

## 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 contract 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

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## 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
- Risk management
- Recognition for safe behaviors and conditions
- Subcontractor and vendor management
- Customer satisfaction with performance
- 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
  - Diving
  - Trenches or excavations
  - Crane activity
  - Explosives
  - Permit required confined spaces
  - Energized electrical work
  - Significant environmental risk
  - 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:
  - 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
  - Removal or abatement of mold
  - Exposure to hazardous noise
  - Use and operation of weight handling equipment other than cranes
  - Tasks that create potential exposure to crystalline silica
  - Work with the potential to create moderate damage to the environment
  - Vehicle operations and transit
  - Moderate environmental risk
  - 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:
  - 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
  - Action by client
  - Environmental incidents
  - 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 throughout the lifecycle 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 Opening meeting

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 Corrective measures

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
<b>Non-conformity (major)</b>	Binding requirements that must be observed by the audited unit (laws, official regulations, other external requirements, customer requirements etc.)	<ul style="list-style-type: none"> <li>▪ Systematic and relevant systematic deviations</li> <li>▪ Accumulation of minor non-conformities</li> <li>▪ Relevant impact on finances, occupational safety, health, environment or nearby areas</li> <li>▪ Relevant legal consequences are to be expected</li> </ul>	<ul style="list-style-type: none"> <li>▪ Immediate action</li> <li>▪ Corrective action</li> <li>▪ Cause analysis</li> <li>▪ Deadline</li> <li>▪ Responsible person</li> <li>▪ Follow-up</li> </ul>
<b>Non-conformity (minor)</b>		<ul style="list-style-type: none"> <li>▪ Individual or minor cases and/or minor deviations</li> <li>▪ Minor impact on occupational safety, health, environment, nearby areas or finances</li> <li>▪ Minor legal consequences are to be expected</li> </ul>	<ul style="list-style-type: none"> <li>▪ Corrective action</li> <li>▪ Cause analysis</li> <li>▪ Deadline</li> <li>▪ Responsible person</li> <li>▪ Follow-up</li> </ul>
<b>Opportunity for improvement</b>	Best practices	<ul style="list-style-type: none"> <li>▪ The binding requirements are observed</li> <li>▪ There are no immediately recognizable negative effects</li> <li>▪ Possible improvement of processes, procedure, effectiveness, efficiency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluation and feedback on further action</li> </ul>

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.

## 12 Amendment history

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
03.08.2023	1.3	Updates made to Safety Inspection Checklist

## **13 Appendix**

Appendix 1: Safety Inspection Checklist (0206500\_CP\_11\_07\_en\_A1.3)

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\_A1.3



DO#/Job Name: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

General Safety Items checked: Yes / No / Not Applicable (N/A) / "!" = Attention/Suggestions      ! = Attention / Suggestions

ITEMS INSPECTED	GENERAL COMMENTS
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)	
Openings: Roof, floor, walls. (Covered, Proper Identification, Guarded)	
Scaffold: Access, guardrails, footing, planks, toe-boards, mud sills, daily inspection.	
Ext. Ladders: Secured and used properly, extended 36" above landing.	
Step ladders: Inspected, fully open, proper rating and use.	
Housekeeping and maintain passageways clear of egress obstructions.	
PPE (hard hat, safety glasses, work boots or safety footwear, safety vest, and gloves)	
Equipment Operation: Delineated routes, back-up alarms, qualified operators, inspections, no loads over personnel, swing radius.	
Powder actuated tools: trained/qualified operator	
Excavations: Properly sloped/shored, Mat'l/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.	
High voltage: Equipment clearance from overhead power lines, working clearances.	
Lock-out / Tag-out.	
Hand and Power tools: Inspected and in good condition.	
Temp. elect. service: GFCI, distribution syst., grounding, ext. cords, temp. lighting.	
Concrete/Masonry Silica Exposure/Rebar Caps.	
Proper guards on machinery/equipment.	
Gas cylinders stored/used properly (stored upright and secured from tipping).	
Hoses/welding leads in good condition.	
Extinguisher @ flammables/equipment.	
Toilet w/hand washing facility provided.	
Permits obtained and posted / Owner specific documentation and postings.	
HazComm, SDS/Inventory log, Chemical Labels.	
HSEQ Job site poster, Emergency Phone Numbers, Rally Point, Hospital/Clinic Locations	
Work/storage areas posted/barricaded.	
HSEQ Job site Binder – Site Specific Plan	
High Risk Plans	
AHA/Training Documentation	
Competent Person/Letter of Designation	
Job Box: Fire Extinguisher (5 lb.), First Aid Kit, Eye Wash (current), GFCI, Addt'l PPE Subcontractors: First Aid Kit, Fire Extinguisher (5 lb.), GFCI	

