

**APPENDIX C  
PROJECT SAFETY PLAN**



Honeywell Syracuse Portfolio  
Health and Safety Program

GEDDES BROOK IRM  
PROJECT SAFETY PLAN

**GEDDES BROOK INTERIM REMEDIAL MEASURE  
Project Safety Plan**

**SYRACUSE, NEW YORK**

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**FEBRUARY 2011**



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## LIST OF ACRONYMS

AED	Automated External Defibrillator
AHA	Activity Hazard Analysis
CM	Construction Manager
CPR	Cardiopulmonary Resuscitation
cy	Cubic Yards
EMS	Emergency Medical Services
FCE	Functional Capacity Exam
GBU	Global Business Unit
GWTP	Groundwater Treatment Plant
HAZWOPER	Hazardous Waste Operations and Emergency Response
HSP2	Honeywell Syracuse Portfolio Health and Safety Program
IDLH	Immediately Dangerous to Life and Health
IDW	Investigation of Derived Waste
IRM	Interim Remedial Measure
LCP	Linden Chemical and Plastics
LLT	Lessons Learned Transmittals
LWDC	Lost Workday Case
NIOSH	National Institute for Occupational Safety and Health
OSHA	Occupational Health and Safety Administration
PARCOMM	Parsons Commercial Technology Group
PEL	Permissible Exposure Limit
PFD	Personal Flotation Device
PM	Project Manager
PPE	Personal Protective Equipment
PSM	Project Safety Manager
PSP	Project Safety Plan
QA/QC	Quality Assurance/Quality Control
ROD	Record of Decision
SAP	Sampling and Analysis Plan
SHARP	Safety, Health and Risk Program
SOW	Scope of Work
SSO	Site Safety Officer



## LIST OF ACRONYMS - CONTINUED

SSP	Subcontractor Safety Plan
TBD	To Be Determined
UV	Ultraviolet Radiation
VOC	Volatile Organic Compounds
WP	Work Plan

## SECTION 1

### INTRODUCTION

#### 1.1 INTRODUCTION

This Project Safety Plan (PSP) has been prepared for the Geddes Brook Interim Remedial Measure (IRM). This comprehensive plan provides guidance for all field and office activities required to complete the scope of work (SOW) described in Section 2.1.

During field activities, Parsons' staff and their subcontractors could be exposed to hazards associated with the remedial activities. Employees will be required to use personal protective equipment (PPE) suitable for the task at hand. Monitoring of chemical hazards presented during field activities will be conducted and upgrades to PPE will be implemented as necessary.

Field staff may also be exposed to other hazards that are encountered during field activities including slips, trip, and falls, automobiles, heavy equipment, open excavations, including but not limited to traffic hazards. Depending on the time of season, field staff may be exposed to biological hazards such as insect bites, stings, ticks, and snakes. Meteorological hazards such as lightning, wind, rain, and ultraviolet radiation may also be present. For the office-based activities, field staff may be exposed to routine office hazards, including slips trips, falls and ergonomic issues from computer stations.

This PSP addresses both the physical and chemical hazards that may be encountered during completion of the scope of work. This PSP is based upon the Parsons Industrial Division HAZWOPER Model Project Safety Plan, the Safety, Health and Risk Program (SHARP) Management Manual, Version 3.0, June 2008. The PSP will be a SHARP based program in collaboration with Honeywell Syracuse Portfolio Health and Safety Program (HSP2). The Parsons Workplace Health and Safety Policy is provided in Exhibit 1-1.

#### 1.2 PROJECT SAFETY PLAN

Parsons goal is zero accidents and zero injuries with work tasks designed to minimize or eliminate hazards to personnel, process, equipment, and the general public. No employee should ever perform tasks that may endanger his/her own safety and health or that of others.

This PSP outlines safety and health requirements and guidelines developed by Parsons for project work. When implemented, these requirements will help protect site personnel, visitors, and the public from exposure to potential safety and health hazards.

This PSP should be updated as conditions or situations change, usually by addenda. All Parsons and subcontractor personnel must understand and implement the safety plans and any addenda. Parsons documents this protocol by having employees sign an acknowledgement form stating that they understand the plan and its requirements.

### 1.3 SUBCONTRACTOR SAFETY PLANS

Subcontractors must establish a safety program for their work and employees. Contract/Subcontractor personnel hired by Parsons will be evaluated in accordance with Parsons SHARP and HSP2 protocols, each of which requires the completion of a Contractor Safety Evaluation package. Contractors are also required to submit their own Subcontractor Safety Plan (SSP), including Activity Hazard Analyses, for review by the Parsons Project Manager at least 10 business days before site mobilization. At a minimum, subcontractor safety and health plans must meet the requirements of this PSP and provide safety equipment and safeguards suitable for the hazards involved. This PSP may not cover all potential hazards on every project, and subcontractors must ensure that appropriate safety and health information is available for all project tasks.

All PSP requirements for Parsons' personnel (e.g., training, substance abuse screening, and incident reporting) also apply to subcontractor personnel and must be outlined in the subcontractor's safety plan.

If a subcontractor is performing activities that require specialized training (i.e., confined space entry, excavation/trenching, scaffold use, Hazardous Waste Operations and Emergency Response (HAZWOPER), etc.), then copies of training certifications must be provided for applicable employees AND the supervisor. Refer to Section 5.7 and Exhibit 5-3 for more details on SSP requirements.

Below are the names of subcontractors and the work activities each will perform as part of the IRM:

<b>SUBCONTRACTOR</b>	<b>WORK ACTIVITIES</b>	<b>EVALUATION GRADE<sup>1</sup></b>
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD

<sup>1</sup> Justify the use of a subcontractor with a "C" or "D" grade



**Exhibit 1-1  
Parsons Workplace Health and Safety Policy**



*CORPORATE POLICY  
Workplace Health & Safety*

**POLICY: WORKPLACE HEALTH AND SAFETY**

**STATEMENT OF POLICY:**

As an industry-leading engineering, construction and technical services firm, Parsons is firmly committed to maintaining a safe and healthy working environment at all its offices and project facilities. We share the National Safety Council's Safety and Health Code of Ethics as the principles guiding our commitment to safety.

- We will hold safety and health as our highest core value.
- Executive management will lead the safety improvement process.
- Safety will be a responsibility shared by everyone in our organization.
- Safety performance will be a key indicator of our organizational excellence and will be incorporated into our business processes.
- We will communicate safety performance openly with employees.
- All employees will be given the knowledge and skills necessary to safely perform their jobs.
- We will extend our safety efforts beyond the workplace to include transportation, homes and communities.
- We will continually strive to improve our safety and health processes.

To meet its health and safety objectives, all Parsons employees are expected to act proactively with regard to health and safety issues. This requires the combined efforts of a concerned management, responsible and knowledgeable supervision, and conscientious, well-trained employees.

Parsons will take all reasonable action to meet or exceed the applicable occupational health and safety requirements, domestically and internationally, and will continuously monitor and improve operations, procedures, technologies and programs that are conducive to maintaining a safe and healthy working environment.

**RESPONSIBILITIES:**

*Parsons GBU management and supervisory personnel are responsible to:*

- Comply with this policy and ensure that the applicable health and safety requirements at each domestic and international office and project facility are effectively implemented and monitored at all times.

1 of 3

*The Company may change, rescind or add to any policies, benefits or practices described on the PWEB, other than employment-at-will policies, from time to time in its sole and absolute discretion with or without prior notice. The Company will advise employees of material changes within a reasonable time.*





**Exhibit 1-1  
Parsons Workplace Health and Safety Policy (Cont'd)**



**CORPORATE POLICY**  
*Workplace Health & Safety*

**RESPONSIBILITIES: (cont'd.)**

- Ensure that the applicable health and safety requirements at each domestic and international project facility are effectively integrated with the preparation of proposals, project planning, and project execution.
- Monitor subcontractor safety performance in accordance with contract specifications as required by the contract with client.
- Ensure that safety information and statistics are reported to Parsons Corporate Safety Manager on a consistent and regular basis, as shown in [Appendix 1, Safety Monthly Report](#).

*Parsons Corporate Safety personnel are responsible to:*

- Develop, communicate, and oversee Parsons health and safety programs at all Parsons business units.
- Provide assistance to Parsons business unit managers regarding health and safety regulations, reporting requirements, safety training, and other related issues.
- Monitor the effectiveness of Parsons health and safety programs, conduct investigations, develop OSHA reporting and worker's compensation claim procedures.
- Collect and maintain safety information and statistics for all Parsons business units and operations, as shown in corporate policy [Workplace Health and Safety, Appendix 2, OSHA Safety and Health Statistics](#).
- Keep senior management informed of significant internal and external developments regarding health and safety.

*Parsons employees are responsible to:*

- Exercise maximum appropriate care and good judgment at all times regarding health and safety, and adhere to safety procedures to prevent accidents and injuries.
- Promptly report all accidents and injuries to supervisory personnel.
- Promptly report any near misses, unsafe conditions, equipment, or practices to supervisory personnel.

2 of 3

*The Company may change, rescind or add to any policies, benefits or practices described on the PWEB, other than employment-at-will policies, from time to time in its sole and absolute discretion with or without prior notice. The Company will advise employees of material changes within a reasonable time.*





**Exhibit 1-1  
Parsons Workplace Health and Safety Policy (Cont'd)**



*CORPORATE POLICY  
Workplace Health & Safety*

<p><b>REFERENCES:</b></p> <p><a href="#"><i>National Safety Council Safety and Health Code of Ethics</i></a>  <a href="#"><i>Parsons Construction Health and Safety Manual</i></a>  <a href="#"><i>Parsons Injury and Illness Prevention Program (Cal-OSHA IIPP)</i></a>  <a href="#"><i>Parsons Safety Monthly Reports, Workplace Health and Safety - Appendix 1</i></a>  <a href="#"><i>Parsons Health and Safety Statistics, Workplace Health and Safety – Appendix 2</i></a></p>
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<p><b>DATE:</b> 7/23/04</p>
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*The Company may change, rescind or add to any policies, benefits or practices described on the PWEB, other than employment-at-will policies, from time to time in its sole and absolute discretion with or without prior notice. The Company will advise employees of material changes within a reasonable time.*

## SECTION 2

### SCOPE OF WORK

#### 2.1 SCOPE OF WORK

Parsons, in their contracted role with Honeywell, is providing services for the work specified under Geddes Brook IRM Order on Consent (Index #D7-0003-01-09). The work is being performed under the Parsons Commercial Technology Group (PARCOMM) Industrial Division, and is the responsibility of Syracuse Program Manager, Mr. Stephen Warren and Project Manager, Mr. Matt Warren.

The Geddes Brook IRM includes the removal of approximately 84,000 cubic yards (cy) of soil/sediment from the Geddes Brook channel, Outfall 019 and the adjoining floodplains, and the consolidation of the removed soil/sediment at the Linden Chemical and Plastics (LCP) Containment System. The restoration for the waterbodies and floodplain will include:

- A relocated Geddes Brook channel to increase sinuosity;
- Increased connectivity between the Geddes Brook channel and floodplain;
- Riparian buffers to provide shading to Geddes Brook; and
- Increased habitat diversity to support native plants and animals.

#### 2.2 PROJECT SAFETY PLAN APPLICATION

This PSP and referenced documents applies to all locations, facilities, operations, and projects associated with the scope of work to be performed by Parsons and its' subcontractors. Locations/sites covered under this contract include the Geddes Brook IRM site located in the Towns of Geddes and Solvay, Onondaga County, New York.

The provisions of this plan are mandatory for all Parsons personnel engaged in activities consistent with the scope of work. Subcontractors working for Parsons must prepare and administer a plan with equivalent requirements unless otherwise specified. All Parsons and Parsons contract personnel who engage in project activities must be familiar with this plan and comply with its requirements.



