(0206500_CP_11_06_en_A6.5)

Centennial

Health, Safety, Environment & Quality

HSEQ Jobsite Binder

_____

http://www.cce-inc.com/

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HSEQ Jobsite Binder

Project Information

Project Name:

_____

Project Number:

_____

Project Manager:

_____

Project Superintendent:

_____

Date:

_____

Project Location (address):

_____

Centennial Office Contact Info:

Phone: _____

Cell: _____

1	***Daily Sign In Log***
2	***Site Specific HSEQ Plan (SSP)***
3	***Activity Hazard Analysis (AHA)***
4	***Safety Data Sheets (SDS)***
5	***Permits***
6	***Miscellaneous /Blank Forms/ Supporting Matrix***

All other HSEQ items are retained in Procore

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TAB #1

Daily sign in Log

Project Site Check in Log

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Project Number: _____ **Project Name:** _____

Date	Name (print)	Company Name	Cell Phone Number	Check In Time	Check Out Time	Site Orientation & Site Safety Rules (y/n)

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HSEQ Jobsite Binder

TAB #2

Site Specific HSEQ Plan & EAP

2.1-Site Specific HSEQ Plan

2.2-Emergency Action Plan & Contact Posting

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TAB #2.1

2.1-Site Specific HSEQ Plan

Site Specific HSEQ Plan

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

Project Name: _____ Project #: _____

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 911 Fire 911 Ambulance 911

Additional or Site Specific Emergency Contact Number: 911

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.

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

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:

Test

Depth of excavation/trench in feet: Test

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**

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 _____

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**

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: _____

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.

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Site Safety Rules

1) Each subcontractor must have a **competent person** onsite whenever work is being performed. Prior to starting work, the Subcontractor must provide Centennial a letter designating its competent persons for the project.
2) All personnel must attend a **safety orientation** prior to accessing a jobsite and attend weekly toolbox talks.
3) All **incidents** must be reported to the Centennial jobsite representative immediately. Post-incident Substance Abuse Tests may be conducted as determined by a Centennial Regional HSEQ Manager.
4) All personnel must be **trained in the hazards** associated with their job and such training documented.
5) Each subcontractor is responsible for supplying its employees with all required **personal protective equipment** ("PPE") appropriate for the tasks being performed. Additionally, the subcontractor must provide its own **GFCIs, First-Aid Kit(s), and fire extinguisher(s)** in the work area.
6) Everyone must wear their **hard hats** with the brim facing forward when on the jobsite. Unapproved headgear such as ball caps, hoodies, and wool caps may not be worn under any hard hat.
7) **Hearing protection** must be worn when sound levels exceed 85dBA.
8) **Safety glasses** meeting ANSI Z87.1 must always be worn on the project site. Prescription safety glasses must have permanently affixed side shields. Personnel performing hot work or laser assisted work must wear appropriately shaded and protective eye protection.
9) When **respiratory protection** is required, personnel must possess and present fit test and medical evaluation documentation prior to beginning any work on site.
10) No employee may wear torn or tattered **clothing**, sweatpants, short pants, or shirts without sleeves.
11) Personnel onsite must wear **hand protection** with a minimum ANSI Cut Level 2 Rating unless other protection is defined within the AHA for a specific work activity.
12) Leather **work boots** must always be worn on the jobsite. Work boots must meet ASTM criteria to protect from falling objects, chemicals, punctures, and slips. Steel or composite toe work boots meeting or exceeding ASTM F2413 must be work when required by the AHA and are recommended in all cases. No athletic shoes (without ASTM certification), canvas shoes, or leather soled shoes may be worn at the job site.
13) **Fuel cans** must be constructed of metal and incorporate a flame arrestor. The contents of any fuel can must be labeled per the OSHA Hazard Communication Standard (which aligns with the GHS).
14) Subcontractors must provide **fire extinguishers** within 50 feet of all flammables. Subcontractor must ensure that the maximum travel distance to their nearest fire extinguisher does not exceed 75 feet.
15) Subcontractors must provide their personnel with **fall protection** when the work platform is six feet or greater above grade, above four feet on a federal military installation, or if a known fall hazard exists at any height.
16) Hand and power **tools** must always be in proper working condition and must have all manufacturer required safety guards and legible safety labels.
17) Power tools may not have damaged **power cords**. An approved GFCI or GFCI-protected branch circuit must be used for all power tool operations. All extension cords must be UL listed, designed for hard- or extra-hard use, and be minimum 14 gauge/three wire type (with a heavier gauge for cord lengths over 50 feet). The subcontractor must protect cords against pinching and cutting.
18) Workers are forbidden from working on **scaffolding** with missing or improper planks, guard rails, cross bracing, pins, mud sills, or toe boards. Workers are forbidden from working on scaffolding that does not have a ladder or other approved safe access. All scaffolds must be inspected, approved, and "TAGGED" prior to employee use by the scaffolding competent person. Mobile scaffolding must have all four wheels locked while in use and may not be pulled along by its users. The project superintendent must be notified of all erected scaffolding prior to its use.
19) **Ladders** must be minimum heavy-duty (Type I) or greater**.** Ladders must be secured from displacement at the top and bottom and employees must face the ladder when climbing up or down as well as when while working on the ladders. Extension ladders must extend at least three feet above the platform landing. Stepladders may only be used in the fully open position. DO NOT stand above the second step from the top of a stepladder. DO NOT carry tools or materials up the ladder when climbing or descending. Always maintain a firm grip (3-point contact) when climbing or descending a ladder. All required ladder manufacturer warning and capacity labels must be in place and legible.
20) Any personnel operating **equipment** must be properly trained, and the Subcontractor must provide a completed Letter of Designation attesting to training. Forklift operators must have a training verification card in possession.
21) At no time may an employee use or store any unsafe material or **defective tools** or equipment on site.