Inspector Signature: \_\_\_\_\_

Date / Time: \_\_\_\_\_

INITIAL PHASE CHECKLIST

DATE: \_\_\_\_\_

T.O. #: \_\_\_\_\_ TITLE: \_\_\_\_\_

SPEC SECTION: \_\_\_\_\_ DRAWING NO(S): \_\_\_\_\_

DEFINABLE FEATURE OF WORK: \_\_\_\_\_

A. PERSONNEL PRESENT:

	<u>NAME</u>	<u>POSITION</u>	<u>COMPANY</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

B. MATERIALS BEING USED ARE IN STRICT COMPLIANCE WITH THE CONTRACT PLANS AND SPECIFICATIONS:  YES  NO

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. WORKMANSHIP:

I. Procedures and/or work methods witnessed are in strict compliance with the requirement of the contract specifications:  YES  NO

If not, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Workmanship is acceptable:  YES  NO

State areas where improvement is needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. SAFETY VIOLATIONS AND CORRECTIVE ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E. COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. CONTRACT NUMBER	3. ABBREVIATED CONTRACT NAME	4. NAME OF CONTRACTOR (COMPANY NAME)	
2. SPECIFICATION NUMBER		<b>CENTENNIAL CONTRACTORS ENTERPRISES, INC.</b>	
5. NOTICE TO PROCEED DATE	7. WEATHER AND TEMPERATURE		
6. ACTUAL DATE STARTED	AM N/A	PM N/A	
8a. CONTRACTOR DESCRIBE WORK BEING PERFORMED (INCLUDE LOCATION OF WORK)			
<b>Company</b>	<b># Workers</b>	<b>Trade</b>	<b>Total Hrs</b>
			<b>Work Performed</b>
<b>Equipment Data</b>	<b>Owned/Rented</b>	<b>Hours Used</b>	<b>Hours Standby</b>
			<b>0.0</b>
			<b>0.0</b>
			<b>0.0</b>
			HRS THIS DATE
			PREVIOUS HRS
			TOTAL HOURS
8b. NUMBER OF WORKERS ON JOB		8c. NAME OF CONTRACTOR'S REPRESENTATIVE	
9. CONTRACTOR INSTRUCTIONS GIVEN / RECEIVED (i.e. materials received, off site activities, Three Phase meetings, inspections, etc.)			
10. CONTRACTOR DESCRIBE DIFFICULTIES ENCOUNTERED (INCLUDE DELAYS, DESCRIBE WORK NOT PERFORMED IN ACCORDANCE WITH SPECIFICATIONS, CORRECTIVE ACTIONS, ETC.)			
11. GOVERNMENT REPRESENTATIVE COMMENTS			
12. SAFETY OBSERVATIONS			
<p><b>Contractor Verification: The above report is complete and correct. All material, equipment used, and work performed during this reporting period are in compliance with the contract documents except as noted above.</b></p>			
13. CONTRACT COMPLETION DATE		14. PERCENT COMPLETE	
15. QUALITY CONTROL SIGNATURE AND DATE			
16. QUALITY ASSURANCE SIGNATURE AND DATE			
17. CONTRACTING ADMINISTRATOR'S SIGNATURE AND DATE		18. DATE OF REPORT(S)	19. REPORT SERIAL NUMBER



# Subcontractor's Daily Activity Report

*Subcontractor*

<b>Date:</b>		<b>Weather:</b>	
<b>Project Title:</b>			
<b>Project #:</b>			
<b>QC Inspector:</b>			
<b>Superintendent:</b>			