## SECTION 3

### PROJECT SAFETY MANAGEMENT RESPONSIBILITIES AND AUTHORITY

#### 3.1 SAFETY RESPONSIBILITY MATRIX

Exhibit 3-1 summarizes the responsibilities of selected roles for Parsons Project, Division, GBU and Corporate personnel related to the primary safety activities identified in this PSP.



**Exhibit 3-1  
Roles and Responsibilities**

Work Elements		Project Manager	Project Safety Manager	Project Controls Manager	Project HR Manager	Sector Manager	Division Manager	GBU Safety Manager	GBU QC Manager	GBU Risk Manager	GBU President	Corporate Workers Compensation Analyst	Corporate Safety	Resident Engineer/Superintendent	GBU BD Manager	Parsons CEO/President
1. Zero Incident Techniques and SHARP Management		X	D	P	P	R	R	R	E	S	E		E	S	S	E
2. Business Development Phase		X	P	P	P	R	E	S	S	E		E	P	D	E	
Startup Phase	3. Initial Hazards Analysis and Planning	X	P	P	P	R	E	R	E	P	E	P		P		
	4. Project Safety Plan (PSP)	X	D		P	R	E	R		R	E		C			E
5. Stakeholder PSP Alignment Meeting		X	D			E	E	P					C	P		
Administration/Design Phase	6. Awareness Campaign	X	D	P	P	E	A	R					C	P		
	7. Employee Orientation	P	P	P	D	R	A	E					C	P		
	8. Training	X	D	P	P	R	A	E					C			E
	9. Health and Safety Committee	X	D	P	P	R	A	R					C			
	10. Incident Investigations	X	P	P	P	R	R	A				P	E			E
	11. Measurement and Reporting	X	D	P	P	R	R	S				P	E			E
	12. Audits, Inspections and Record Keeping	X	X	P	P	R	R	S	R	R			E			E
Construction or Field Phase	13. Preconstruction Safety Activities	X	X			E	E	R					C			
	14. Project Site Orientation	X	D	P	P	E	E	S					C			
	15. Meet Local OSHA, Building Trades, and Other Agencies	X	D			E	E	S					C			
	16. Review Contractor/Subcontractor Safety Programs	E	X			E	E	S					C	P		
	17. Subcontractor Premobilization Meeting	X	P	P		E	E	S					C	P		
	18. Risk Mitigation Planning (Two-week Look-ahead)	P	P			E	E	S					E	X		
	19. Activity Hazard Analysis	E	P			E	E	S					E	X		
	20. Recurring Field Safety Meetings/Training	X	D	P	P			S					E	P		
21. Project Management Site Safety Inspections	X	D					S					E	P			
Testing, Commissioning, Operations, and Decommissioning Phases		(to be developed)														
Closeout Phase	22. Lessons Learned and Final Safety Report	E	X		X	E	E	S	R				E	P		
	23. Records Retention	E	X		P	A	A	R					E			

Legend:

- A – Approves tools, plans, etc. established by the project.
- C – Consultant providing expert advice to the development leader.
- D – Development leader tasked to establish the tools, plans, etc. needed for the work element.
- E – Sponsor responsible to reinforce the need to comply with the established requirements.
- P – Participants in team or group implementation efforts, supporting the implementation leader.
- R – Reviews and comments on tools, plans, etc. established by the project to achieve the goal of the work element.
- S – Establishes requirements applicable to the project.
- X – Accountable and responsible to ensure that the project develops and implements the work element in accordance with established requirements.

## SECTION 4

### ADMINISTRATIVE PHASE

#### 4.1 PROJECT SAFETY COMMITTEE

This project must have a safety committee which will include representation from all project stakeholders. The Project Safety Committee will meet monthly on the first Tuesday of each month at 11 A.M, or at a convenient, agreeable time.

For calendar year 2011, the safety committee members for the Geddes Brook IRM will be:

- Project Manager (PM)- Matt Warren, (315) 552-9743
  - Construction Manager (CM)- TBD
  - Project Safety Manager (PSM) - Bill Moon, (315) 552-9762 office, (315) 427-0355 cell
  - Site Safety Officer (SSO)-TBD
- Only subcontractors currently working on-site are required to attend the monthly meeting.

#### **Charter of a Safety Committee:**

The safety committee represents the mutual interests of all project participants in completing the work with zero injuries. The committee meets monthly to consider incentive programs, recent near-miss incidents or injuries, potential unsafe conditions, training programs, safety awareness, audit results, and other safety related issues. The committee advises the Project Manager, who retains sole decision-making authority.

The committee consists of equal numbers of (professional and craft/trade; exempt and non-exempt; or office and field) personnel. The Project Manager appoints the professional members (including subcontractor personnel) while the Construction Manager, Shop Steward or Lead Craft/Trade person appoints the other members. Committee members serve for the duration of the project, not to exceed six months. Members may serve two consecutive terms.

The chairperson schedules monthly meetings, develops the agenda, and displays meeting minutes on the safety bulletin board. Workers may submit suggestions and topics for discussion to the chairperson at any time.

#### 4.2 PROJECT ORIENTATION

The Project Safety Manager (PSM) or Site Safety Officer (SSO) meets with new workers to review site procedures and requirements listed in the PSP Orientation (Exhibit 4-1). Topics covered in the PSP orientation include:

- Scope of work
- Names of personnel responsible for site safety and health
- Reporting emergencies, incidents and unsafe conditions

- Emergency/evacuation plans
- Safety, health and other hazards at the site
- Review of all activities on site and related Activity Hazard Analyses (AHAs)
- Proper use of personal protective equipment (PPE)
- Work practices by which a worker can minimize risk from hazards
- Safe use of engineering controls and equipment on site
- Acute effects of compounds at the site
- Decontamination procedures

All personnel, including subcontractors and visitors, must receive a PSP orientation prior to starting work or accessing the site and sign an acknowledgment form indicating they received and understood the orientation. Any individual who is unsure of any information presented in the orientation must request clarification. Individuals who do not participate in the orientation or refuse to sign the acknowledgment cannot access the site.

#### **4.3 AWARENESS CAMPAIGN**

The project has established an awareness program consistent with the Parsons safety awareness campaign in accordance with Section 6.4 of the SHARP Management manual (e.g., stickers, signs, posters, banners, whiteboards and guest speakers). This program promotes worker awareness of safety goals and daily risks, hazards, and exposures in the field. In addition to topics selected by corporate safety each month, the project will supplement the awareness program with information specifically applicable to the scope of work. The Project Safety Representative may also provide training, presentations, or informational materials as part of the awareness campaign.

The Safety Bulletin board will be maintained by the Project Safety Representative as the primary information point for the project awareness campaign, which shall be in accordance with Section 6.3 of the SHARP Management manual. If the project does not have a field office/trailer, then the project will refer to the Parsons' facility that is responsible for the project, as a resource for safety awareness. For this project, safety bulletin boards used for safety awareness will be located at the Geddes Brook field trailers.

Depending on the size and type of project, a "Project Safety Incentive Program" shall be implemented. If the project is less than 3 months in duration or has less than five (5) Parsons employees, then the project staff will fall under the "Office Safety Incentive Program". The Project Safety Representative (or Facility Health and Safety Representative, if applicable) will be responsible for tracking the Safety Incentive Program information on a monthly basis to determine whether the target has been met to receive any reward or recognition.

The project has a "Rewards and Recognition" program to foster continuous improvement in safety performance. Rewards and Recognition will be distributed based on a combination of observations conducted in the field and other key safety indicators.

Listed below are examples of rewards and recognition which are part of the Rewards and Recognition Program:

- **Verbal & Written Recognition** – Employees feel that their efforts are appreciated when their manager makes personal contacts with them. Senior Managers within the group and beyond will, at times, be made aware of above average safety performance or key accomplishments within the project. This may result in a phone call, office visit or letter of commendation being written to thank you for your effort and recognize your accomplishment.

This information may be shared on staff calls, posted on the company intranet, or discussed in monthly meetings.

- **On the spot awards-** The OSA's are individual awards given, based on positive observations of an employee. The employee will be rewarded with a small item as a gesture of the company's appreciation of their commitment to safety. Depending on the significance of the observation, a red token may be given.
- **Red tokens** – Red tokens which have been awarded for significant positive observations are redeemable on a quarterly basis and provide an opportunity for the employee to select from a repository of special items. The employee may save their tokens to exchange for items at a later date to obtain items for themselves, or if they see something for the family, then can choose for them as well.
- **Safety Lunches and Dinners** – Lunches and dinners will be orchestrated at the discretion of the Project Manager and include a briefing to outline positive accomplishments and observations, at risk observations, recent incidents and corrective actions, along with Predictive Solutions data. Other safety related information may be included as appropriate.

During these gatherings, each attendee will be given a raffle ticket to be used for a lottery style drawing by a craft employee who is randomly selected by the safety team. One attendee will be chosen at each lunch event for a raffle giveaway. Attendance is mandatory, although if an individual is legitimately excused from the meeting for personal or work related reasons, they will still be eligible to participate in the raffle.

Giveaways will be based on a combination of observations conducted in the field and other key program components as indicated below:

- Safe work observation (PPE, Buddy System)
- Reporting significant near misses
- Familiarity with safety questions derived from toolbox talks
- Completion of required inspections (tool, site, equipment, etc)
- Familiarity with JSA's developed for the task
- Voluntary participation to present safety moments

#### 4.4 STAKEHOLDER PSP ALIGNMENT MEETING

Prior to the start of the construction phase of the project, a stakeholder PSP alignment meeting will be held. The meeting allows Parsons to focus and coordinate efforts, obtain input for improvements and gain concurrence from all stakeholders for execution of the PSP. The following representatives should be in attendance for the PSP alignment meeting:

1. Honeywell - John McAuliffe, Honeywell Project Manager
2. Parsons – Matt Warren, Parsons Project Manager
3. Parsons - TBD, Parsons Construction Manager
4. Parsons - Bill Moon, Parsons Project Safety Manager

Parsons will present the PSP and all stakeholders will concur with the approach outlined in the plan. The meeting will also include a review of stakeholder roles and responsibilities and elements of control appropriate to the project risks.

#### 4.5 TRAINING

The project has a comprehensive health and safety training program tailored to the scope of work. All employees receive a Project Orientation as outlined in Section 4.2 upon assignment to the project. All Parsons new hires shall receive a facility Employee Orientation within the first 7 days of employment, provided by Human Resources, Facility Manager, Safety Representative and Staff Coordinator or their designee. Depending on the client, scope of work and location of the project, specific training topics for this project may include:

- Personal Protective Equipment
- Defensive Driving
- Confined Space Entry
- Trenching and Shoring
- Back Safety
- CPR/First Aid/AED and Blood Borne Pathogens
- Electrical Safety
- Emergency Response
- Lockout/Tagout
- Lead Paint Hazards
- Hazard Communication: Identifying the Danger
- Honeywell Accident/Incident Reporting Procedures
- Parsons Accident/Incident Reporting Procedures

*All personnel engaged in hazardous substance removal or other activities that expose or potentially expose them to hazardous substances or health hazards shall receive appropriate training as required by 29 CFR 1910.120, including, but not limited to, initial 40-hour, 8-hour Supervisor and annual 8-hour refresher training.*

## **4.6 AUDITS AND INSPECTIONS**

The following inspections and audits are intended to identify unsafe behaviors or conditions and implement corrective actions before an incident occurs. Scheduled audits and inspections are required while field work is ongoing. All noted deficiencies and corrective actions will be tracked with the use of a tracking log. No deficiencies noted will be cleared until they are completed. The HSP2 Safety Director will evaluate inspection and audit results and provide a summary to the Safety Steering Committee. When appropriate, "Lessons Learned" Transmittals (LLTs) will be issued. LLTs convey safety lessons from Near Misses or incidents that did not happen to us, but that are applicable to our own circumstances for the purpose of continuous improvement. In accordance with the HSP2 protocol, safety inspections and audits are required to be performed in the manner and frequency described below.

