container contents must be completely spelled out
- The labels must be suitable for the environment. Containers placed outdoors shall not have labels that fade or deteriorate because of exposure to rain, snow or sunlight.
- Every container shall identify the chemical hazard as well (i.e. corrosive, flammable, reactive or poison/toxic).
- All warning labels and placards must be in place, and of the correct size and color to warn employees of potential hazards.
- All labels and warnings shall face forward for purposes of inspection and emergency response.

## Ladders & Stairways

Ladders shall be a minimum of Type 1 (heavy duty rated) unless otherwise authorized. All ladders shall be inspected before use and shall be removed from service if damaged, broken or unsafe. Ladders shall be used in accordance with the Federal, State or local standards (apply the most stringent standard). The following applies to all ladders:

- Damaged ladders shall be tagged "out of service - DO NOT USE" if they are found to be defective or damaged in any way (report out of service ladders to the Centennial Superintendent immediately)
- Ladders shall not be painted or covered in any manner that will hide cracks and other defects
- Ladders shall have all of the appropriate warning and danger labels in place, maintained in legible condition
- Ladders must be utilized in a manner specified by the manufacturer
- The ANSI duty rating of ladders shall never be exceeded

### Extension Ladders

- Shall be pitched at the required 1 : 4 ratio
- Shall be tied or otherwise secured to the structure or elevated surface to prevent tipping or falling (secured top and bottom)
- Shall be extended at least 3 (preferably 5) rungs or 36" above the elevated work surface
- Shall be inspected daily and before each use
- Defective ladders will be removed from site / destroyed

### Step Ladders

- Shall be opened completely with spreaders locked in place
- Shall not be used as straight ladders
- Shall be tall enough to perform the necessary work
- The top 2 steps of a step ladder shall not be used for standing
- Shall not be used on scaffolding or next to guardrails unless the height of the guardrails has been adjusted.

Will the use of ladders be anticipated on this project?

**YES**

**NO**

### Aerial Lifts / Scissor Lifts

Personnel lifts such as articulating booms, single person upright lifts (i.e. Genie, JLG and Uprights) and scissors lifts shall be used in a manner specified by the manufacturer.

Any employee operating or working from an aerial lift equipment such as (articulating boom lift, including Genie lifts and truck mounted articulating booms, scissor lifts, JLG, Upright lifts, etc.) are required to be equipped with a personal fall protection equipment system (fall restraint), consisting of approved full body harness and restraint.

Any person using a personnel lift must be properly trained and provide training documentation, in accordance with manufacturer's specifications.

All lifts shall bear the following manuals and warnings, in legible condition;

- The operators manual shall be located on the lift at all times, for ease of reference
- All danger and warning stickers shall be attached to the lift and shall be in legible condition

Personnel lifts shall have a documented inspection prior to each use, and must be removed from service if a deficiency is noted.

### Personal Protective Equipment (PPE)

Employees shall be trained on the use, inspection, maintenance and storage of PPE. No employee shall be required to don PPE for which he/she has not been adequately trained.

### Subcontractor List

Use the space below to identify the subcontractors and lower tier subcontractors which will be performing work during the course of this project:

_____	_____
_____	_____
_____	_____
_____	_____

### Plan Review / Approval

Superintendent/PSO (Print): \_\_\_\_\_

Superintendent/PSO (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager (Print): \_\_\_\_\_