**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					
6					

**2. Equipment On Site Data:**

Equipment Type/Size/etc.	Owned/Rented	Hours Used	Hours Standby
	Owned / Rented		
	Owned / Rented		
	Owned / Rented		
	Owned / Rented		
	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	6. Scaffolding inspected and inspection sheet
2. SDS's for all materials onsite and in Centennial office	7. Equipment inspected
3. Fire extinguishers inspected and tag current	8. Material properly stored
4. GFCIs in use (connected at power source)	9. Job site clean-up conducted
5. Ladders properly rated, inspected and properly used	10. Electrical Equipment and Cords Inspected

**Signed**

**Print Name**

\_\_\_\_\_  
*Subcontractor On-Site Competent Person*

\_\_\_\_\_  
Page \_\_\_\_ of \_\_\_\_

<b>Audit Observation no. 5</b>	<b>Case no. in Active:</b>	<b>52523</b>	<b>Kind of audit observation</b>	<input type="checkbox"/> <b>Non-conformity (major)</b> <input type="checkbox"/> <b>Non-conformity (Minor)</b> <input checked="" type="checkbox"/> <b>Opportunity for improvement</b>
<b>Topic Area</b>	HSEQ Management System			
<b>Description of observation</b>	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			
<b>Audit citation:</b>	Best Practice			
<b>Relevant risk:</b>	Undetermined			
<b>Proposed corrective action</b>	Utilizing a combination of archived Safety Meeting Topics and the resources of Superintendents, make all tool box meeting topics relevant to the current activities of the crews			
<b>Proposed due date</b>	12/31/2014			
<b>Responsible for Action</b>	Tony Lombardi			

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	Typical form	Reaction of the audited unit
<b>Non-conformity (major)</b>	Binding requirements that must be observed by the audited unit (laws, official regulations, other external requirements, customer requirements etc.)	<ul style="list-style-type: none"> <li>▪ Systematic and relevant systematic deviations</li> <li>▪ Accumulation of minor non-conformities</li> <li>▪ Relevant impact on occupational safety, health, environment, nearby areas or finances</li> <li>▪ Relevant legal consequences are to be expected</li> </ul>	<ul style="list-style-type: none"> <li>▪ Immediate action</li> <li>▪ Corrective action</li> <li>▪ Cause analysis</li> <li>▪ Deadline</li> <li>▪ Responsible person</li> <li>▪ Follow up</li> </ul>
<b>Non-conformity (minor)</b>		<ul style="list-style-type: none"> <li>▪ Individual or minor cases and/or minor deviations</li> <li>▪ Minor impact on occupational safety, health, environment, nearby areas or finances</li> <li>▪ Minor legal consequences are to be expected</li> </ul>	<ul style="list-style-type: none"> <li>▪ Corrective action</li> <li>▪ Cause analysis</li> <li>▪ Deadline</li> <li>▪ Responsible person</li> <li>▪ Follow up</li> </ul>
<b>Opportunity for improvement</b>	Best practices	<ul style="list-style-type: none"> <li>▪ The binding requirements are observed</li> <li>▪ There are no immediately recognizable negative effects</li> <li>▪ Possible improvement of processes, procedure, effectiveness, efficiency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluation and feedback on further action</li> </ul>













INCIDENT AND NEAR MISS REPORTING AND INVESTIGATION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> All incident reports are maintained confidentially on the HSEQ page of the intranet</li> <li><input type="checkbox"/> Personal privacy information is omitted from all incident reports</li> <li><input type="checkbox"/> Incident reports are completed and reviewed by trained personnel</li> <li><input type="checkbox"/> Lessons learned from incidents and near misses discussed with staff and documented</li> <li><input type="checkbox"/> Incidents and near misses are reported and investigated in specified timeframe</li> <li><input type="checkbox"/> All employee and subcontractor injuries are reported and tracked</li> <li><input type="checkbox"/> OSHA 300A Summary is posted from February 1 to April 30 for the previous year</li> <li><input type="checkbox"/> All employees are aware of the posted location of the 300A Summary</li> <li><input type="checkbox"/> All employees are aware of the updated OSHA rule for reporting fatalities and severe injuries</li> </ul>			
<p><b>Audit conclusion:</b></p>                      			
<p><b>Auditor Questions:</b></p> <p>Describe the process for which incidents are reported and tracked?</p> <p>Who is responsible for posting the OSHA 300A and where is it posted?</p> <p>How have employees been made aware of the updated OSHA reporting rule?</p> <p>What resources are available to thoroughly investigate incidents?</p> <p>How do we initiate accident preventions and ensure they are communicated to Centennial staff and sub-contractors?</p> <p>When drug testing is required how do you ensure confidentiality of the results?</p>			