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 senior personnel will be notified, and Centennial will document the incident in accordance with its subcontractor Discipline Policy.

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Reglas De Seguridad Del Sitio

1. Cada subcontratista deberá tener una persona competente en el lugar y proporcionar una carta de designación completa como tal.
2. Todo el personal debe asistir a una orientación de seguridad antes de acceder a un lugar de trabajo y asistir a charlas semanales de caja de herramientas.
3. Informe todos los incidentes al representante del sitio de trabajo de Centennial inmediatamente. Las pruebas de abuso de sustancias posteriores al incidente se realizarán en función de una causa razonable según lo determine un gerente regional de Centennial HSEQ.
4. Todo el personal debe estar capacitado en los peligros asociados con su trabajo y dicha capacitación debe estar documentada.
5. Cada subcontratista es responsable de proporcionar a sus empleados todo el equipo de protección personal requerido, que incluye un GFCI, un botiquín de primeros auxilios y un extintor de incendios en el área de trabajo.
6. Siempre se debe usar un casco con el ala hacia adelante cuando se esté en el lugar de trabajo. No se deben usar artículos para la cabeza no aprobados, como gorras de béisbol, sudaderas con capucha y gorros de lana debajo del casco.
7. Se debe usar protección auditiva cuando los niveles de sonido superen los 85 dBA.
8. Siempre se deben usar lentes de seguridad que cumplan con ANSI Z87.1 en el sitio del proyecto. Los anteojos de seguridad recetados deben tener protectores laterales fijados permanentemente. El personal que realice trabajo en caliente o asistido por láser deberá usar protección ocular adecuada con sombra o protección.
9. Cuando se requiera protección respiratoria, el personal deberá proporcionar documentación de prueba de ajuste y evaluación médica.
10. Ningún empleado puede usar ropa rasgada o hecha jirones, pantalones deportivos, pantalones cortos o camisas sin mangas.
11. El personal en el sitio debe usar protección para las manos con una calificación mínima de nivel de corte ANSI 2, a menos que se defina otra protección dentro de la AHA para una actividad laboral específica.
12. Siempre se deben usar botas de trabajo de cuero (u otro calzado de protección aprobado por ASTM) para protegerse de la caída de objetos, productos químicos o pisar objetos afilados. En algunos casos, puede ser necesario usar calzado de seguridad con punta. No se deben usar zapatos deportivos o de lona.
13. Las latas de combustible deben estar hechas de metal, incorporar un parachispas / parallamas y el contenido debe estar etiquetado según la norma OSHA HazCom/GHS.
14. Los extintores de incendios se requieren dentro de los 50 pies de todos los materiales inflamables y la distancia máxima de viaje hasta el extintor de incendios más cercano no debe exceder los 75 pies.
15. Todo el personal debe estar protegido contra caídas de seis pies o más o si existe un peligro de caída conocido a cualquier altura.
16. Las herramientas manuales y eléctricas deben estar siempre en buenas condiciones de funcionamiento y deben tener todas las protecciones de seguridad requeridas por el fabricante.
17. Las herramientas eléctricas no deben tener cables eléctricos dañados. Siempre se debe utilizar un circuito derivado aprobado GFCI o GFCI protegido para operaciones con herramientas eléctricas. Todos los cables de extensión deben tener un mínimo de 14/3, diseñados para uso intensivo y listados por UL. Los cables deben protegerse contra pellizcos y cortes.
