

PRE CONSTRUCTION SAFETY BRIEFING DETROIT DISTRICT

Accident reporting times: All accidents are reportable and shall be reported within 24 hours to the Safety Office (Phone: 313-226-6810) (Fax: 313-226-6009) (Cell Phone: 313-348-5329) and the respective area office. An ENG Form 3394 is required within 10 days of the accident if it involves medical treatment other than first aid or property damage over \$2,000, or as directed by the Safety Officer or Commander if requested. Accident investigation is the responsibility of the contractor and return to light duty should be implemented and stressed to medical personnel. Prompt telephonic notification is requested for all accidents that involve medical treatment, lost time or property damage. If a fatal accident occurs, immediate telephonic notification is required to the Area Engineer and Safety Office; and the site needs to be protected until released by the investigation team.

Man-hour Reporting: All man-hours (also referred to as hours worked or exposure) are required to be reported at the end of the month to the quality assurance representative as required by EM 385-1-1. Those salaried, as well as hourly, are required.

Accident Prevention Plan: An accident prevention plan written by the prime contractor for the specific work and hazards of the contract and addressing pertinent requirements of EM 385-1-1 will be prepared in accordance with Appendix A of EM 385-1-1; 15 September 2008; and accepted by the government representative prior to start of work.

Activity Hazard Analysis (AHA): Activity Hazard Analysis is required for each job task and is required to be accepted by a government representative before any work on that job phase starts. AHA should be covered and reviewed at preparatory inspection meetings. Modifications in pen should be made as required after any accident and an updated AHA should be included as an attachment with the accident report.

Indoctrination and Training: Employees shall be provided safety and health indoctrination and training to enable them to perform their work in a safe manner. This training should be documented. See EM 385-1-1 section 01.B.02

Safety Meetings: Weekly safety meetings are required for ALL WORKERS and shall be documented. Monthly safety meetings are required for management and disciplines, which include the on-site Quality Assurance representative and must be documented. The purpose of these meetings is to plan and discuss successes and problems and plan for the next month. (See EM 385-1-1, paragraph 01.8.05.)

First Aid and CPR Cards: Two employees certified in both First Aid and CPR are required on the project at all times as required by the safety manual. A 16-unit first aid kit must be maintained on site and should be checked weekly. A log of items used should be maintained. (See EM 385-1-1, section 03.A.02 and 03.B)

EM 385-1-1: Provide contractors safety policy and employee safety rules in addition to any EM 385-1-1 or OSHA requirements. You should have a copy of the EM 385-1-1 on the project at all times. During safety visits you will be asked to present a copy of the manual. The contractor and subcontractors will find the manual a valuable reference to comply with and understand the regulations, which are a part of the contract.

Housekeeping: This is a daily requirement and is enforced to prevent fire and/or accumulation of items that could cause injury by trips or falling on them.

Personal Protective Equipment (PPE): Personal Protective Equipment (PPE) is required for project work. Hard-hats and protective footwear are required for all construction type work. Eyewear and hearing protection, as well as gloves should be listed on your AHA and worn when required. Employees shall receive training on the use of PPE.

MSDS and Written Hazard Communication Program: A written Hazard Communication program along with copies of MSDS's must be available on site. All containers of hazardous chemicals must be properly labeled. Hazard Communication Program is the number one most common OSHA violation and penalty.

OSHA Form 300: This form is required for all projects as noted in the safety manual. Accidents must be logged within 3 days.

OSHA: Has the authority to come on the job and enforce any regulation issued. Notify your QAR if OSHA visits your job site. The QAR should notify the Safety Office. Two branches to understand: Compliance, which issues citations and penalties, and Consultation, which provides guidance on compliance with OSHA requirements. OSHA violations may be appealed within 15 days. If you have been cited for the same violation previously the penalties will be greater.

State safety posters are required to be on the job site. Lack of a poster is a violation and penalty. You may obtain these from OSHA (State or Federal).

Safety questions should go through the Quality Assurance Representative before calling the safety office for advice. In the event of an accident, the QAR and Safety Office will assist if needed.

Safety comments on CQC reports: Daily comments relative to safety items observed, corrected or requiring action is required during daily safety inspections on the CQC reports. Verbal directions provided by the government relative to safety should be documented. Don't leave items open-ended: when, corrected, document the completed action.

Scaffolding: All scaffolding will be erected, used, inspected, tested, maintained, and repaired in accordance with EM 385-1-1 section 22.A and OSHA and 29CFR 1926.451 sub part L and manufacturers recommendations. Scaffolding requires a means of access, toe-boards, wheel locks, handrails, mid-rails and shall not exceed height over width as specified by the safety manual. All erection, moving, dismantling or altering of work platforms will be under the supervision of a designated scaffolding competent person.

Ladders: Ladders shall be approved for the type and height of work being performed. Ladders must be secured to prevent slippage and extend 3 feet past the landing. Job built ladders shall comply with ANSI standards A 14.1-14.5 1992. Employees must be trained in the hazards and proper use of ladders.

CELRE-SO Safety Office visits: These visits are conducted announced and unannounced and observations are documented with a written report. The QAR and Contractor shall document visits and make entries in the CQC reports.

Written Respiratory Program: A written respirator program is required when respirators are worn on the job site. Employees must be properly fit tested, trained, and medically qualified before respirators can be worn. Review OSHA 29 CFR 1910.134 and EM 385-1-1 05.G. Respirators must be selected and approved for the particular hazard for which it was designed.

Electrical Lockout and Tagout and GFCI'S: Before performing service or maintenance on a system where unexpected energizing, start up or release of kinetic or stored energy could cause injury or damage, a lockout tagout program must be implemented. A written plan must be developed to outline hazardous energy control procedures. All receptacle outlets providing temporary power shall have GFCI protection.

Confined Space: All confined spaces will be evaluated to determine if a permit is required. Employees shall not enter any confined spaces without a confined space entry program, proper training, testing, rescue procedures and equipment in place to protect the entrants. Work shall be under the supervision of a competent person.

Fall Protection: Employees shall be protected by standard guardrail, catch platforms, temporary floors, safety nets, personal fall protection devices or the equivalent when working at heights over 6 feet. Recent changes to OSHA and EM 385-1-1 now requires full body harnesses for personal fall protection. Body

belts may only be used for positioning devices. Work shall be under the supervision of a competent person.

Contractor Safety Awards: You have an opportunity to be recognized for abiding by all the safety rules by USACE. You must receive an outstanding rating in safety from the government to be eligible for consideration of this award.

The names of the competent/qualified person(s) required for a particular activity (i.e., excavations, scaffolding, fall protection, others specified by OSHA and EM 385-1-1) will be identified and included in the AHA. Proof of their competency/qualification must be submitted to the GDA (Government Designate Authority) for acceptance prior to the start of that work activity.