# HSEQ INTERNAL AUDIT CHECKLIST

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HSEQ REGULATORY INSPECTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<input type="checkbox"/> The Regulatory Inspection Process Flow is present and maintained in the jobsite binder <input type="checkbox"/> All field personnel have been trained in the Centennial process for handling regulatory inspections <input type="checkbox"/> All business unit personnel are aware of the internal notification process for regulatory inspections <input type="checkbox"/> Documents are not released to regulatory inspectors without approval from appropriate personnel			
<b>Audit conclusion:</b>			
<b>Auditor Questions:</b> 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
<ul style="list-style-type: none"> <li><input type="checkbox"/> A PPE hazard assessment has been completed in accordance with HSEQM section 11</li> <li><input type="checkbox"/> Centennial employees have donned the appropriate PPE for project sites</li> <li><input type="checkbox"/> The hierarchy of hazard controls is utilized to determine the best methods to control hazards</li> <li><input type="checkbox"/> Subcontractors are utilizing the appropriate PPE for tasks</li> <li><input type="checkbox"/> PPE is used and maintained correctly according to the manufacturer specifications</li> <li><input type="checkbox"/> Employees and subcontractors have been trained in appropriate use and limitations of PPE</li> </ul>			
<p><b>Audit conclusion:</b></p>			

HOUSEKEEPING, SANITATION AND ENVIRONMENTAL CONTROLS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Centennial project sites are kept clean and free from debris through daily routine maintenance and upkeep</li> <li><input type="checkbox"/> All Centennial employees and subcontractors are engaged in maintaining their respective workplaces</li> <li><input type="checkbox"/> Construction materials stored or located on elevated surfaces are secured at all times</li> <li><input type="checkbox"/> Access and egress paths/routes of travel and walking working surfaces are kept clear of debris</li> <li><input type="checkbox"/> Material and equipment is stored only in appropriate storage or lay-down locations</li> <li><input type="checkbox"/> Cleanliness and sanitation conditions are inspected at least once per day on all project sites</li> <li><input type="checkbox"/> Restroom facilities or portable toilets are available on every Centennial project site</li> <li><input type="checkbox"/> Restroom facilities or portable toilets are cleaned/serviced at regular intervals</li> <li><input type="checkbox"/> An adequate supply of potable water is provided on all Centennial project sites</li> <li><input type="checkbox"/> Eating, drinking and food storage areas are identified and established at each project site</li> <li><input type="checkbox"/> Centennial project sites are adequately illuminated according to the task being performed</li> <li><input type="checkbox"/> Waste receptacles for trash, debris or rubbish have been established at each project site</li> <li><input type="checkbox"/> All project site waste is properly labeled and disposed of according to Federal, State or Local specifications</li> <li><input type="checkbox"/> Subcontractors have properly labeled and stored hazardous materials and chemicals</li> <li><input type="checkbox"/> Adequate means of access/egress is established and maintained free of obstructions/impediments</li> <li><input type="checkbox"/> Egress routes are clearly marked and are properly lit</li> <li><input type="checkbox"/> Centennial employees are trained in heat/cold stress prevention/awareness</li> </ul>			
<p><b>Audit conclusion:</b></p>			