18. No se permitirá que ningún empleado trabaje en andamios con tablones, barandillas, riostras transversales, pasadores, umbrales de barro, tablas de pie faltantes o incorrectos o que no tenga una escalera u otro acceso seguro aprobado. Todos los andamios deben ser inspeccionados, aprobados y "ETIQUETADOS" antes de que los empleados los utilicen la persona competente. Los andamios móviles deben tener las cuatro ruedas bloqueadas mientras están en uso y no deben ser arrastrados por sus pasajeros. Se notificará al superintendente del proyecto de todos los andamios erigidos antes de su uso.
19. Las escaleras deben ser de un mínimo de resistencia (Tipo I) o mayor. Las escaleras deben estar aseguradas para que no se desplacen en la parte superior e inferior y los empleados deben mirar hacia la escalera cuando suben o bajan y mientras trabajan en escaleras. Las escaleras de extensión deben extenderse al menos 3 pies por encima del rellano de la plataforma. Las escaleras de mano se deben usar en la posición completamente abierta. NO se pare sobre el segundo escalón desde lo alto de una escalera de mano. NO cargue herramientas o materiales por la escalera al subir o bajar. Mantenga siempre un agarre firme (contacto de 3 puntos) al subir o bajar una escalera. Todas las etiquetas de capacidad y advertencia requeridas por el fabricante de escaleras deben estar en su lugar y ser legibles.
20. Todo el personal que opere el equipo deberá estar debidamente capacitado y proporcionar una Carta de designación completa como tal. Los operadores de montacargas deben tener una tarjeta de verificación de capacitación en posesión.
21. En ningún momento un empleado utilizará o almacenará ningún material inseguro o herramientas o equipos defectuosos en el sitio.

Centennial reserva el derecho de sacar a las personas del lugar de trabajo por primera vez por infracciones de seguridad si se consideran una infracción grave de seguridad y salud. Se notificará al propietario del subcontratista y se documentará la acción de acuerdo con la Política de disciplina de Centennial.

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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TAB #2.2

2.2-Emergency Action Plan & Contact Posting

Emergency Response and Evacuation Checklist

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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.

Evacuation / Rally Point Headcount Checklist

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.

Name of Employee / Visitor	Present	Absent	Injured	Last Known Location

Centennial Emergency Contact Posting

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Emergency numbers to the nearest hospital, occupational health clinic, fire department, police, contracting officer and project representative shall be conspicuously posted at each phone location as well as the project bulletin "safety" board. All employees on site shall be made aware of the location of this posting.

POST THIS NOTICE IN A CONSPICUOUS PLACE

EMERGENCY PHONE / CONTACT NUMBERS

Project Title / Contract Number:

Project Site Location / Address: _____

Project Representative: _____ Contact Number: _____

Centennial Office: _____ Contact Number: _____

AMBULANCE: _____

POLICE: _____

HOSPITAL: _____

FIRE DEPT: _____

OCCUPATIONAL HEALTH CLINIC: _____

All incidents and/or emergencies must be reported to Centennial Management Staff immediately. If emergency services are contacted, a project site representative shall meet emergency services at the project site entrance location and direct them to the incident location or to the location of the injured individual(s).

