



Chapter 5: Contractor's Safety Responsibilities

Seattle District, NWS

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Chapter 5

Contractor's Safety Responsibilities

1. General. Safety is an enduring, bedrock value of the Corps of Engineers. The contractor with a proactive and aggressive safety plan saves time and money; reduces insurance and bonding costs; avoids employee trauma; enjoys industry and Corps recognition; and increases profitability. Accidents and occupational health hazards are costly to you and the Corps of Engineers in terms of lost time, medical expenses, compensation and liability. Nothing we do warrants compromising safety and placing workers at risk of injury and equipment at risk of damage.

2. Accident Prevention Plan (APP) and Activity Hazard Analysis (AHA). Contract Clause entitled "ACCIDENT PREVENTION" requires preparation of a written Accident Prevention Plan, submittal of which is made via ENG 4025. You shall receive approval of your plan prior to the start-up of work. Your plan shall include an administrative section and an Activity Hazard Analysis section. Assistance in developing the APP or an AHA can be obtained from your Area/Resident Engineer and the Corps Safety and Health Requirements Manual (EM 385-1-1).

a. Accident Prevention Plan (APP).

(1) As a minimum, this document shall contain ALL of the applicable requirements listed in Corps of Engineers Safety and Health Requirements Manual EM 385-1-1, Appendix A. Appendix A is a minimum basic outline for an APP. **The format in Appendix A MUST be followed and all non-applicable plans must be listed with a brief explanation of why they are not applicable.**

(2) The plan shall be site specific.

(3) You shall comply with all provisions of the Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, federal, state, and local laws.

(4) Prime contractors will keep at least one copy of EM-385-1-1, Safety and Health Requirements Manual on site, in each project office, for use by their project supervisors and subcontractors. All supervisory personnel of the prime and subcontractors shall familiarize themselves with the safety requirements set forth in this manual. This manual is available from the US Government Bookstore, 915 Second Ave., Seattle, WA 98174 (phone: 206/553-4270). The price is currently \$35.00 per copy as of the date of this manual. This is also available digitally as Appendix A of this product.

(5) The Contracting officer has the right to have prime or subcontractor personnel who repeatedly violate safety requirements removed from the job site.



b. Activity Hazard Analysis (AHA).

(1) The Activity Hazard Analysis is the Risk Management business process that includes the identification, assessment, and prioritization of risks, followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events to an acceptable level. EM 385-1-1 outlines requirements for an AHA and Figures 5-2 and 5-3 provide examples. These templates as well as the electronic AHA created through the RMS/QCS system are not mandatory. Other forms/formats may be used as long as the information contained within is the same.

(2) At least one AHA will be completed for each Definable Feature of Work (DFOW) as developed in the Contractor's Quality Control Plan. This AHA should address and sufficiently mitigate risks associated with work pertaining to that DFOW. See Figure 5-1 for examples of DFOW.

(3) The AHA shall be formatted such that each Job Step listed on the AHA clearly corresponds to associated hazards. Those hazards shall clearly show one or more controls used to mitigate each hazard.

(4) An AHA shall be completed, submitted and approved for each major phase of construction prior to work commencing on that phase of work. To create an AHA, the Prime Contractor may use the Templates shown in Figure 5-2 and 5-3, the AHA module in QCS, or create their own template that achieves the same effect.

(5) AHA shall be submitted to allow time for review and approval by the Government.

(6) The AHA shall be discussed with the foreman and employees involved in that phase of work to familiarize those employees with the potential hazards associated with the task. An AHA is a good resource for use at "tool box" safety meetings.

(7) As new situations arise, the AHA shall be changed to address those new hazards. Employees shall be made aware of these changes during "tool box" safety meetings.

3. Monthly Exposure Reports. Submit to the Area/Resident Engineer's office a monthly Safety Exposure Report (located in the Resident Management System (RMS)) every month as part of your payment request package. Your reports shall include:

a. Employment data, giving the total number of man-hours worked each calendar month by the contractor and all subcontractors. Include man-hours for all your supervisory personnel and those of your subcontractors in your figures.

b. A summary of any accidents occurring on the job. Details should be brief but include job activities and causal factors.



4. Safety Meetings.

- a. Safety meetings shall be conducted at least once a month for all supervisors.
- b. Supervisors shall conduct safety meetings for workers at least once per week.
- c. These meetings shall be relevant to the ongoing work and be documented, including date, attendance, subjects discussed and the name of the individual who conducted the meeting. Copies of your meeting minutes shall be provided the Area/Resident Engineer's office.

5. ACCIDENT REPORTING.

a. Reportable accidents are those occurring in or incidental to contractor activities on Corps of Engineers projects when the accident results in one of the following:

(1) Any OSHA recordable accident.

(2) Contractor property damage accidents, which occurred during the performance of the contract at the project site and resulted in damage of \$2,000.00 or more.

b. **Immediate verbal notification** to the Area/Resident Engineer or other Government Representative is required upon the occurrence of any of the aforementioned types of accidents.

c. ENG Form 3394 shall be prepared by the contractor official directly in charge of the work area in which the accident occurred. The report will be prepared by the prime contractor (including accidents of his subcontractors). Area/Resident Engineer or onsite Government representative can provide assistance in preparing accident reports when needed. See Figure 5-4 for ENG Form 3394.

d. Submit ENG Form 3394 report to the Area/Resident Engineer within 48 hours after the accident occurred.

e. All accidents, without regard to severity, require completion of a preliminary accident notification worksheet. A blank sample of this worksheet will be provided at the pre-construction meeting. The Corps on-site staff has a 24 hour maximum reporting time for all accidents to the Seattle District. Therefore, the PAN worksheet shall be completed and delivered to the Corps on-site staff within 20 hours of the accident.

6. Quality Control (QC) Responsibilities for Safety. The contractor's Quality Control Manager (QCM) will monitor contractor operations for safety compliance and management of the safety program with the same emphasis as shown for other terms of the contract.

a. The QCM will identify, document and correct safety deficiencies. All deficiencies will be recorded on the daily QC report.



b. Conditions that are considered to be Immediately Dangerous to Life or Health (IDLH) shall be corrected by the contractor immediately or that operation will be stopped and workers removed from the hazardous situation until it is corrected.

c. Safety comments, either positive or negative, must be documented on every QC report.

Enclosures

Figure 5-1 Examples of Definable Features of Work (DFOW)

Figure 5-2 Activity Hazard Analysis Template with RAC

Figure 5-3 Example Activity Hazard Analysis without RAC

Figure 5-4 Sample ENG 3394