### **4.6.1 Daily Inspections & Weekly Written Inspections**

The SHSO and subcontractor competent person conducts daily safety inspections for unsafe behaviors or conditions. These inspections are documented by entering the time they are completed into a site construction or safety log book. Weekly written inspections are conducted and must be documented with deficiencies noted in the tracking log with the copy of the checklist or report to be retained on site and available for review.

### **4.6.2 Weekly HSP2 Inspections**

The HSP2 Safety Manager or designee will complete documented weekly inspections. Weekly inspections may be comprehensive in scope or may be focused on specific events, activities or site conditions. Findings will be submitted to the HSP2 Safety Director and PM and shared with the SHSO.

### **4.6.3 Monthly PM Safety Inspections**

Direct involvement by PMs sends a strong safety message to project personnel and provides feedback with respect to how effectively safety requirements are being implemented. PMs will conduct monthly written safety inspections and submit their inspection findings to the HSP2 Safety Director for review. Monthly PM safety inspections may be comprehensive in scope or may be focused on specific events, activities or site conditions. The HSP2 Safety Director will summarize Monthly PM Safety Inspections in the Monthly HSP2 Safety Report and forward inspection forms to the HSP2 Safety Manager for tracking and verifying completion of any identified corrective actions.

### **4.6.4 Periodic HSP2 Safety Audits**

Projects will be selected at the discretion of, and conducted by, the HSP2 Safety Manager or Safety Director for periodic project audits. These audits will generally be more comprehensive in nature and will include a documentation review as well as a site walkthrough. Completed inspections will be sent to the HSP2 Safety Director and will be summarized in the next Monthly HSP2 Safety Report. The HSP2 Safety Director will forward inspection results to the HSP2 Safety Manager so that corrective actions can be tracked to conclusion.

#### 4.6.5 Corrective Actions

Deficiencies identified by audits and inspections will be logged in a deficiency tracking log. Any deficiencies that cannot be immediately corrected must be assigned to a specific individual with a reasonable completion date. The HSP2 Safety Manager or the designated SSHO will track corrective actions, verify their closure, and update the HSP2 *Corrective Action Tracking Log* or equivalent. Findings of a severe nature or that indicate a declining site safety trend may warrant notification of subcontractor's senior management. Ongoing failure to implement safety requirements as by applicable regulations, the contract, and HSP2 may be considered a breach of contract and result in the subcontractor's removal from the project.

The Project Safety Manager has implemented an audit and inspection program in conjunction with the GBU and corporate safety and quality assurance departments. The Project Manager, together with the Field Team Leader or the Site Safety Officer, will conduct a safety inspection each month. Office work areas (including trailers) are audited according to the corporate office audit standards.

Additional information on audits and inspections during field activities is detailed in Section 6.5 of this PSP.

#### 4.7 MEETINGS

All project meetings of three or more people must begin with a safety topic. The meeting chairperson may present the safety topic or ask for a volunteer to open the discussion. In general, the "safety moment" is only one or two minutes long and is directly relevant to the work at hand or applicable to most individuals outside the workplace.

Daily toolbox safety meetings are held with all personnel at the beginning of each shift to review current site conditions, incidents or injuries from the previous shift activities, safe or at-risk observations from the previous shift, activities planned for the current shift, anticipated hazards, engineering controls-work practices-PPE to protect against hazards and any additional safety topic or comments. Toolbox safety meetings shall be documented and signed by all individuals accessing the site using a Safety Meeting Sign-In Sheet.

#### 4.8 MEASUREMENT AND REPORTING

##### 4.8.1 Reporting

To accurately measure performance and comply with corporate and regulatory requirements, Parsons uses an online safety reporting system to report monthly work hours, near-miss incidents, first aid cases, property damage and personal injuries for its employees and subcontractors. The Parsons online safety reporting system instructions can be found in Attachment A of this PSP. Wallet cards containing Incident Reporting Guidelines are also included in Attachment A.

##### 4.8.2 Measurement

The Parsons Accident/Incident Report Form and the Near Miss Report form can be found in Attachment A. Honeywell also requires the completion of their Accident/Incident Report Form and a Motor Vehicle Incident Report Form which can be found in Attachment B.

The Project Manager and Project Safety Manager establish and post a measurement system to provide indicators of safety performance, including the following metrics for the project:

- Project start date
- Days without a recordable injury – updated every Monday
- Date of last OSHA recordable injury (if applicable)
- Percent of safe observations from each monthly audit

Subcontractors must submit a monthly report of incidents, exposure hours (hours worked on the project, paid or unpaid) to the Parsons Project Manager within three (3) days after the end of each month. The Project Manager compiles the figures and submits them to the Program Manager (or via the online safety reporting system if instructed by the Program Manager) by the first Friday of each month. Estimated figures are acceptable when necessary. If a project involves air monitoring or personnel wearing any type of respirator, a monthly Field Project Report is also completed and submitted to the Division Safety Manager by the 3<sup>rd</sup> calendar day after the end of each month.

#### 4.8.3 Incident Notification

The PM and HSP2 Safety Director must be **notified** by the SHSO of any incident as soon as it is safe to do so but within the notification guidelines identified in the following table. After notification, **written incident reports** must be submitted by the SHSO to the HSP2 Safety Director in accordance with the time frames shown in the following table. The HSP2 Safety Director shall then enter incidents into the **Honeywell Event Reporting System** within the time frames that are also shown in the following table. If the HSP2 Safety Director is unavailable, then the HSP2 Safety Manager shall assume or delegate HSP2 Safety Director responsibilities in an effort to support timely incident reporting and follow-up. Honeywell Event Reporting Requirements can be found in Attachment B of this PSP.

	<b>Tier 1 Incident</b>	<b>Tier 2 Incident</b>	<b>Tier 3 Incident</b>
<b>Notification to the PM and HSP2 Safety Director (or alternately the Safety Manager)</b>	1 hr	Within 1 hr	24 hrs
<b>Incident Report (written)</b>	1 hr - Draft report as complete as possible 24 hr - Final Draft	End of Workday - Draft report 24 hr - Final Draft	24 hrs
<b>Entry into Honeywell Event Reporting System</b>	2 hrs	24 hrs	At Honeywell's discretion

Root causes must be identified and corrective actions implemented. The HSP2 Safety Manager can assist project SHSOs in reviewing and tracking incident reports as well as following up on completion of corrective actions. The SHSO shall update the HSP2 Safety Manager as corrective actions are implemented and completed. The HSP2 Manager will track

and verify completion of corrective actions on the HSP2 Corrective Action Tracking Log (HSP2 Attachment 02) or equivalent.

The HSP2 Safety Director will summarize incidents on the next monthly *HSP2 Safety Report* (HSP2 Attachment 03) following the incident. The timeliness of incident reporting and any significant "Lessons Learned" will be included in the summary.

Incidents (adverse events) are divided into three tiers: Tier 1 events are the most significant and serious events; followed by Tier 2 which are significant events but not as serious as Tier 1 events; and Tier 3 events which are essentially all other events that do not meet the criteria for Tier 1 or Tier 2 events. Incidents include the following:

### **TIER 1**

- A release to air, water, or soil that has an actual or potential off site adverse environmental impact;
- Any work-related fatality;
- Three or more work-related admissions (employee, contractor, or visitor) to a hospital;
- Any off site fatalities, injuries, or harmful exposures resulting from Honeywell products or operations;
- Any security incident that may be *immediately dangerous* to life or property, including fires, bomb threats, chemical release, radiation release, release of a biological or chemical agent;
- Suspicious materials, package or letter that poses immediate risk to employees and has been isolated;
- Government representatives alleging or suggesting *criminal* non-compliance of any kind;
- The receipt or notice of any regulatory agency directive or other type of injunctive device designed to curtail or restrict operations;
- Community injuries or diagnoses of illnesses allegedly associated with a company related incident, event or release to air, water or soil;
- Product transportation-related events that result in Tier 1 impacts.

### **TIER 2**

- Employee or subcontractor lost workday injuries/illnesses;
- Employee, subcontractor or visitor recordable injuries/illnesses;
- An environmental excursion that does not also trigger Tier 1 reporting;
- A release to air, water, or soil that is associated with subsequently diagnosed community injuries or illnesses;
- Environmental complaints from neighbors;
- Allegations of previously unknown health/environmental effects caused by products, processes, emissions, or discharges;

- Fire, explosion, or other catastrophic equipment failure that reasonably is expected to result in up to \$250,000 onsite property damage or 1 day production stoppage;
- Written notification from a governmental agency alleging non-compliance of any kind;
- Proposal or imposition of an HSER fine, penalty, or corrective action;
- Receipt of a non-routine request for information from a governmental agency;
- A non-routine regulatory agency inspection;
- Significant community activism or adverse media coverage not associated with an episodic event;
- A product recall imposed by a regulatory agency; and
- Transportation-related event that results in Tier 2 impacts.

### **TIER 3**

- Any other event which a subcontractor wishes to record in the system, using the system as a management tool.

For a complete listing of Tier 1, 2 and 3 events, see the Honeywell, Syracuse, New York Event Reporting Requirements Procedure.

In addition to the HSP2/Honeywell incident notification requirements, Parsons' employees involved in or witnessing an incident or near-miss incident must immediately report it to the responsible Field Team Leader, who in turn immediately relays the report to Parsons Project Manager, Matt Warren. Near-miss incidents that could cause significant injury or loss of life must be immediately reported, in the same manner as an actual incident. No supervisor may decline to accept or relay a report of injury or significant near-miss incident from a subordinate.

The Project Manager must ensure that all incidents are reported to the Global Business Unit (GBU) Safety Manager and other management personnel (as required) within four hours. The Project Manager (who has been trained on Parsons' reporting requirements and Online Safety Reporting System) then prepares and submits the incident information.

The GBU Safety Manager, or their designee, must notify the local OSHA office immediately if an accident involves the death of an employee or hospitalization of three or more workers.

Complete incident reporting guidelines are provided as Exhibit 4-2 of this section.

## **4.9 INCIDENT INVESTIGATIONS**

All incidents and significant near-miss incidents are investigated by an individual or team with training in accident investigation and root cause analysis. Subcontractors (if applicable) must investigate incidents involving their employees or activities and submit an investigation report to the Parsons Project Manager within 48 hours of an incident.

In Parsons, the GBU Safety Manager investigates or assigns an investigator to each significant incident. The investigator submits a final investigation report using the online safety

reporting system within 72 hours of the incident. The Project Safety Manager maintains the investigation file. Specific investigation reporting procedures are outlined in Exhibit 4-2 of this Section.

#### 4.10 RESPONSIBILITY/IDENTIFICATION OF KEY LINE PERSONNEL

<b>Project Name/Office:</b>	Geddes Brook IRM/Parsons Syracuse Office_
<b>Address:</b>	301 Plainfield Road Suite 350, Syracuse N.Y. 13212
<b>Telephone (315) 451-9560</b>	<b>Fax (315) 451-9570</b>
<b>Company Executive responsible for project</b>	<b>Contact No.</b>
Steve Warren – Honeywell Program Manager	(315) 552-9744
<b>Project Manager</b>	<b>Contact No.</b>
Matt Warren	(315) 552-9743
<b>Site Health &amp; Safety Representative</b>	<b>Contact No.</b>
Bill Moon	(315) 451-9560 office (315) 427-0355 cell
<b>Construction Manager</b>	<b>Contact No.</b>
TBD	
<b>Client - Project Management</b>	<b>Contact No.</b>
John McAuliffe – Honeywell Project. Manager	(315) 552-9782 office (315) 440-0859 cell

#### 4.11 MEDICAL REQUIREMENTS AND WORKERS COMPENSATION

In accordance with corporate requirements the Division Safety Manager has established and implemented the following medical requirements for the project:

##### 4.11.1 Medical Surveillance and/or Functional Capacity Exams (FCEs)

All personnel engaged in activities that results in the exposure to chemicals at or above the OSHA Permissible Exposure Limit (PEL) or wear a respirator for more than 30 days in a year, must comply with 29 CFR 1910.120(f) – Medical Surveillance. All personnel who wear a respirator must be medically qualified by a physician, trained and fit-tested on an annual basis, even if they are not required to participate in a medical surveillance program under 29 CFR 1910.120(f).