This form meets OSHA standard 29 CFR 1926.50(f)

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TAB #3

Activity Hazard Analysis (AHA)

3.1-Centennial Employee AHA

3.2- Subcontractors AHA's

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TAB #3.1

3.1 -Centennial Employee AHA

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Centennial Employee Activity Hazard Analysis (AHA)

Activity/Work Task: Office Work/Traveling To & From Project Sites	Overall Risk Assessment Code (RAC) (Use highest code)	
Project Location:	**Risk Assessment Code (RAC) Matrix**	
Contract Number:	**Severity** / **Probability**	
Date Prepared:		
Prepared by (Name/Title):		
Reviewed by (Name/Title):		

Risk Assessment Code (RAC) Matrix

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

Notes: (Field Notes, Review Comments, etc.) PPE for all activities on site shall include at a minimum: ANSI Z89.1 Hardhat, ANSI Z87.1 safety glasses, leather work shoes or boots, short sleeve (min 4" sleeve) shirt, long pants and gloves meeting ANSI Cut Level A2 and Abrasion Level A2. High visibility vest (minimum class II). Class B First Aid Kit provided on-site.
This AHA is required to be reviewed prior to the start of work and updated as necessary to reflect the scope of work and work procedures taking place. Report any unsafe acts or conditions to supervisor.

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

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

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

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

RAC Chart

- E = Extremely High Risk
- H = High Risk
- M = Moderate Risk
- L = Low Risk

Job Steps	Hazards	Controls	RAC
1) Office layout and Setup	1) Slips, Trips, Fall, Injury, Illness. Blocking emergency exit doors	1) Emergency exits and passageways must be kept clear and free of any obstructions at all times; Furniture and equipment should be arranged so Chairs and equipment are not stored in walkways; File and desk drawers are not left open in the walkways, and No obstructions are created that blocks the view around corners or partitions. Marked EXIT doors shall be kept clear and maintained at all times. Department of Labor poster and OSHA job protection to be posted. First aid kit, Automated External Defibrillator (AED) and fire extinguisher shall be provided and maintained at conspicuous and unobstructed locations.	L
2) Using walking/working surfaces around office areas	2) Slips, Trips, Falls	2) Ensure that aisles and passageways are correctly established and clear, no tripping hazards are evident, floors are even, wires are not stretched across aisles or passageways, entrance mats are available and used for wet weather, floors are dry - not slippery, and carpets/rugs are secure. Eliminate clutter which creates a tripping hazard.	L

3) Using stairways, halls, ramps and storage spaces around office areas	3) Slips, Trips, Falls	3) Ensure there is adequate lighting – suitable for the task. Ramps have a nonslip surface. Stairways are clear-not cluttered. Stair treads are in good condition and uniformly spaced. Handrails are maintained. Hallways are kept clear of equipment and supplies.	**L**
4) Using bookcases, shelves and cabinets/opening and closing file drawers	4) Injuries from materials tipping and Falling.	4) Ensure that shelves are not overloaded, heavy storage shelves are secured to the wall, heavy storage files are secured from tipping with only one drawer open at a time. Secure cabinet and bookcases to the wall if feasible. Never overload shelves and stack boxes evenly to avoid tipping.	**L**
5) Using office equipment	5) Cuts, sprains, strains and injuries caused by personnel tripping and falling.	5) Use adequate hand protection when manipulating or using sharp objects. Ensure file drawers are closed when not in use and are not overstuffed. Ensure chairs are in good mechanical condition, fans are guarded and secure from falling paper cutters are equipped with a guard, safe use of paper shredders (keep loose hanging items such as badges, loose clothing, long hair, and ties clear), step stools are used when needed and kept clear of aisleways when not in use. Ensure the proper storage of paper, supplies & other.	**L**
6) Using electrical equipment	6) Electrical shock, Fires, Equipment damage	6) Ensure machines and equipment are double insulated grounded extension cords - 14/3 or greater and UL listed. Ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Have no wires running under carpets. Have the safety department's approval for coffee pots and electric heaters.	**L**
7) Computer work/station	7) Back Strain, Eye Strain, Repetitive Motion Injury	7) Change work activity often to interrupt repetitions activity or motion. Avoid excessive unnatural or awkward motions such as twisting the arm or wrist and overexertion. Make a conscious effort to avoid incorrect posture. Keyboard location and height are two primary considerations. First, adjust desk and/or chair height to a height where your wrists do not bend and use adjustable keyboard trays that move and tilt. Next, position yourself correctly to the keyboard, not too far or too close, but at a comfortable distance. Mouse placement should be as close as possible to the side of the keyboard to allow you to use it easily and	**L**