Project Manager (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

### Site Safety Rules

- 1) Each subcontractor shall provide a competent person to represent their company regarding safety issues.
- 2) All employees must attend a safety orientation and attend weekly tool box talk safety training/meetings.
- 3) Report all incidents or injuries to the project superintendent immediately. Post incident Substance Abuse Tests are MANDATORY.
- 4) All personnel shall be trained in the hazards associated with their job and such training documented.
- 5) Each subcontractor is responsible for supplying his/her employees with all required personal protective equipment.
- 6) Hard hat shall be worn at all times with the brim facing forward when at the project site. Unapproved headgear shall not be worn under the hard hat.
- 7) Hearing protection must be worn when sound levels exceed 85dBA.
- 8) Safety glasses that meet ANSI Z87.1 must be worn at all times at the project site. Prescription safety glasses must meet ANSI Z87.1. Employees performing hot work or laser assisted work shall wear appropriately shaded or protective eye protection.
- 9) When a respiratory hazard exceeding the PEL or TLV is present, employees shall wear the appropriate respiratory protection.
- 10) No employee may wear torn or tattered clothing, sweatpants, short pants, or shirts without sleeves.
- 11) Employees subject to cuts, burns, abrasions, chemical irritants, or toxins shall wear the appropriate hand protection.
- 12) Leather work boots (or other ASTM approved protective footwear) shall be worn at all times to protect from falling objects, chemicals, or stepping on sharp objects. Safety toe footwear may be necessary in some instances. Athletic or canvas-type shoes shall not be worn.
- 13) Fuel cans must be constructed of metal, appropriately labeled, and incorporate a spark/flame arrestor.
- 14) Fire extinguishers are required within 50 feet of all flammable material storage. Maximum travel distance to nearest fire extinguisher shall not exceed 75 feet. Unless otherwise required or depending on occupancy class and hazard category, an ABC fire extinguisher shall be provided for every 3000 square feet of building area and/or fraction thereof.
- 15) All personnel shall be protected from falls of six feet or greater unless otherwise required.
- 16) Hand and power tools must be in proper working condition at all times and must have all manufacturer required safety guards.
- 17) Power tools must not have damaged power cords. An approved GFCI patch cord or GFCI protected branch circuit shall be used at all times for power tool operations. No light duty or job built electrical assemblies are permitted. All extension cords shall be of a minimum 14/3, designed for hard use, and UL listed. Cords must be protected against pinching and cutting.
- 18) No employee shall be allowed to work on scaffolding with missing/improper planks, guard rails, cross bracing, pins, mud sills, toe boards, or does not have a ladder or other approved safe access. All scaffolds must be inspected, approved, and "TAGGED" prior to employee use by the competent person. Mobile scaffolding must have all four wheels locked while in use and shall not be pulled along by its riders. The project superintendent shall be notified of all erected scaffolding prior to its use.
- 19) Ladders shall be of minimum heavy-duty (Type I) or greater. Ladders shall be secured from displacement at top and bottom and employees must face the ladder when climbing up or down and while working on ladders. Extension ladders must extend at least 3 feet above the platform landing. Stepladders shall be used in the fully open position. DON'T stand above the second step from the top of a stepladder. DON'T carry tools or materials up the ladder when climbing or descending. Maintain a firm grip at all times.
- 20) All employees must be properly trained to operate equipment. Forklift operators must have a training verification card in possession. At no time will an employee use or store any unsafe material or defective tools or equipment on site.

### Centennial Safety Violation Procedures:

- |                            |   |
|----------------------------|---|
| 1 <sup>st</sup> Violation: | Verbal/written warning to supervisor                          |
| 2 <sup>nd</sup> Violation: | Written warning and 1-3 days off the job.                     |
| 3 <sup>rd</sup> Violation: | Permanent removal from Centennial and Joint Venture projects. |

**Centennial reserves the right to remove individuals from the job site for first time safety infractions if they are deemed as a serious safety and health violation. The subcontractor's owner shall be notified and the action documented in accordance with Centennial's Discipline Policy.**

In accepting employment on this site, I agree to follow the above listed rules as required by Centennial's Safety Program and OSHA regulations. I also agree to follow any additional policies, procedures, along with any written or verbal instruction as might become effective in the future to protect myself and others at the site.