FCEs are applicable for this project for all personnel engaging in intrusive activities.  
FCEs are conducted by:

Industrial Medical Associates  
961 Canal Street  
Syracuse, NY 13210  
Phone: (315) 478-1977  
Fax: (315) 475-2909

Hours 7:00am-5:00pm

#### **4.11.2 Substance Abuse and Alcohol Testing**

The Division Safety Manager administers required substance abuse tests, including random drug and alcohol testing. The Parsons corporate policy is included at the end of this section as Exhibit 4-3.

Additionally, the project/client requires the following types of drug and/or alcohol testing:

Drug and alcohol testing is a condition for work on Honeywell projects covered by HSP2 requirements. The types of tests and components of the drug analysis are outlined below.

##### **Annual Pre-Access**

Pre-access drug and alcohol testing is required for Parsons, O'Brien & Gere, and subcontractor personnel prior to their initial assignment for fieldwork on HSP2 projects. The test result is good for one year, unless a worker has been away from the Honeywell Onondaga Lake remediation work sites for a period exceeding 30 Days consecutive at which point a new Drug and Alcohol Pre-Access testing will be required. Persons not required to have pre-access testing include delivery vendors, escorted visitors, and similar persons who are visiting site unrestricted areas and are not performing safety sensitive activities.

##### **Reasonable Suspicion Testing**

Project personnel may be tested if observed by management as exhibiting impaired behavior, or possessing, or using illegal drugs or alcohol.

##### **Post Accident Testing**

Honeywell reserves the right to drug and/or alcohol test Parsons, O'Brien & Gere, or *subcontractor* personnel involved in an *Accident*. Honeywell requires Parsons, O'Brien & Gere, or *subcontractor* personnel to submit to an *Alcohol Test* within two (2) hours and to a *Drug Test* within thirty-two (32) hours after an *Accident*. If the *Alcohol Test* is not collected within eight (8) hours and the *Drug Test* within thirty-two (32) hours after an *Accident*, then the HSP2 Safety Director will cease efforts to have the tests collected and document the reason for failing to collect these tests. Failure to cooperate with drug and alcohol testing procedures may result in disciplinary action up to and including removal from site for a minimum of one (1) year.

##### **Project Drug & Alcohol Screen**

The HSP2 Safety Director may select specific Honeywell Syracuse Portfolio projects for Drug and/or Alcohol Testing at his discretion. Project personnel will either be randomly selected from the total project personnel, or on smaller projects, all project personnel will be tested. Parsons and O'Brien & Gere engineering and construction management personnel routinely working on-site shall not be excluded from testing.

##### **Commercial Motor Vehicle Drivers**

Project personnel who operate commercial motor vehicles on HSP2 will be required to participate in periodic and random drug and alcohol testing by their employers in accordance

with the Federal Department of Transportation regulations. Evidence of such participation shall be provided upon request.

### **Drug & Alcohol Testing Procedures**

When required by this program, Parsons and O'Brien & Gere employees and subcontractors will report to IMA drug collection facilities. IMA drug collection facilities are located at 961 Canal St. - Syracuse (315-478-8513), 151 Lawrence Road East, North Syracuse (315-458-1335), , and N. Utica Shopping Center, Utica (315-724-0306). Drug test results from non-IMA drug collection facilities may be acceptable if collection and analysis of samples is otherwise equal to those outlined in this document. The HSP2 Safety Director shall make the final determination if drug test results collected at non-IMA facilities are acceptable.

### **Confidentiality of Test Results**

Test results will be maintained in accordance with applicable law in a confidential file of medical information. *Subcontractors* will be copied on drug and alcohol results for their personnel. The HSP2 Safety Director will retain and secure *subcontractor* Drug and Alcohol Test results as necessary to support a policy of prohibiting such individuals from being assigned to another HSP2 project within the next year AND before a negative drug and alcohol test is provided.

### **Positive Test Results**

A positive *Drug Test* result will be confirmed by an *MRO* responsible for reviewing test results and procedures. A positive *Alcohol Test* result will indicate blood-alcohol levels **greater than or equal to 0.04** and will also be confirmed with a second *Alcohol Test* and *MRO* review. Detectable alcohol **less than 0.04** will be considered a negative result and the individual will not be classified as intoxicated or otherwise under the influence. Individuals with blood-alcohol levels **less than 0.04** will be permitted to return to normal work duties including *Safety-Sensitive Activities*. However, commercial drivers with blood alcohol between **0.04 and 0.02** must be removed from *Safety-Sensitive Activities* that are specifically related to the operation of *commercial vehicles* for **24 hours** as required by Federal DOT regulations. After 24 hours, normal driving duties may be resumed.

Any person who does not provide an acceptable urine sample after 3 hours or does not otherwise cooperate with testing procedures will be classified as a refusal. Refusals will be treated as a positive result for purposes of follow-up and disciplinary action.

Testing positive or refusing a request for a drug and alcohol test may result in disciplinary action, up to being immediately removed from the project and not be permitted to work on another HSP2 project for one (1) year. A negative drug and alcohol test is also required prior to being reassigned to an HSP2 project. The HSP2 Safety Director will track drug and alcohol testing results.

### 4.11.3 Medical Services and Panel of Physicians

The Project Manager in conjunction with the Parsons Workers Compensation Analyst establishes a panel of medical providers for the project and selects medical facilities to treat emergency and non-emergency work-related injuries and illnesses, as follows:

#### Emergency Medical Services

- **Location:** University Hospital 750 East Adams Street, Syracuse, NY 13210
- **Phone:** Medical Emergency – Hospital only: (315) 464-4444  
General Phone (Toll Free): 1-877-464-5509
- **Hours of Operation:** 24 hours
- **Directions:** See Exhibit 4-4

#### Non-Emergency Medical Services

- **Location:** IMA - 961 Canal Street, Syracuse, NY , or  
151 Lawrence Rd East, North Syracuse (for drug and alcohol tests only)
- **Phone:** (315) 478-8513 (Canal St), or  
(315) 458-1335 (Lawrence Rd)
- **Hours of Operation:** Call ahead
- **Directions:** 690 E. to Teall Ave, exit 14. Right at fork onto Teall Ave. Turn right onto Canal St. Go to 961.

NOTE: Transportation to a medical facility for non-emergencies must be done by at least two (2) individuals (i.e. driver and observer).

### 4.11.4 Emergency Medical Response

The project shall display posters/signs with emergency telephone numbers and locations of facilities in visible locations and at selected phone locations throughout the project area (including subcontractor facilities).

Emergency Contacts are as follows:

<b><u>Emergency Contacts</u></b>	<b><u>Phone Number</u></b>
<b>Ambulance (Onondaga Fire Control)</b>	<b>911</b>
<b>Fire Department</b>	<b>911</b>
<b>State Police (NYS)</b>	<b>911</b>
Onondaga County Sheriff	(315) 435-2111
Syracuse Police	(315) 469-1160
University Hospital	(315) 464-5611
Parsons Contract Physician (Qualisys)	(800) 874-4676
Poison Control Center	(800) 252-5655
Industrial Medical Associates (IMA), Canal St.	(315) 478-8513
Industrial Medical Associates (IMA), Lawrence Rd.	(315) 458-1335

#### 4.11.5 Workers Compensation Program

The Corporate Risk Management department establishes the appropriate workers compensation carrier. If a workers compensation loss occurs, the Corporate Workers Compensation Analyst (Donna Miller, 661-904-0978) handles all communication with the carrier.

This project does not participate in an OCIP or project-specific insurance program. The workers compensation policy covering Parsons' employees on this project is as follows:

AIG  
15 Cornell Drive, 2nd Floor  
Latham, NY 12110  
(877) 640-2450  
Policy Number: 0007169963

#### 4.11.6 Medical Monitoring

Based on the activities listed in Section 2.1, the following potential hazards or activities are associated with this project. As a result, medical surveillance will be required as listed below:

Labor Classification	Monitor For	Comments
Field Team: Drillers Heavy equipment operators Laborers Personnel in immediate vicinity of noise source	Noise	Activities with the potential for noise hazards will be initially mitigated with hearing protection. Noise level monitoring will be conducted to determine if an employee must participate in a Hearing Conservation Program. If noise exposures exceed 85 decibels over an 8-hour time weighted average, an employee must participate in a Hearing Conservation Program.
Field Team: Drillers Heavy equipment operators Laborers Personnel in immediate vicinity of noise source	Chemical exposures	To verify exposure, air monitoring will be conducted. If an employee is exposed at or above the Permissible Exposure Limit (PEL) of a chemical for more than 30 days in a year, they must participate in a Medical Surveillance Program.
Field Team: Drillers Heavy equipment operators Laborers Personnel in immediate vicinity of noise source	Respirator use	Medical qualification, training and fit-testing must be received on an annual basis. If an employee wears a respirator more than 30 days per year, they must participate in a Medical Surveillance Program. If at any time a worker is exposed to a lead level exceeding the action levels, that employee shall be placed in the medical monitoring system, with the assistance of the SSO.

Gregory H. Beck, Safety Manager, (908) 887-1973 administers the medical monitoring program.

#### PAH Awareness

Personnel observing the excavation remediation procedures will remain upwind of the excavation area and completely out of swing radius of the excavator to the extent practical. If

hydrocarbon or petroleum-like odor and/or stained soil/sediment are observed, the site operations will cease and personnel will evaluate potential/possibility of the presence of PAHs. If site management and the Project Manager decide, based on visual and odor observations that there is a need for confirmation of the presence of PAHs then direction will be given to take a composite sample for analytical identification.

### **Biological Monitoring for Mercury**

Biological monitoring for mercury is not required unless persistent elevated readings are recorded with the Jerome. Personnel that routinely work in high-risk areas (exposure  $>0.045$  mg/m<sup>3</sup> Jerome reading) or participate in other high-risk intrusive activities will undergo a baseline urinalysis for mercury prior to starting work on site, and will undergo biweekly analysis thereafter. The SSO, at his or her discretion, may also designate other situations that will require workers to be tested for mercury exposure. The mercury monitoring program will be conducted as follows:

- A laboratory that participates in a QA/QC program and uses an EPA-approved method for mercury analysis will be used to perform urine testing (i.e. flameless atomic absorption by cold vapor).
- The laboratory will be instructed to report results in  $\mu\text{g Hg per g creatinine}$  ( $\mu\text{g/g}_{\text{Cr}}$ ). A conversion of  $35 \mu\text{g/g}_{\text{Cr}}$  to  $63 \mu\text{g/L}$  ( $0.56 \text{ g}_{\text{Cr}}/\text{L}$ ) should be used.
- Samples will be submitted by the worker on the last day of the work week first thing in the morning prior to donning their site work attire to assure no mercury contamination of the sample.
- The action level for reviewing PPE and work practices should be  $15 \mu\text{g/g}_{\text{Cr}}$ .
- If a level equal to or greater than  $15 \mu\text{g/g}_{\text{Cr}}$  is detected, the worker should be tested weekly.
- If a level equal to or greater than  $28 \mu\text{g/g}_{\text{Cr}}$  is detected, the worker should be removed from the exclusion zone until a test of less than  $15 \mu\text{g/g}_{\text{Cr}}$  is obtained.