		comfortably without too much arm, hand, wrist, or elbow extension. Computer monitor placement should not be too close, too far, too high, or too low. A good distance is about an arm's length away and your eyes should look straight ahead into it. There should be no natural or artificial light reflecting off the screen. Change chair adjustments periodically throughout the day to suit your back. You need a chair that fits you: Correct chair height; the seat; the back support; the Armrests.	
8) Lifting/handling/moving heavy Items and equipment/ replacing water bottles.	8) Strains and sprains to the back, arm and shoulders, Hand protection/ injuries, lacerations.	8) Use mechanical means to lift and move heavy items, use push carts and dolly. Always employ proper lifting techniques and get help with loads that cannot be safely lifted by one person. Wear hand and foot protection to safeguard against crushing and pinching injuries. Hand protection must meet ANSI Cut Level A2 and Abrasion Level A2 shall be always worn or used by all Centennial employees and subcontractors in the field unless expressly excluded in the Activity Hazard Analysis. Hand protection selection and wear shall be based on the manufacturer's criteria for wear and use, proper fit and comfort and the specific hazard potential.	**L**
9) Reaching items that is elevated	9) Fall hazard	9) Never use inappropriate methods to reach items up high. Do not stand on chairs, use proper foot stool or ladder.	**L**
10) Falls, inspections at heights.	10) Injuries caused by personnel tripping and falling.	10) All Centennial workers are to be protected from falls. Trigger height is 4'. Keep walkways and paths clear of trip hazards. Always be aware of your surroundings, never expose yourself to a fall hazard. Never use inappropriate methods to reach items up high.	**L**
11) Using paper cutter (preparing, cutting paper, moving paper cutter)	11) Laceration to fingers or hand; possible amputation of fingers.	11) Avoid contact with blade. Make sure handle is locked down before moving paper cutter. Pick up paper cutter by non-blade edges. Hold paper cutter with blade away from body.	**L**
12) Operating paper shredder	12) Laceration to fingers and scalp injury hair, jewelry, loose clothing caught in feeder.	12) Never put fingers or objects other than paper (like paper clips or staples) into the shredder feed opening. Keep jewelry, long hair, ties, lanyards, etc. away from the paper shredder feed opening. Feed paper smoothly into the shredder, not forcing the paper in.	**L**

13) Using small power tools and extension cords	13) Electric shock	13) Ensure machines and equipment are grounded, extension cords are the 3-wire types, 14/3 or better, UL listed, ensure the plugs & wall outlets are in good condition and circuits are not overloaded. Have no wires running under cabinets and desks. Never use extension cords in place of permanent wiring. If a cord must be used make sure it is properly sized for the voltage and amperage of the equipment. Avoid unnecessary use of adapters and multi-outlet strips. Do not run power cords through door openings, window openings, or under chairs where it may be walked on or pinched. For set-up and operation strictly follow manufacturer's instructions. Unplug and or lockout/tagout any equipment before performing maintenance or repair. Unplug defective electronic equipment and have it repaired or replaced as soon as possible. In addition, tag the defective device with a "Do Not Use" Warning sign until it can be repaired or replaced.	**L**
14) Stacking boxes and materials	14) Boxes and material falling over	14) Avoid large stacks of heavy materials and ensure to store heavy objects close to the floor and lighter objects up higher.	**L**
15) Using Paper cutters, letter openers, exacto knives, box knives, utility scrapers, scissors, and paper shredders. (Cutting Hazards), staplers, staple removers, hole-punchers, pens, pencils, thumbtacks, push pins, message spindles.	15) Cut and puncture hazard	15) Use the equipment for its intended purpose, do not improvise. Always use any safety guard on the equipment and keep them in place when the equipment is not in use. close the cutting arm on a paper cutter and activate the armguard).	**L**
16) Talking on cell phone.	16) Driver distraction; vehicle collision; Slip, trips, same surface falls, etc.	16) Never talk on cell phone when driving. Only use a hand-free device when talking on cell phone or pull over to a safe area. Never text while operating a motor vehicle. Never text call while walking, or on an elevated surface. Never talk on your phone while walking on the project site or on an elevated surface unless safe to do so. Keep away from operating equipment.	**L**