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

SCAFFOLDING AND WORK PLATFORMS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> All workers who access or work from the scaffold system have been appropriately trained</li> <li><input type="checkbox"/> A competent person for scaffolding is located on site at all times when the scaffold is in use</li> <li><input type="checkbox"/> Proof of competency is provided and maintained on the project site</li> <li><input type="checkbox"/> Scaffold erectors and dismantlers have been trained in the design, loads and intended use of the scaffold</li> <li><input type="checkbox"/> Scaffold erectors and dismantlers will use fall protection where feasible during erection/dismantling activities</li> <li><input type="checkbox"/> Justification for not using fall protection during erection/dismantling is stated in scaffolding AHA</li> <li><input type="checkbox"/> Manufacturers use and guidance instructions/manual are available on site at all times during scaffold use</li> <li><input type="checkbox"/> Scaffold components have been inspected prior to erection/setup</li> <li><input type="checkbox"/> Scaffold is inspected by a competent person before each work shift and any time conditions change</li> <li><input type="checkbox"/> Scaffold inspections are indicated and recorded through a scaffold tagging system</li> <li><input type="checkbox"/> Safe access/egress is provided on all scaffolding systems</li> <li><input type="checkbox"/> Guardrails are provided on all open sides and ends of scaffold platforms that are 6 feet or greater in height</li> <li><input type="checkbox"/> Personnel working or passing below the scaffold are protected by toe-boards, mesh screens, nets or platforms</li> <li><input type="checkbox"/> Scaffold planking is pre-fabricated and/or bears a marking of scaffold grade lumber</li> <li><input type="checkbox"/> Aerial lift operators have been trained to operate and work from aerial lifts</li> <li><input type="checkbox"/> Aerial lift equipment is inspected at the beginning of each work shift</li> <li><input type="checkbox"/> Aerial lift equipment safe working load/capacity is never exceeded</li> <li><input type="checkbox"/> Employees utilizing aerial lift equipment use fall restraint while operating, working, or repositioning the lift</li> </ul>			
<b>Audit conclusion:</b>                      			

PROTECTIVE BARRIERS, WARNING SIGNS AND TAGS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Safety signs and barriers are placed to alert and inform individuals of hazardous areas/conditions</li> <li><input type="checkbox"/> Safety signs and barriers are legible and clearly express hazards/message</li> <li><input type="checkbox"/> Safety signs and barriers are removed when the hazard/condition no longer exists</li> <li><input type="checkbox"/> Construction areas are barricaded and "construction zone" signage is placed around the perimeter of project</li> <li><input type="checkbox"/> Centennial "job board" is posted in a conspicuous location</li> <li><input type="checkbox"/> Caution tape and danger tape are used appropriately to warn of potential hazards or serious hazards</li> <li><input type="checkbox"/> Traffic control signs and/or devices comply with Part VI of the MUTCD (current version)</li> <li><input type="checkbox"/> Pedestrians who access, pass through or near the work area are adequately protected</li> <li><input type="checkbox"/> Signs bear the appropriate color coding to indicate actual condition, hazard, or potential hazard present</li> </ul>			
<b>Audit conclusion:</b>               			
<b>Auditor Questions:</b> 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
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ladders are inspected by the user prior to use</li> <li><input type="checkbox"/> A qualified person has designed all ladders and stairways in use on site</li> <li><input type="checkbox"/> Employees required to use ladders have been trained by a competent person</li> <li><input type="checkbox"/> All elevation breaks of 19 inches or more are provided with access/egress</li> <li><input type="checkbox"/> Temporary ladders are labeled and rated to ANSI class IAA, IA or I and load capacities are not exceeded</li> <li><input type="checkbox"/> The top two steps of a step ladder are labeled "do not use"</li> <li><input type="checkbox"/> Step ladders are used in the fully open position with spreader arms fully locked</li> <li><input type="checkbox"/> Portable ladders are not moved, shifted or extended while occupied</li> <li><input type="checkbox"/> Portable temporary extension ladders are secured at the top and bottom</li> <li><input type="checkbox"/> Employees maintain 3 points of contact when ascending or descending ladders</li> <li><input type="checkbox"/> Portable extension ladders extend 36 inches past the elevated work surface being accessed</li> <li><input type="checkbox"/> Stairways are constructed appropriately</li> <li><input type="checkbox"/> Stairways are kept clear of tripping hazards and debris</li> <li><input type="checkbox"/> Handrails are installed on all stairways which contain four or more risers or which rise 30 inches or more</li> <li><input type="checkbox"/> Stilts are maintained in good condition and are inspected at the beginning of each shift</li> <li><input type="checkbox"/> Work areas where stilts are used are kept free of debris and accumulation of construction materials</li> <li><input type="checkbox"/> Stilts are only used for light duty tasks</li> <li><input type="checkbox"/> Fixed ladders comply with standards outlined in OSHA 29 CFR 1926 subpart X</li> <li><input type="checkbox"/> Use, assembly and disassembly of job made ladders is conducted under the direction of an RPE</li> </ul>			
<b>Audit conclusion:</b>			