### **Exhibit 4-1 Site-Specific Project Safety Plan Orientation**

Project Name: Geddes Brook      Project Location: Town of Geddes, New York

Names of personnel responsible for site safety and health:

- Project Manager- Matt Warren, (315) 552-9743 (office); (315) 877-1389 (cell)
- Construction Manager – TBD
- Project Safety Manager – Bill Moon, (315) 451-9560 (office); (315) 323-8175 (cell)
- Site Safety Officer- (TBD)
- Subcontractor, (TBD)
- Subcontractor Site Safety Officer- (TBD)

Site specific safety plan orientation must be conducted with all new site workers prior to beginning any work. The orientation shall be conducted by any of the above mentioned responsible personnel or their designees. Orientation shall consist of a review of the Syracuse office safety plan, Site specific project Safety Plan, Site Specific orientation in accordance with HSP2 template.

**Emergencies** - Call 911 and/or your Supervisor for emergencies. In the event of an evacuation, assembly points will be established during the safety kick off meeting and updated as they change through the AHA process to accommodate changes in work zones and site conditions. The sound for an evacuation is three short fog horn blasts.

**Incidents** – report all incidents (any unplanned or unexpected event that results in personal injury, property damage or environmental release) and “near-miss incidents” to your Supervisor and the Site Safety Officer. Near-miss incidents COULD HAVE been an incident, but didn’t because of a slight change in conditions or luck. However, they have the same causal factors as an incident, so it is just important to investigate them for identifying solutions to prevent recurrence and share lessons learned. Both incidents and near misses will be reported according to both Honeywell and Parsons procedural protocol

**Communications** – the response for anyone from the general public (e.g. media, workers from adjacent properties, etc.) inquiring about the project is: “I’m sorry, but I’m not the right person to answer your question. If you contact Matt Warren, Parsons Project Manager at (315) 552-9743 or Craig Milburn at (315) 552-9784 they will be able to help you”.

#### **Personal Protective Equipment (PPE)**

Minimum PPE

- Safety glasses with side shields (tinted safety glasses are not permitted during overcast weather, after sundown or inside buildings)
- Hard hat



- Steel toe work boots
- Long sleeve shirt
- Long pants
- High visibility vest

**In areas of elevated exposure potential, additional PPE requirements may include:**

- Tyvek coveralls and/or inner latex and outer rubber gloves when the potential for contact with contaminated soil and/or groundwater exists. Used coveralls and gloves shall be disposed of [insert an instruction or attachment].
- Face shield –When using pressure washer.
- Nomex coveralls –Required in conjunction with hot work permitting.
- Hearing protection – When working in an area where decibel level exceeds 85 for an 8 hour period.
- Personal flotation device (PFD) to be implemented in areas of the Project Managers discretion.
- High visibility vest/coat (with reflective stripes if working after dusk or in areas where traffic speeds exceed 45MPH) is required when regularly exposed to vehicular traffic. Any high visibility vest/coat other than a traditional traffic vest must be pre-approved by the Safety Manager.

**Additional Site Specific Health and Safety Hazards**

Identify all activities on site as being dangerous and have a possibility for an accident. Review with the worker the activities he/she is here to perform. Then identify all possible hazards and safeguards for those activities. Next, have worker review all AHA's associated with those activities.

**Site Access Control** –Personnel reporting to the site must park in the designated parking areas. Only vehicles approved by the Site Safety Officer may enter the work zone. Site speed limits in the work zone are 5 mph and 10 mph on roadways.

**Training** – Site-specific training (PSP/HASP review and sign off). Copies of the PSP/HASP and MSDS's are available to all personnel. Daily safety meetings shall be documented and reviewed by all personnel working at the site, regardless of what time they arrive on site. Prior to entering the site, general site workers must provide the Site Safety Officer with valid documentation of the following:

- HAZWOPER certification (40-hr, 24-hr and/or 8-hr refresher)
- Negative drug test documentation from within the past 2 weeks.

**Mobile equipment** – use horns to alert others. Mirrors and back-up/travel alarm must be functional on all heavy equipment. Use a spotter when backing vehicles with blind spots and/or around equipment (i.e. pipe lines, etc).

**Work permits** - Certain types of work are not to be started until approval is given in the form of a signed permit. A written, properly authorized permit listed below may be required before you begin any specific high risk activities. Go to:

[http://parsharesites.parsons.com/corp/HLTHSAFE/Health\\_and\\_Safety/Forms](http://parsharesites.parsons.com/corp/HLTHSAFE/Health_and_Safety/Forms)

for copies for downloading of the appropriate work permit.

**Line Breaking Permit** – required before breaking screwed, flanged, welded or other type joints on pipelines or vessels containing hazardous materials, or breaking into (disconnecting, drilling, sawing, etc.) non-hazardous materials under pressure.

**Confined Space or Vessel Entry Permit** – required before entering tanks, vessels, manholes or similar confined spaces that have been in service or connected to operating process equipment and may contain potentially hazardous atmospheric conditions.

**Lockout / Tagout Permit** – required for the service and maintenance of machines and equipment in which the *unexpected* energization or start up of the machines or equipment, or release of stored energy could cause injury to workers.

**Excavation Permit** – required to minimize hazards during excavation work and ground breaking operations, specifically when a machine or hand tools are used at a depth greater than one foot.

**Hot Work Permit** – required before any flame or spark producing activity can begin in any production, operating, or some construction areas of the plant. This includes, but is not limited to:

- Welding / Repair of pipe lines under pressure greater than 5 PSI.
- Welding / Repair of pipe lines containing hazardous or flammable materials.
- Welding / Repair on any pressure vessel, fired or unfired, under pressure or in the presence of hazardous or flammable materials.
- Work on energized circuits.
- Cutting / Burning of pipe lines, vessels, equipment, etc. that may have contained any hazardous material.
- Grinding
- Any hot work on carbon steel pipe lines, vessels, equipment, etc. that may have contained sulfuric acid will not be permitted without extensive review with project and plant personnel due to the possible generation of hydrogen gas.

Each plant may have permits that are required for other specific work procedures. Check with your supervisor for these permits.

**Contamination** - Eating, smoking and applying cosmetics is not permitted in the work zone. Drinking water may be permitted in the work zone depending on site-specific conditions and the possibility of heat exhaustion

### **Decontamination Procedures**



- Work zones – equipment, PPE (e.g. coveralls, gloves, footwear) must be decontaminated or disposed of in the CRZ before leaving the exclusion zone.
- Tyvek coveralls and gloves cannot be worn outside the exclusion zone, even if they are clean.
- Personal decontamination may be necessary for activities involving the use of Level C or Level B PPE. Exhibit 6-1 includes the proper decontamination procedures that must be implemented if chemical contamination is present and PPE protection greater than Level D is used.
- Use boot wash stations when appropriate.
- Exclusion zones exist around the perimeter of intrusive activities. Support zones are at the perimeter of the exclusion zone.
- Equipment decontamination will be required for tools and machinery used during intrusive activities. These decontamination activities may include manual washing and/or steam/pressure washing. All liquids generated during personal or equipment decontamination must be collected and containerized for testing and appropriate disposal.
- The SSO will determine the proper procedures for personal and equipment decontamination based on the work activities and amount of contamination.

**Proper Hygiene** – Wash hands and face before eating, drinking and smoking.

**Monitoring** –All site personnel engaging in intrusive activities will have their breathing zones monitored for the following air quality parameters:

**Action Limits:**

The following action limits are as per known site contaminants as described in Exhibit 5-5. In addition, testing will be conducted for VOCs periodically to confirm they are not of concern.

**Level D**

- Benzene <1 ppm as indicated by benzene 0.5/a Drager Tube
- Jerome Mercury Vapor Analyzer, or equivalent, readings  $\leq 0.05 \text{ mg/m}^3$  total mercury (limited to visual evidence of mercury in encountered subsurface soils) (If readings are persistently greater than  $0.045 \text{ mg/m}^3$  see Section 4.11.6 Biological Monitoring for Mercury)
- MIE personal DataRam® Real-time Aerosol monitor, or equivalent, readings  $\leq 0.025 \text{ mg/m}^3$  total particulates (lead PEL  $0.050 \text{ mg/m}^3$  )
- The absence of sustained visible fugitive dust from site soils

**Level C**

- Benzene readings between 1 ppm and 5 ppm as indicated by benzene 0.5/a Drager Tube
- Jerome Mercury Vapor Analyzer, or equivalent, readings  $> 0.05 \text{ mg/m}^3$  but  $< .999 \text{ mg/m}^3$  total mercury (this is the upper detection limit of the Jerome Analyzer). Use MSA



Mersorb-P100 cartridges or equivalent. (If readings are persistently greater than 0.045 mg/m<sup>3</sup> see Section 4.11.6 Biological Monitoring for Mercury)

- The presence of sustained visible fugitive dust from site soils. (Upgrade is based on judgment of site health and safety officer and MIE personal DataRam Real-Time Aerosol Monitor, or equivalent, readings  $\geq 0.025$  mg/m<sup>3</sup> total particulates (lead PEL 0.050 mg/m<sup>3</sup>))

### **Level B (or retreat)**

- Jerome Mercury Vapor Analyzer, or equivalent, readings  $\geq 0.9995$  mg/m<sup>3</sup> total mercury (meter off scale). (If readings are persistently greater than 0.045 mg/m<sup>3</sup> see Section 4.11.6 Biological Monitoring for Mercury)
- MIE personal DataRam Real-Time Aerosol Monitor, or equivalent, readings  $\geq 0.250$  mg/m<sup>3</sup> total particulates

**Note:** All readings that will be used to determine the appropriateness of an upgrade in PPE shall be taken from the worker's breathing zone. Jerome mercury readings shall be 12 second sampling periods with the meter held in the workers breathing zone.

### **Acute Effects of Hazards at this Site**

#### **Mercury compounds [except (organo) alkyls] (as Hg)**

- Exposure Routes - inhalation, skin absorption, ingestion, skin and/or eye contact
- Symptoms - Irritation eyes, skin; cough, chest pain, dyspnea (breathing difficulty), bronchitis, pneumonitis; tremor, insomnia, irritability, indecision, headache, lassitude (weakness, exhaustion); stomatitis, salivation; gastrointestinal disturbance, anorexia, weight loss; proteinuria
- Target Organs - Eyes, skin, respiratory system, central nervous system, kidneys

#### **Lead**

- Exposure Routes - inhalation, ingestion, skin and/or eye contact
- Symptoms - Lassitude (weakness, exhaustion), insomnia; facial pallor; anorexia, weight loss, malnutrition; constipation, abdominal pain, colic; anemia; gingival lead line; tremor; paralysis wrist, ankles; encephalopathy; kidney disease; irritation eyes; hypertension
- Target Organs - Eyes, gastrointestinal tract, central nervous system, kidneys, blood, gingival tissue

#### **Arsenic**

- Exposure Routes - inhalation, ingestion, skin and/or eye contact
- Symptoms - Effects of mild poisoning from inhalation include loss of appetite, nausea, and diarrhea. Effects of more severe exposure to arsenic include (1) 'pins and needles' tingling in the palms, or cramps in calf muscles (2) Heat and irritation in throat and stomach, a garlic odor on breath, or a metallic taste in the mouth (3) vomiting, purging with very loose stools (4) neurological effects including restlessness, chronic headaches, apathy, fainting, dizziness, delirium, somnolence, convulsions or coma



- Target Organs - gastrointestinal tract, the heart, brain and kidneys. The skin, bone marrow and peripheral nervous system may be affected

#### **Total PCBs**

- Exposure Routes - inhalation, ingestion, skin and/or eye contact
- Symptoms - exposure to some PCB formulations by inhalation in humans results in respiratory tract symptoms, gastrointestinal effects, mild liver effects, and effects on the skin and eyes such as chloracne, skin rashes, and eye irritation
- Target Organs - Animal studies have reported acute effects on the liver, kidney, and central nervous system (CNS) from oral exposure to PCBs

#### **Total PAHs**

- Exposure Routes - inhalation, ingestion, skin and/or eye contact
- Symptoms - eye irritation, nausea, vomiting, diarrhea and confusion
- Target Organs - pulmonary, gastrointestinal, renal, and dermatologic systems