17) Travel to and from meetings and project sites (personal vehicle, rental car, train-stations, and airports).	17) Miscellaneous hazards (vehicle collision, getting lost, theft, injury, etc.)	17) Stay alert and ensure the vehicle to be used is in safe working order. Inspect the vehicle prior to use to include but not limited to - tires, lights, motor oil level, brakes and windshield wiper condition. Always plan the trip fully prior to leaving or returning. Drive with the vehicle doors locked. Keep plenty of gasoline in the vehicle's tank. Operate the vehicle in the safest manner road conditions will allow. Observe all traffic laws. Participate in defensive driving. Seat belt must be used at all times. Use caution when in and around airports. Stay in area where there is other people. Use restroom facilities that are located near to public areas. Be aware of people around you. Pack travel baggage/equipment that will not exceed the safe lifting weight (depends on individuals) and use proper lifting techniques.	**L**
18) Walking in and around vehicular traffic and mechanized construction equipment.	18) Struck by	18) Wear high visibility safety vest (minimum class II). Always make eye contact with the equipment operator. Make sure the vehicle driver and/or the equipment operator sees you.	**L**
19) Making site visits (project sites)	19) Overall site-specific construction hazards	19) Review and sign-off the site- specific Activity Hazard Analysis (AHA) for each delivery order.	**L**

Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements
• Computer/ workstation	• Workstation Safety	• Inspect before use
• Ladders/stepstool	• Ladder safety	• Inspect before use
• PPE, hardhat, safety glasses, boots, gloves	• PPE use	• Inspect before use
• Paper cutter, Paper shredder	• Office equipment use	• Inspection of PPE before use
• AED	• CPR/ FA/ AED	• Inspect monthly
• First Aid Kit	• CPR/ FA	• Inspect weekly and prior to sending to the jobsite
• Fire Extinguisher	• Fire extinguisher usage	• Inspect Monthly
• GFCI	• GFCI usage	• Inspect before use
Motor vehicle	• Driver’s license	• Inspection of motor vehicle before use

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AHA Reviewed by Employees

CENTENNIAL
A BILFINGER COMPANY

HSEQ Jobsite Binder

TAB #3.2

3.2-Subcontractors AHA's

CENTENNIAL
A BILFINGER COMPANY

HSEQ Jobsite Binder

TAB #4

Safety Data Sheets

4.1-Inventory Log & SDS's

4.2-Hazmat Survey, Lead, Asbestos, Silica, Mold

CENTENNIAL
A BILFINGER COMPANY

HSEQ Jobsite Binder

TAB #3.1

4.1-Inventory Log & SDS

Hazardous Chemical/Material Inventory Log

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CENTENNIAL
A BILFINGER COMPANY

Project Name: ______________________ Contract Number: ______________________

Project Location(s)/Address: ______________________

Project Representative (print name): ______________________ Date: ______________________

Directions: Complete the list below for each hazardous material on site. Place corresponding SDS in the appropriate tab number.