## Regulaciones de Seguridad Laboral

1. Cada subcontratista tendrá una persona competente que representa su compañía en temas de seguridad laboral.
2. Todo empleado tiene que atender una orientación en seguridad laboral y leer el tema de “toolbox talks” cada semana.
3. Todo accidente o herida será reportada al superintendente de proyecto inmediatamente. Después de cada accidente es MANDATORIO tomar una prueba de detección para el abuso de drogas ilícitas.
4. Toda persona será entrenado en los peligros asociados con su trabajo y su entrenamiento será documentado.
5. Cada subcontratista será responsable en proveer con todo equipo de protección personal.
6. Es mandatorio que el casco de protección este puesto a todo tiempo y con la visera de frente. Accesorios usados debajo del casco de protección necesitan ser aprobados y hechos para el uso con el casco de protección.
7. Protección para los oídos será usada a todo tiempo cuando el nivel de sonido exceda 85dBA.
8. Lentes de seguridad, requieren ser ANSI Z87.1 aprobados, se usaran a todo tiempo en el área del proyecto. Lentes de aumento usados como lentes de seguridad serán de acuerdo a los procedimientos de ANSI Z87.1. Empleados soldando, cortando, calentando o trabajando con láser usaran la protección de ojos apropiada.
9. Cuando el nivel de respiración en la área de trabajando ya que exceda los niveles PEL o TLV será necesario usar la protección respiratoria requerida.
10. Ningún trabajador usara ropa que está rota o gastada, ni ropa de ejercicio, o camisas sin mangas en el sitio de trabajo.
11. Empleados expuestos a posibles cortaduras, quemaduras, raspaduras, irritantes químicos, o toxinas deben de usar la protección apropiada para sus manos.
12. Zapato/Bota de trabajo (aprobada por ASTM para protección de los pies) estarán puestos a todo tiempo para proteger contra objetos cayéndose, químicos, o el pisar de objetos filosos. Abra instantes cuando el uso de zapato/bota de trabajo con punta de seguridad será necesario. Zapatos de tela o de correr no serán permitidos.
13. Tanques de gasolina serán hechos de metal, apropiadamente etiquetado y tendrán una especie de tapón o cierre que detenga el fuego o chispa.
14. Habrá un extintor/extinguidor de fuego, cada 50 pies de todo almacén de material combustible. Máxima distancia de un extintor de fuego a otro será 75 pies. Abra instantes cuando se pueda requerir más extintores dependiendo en las normas de ocupación y categoría de peligros, un extinguidor de fuego ABC será requerido cada 3000 pies cuadrados del área de trabajo.
15. Toda persona será protegida de caídas de 6 pies o más, al menos que tengan otro requerimiento más estricto.
16. Toda herramienta eléctrica, neumática, o de gas necesitan estar una buena condición en todo tiempo con sus guardas de seguridad de fábrica.
17. Herramienta eléctrica tendrá su cable de conexión sin defectos en todo tiempo. Un GFCI (botador eléctrico) será usado a todo tiempo. No se permitirá herramienta de poca potencia o montajes hechos en el trabajo. Toda extensión de cable eléctrica deberá ser hecha para uso pesado, mínimo 14/3 y aprobado por UL. Todo cable eléctrico será protegido de pellizcos y cortaduras.
18. Ningún empleado será permitido trabajar sobre un andamio que le falte o que estén dañados los tabloncillos de la plataforma, guardarríeles, crucetas, seguros, tabloncillos bajo las bases del andamio, tabla de pie, o escalera/ acceso seguro aprobado. Todo andamio será inspeccionado, aprobado y etiquetado por una persona competente. Andamio móvil debe tener sus cuatro ruedas con candado cuando están en uso y no será movida por los ocupantes mientras estén en ella. El superintendente de proyecto será notificado de todo andamio levantado antes de uso.
19. Toda escalera será de (Tipo I) trabajo duro o mejor. Las escaleras serán aseguradas de arriba y de abajo y empleados deben de usar siempre de frente la escalera cuando bajando o subiendo mientras estén trabajando. Escaleras de extensión deben extenderse 3 pies arriba sobre la plataforma. Escaleras de mano será usada completamente abierta. NO te pararse sobre el penúltimo Escalón en la escalera de mano.
20. Todo empleado será entrenado apropiadamente para operar maquinaria. Operador de montacargas (forklift) deberá de contar con su tarjeta de certificación en su persona. Nunca guardara o mantendrá material o herramienta defectiva o maquinaria en el sitio de trabajo.

### Procedimientos de Violaciones de Seguridad de Centennial

- 1ra violación: Advertencia verbal o escrita a supervisor.  
2da violación: Advertencia escrita y 1 a 3 días suspendido del trabajo.  
3ra violación: Una suspensión permanente de trabajos de Centennial y sus Empresas Conjuntas.

**Centennial se reserva el derecho de remover individuos del área de trabajo por una infracción de seguridad que sea considerada una violación seria en seguridad o salud. El dueño de la empresa/subcontratista será notificado y la acción documentado de acuerdo a la póliza de disciplina de Centennial.**

Al firmar este documento para trabajar en este sitio de trabajo, yo acuerdo de seguir todas las reglas y normas requeridas por el programa de Seguridad de Centennial y OSHA. Y también acuerdo de seguir cualquier póliza adicional o procedimientos, juntamente con lo escrito o instrucciones verbales que puedan hacerse efectivas en el futuro para protegerme yo mismo y a otros en el sitio de trabajo.

## Training

The following employees have reviewed and have been trained on the Safety, Health and Environmental requirements contained in this Site Specific HSEQ Plan. **This list is to be filled out on site. This list is a living document and should be updated as new employees arrive on the project site.** (if more space is needed use the back of this page for additional employees)

	Name (print)	Signature	Company	Date
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