#### **Phenol**

- Exposure Routes - inhalation, ingestion, skin and/or eye contact
- Symptoms - irregular breathing, muscle weakness and tremors, loss of coordination, convulsions, coma, and respiratory arrest at lethal doses
- Target Organs – skin, liver

#### **Hexachlorobenzene**

- Exposure Routes - inhalation, ingestion, skin and/or eye contact
- Symptoms - incoordination, loss of hair, hyperthermia, porphyria, liver damage, discolored skin lesions, skin ulcers, l
- Target Organs - liver, skin, immune system, kidneys



PROJECT INFORMATION			
Project Name & No.:		Meeting Date:	
Project Location:		Subcontractor:	
Scope of Work Covered In This Meeting			
SITE SAFETY ORIENTATION TOPICS (CHECK ALL THAT APPLY)			
GENERAL HSP2 PROCEDURES	HAZARD COMMUNICATION	HAND & POWER TOOLS	EXCAVATIONS
<input type="checkbox"/> Honeywell Safety Goals <input type="checkbox"/> Honeywell Contractor Handbook <input type="checkbox"/> HSP2 Goals & Objectives <input type="checkbox"/> HSP2 Safety Incentives & Promotions (If Applicable) <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Drug & Alcohol Testing <input type="checkbox"/> Incident Reporting Guidelines  SAFETY PLANS & MEETINGS <input type="checkbox"/> Daily Pre-Task Planner <input type="checkbox"/> Daily Safety Talks <input type="checkbox"/> Weekly Toolbox Meeting <input type="checkbox"/> Project Safety Plan (PSP) <input type="checkbox"/> Job Safety Analysis (JSA) <input type="checkbox"/> Emergency/Evacuation Plan <input type="checkbox"/> Handling Changes to Work Scope, Means, & Methods  PERMITS & INSPECTIONS <input type="checkbox"/> Daily Confined Space Entry <input type="checkbox"/> Daily Hot Work <input type="checkbox"/> Daily Excavation Inspections <input type="checkbox"/> Daily Scaffold Inspections <input type="checkbox"/> Daily Safety Walkthroughs <input type="checkbox"/> Weekly Written Inspections  WORK ZONES <input type="checkbox"/> Support Zone - Location of First Aid and Spill Supplies <input type="checkbox"/> Decon Pad Locations <input type="checkbox"/> Exclusion Zones  DECON & WASTE MGMT <input type="checkbox"/> Decontamination Procedures <input type="checkbox"/> Waste Disposal & Segregation <input type="checkbox"/> Remove Trash & Debris Daily	<input type="checkbox"/> Acute & Chronic Effects of Contaminants of Concern <input type="checkbox"/> Acute & Chronic Effects of Chemicals Used On Site <input type="checkbox"/> Chemical Hygiene & Sanitation <input type="checkbox"/> Biological Hazards - poisonous plants, ticks, insects, animals <input type="checkbox"/> Ionizing & Non-ionizing Radiation <input type="checkbox"/> Bloodborne Pathogen Exposures <input type="checkbox"/> Heat & Cold Stress <input type="checkbox"/> High Noise Areas or Equipment <input type="checkbox"/> Energized Overhead Power Lines <input type="checkbox"/> Handling Unanticipated Hazards  GENERAL PPE USE <input type="checkbox"/> Minimum PPE for Construction, Remediation, and O&M Areas <input type="checkbox"/> Modified Level D PPE <input type="checkbox"/> Level C PPE including cartridge Type(s) <input type="checkbox"/> Level B PPE (if anticipated) <input type="checkbox"/> Hearing Protection Use <input type="checkbox"/> Face Shield Requirements <input type="checkbox"/> High Visibility Vest Requirements <input type="checkbox"/> Corrosives Handling PPE <input type="checkbox"/> Clearing & Grubbing PPE -chainsaw  BARRICADES <input type="checkbox"/> Solid Barricades Near Fall Hazards <input type="checkbox"/> No Barricade Tape Used Outdoors <input type="checkbox"/> Protect All Holes & Floor Openings <input type="checkbox"/> Maintain Safety Fence	<input type="checkbox"/> Inspect Before Use <input type="checkbox"/> Good Condition with All Guards <input type="checkbox"/> Electrical Cords Undamaged <input type="checkbox"/> GFCIs on all electrical cords <input type="checkbox"/> Electrical Cords Must Be protected from Damage <input type="checkbox"/> Moving Parts (belts, gears, etc.) are Guarded. <input type="checkbox"/> Qualified Rigger to Inspect Rigging Equipment Prior to Use  ELEVATED WORK <input type="checkbox"/> Ladder Inspection & Use <input type="checkbox"/> Job-Made Ladder Requirements <input type="checkbox"/> Scaffold Inspections & Tagging <input type="checkbox"/> Use & Construction of Temporary Guard Rails <input type="checkbox"/> Fall Restraint <input type="checkbox"/> Personal Fall Arrest Equipment & Tie-off Requirements <input type="checkbox"/> Manlift Use  LOCKOUT/TAGOUT <input type="checkbox"/> Lockout/Tagout Procedures <input type="checkbox"/> Arc Flash Hazards & Procedures  CONFINED SPACE ENTRY <input type="checkbox"/> Confined Space Procedures <input type="checkbox"/> Permit-Required Confine Space <input type="checkbox"/> Rescue Services  UNSAFE WEATHER <input type="checkbox"/> Lightening <input type="checkbox"/> High Winds	<input type="checkbox"/> Excavation Comp. Person On Site <input type="checkbox"/> Sloping or Shoring at >5' Depth <input type="checkbox"/> Tabulated Data for Shoring Equip  HEAVY EQUIPMENT <input type="checkbox"/> Operator Responsibilities & Qualifications <input type="checkbox"/> Daily Equipment Inspections <input type="checkbox"/> Forklift License Requirement <input type="checkbox"/> Crane Operator Certification <input type="checkbox"/> Use of "Lifting & Rigging Plan" <input type="checkbox"/> Report & Repair Leaks <input type="checkbox"/> Driver Safety - defensive driving, operation of pick-up trucks, etc. <input type="checkbox"/> Operation on Slopes <input type="checkbox"/> Load Capacity <input type="checkbox"/> Use of Seatbelts  ROAD & HIGHWAY SAFETY <input type="checkbox"/> Traffic control devices conform to US DOT Requirements <input type="checkbox"/> Flaggers have DOT Training <input type="checkbox"/> High Visibility Vests  MATERIAL HANDLING <input type="checkbox"/> Proper Lifting Procedures <input type="checkbox"/> Separate Welding/Cutting Cylinders by 20' if not Used in 24hr <input type="checkbox"/> Separate Incompatible Materials <input type="checkbox"/> Store flammables in safety cans <input type="checkbox"/> Secondary Containment for Chemical/Fuel Storage Areas



COMPLIANCE DECLARATION - We the undersigned acknowledge that this orientation outlines minimum safety requirements and isn't intended to be all-inclusive or replace safety instructions from our employer. We the undersigned also acknowledge the rules and risks associated with work at this site and fully intend to work safely within the spirit and letter of Honeywell, Parsons or O'Brien & Gere, and HSP2 requirements. If we observe any deviations or unanticipated hazards or unsafe conditions, we will call it to the attention of our employer, Parsons, or O'Brien & Gere.

Name (print)	Signature	Name (print)	Signature



## Exhibit 4-2 Incident Reporting

Employees involved in or witnessing an incident or near-miss incident must immediately report it to the responsible SHSO, who in turn immediately relays the report to the Parsons Project Manager, Matt Warren, (315) 552-9743; Mobile: (315) 877-1389 and the appropriate subcontractor representatives, per Incident Reporting Requirements included in Appendix B. Near-miss incidents that could cause significant injury or loss of life must also be immediately reported in the same manner. No supervisor may decline to accept or relay a report of injury or significant near-miss incident from a subordinate.

Parsons requires that all incidents/accidents be reported within **four hours** to the PARCOMM Tech Division Safety Manager (Greg Beck [(908) 887-1973, Mobile: (908) 887-1973] by the Parsons Project Manager, Matt Warren, (315) 552-9743 and SHSO. The PARCOMM Tech Division Safety Manager is responsible for notifying the Corporate Workers Compensation Analyst.

Parsons' also requires that the Construction Manager and immediate supervisor, TBD, report an incident that results in a lost workday case (LWDC) or Any fatality, injury of a private citizen, property loss, or damage in excess of \$50,000, or catastrophes require **immediate** notification of the PARCOMM Tech Division Safety Manager (Greg Beck [(908) 887-1973, Mobile: (908) 887-1973] The PARCOMM Safety Manager or Corporate Safety Manager must notify the local OSHA office immediately if an accident involves the death of an employee or hospitalization of three or more workers.

Additional PARCOMM staff who should be contacted if a PARCOMM reporting incident occurs include: Bill Moon, Project Safety & Health officer., [(315) 451-9560, Mobile: (315) 427-0355] who is available for assistance in addressing documentation and notification.. The Project Manager (who has been trained on Parsons' reporting requirements and Online Safety Reporting System) then prepares and submits the incident information.

## INCIDENT INVESTIGATIONS

All incidents and significant near-miss incidents are investigated by an individual or team with training in accident investigation and root cause analysis. Personal injuries involving medical treatment and incidents resulting in more than \$1,000 damage will be verbally reported and submitted on the PWeb using the On-Line Safety Reporting System at <https://pwebtools.parsons.com/safety/IncidentSelect.aspx> within **4 hours**. Additionally, an incident investigation report will be completed to identify root causes and corrective actions to prevent recurrence. Subcontractors must investigate incidents involving their employees or activities and submit an investigation report to the Parsons Project Manager within **48 hours** of an incident. The Parsons PARCOMM Safety Manager will investigate or assign an investigator to each significant incident. The investigator will submit a final investigation report using the Online Safety Reporting System within **72 hours** of the incident. The PSM maintains the investigation file. Instructions for entering incidents into the OSRS, Parsons Incident/Accident Report Form, Parsons Near Miss Report Form, and Parsons Wallet Card-Incident Reporting Guidelines are located in Attachment A of this report.

**Exhibit 4-3**

**Parsons Corporate Substance Abuse Policy**

**POLICY: SUBSTANCE ABUSE**

**STATEMENT OF POLICY:**

Parsons expects all employees to report to work in a fit condition in order to perform their duties at the utmost levels of safety and efficiency. To that end, Parsons expressly prohibits the unlawful manufacture, distribution, dispensing, possession, use, or sale of a controlled substance or alcohol on its premises at any time. Employees are prohibited from being at work under the influence of these substances. Parsons will reasonably accommodate the efforts of an employee to obtain medical treatment for substance abuse and to return to employment thereafter. However, no provisions of this policy will contravene the provision of the Employee Personal Conduct Policy or preclude the corporation from terminating an employee in accordance with this policy.

Parsons has an obligation to safeguard the privacy rights of all employees; however, it is also committed to provide a healthy and safe work environment for all employees and to take reasonable steps to safeguard the health and safety of others and protect the environment in conducting its business.

**Safety and Environmental Provisions**

In some instances employees may be required to undergo random toxicological tests to ensure their continuing fitness for duty to comply with contract mandated requirements or government regulations, or if performing work at locations where the nature of their duties is such that there is the potential for serious physical injury to themselves, to others, or the general public, or potential for significant damage to property or the environment.

Assignment of employees to such job sites will be done on a voluntary basis. Employees who refuse to participate in the random testing program and whose job duties would normally expose them to random testing will be considered for placement in other positions not requiring random testing. Every reasonable effort will be made to accommodate such transfers; however if suitable work for which the employee is qualified is not available, the employee will be subject to termination. A positive test result will lead to immediate removal from the site, in addition to either corrective action in accordance with this policy or the employee's termination in accordance with the Employee Personal Conduct Policy.