Tab #	Physical State Liquid / solid	Product Common Name	Container		Manufacturer	SDS	
			Size Gal / OZ	Type mtl / plstc		Yes	No

CENTENNIAL
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HSEQ Jobsite Binder

TAB #4.2

4.2-Hazmat Survey, Lead, Asbestos, Silica, Mold

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HSEQ Jobsite Binder

TAB #5

Permits

Hot Work

Dig Permit (811)
Government, State, Local, Customer

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HSEQ Jobsite Binder

TAB #6

Miscellaneous/Blank Forms/ Supporting Matrix

Safety Plan Signature Matrix (0206500_CP_11_06_en_A11)

	Plan Templates	Competent Person	Crane Operator	Qualified Person	Centennial Rep	Project Manager	HSEQ Team Rep	SSR	Customer/Facility Manager
Asbestos Abatement Plan	Specialty Vendor	R		A	R				
Crane Lift and Rigging Plan	*HSEQ Manual*	R	A		R				
Critical Lift Addendum	*HSEQ Manual*	R	A		R		R	R	
Shake Out, Unload, and Steel Erection Plan Addendum to Crane Lift Plan	*HSEQ Manual*	A			R				
Energized Electrical Work Permit	*HSEQ Manual*			A	R		R	R	R
Excavation and Trench Plan *Required for excavations that are 4 feet or more in depth. Involve the HSEQ Team Representative and SSR whenever unique or unusual circumstances arise—such as excavations 6 feet or deeper requiring fall protection, locations with oxygen deficiency or gaseous conditions.*	*HSEQ Manual*	A			R	R			
Fall Protection Work Plan *Required when there is any open-sided floors, platform or unprotected edge that is 6 feet or more above adjacent floor or ground level or may be required by state, local or contact specific fall protection requirements.*	*HSEQ Manual*	R		A	R		R	R	
Working Over and Around Water Plan *Required when working over or adjacent to water and there is a danger of drowning.*	*Specialty Vendor*	A			R		R	R	
Hazardous Energy Control Plan	*HSEQ Manual*	A			R				
Hydraulic Lift Plan (Forklift/Excavator) *Used when hydraulic excavators, wheeled/track hoe/backhoe loader used to lift loads with rigging, and when using an approved forklift lifting attachment.*	*HSEQ Manual*	A			R				
Lead Abatement Plan	Specialty Vendor	R		A	R				
Lockout/Tagout and Zero Voltage Plan	*HSEQ Manual*	R		A	R				
Mold Remediation Plan	Specialty Vendor	R		A	R				
Pre-con Risk Assessment *Required for all healthcare projects including, but not limited to, COMPASS Market Segment H (Healthcare) and VA (Veterans Affairs).*	*HSEQ Manual*				R	A			
Permit Required Confined Space Plan	*HSEQ Manual*	A			R		R	R	
Scaffolding Plan	Specialty Vendor	A			R				
Silica Exposure Plan	*HSEQ Manual*	A			R				
Traffic Control Plan	Specialty Vendor	A			R	R			
Tree Feeling/Maintenance Plan	*HSEQ Manual*	A			R				

The plans will require back up documents to support the individual plans e.g., letter of designation, AHA, operators certification/license, rigging certification/license, signal person certification, cut sheets on equipment being used, rigging, lanyard, harnesses, fit test if using respirator, certification worker is approved to wear respirator

HIGH RISK PLANS - REQUIRED SUPPORTING DOCUMENTATION FOR HIGH-RISK PLANS

Lock Out Tag Out (LOTO) (Centennial template)

- ☐ Letter of designation
- ☐ Certification of annual training that meets 110.6(B) of NFPA 70E?
- ☐ Journeyman's Card Electrician Card
- ☐ First aid and CPR Cards
- ☐ Documentation special testing equipment meters etc.
- ☐ AHA

Confined Space (Centennial template)

- ☐ Letter of designation
- ☐ Certification of training
- ☐ First aid and CPR Cards
- ☐ Documentation on equipment being used included air monitoring
- ☐ Rescue team or equipment if applicable
- ☐ AHA

Lift Plan – Hydraulic Lift/ Crane lift (Centennial template)

- ☐ Letter of designation
- ☐ Operators certification/license
- ☐ Rigging person certification/license
- ☐ Signal person certification/license
- ☐ Certification of training of all personnel
- ☐ First aid and CPR Cards
- ☐ Documentation on the equipment being used, this includes crane/forklift/ excavator, rigging etc.
- ☐ Load charts
- ☐ AHA

Fall Protection Plan (Centennial template)