HAZARD COMMUNICATION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Subcontractors have provided a copy of their written HAZCOM program for review prior to initiating work</li> <li><input type="checkbox"/> Subcontractors have provided an SDS for every hazardous chemical or material stored or used on site</li> <li><input type="checkbox"/> Centennial superintendent has compiled a working list/inventory of subcontractor submitted SDS</li> <li><input type="checkbox"/> All containers on site have been properly labeled and are in approved containers</li> <li><input type="checkbox"/> Containers bear a label stating; product identifier, signal word, hazard statement, pictogram, caution statement</li> <li><input type="checkbox"/> SDS for each hazardous chemical/product contain the appropriate sections 1-16</li> <li><input type="checkbox"/> All employees on site have been trained on the specific hazards associated with each hazardous material</li> <li><input type="checkbox"/> Records of hazardous chemicals/products are stored/maintained on site in the project files</li> </ul>			
<p><b>Audit conclusion</b></p>           			
<p><b>Auditor Questions:</b>                  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?</p>			



CONSTRUCTION IN HEALTHCARE FACILITIES			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> A PCRA has been conducted prior to work in any healthcare facility</li> <li><input type="checkbox"/> An ICRA is conducted before initiation work in any healthcare facility</li> <li><input type="checkbox"/> When developing an ICRA the ICRA matrix, described in HSEQM section 19, is implemented/utilized</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> All possible efforts to mitigate dust have been evaluated and implemented</li> <li><input type="checkbox"/> Centennial and subcontractor employees performing work in healthcare facilities have completed the Centennial Continuum of Care Orientation (3C's) Program</li> </ul>			
<p><b>Audit conclusion:</b></p>			

FALL PROTECTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> A subcontractor competent person for fall protection is present during activities requiring fall protection</li> <li><input type="checkbox"/> A fall protection work plan is completed and approved by the PSO/PSM and SSR for any work over 6 feet</li> <li><input type="checkbox"/> Authorized users of fall protection systems/equipment have been trained</li> <li><input type="checkbox"/> PFAS anchor points are capable of supporting 5,000 lbs or twice the maximum arresting force</li> <li><input type="checkbox"/> All ramps, runways, and other walkways crossing or covering openings of four feet or more are protected</li> <li><input type="checkbox"/> All hole covers are clearly marked "HOLE" in RED 12 inch lettering and are securely attached</li> <li><input type="checkbox"/> Hole covers are inspected daily by the Centennial Superintendent and/or PSO</li> <li><input type="checkbox"/> Warning line systems are properly erected/maintained and are only used on low slope applications</li> <li><input type="checkbox"/> Employees and bystanders accessing areas below elevated work surfaces are protected from falling objects</li> <li><input type="checkbox"/> PFAS are inspected by the users prior to each use</li> <li><input type="checkbox"/> PFAS and components are inspected by a competent person as required by the manufacturer</li> <li><input type="checkbox"/> Fall protection components found to be defective/damaged are removed from the project site</li> <li><input type="checkbox"/> Fall protection equipment is properly stored and maintained</li> <li><input type="checkbox"/> Employees using a PFAS are protected from swing fall hazards</li> <li><input type="checkbox"/> Adequate calculated clearances are maintained for employees using PFAS</li> <li><input type="checkbox"/> Emergency rescue procedures have been established and are to be performed by employees trained in rescue</li> <li><input type="checkbox"/> Guardrail systems are erected and maintained to comply with OSHA 29 CFR 1926 subpart M</li> </ul>			
<p><b>Audit conclusion:</b></p>			