Searches are another means of protecting the safety of individuals and property at those locations where the nature of the work has the potential for serious injury or damage. Reasonable searches may be conducted of individuals, their personal vehicles, effects, and other areas under the individual's control while at such work sites, or engaged in Parsons business at such sites.

Employees will not be detained or searched without their consent. An employee's cooperation in a search at such work sites is a condition of employment. The employee will be required to sign an Acknowledgment and Consent for Random Toxicological Tests and Searches form. Such testing will be performed by the company using qualified contracted agents, or trained employees.

## SUBSTANCE ABUSE TESTING - EMPLOYMENT OFFER

No candidate for employment will be subjected to substance abuse testing prior to the receipt of an offer of employment. Offers of employment, regardless of employment category, must contain a contingency regarding satisfactory completion of substance abuse testing. Failure to submit to or pass an examination will result in immediate disqualification from consideration for placement.

## EMPLOYEE PERSONAL CONDUCT

Employees bear the primary responsibility for their own job performance and for taking any action or undergoing treatment necessary to maintain performance at a satisfactory level.

In addition, the corporation may require an employee to submit to a test for alcohol or illegal drugs, based upon reasonable suspicion that the employee's performance or behavior is being adversely affected by use of such substance(s). Reasonable suspicion will be based upon physical manifestations of impairment, or unsatisfactory behavior or job performance (including on-the-job accident or injury) which causes the supervisor and Human Resources Representative to reasonably believe that alcohol or drug abuse may be a contributing factor. Refusal by an employee to take such a test will be viewed as an admission of such use by the employee.

### Confidentiality of Records

All information concerning an applicant's or employee's medical condition or test results will be kept strictly confidential, with information released only upon a legitimate need-to-know basis.

### RESPONSIBILITIES:

The immediate supervisor monitors employee behavior and performance and is alert to problems arising from an employee's behavior or performance.

Human Resources ensures consistent and uniform application of this policy and, when required, interfaces with supervisor and employee to evaluate performance and behavior.

### REFERENCES:

Employee Personal Conduct Policy

**APPROVED:** *David R. Goodrich* **DATE:** *5/30/03*

**Exhibit 4-4  
Routes To Hospital  
University Hospital  
750 E. Adams Street  
Syracuse, NY 13210  
(315) 464-5611**



**Figure 4-4a: Route to Hospital From I-690 East:**

- 1. Exit the site to the south and turn left onto State Fair Blvd**
- 2. Travel southeast 0.7 miles and merge left onto the I-690 on-ramp.**
- 3. Take I-690 East 2.5 miles and exit onto Route 81 South – go 0.4 miles.**
- 4. Take Exit #18 (Harrison St/Adams St onto Harrison Street stay left on the exit ramp. Merges to Almond Street (under Route 81)**
- 5. Take Almond Street 2 lights (stay in middle lane) and turn left onto Adams Street. – Go 0.3 miles Hospital Emergency Room entrance is on the right**

**Figure 4-4b: Route to Hospital from Outfall 019**



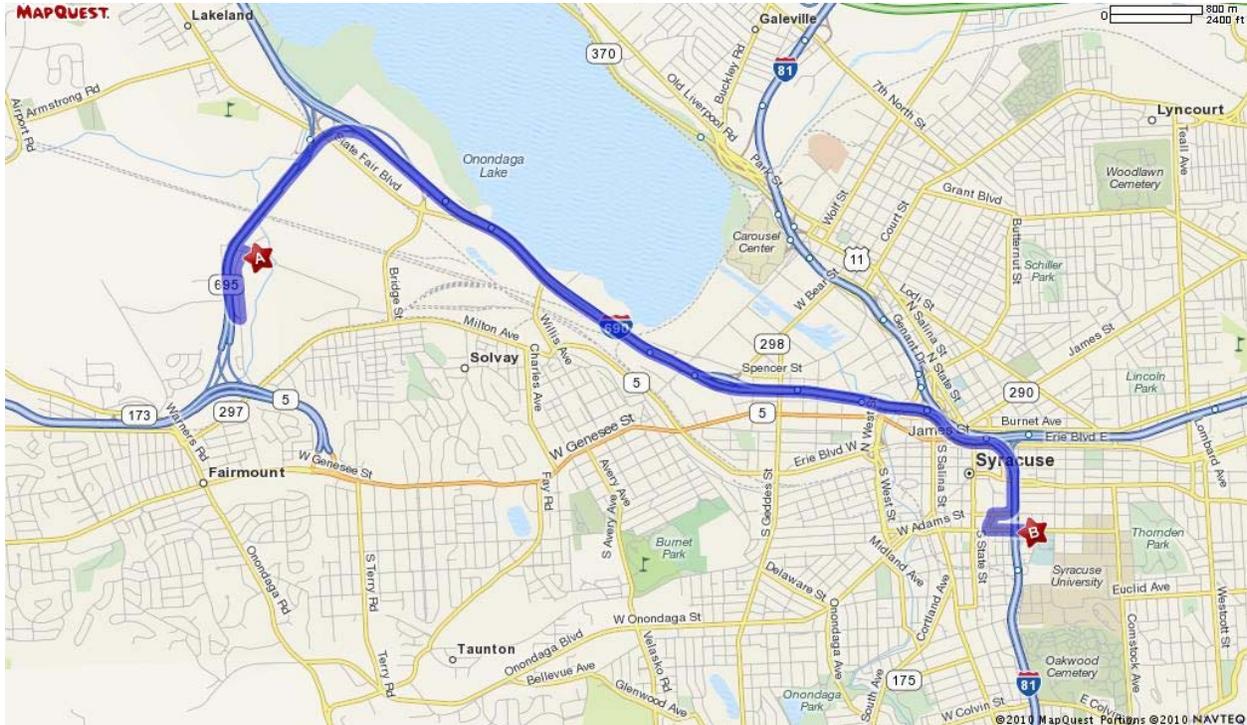
1. Leave site access on Haul road going West
2. Take left on Haul Road going toward Gere Lock road exit
3. Exit site at Gere Lock Road. Go under I-695 to Horan Road
4. Turn Right onto Horan Road south approximately ¼ mile to I-695 entrance ramp.
5. Take I-695 to I-690 East (far right lane)
6. Follow I-690 directions as specified in Figure 4-4a

**Figure 4-4c: Route to Hospital from NMC South of I-690**



1. Leave site access road through site gate located at the NYS Fairgrounds
2. Take Fairground Roads to main entrance
3. Turn right onto State Fair Boulevard
4. Go approximately 1 ½ miles to the end onto ramp to I-690 East
5. Take I-690 East to I-81 South
6. Follow I-690 directions as specified in Figure 4-4a

**Figure 4-4d: Route to Hospital from LCP**



- 1. Exit the site to the south and turn left onto Belle Isle Road.**
- 2. Travel south approximately 0.2 miles and turn left onto Mathews Ave.**
- 3. Travel east approximately 0.2 miles and turn left onto Bridge Street.**
- 4. Take Bridge Street approximately 1 mile to the I-690 East on-ramp.**
- 5. Travel east on I-690 approximately 4 miles and exit onto Route 81 south.**
- 6. Take Route 81 south approximately 100 yards and exit at the Harrison/Adams St. exit. Stay left on the exit ramp. Merges to Almond Street (under Route 81).**
- 7. Take Almond Street two lights and turn left onto Adams Street. Hospital Emergency room entrance is on the right.**

## SECTION 5

### PRE-FIELD WORK PHASE

#### 5.1 RISK ANALYSIS AND SAFETY SPECIFICATION DEVELOPMENT

Procurement procedures require that a site-specific risk analysis be conducted before issuance of investigation and remediation RFPs. Using the site specific risk review checklist (Exhibit 5-1) the Project Manager leads this analysis, which documents existing exposures that may impact the work, surrounding facilities, equipment, workers, or the public at large. The analysis includes locating, documenting, and photographing items such as:

- Overhead and underground power lines
- Sewer and water utilities
- Existing building interferences
- Crane access ways
- Traffic
- Security
- Fences
- Water hazards
- Existing geographical and environmental conditions
- Investigation of Derived Waste (IDW) Disposal
- Confined spaces

Upon completion of the site risk analysis, high-risk activities are listed in the RFPs (as applicable), and bidders must describe controls and mitigation strategies in their proposals. The RFP notes that the list is representative and that the selected contractor must identify and control all work-related hazards.

Pre-field work activities include a detailed analysis of the scope of work, cumulative listing of known site contaminants and safety specifications in the prime contract, Parsons' project schedule and PSP, draft RFPs, and proposed subcontractor agreements. The Project's standard safety specifications are given below:

- Site Specific Risk Review Checklist-Exhibit 5-1
- Pre-Field Work Safety Meeting-Exhibit 5-2
- Sub Contractor Safety Plan Review Sheet-Exhibit5-3
- Mobilization/Kick-Off Safety Meeting Checklist-Exhibit 5-4
- Site Exposure Limit Levels-Exhibit 5-5

## **5.2 DESIGN AND REMEDIAL ACTION REVIEW**

Periodic remedial action reviews are held in accordance with the project management plan. The Project Safety Manager participates in the review to ensure that safety issues are adequately addressed. During the remedial action review, the discussion focuses on how work is sequenced, interferences with continuing operations, and safe work approaches. Specific activity hazards analyses conducted before the scheduled work can mitigate identified/presumed risks.

## **5.3 PRE-BID MEETING**

Pre-bid meetings are required to ensure that bidders understand the RFP, including expectations for safety and health performance. Subcontractors must complete a Parsons Safety Evaluation package as outlined in Section 5.4, prior to attending a pre-bid meeting. During the pre-bid meeting, the Project Manager uses the Pre-Field Work Safety Meeting Checklist (Exhibit 5-2) to review project safety philosophy, principles, and Parsons' requirements with all prospective bidders. Although this information is included in the RFP, the meeting reinforces the message.

## **5.4 CONTRACTOR SAFETY EVALUATION**

Project procurement procedures require that all contractors (and their subcontractors) submit prequalification documentation for evaluation. The Procurement Manager or Division Safety Manager conducts the safety evaluation in accordance with the Subcontractor Safety Plan Review Sheet (Exhibit 5-3).

## **5.5 PRE-FIELD WORK MEETING**

The Project Manager may hold a pre-construction safety meeting before the subcontractor begins work. This may be included as part of the Project Kick off/ Mobilization meeting. The meeting includes subcontractor representatives, contracts manager, and representatives from all disciplines, including safety. During the safety review, the meeting participants review specific safety site/area, pre-bid risk analysis, and competent person and site-specific safety plan requirements. In addition, the Project Manager obtains a safety point of contact and emergency management information. The Project Manager uses the attached Kick off/ Mobilization checklist (Exhibit 5-4) to document the meeting.

## **5.6 COMPETENT PERSON SUBMISSION REVIEW**

Parsons and its subcontractors must identify OSHA-regulated and certified competent persons for work or tasks requiring that level of supervision. The Parsons personnel listed below will be assigned to the project and have the designated certifications:



Name	Job Title	40-hr HAZWOPER	8-hr HAZWOPER Supervisor	8-hr HAZWOPER refresher expires	Other training (i.e. excavation, confined space)
Matt Warren	Project Manager	4/30/99	7/17/06	9/17/11	
TBD	Construction Manager				
Bill Moon	Project Safety Manager	5/10/04	2/19/07	5/31/11	

Will fill out table as start date of project gets closer and roles get assigned.

### 5.7 SUBCONTRACTOR SAFETY PLAN (SSP) SUBMISSION REVIEW

All subcontractors must submit safety programs to the Parsons Project Manager and Division Safety Manager for review before they begin work on site. The Plan will be reviewed for adequacy in accordance with the SSP template included as Attachment D of this report.