- ☐ Letter of designation
- ☐ Certification of training of all personnel
- ☐ Competent person on COE Projects must have 24 hours of formal training meeting the EM 385-1-1
- ☐ First aid and CPR Cards
- ☐ Documentation on equipment being used, this includes anchor points, lanyards, straps, harnesses, warning lines etc.
- ☐ Rescue team or equipment if applicable
- ☐ AHA

Silica Task Specific Written Exposure Control Plan (Centennial template)

- ☐ Letter of designation
- ☐ Certification of training of all personnel
- ☐ First aid and CPR Cards
- ☐ Med eval/Fit test certifications for respirator use, if required
- ☐ Equipment being used, this includes power tools, vacuums and etc.
- ☐ AHA

Excavation and Trenching Plan (Centennial template)

- ☐ Letter of designation
- ☐ Operators Certifications/Training
- ☐ Certification of training of all personnel
- ☐ Excavation/Trenching Competent Person Evaluation Checklist (Centennial developed)
- ☐ First aid and CPR Cards
- ☐ Documentation on the equipment being used, this includes excavators, backhoes, dewatering, shoring systems and etc. air monitoring over 4
- ☐ AHA

Scaffolding Plan by Qualified Scaffold Erector

- ☐ Letter of designation
- ☐ Qualified persons Training/Certifications
- ☐ Competent person certification, erection and dismantling
- ☐ Certification of training of all personnel on scaffolding
- ☐ Fall protection plan maybe required or why fall protection would be infeasible or hazardous in the erection and dismantling of the scaffolding.
- ☐ First aid and CPR Cards
- ☐ Documentation on the equipment being used, this includes scaffolding system, tie backs, anchor points, lanyards, straps, harnesses etc.
- ☐ Turn over checklist or documentation to be used to turn the scaffolding over to the users of the scaffolding.
- ☐ AHA

Asbestos (Abatement contractor supplied HSEQ approval required)

- ☐ Letter of designation
- ☐ Certification of training of all personnel such as Project Supervisor and Competent Person
- ☐ First aid and CPR Cards
- ☐ Med Eval/Fit test certifications if using a respirator
- ☐ Scope of work
- ☐ Location of work
- ☐ Permits
- ☐ Hazardous material survey
- ☐ Packaging and Disposal of Hazardous Materials
- ☐ Documentation on equipment being used, this includes negative air machines, PPE, wetting agents, encapsulants, respirators etc.
- ☐ AHA
- ☐ For additional requirements See HSEQ Manual section 25 HEALTH HAZARDS IN CONSTRUCTION 2.1

Steel Erection Plan (Centennial template)

- ☐ Letter of designation
- ☐ Operators certification/license
- ☐ Rigging person certification/license
- ☐ Signal person certification/license
- ☐ Certification of training of all personnel
- ☐ First aid and CPR Cards
- ☐ Documentation on the equipment being used, this includes crane/forklift/rigging/ possible etc.
- ☐ Lift plan to support
- ☐ Shake out plan to support
- ☐ Fall protection plan to support if required
- ☐ AHA

Tree Felling Plan (Centennial template)

- ☐ Letter of designation
- ☐ Certification or training of all personnel
- ☐ Tree climber medical clearance at 40 years and older
- ☐ First aid and CPR Cards
- ☐ Documentation on equipment being used, this includes anchor points, lanyards, harnesses etc.
- ☐ Rescue
- ☐ AHA

OSHA APPENDIX "D" VOLUNTARY USE OF RESPIRATORS

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Appendix D of 29CFR 1910.134 - Information for Employees Using Respirators Voluntarily:

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional feel of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you must take certain precautions to be sure that the respirator itself does not present a hazard.

Individuals using respiratory protection on a voluntary basis shall do the following:

1. Read and acknowledge all instructions provided by the manufacturer and your employer's respiratory protection plan on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator

Employee Acknowledgment:

I have been given a copy of 29 CFR 1910.134 Appendix D regarding the proper respirator use and I have read and understand it. Contact your supervisor or the program administrator with any related questions.

Job / Task: _____ Respirator Make / Model: _____

Name (print): _____

Sign: _____ Date: _____

This document (or a copy) must be kept on site for record keeping at all times.