CONFINED SPACE ENTRY			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Centennial Superintendent and/or PSO have evaluated the project site for potential confined spaces</li> <li><input type="checkbox"/> A determination by a competent person has been made to determine if the CS is a NPRCS or a PRCS</li> <li><input type="checkbox"/> A PRCS plan has been developed, approved and implemented prior to any entry in a PRCS</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Entry attendant(s) remain in constant contact with authorized entrants</li> <li><input type="checkbox"/> PRCS entry supervisors have implemented the use of a PRCS entry permit</li> <li><input type="checkbox"/> PRCS signage has been posted in a conspicuous location near the PRCS entrance</li> <li><input type="checkbox"/> Barricading to prevent unauthorized entry into a CS has been established</li> <li><input type="checkbox"/> Ventilation has been implemented into the CS sufficient to control potential or existing hazards</li> <li><input type="checkbox"/> Atmospheric monitoring has been conducted and recorded prior to entering any confined space</li> <li><input type="checkbox"/> Emergency rescue (entry or non-entry) has been established and documented prior to entering a PRCS</li> <li><input type="checkbox"/> Employees performing emergency entry rescue have submitted records of training specific to PRCS rescue</li> </ul>			
<p><b>Audit conclusion:</b></p>			

EXCAVATION AND TRENCHING			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"><li><input type="checkbox"/> Utility locates have been performed prior to initiating excavation/trenching activities</li><li><input type="checkbox"/> A competent person has completed a soil analysis ( both manual and visual test)</li><li><input type="checkbox"/> Employees and subcontractors have been trained prior to entry into any excavation</li><li><input type="checkbox"/> Excavation/trench inspections are conducted by the competent person daily/prior to the start of each shift</li><li><input type="checkbox"/> Physical barriers have been established around excavations to prevent public access/serve as a warning system</li><li><input type="checkbox"/> If required, walkways/bridges protected by guardrails have been provided to cross over excavations</li><li><input type="checkbox"/> Adequate access and egress has been provided in all excavations/trenches 4 feet or more in depth</li><li><input type="checkbox"/> A confined space determination has been made by a competent person for all excavations 4 feet or more</li><li><input type="checkbox"/> Atmospheric monitoring has been established/completed for employees working in excavations 4' or deeper</li><li><input type="checkbox"/> Engineering controls are implemented to eliminate hazardous atmospheres in the excavation if necessary</li><li><input type="checkbox"/> An Excavation and Trenching plan has been completed for all excavations greater than 5 feet in depth</li><li><input type="checkbox"/> Spoil piles are placed a minimum of 2 feet from the edge of excavation/trench</li><li><input type="checkbox"/> The competent person has evaluated the impact of excavation/trenching activities on adjacent structures and/or adjoining buildings</li><li><input type="checkbox"/> All personnel are protected from cave in when entering an excavation of 5 feet or more in depth</li><li><input type="checkbox"/> Protective systems have been properly installed/maintained in excavations 5 feet or more in depth</li></ul>			
<b>Audit conclusion:</b>			

MATERIAL HANDLING EQUIPMENT AND OPERATIONS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"><li><input type="checkbox"/> Lift plans are used for all crane lifts and hydraulic hoisting activities</li><li><input type="checkbox"/> All lift plans and hydraulic hoisting plans approved by the PSO/PSM and SSR</li><li><input type="checkbox"/> All critical lift plans approved by the PSO/PSM, SSR and CSM</li><li><input type="checkbox"/> Crane lifts completed by a qualified operator (NCCCO, CIC, NCCER, OECP)</li><li><input type="checkbox"/> Qualified rigger used for all rigging activities (with documentation)</li><li><input type="checkbox"/> Qualified signalperson used when necessary (with documentation)</li><li><input type="checkbox"/> Assembly/disassembly director both qualified and competent for crane lifts</li><li><input type="checkbox"/> All cranes, hydraulic equipment and rigging/associated hoisting equipment inspected prior to use</li><li><input type="checkbox"/> Ground conditions and nearby obstructions are surveyed and acceptable prior to lifting</li><li><input type="checkbox"/> There is at least 20 feet of clearance from overhead power or acceptable measures have been implemented</li><li><input type="checkbox"/> Personnel are kept clear (never under load) of the affected areas during lifting and hoisting operations</li><li><input type="checkbox"/> Pinch points have been barricaded to prevent access</li><li><input type="checkbox"/> "Free rigging" not permitted or conducted on Centennial projects</li></ul>			
<b>Audit conclusion:</b>			

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



HEALTH HAZARDS IN CONSTRUCTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Projects are evaluated for potential health hazards (lead, asbestos, mold, silica, non-ionizing radiation etc.)</li> <li><input type="checkbox"/> Health hazard plans have been reviewed and approved by appropriate personnel</li> <li><input type="checkbox"/> Medical surveillance and recordkeeping of all exposures and exposure limits are maintained and available</li> <li><input type="checkbox"/> Regulated areas are appropriately barricaded, posted and access/egress controlled</li> <li><input type="checkbox"/> Personnel have been trained and training records are maintained and available</li> <li><input type="checkbox"/> Engineering, administrative controls and PPE are utilized as required to prevent over exposure</li> <li><input type="checkbox"/> Health hazards are adequately assessed to determine appropriate protective measures</li> </ul>			
<p><b>Audit conclusion:</b></p>			

HUMAN FACTORS AND ERGONOMICS			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Work areas, tools and human positioning have been evaluated for the potential to cause injury</li> <li><input type="checkbox"/> Centennial employees and subcontractors have been trained in potential ergonomic hazards</li> <li><input type="checkbox"/> Engineering, administrative controls and PPE are utilized as needed to prevent ergonomic injury</li> </ul>			
<p><b>Audit conclusion:</b></p>			

MOTOR VEHICLE SAFETY			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Centennial employees wear seatbelts while operating vehicles (driver or passenger)</li> <li><input type="checkbox"/> Centennial vehicles are inspected, maintained and serviced in regular intervals</li> <li><input type="checkbox"/> Centennial vehicles are only used in safe operating conditions</li> <li><input type="checkbox"/> Centennial vehicles shall only be operated by approved employees</li> <li><input type="checkbox"/> All motor vehicle incidents are reported and documented on the Motor Vehicle Incident Report</li> <li><input type="checkbox"/> Only hands free devices are used by the driver while operating a vehicle</li> </ul>			
<p><b>Audit conclusion:</b></p>			
<p><b>Auditor Questions:</b></p> <p>How are employees made aware of motor vehicle safety?</p> <p>If employees are involved in a MV accident what reports are generated?</p>			



ENVIRONMENTAL PROTECTION			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> All projects and activities have been evaluated for potential environmental impacts</li> <li><input type="checkbox"/> Centennial employees are trained in the potential environmental impact of construction activities</li> <li><input type="checkbox"/> Appropriate permits are obtained based on activities and local jurisdictions</li> <li><input type="checkbox"/> Appropriate measures are taken to control water runoff and dust on project sites</li> <li><input type="checkbox"/> Environmental management plans are created and submitted as determined by the contract</li> </ul>			
<p><b>Audit conclusion:</b></p>			

QUALITY CONTROL			
Evaluation Criteria	Non-Conformity (major)	Non-Conformity (minor)	Opportunity for Improvement
<ul style="list-style-type: none"> <li><input type="checkbox"/> Work is performed according to the contract specifications</li> <li><input type="checkbox"/> Customer Satisfaction Survey results demonstrate a high level of quality</li> <li><input type="checkbox"/> Re-work and non-conformance items are tracked and resolved appropriately</li> <li><input type="checkbox"/> Submittals are reviewed to ensure conformity to contract specifications</li> <li><input type="checkbox"/> Field inspections are conducted regularly to monitor ongoing performance</li> <li><input type="checkbox"/> Construction deficiencies are tracked and corrective action is timely</li> <li><input type="checkbox"/> All field employees are current in the Construction Quality Management for Contractors course</li> </ul>			
<p><b>Audit conclusion:</b></p>			