#### 5.7.1 Contractor Site-Specific Safety Plans

At least 10 business days before work begins, each contractor must submit two copies of its subcontractor safety plan (SSP) to the Parsons Project Manager and Project Safety Manager for review. The Project Manager and Project Safety Manager review the SSP to ensure that it meets Parsons' requirements.

If a contractor needs assistance developing an SSP, an electronic copy of Parsons' HAZWOPER Model SSP template is posted on LiveLink and included as Attachment D of this PSP.

The SSP must address the following elements:

- Responsibility
- Compliance
- Communication
- Hazard assessment
- Accident exposure and investigation
- Hazard correction
- Training and instruction
- Recordkeeping

The SSP must include applicable requirements of Parsons PSP and OSHA CFR 1910/1926:

- Scope of work evaluation that describes the sequence of work and associated hazardous activities.
- Specific activity hazards analysis (AHA).



- A project site employee orientation program that addresses location specific issues relative to safety and health.
- A site-specific emergency action plan that includes a list of key management contacts with home office, project site, home, and cellular telephone numbers.
- A site-specific medical emergency plan that lists qualified first aid personnel by name and includes copies of their current certificates.
- Key line management personnel, by name and position, who will enforce the SSP.
- Key competent or qualified personnel by name and copy of current documentation identifying specific certified competency (e.g., scaffolding, excavations, and fall protection).
- Written progressive disciplinary program for violations of safety procedures.
- Trenching and shoring plan (if applicable).
- HAZWOPER training documentation (if applicable).
- Contractor task hazard planning.
- Subcontractor weekly safety planning submission.
- Contractor workers daily task safety planning.

## **5.8 MOBILIZATION/KICKOFF SAFETY MEETING**

Project Managers conduct the Mobilization/Kickoff Safety Meeting on or before the first day of subcontractor mobilization in the field and at the work site. Exhibit 5-4 shows the checklist used for the safety portion of this meeting. In addition, the meeting includes the completion of a Site-Specific Risk Review Checklist (Exhibit 5-1) combined with a walkthrough of the work area to locate items on the pre-bid risk analysis checklist.



### Exhibit 5-1 Site-Specific Risk Review Checklist

Date: \_\_\_\_\_ Project or Location: \_\_\_\_\_

Risk/Hazard	Detail	Present	Risk/Hazard	Detail	Present	
Employee Exposure	Hazardous chemicals	_____	Electrical	Staging area	_____	
	Lead	_____		Marine or Over Water Work	Work on or over water is required	_____
	Asbestos	_____			Underwater (diving) work is required	_____
		UXO	_____	Personal Protective Equipment	Work activities or work site requires hearing protection	_____
		PCB	_____		Work activities or location requires using respirators	_____
		Airborne contaminants (dust, mists, fumes)	_____		Work activities or location requires special protective clothing	_____
		Other (specify) _____	_____			
Hazardous Waste	Handling, removal or storage of hazardous is required	_____	Public Exposure	Work activities or location requires special precautions to protect the public	_____	
	_____	_____				
Crane Work	Mobile cranes	_____	Permits	required	_____	
	Tandem lifts	_____		Other Exposures	Hot permit	_____
	Bridge cranes	_____			Other exposure or high-risk activities (list)	_____
	Derrick's	_____			_____	_____
	_____	_____				
Powered Industrial Trucks	Forklift training is required	_____				
Aerial Lifts	Hydraulic booms	_____				
	Scissor lifts	_____				
	Mobile scaffolding	_____				
	_____	_____				
Drilling						
Sediment Sampling	Vibracore	_____				
	Grab Sampling	_____				

Notes: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



**Exhibit 5-2**  
**Standard Pre-Field Work Safety Meeting Checklist**

Date:	_____	Project/Location:	_____
Subcontractor Representative:	_____	Parsons Project Manager:	_____
Phone:	_____	Phone:	_____
Subcontractor Safety Rep:	_____	Parsons Safety Manager:	_____
Phone:	_____	Phone:	_____

The following items were identified and reviewed with the subcontractor.

Health & Safety	Medical
Site-Specific Safety Plans/Model Program _____	Substance Abuse Screening _____
Competent/Qualified Person Documentation _____	Emergency Procedures _____
Safety Audits/Inspections _____	Site Security _____
Subcontractor Responsibilities _____	Smoking Policy _____
Site Orientation Requirements _____	Medical Services Requirements _____
Mobilization/Kickoff Safety Meeting/Date _____	Treatment Locations/Addresses/Phone List _____
Crane Inspection Certification _____	Other _____
Personal Protective Equipment (PPE) _____	
Environmental Hazards _____	
Other _____	

Additional Notes/Comments:

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**Exhibit 5-3**  
**Subcontractor Safety Plan Review Sheet**

**PROJECT CONTROLS**

**CLIENT:** \_\_\_\_\_

**SITE LOCATION:** \_\_\_\_\_

**JOB NO.:** \_\_\_\_\_

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

**SUBCONTRACT NO.:** \_\_\_\_\_

**I. GENERAL REQUIREMENTS**

Project Controls, as defined herein, will be a mandatory administrative requirement of this Subcontract.

Subcontractor shall provide and utilize planning, scheduling, and other control systems which: 1) effectively direct, control and monitor the administration of the Subcontract Agreement; and 2) provide Contractor with sufficient data and projections for the duration of the subcontract.

**II. CONTROL REPORTING**

Subcontractor shall submit the following reports upon contract execution:

**A. CPM Detailed Schedule**

Schedule shall display detailed progressive activities and restraints graphically on a time-scale basis. Critical path activities shall be clearly identified sequentially to complete each milestone. Subcontractor shall not change, modify, or routinely revise the Contract schedule without written directive from the Contractor.

**B. Manpower Report**

Schedule shall show, on a time-scale basis, the number of staff and craft personnel to be assigned and the forecasted direct and indirect manpower to complete the Project.

**C. Commodity Installations (curves)**

**III. WEEKLY JOB STATUS**

Subcontractor shall conduct a Weekly Job Status Review Meeting with Contractor documented by Weekly Job Status Report. Weekly Job Status Report shall be provided no later than 12:00 noon on Monday prior to the Review Meeting. This Report shall include the following information:



- A. Progress Report**  
Updated to show planned, actual, and forecast of physical progress for duration of Project.
- B. Manpower Report**  
Updated to show planned, actual, and forecast by craft and staff.
- C. Four-Week Construction Schedule**  
Schedule shall reflect actual of previous week and planned for the following three weeks by activity.
- D. Weekly Safety Summary**  
Current week, cumulative man-hours worked, and number of OSHA-reportable and lost-time incidents.
- E. Change Order Log**  
Weekly accrual of Change Order Status.
- F. Problem/Remedies List**  
List of problems, concerns and issues and suggested remedies.
- G. Contractor list**  
List of need from Contractor.

#### **IV. COST CONTROL**

- A. Request for Information Form**  
Subcontractor shall use Request for Information (RFI) form to initiate inquiry for data concerning problems and/or clarifications related to the contract.
- B. Field Action Request Form**  
Subcontractor shall use the Field Action Request (FAR) form to request approval for field-initiated changes. Subcontractor shall proceed only upon approval of FAR. FAR(s) will be accumulated into a Subcontract Change Order (SCO). Types of FAR (s) shall be accumulated separately, i.e., lump sum and unit price.
- C. Subcontract Change Order**  
Contract changes shall be accomplished via the Subcontract Change Order (SCO). An SCO serves as notification to Management of changes in scope which have cost or schedule impact.
- D. Cost & Schedule Impact Sheet**



Subcontractor's detailed cost and schedule data shall be accumulated on a "Cost and Schedule Impact Sheet". The completed SCO, with Cost & Schedule Impact Sheet attached, shall be submitted to Contractor for final review and approval.

**E. Changes**

Subcontractor or Contractor may request changes.

**F. Approval**

Approval shall be required before beginning work. The SCO is to be initiated for changes in Scope of Work only. Estimate omissions or errors and normal construction rework shall not constitute the basis for an SCO.

**G. Change Order Data**

Subcontractor's work will be suspended at no cost to Contractor or Owner if Subcontractor does not submit sufficient data to prepare any Change Order in a timely manner and secure necessary approvals before starting Change Order work. A twenty-four (24) hour written notification of shut-down will be provided by Contractor.

**H. Revisions to Schedules**

Contractor may periodically require updating and/or revisions to the approved schedules, reports and projections to accurately reflect the current work requirements.

**V. DAILY REPORTS**

**A. Daily Manpower Report**

Summary representative of the day's actual manpower.

**VI. MONTHLY REPORTS**

**A. Milestone Schedule**

**B. Subcontractors Pay Request**

**VII. SAFETY REPORTS**

**A. Weekly Subcontractor Safety Summary**

Subcontractor shall submit weekly.

**1. Contractor Injury/Illness Summary**

Subcontractor shall submit weekly with Safety Summary.

### **VIII. SAFETY REQUIREMENTS**

All Subcontractors will by contract be required to follow all site specific safety rules and regulations. Each Subcontractor will have the responsibility of assuring each of their employees and management personnel on site to go through the New Employee Orientation prior to coming on site.

### **IX. QUALITY MANAGEMENT OF SUBCONTRACTORS**

The Project Materials Manager or his designated representative is responsible for administering the contract terms and conditions. The Quality Assurance Manager shall be responsible for establishing that the subcontractors Quality Plan is in accordance with project requirements. The Quality Assurance/Quality Control (QA/QC) Field Manager shall be responsible for:

- Establishing any required Contractor or Client witness/hold points with the subcontractor.
- Establishing an examination, inspection and test plan based on project requirements.
- Scheduling third-party NDE Organization.

All subcontractor nonconformity's shall be reported by the QA/QC Field Manager to the Project Manager/Director and the Project Materials Manager.

The QA/QC Field Manager will review the Subcontractor's complete work, jointly with the Client's Representative for final acceptance of the Subcontractor's work prior to turnover.

The Project Materials Manager will be notified by the QA/QC Field Manager of the acceptance of the Subcontractor's completed work.



**Exhibit 5-4  
Mobilization/Kick Off Safety Meeting**

PROJECT INFORMATION			
Project Name:		Meeting Date:	
Project Location:		Project Number:	
Scope of Work Covered In This Meeting			
MEETING ATTENDANCE			
Name (print)	Signature	Title or Project Role	Company

1. Honeywell Safety Vision – Review and reaffirm vision and beliefs as outlined in Section 1.0 of the HSP2 program.
2. Project Safety Goals and Objectives
  - Total Incident Rate (TIR) target of \_\_\_\_\_
  - Lost Workday Incident Rate (LWIR) target of 0.0
3. Scope Of Work and Highly Hazardous Activities - Review key safety issues associated with highly hazardous activities.
 

<ul style="list-style-type: none"> <li>• Line breaking (process piping LOTO)</li> <li>• Work that may disrupt or damage existing piping, vents, drains (LOTO).</li> <li>• Any work on equipment that requires LOTO.</li> <li>• Major excavations (&gt;5' deep or potential for damage to underground utilities)</li> </ul>	<ul style="list-style-type: none"> <li>• Roof activities</li> <li>• Elevated work &gt;6' that will not be done from manlifts or scaffolds</li> <li>• Hazardous painting or coating (epoxy paints, electro-static painting, cocooning, etc.)</li> <li>• Structural steel erection</li> <li>• Use of ladders above 24 feet.</li> <li>• Confined Space Entry (permit-required)</li> </ul>	<ul style="list-style-type: none"> <li>• Any work within 20' of overhead power lines</li> <li>• Critical Crane Picks (&gt;80% of rated capacity, multiple cranes on a single pick, near power lines, picks over occupied buildings, and picks of long-lead or specialized equipment.)</li> <li>• Other:</li> </ul>
--	--	--
4. Honeywell Specification 01620 and the HSP2 Safety Manual - Verify that copies were received by subcontractors and address any questions.
5. Incident Reporting Requirements
6. Drug & Alcohol Testing Requirements
7. Commitment to Light Duty work and the location of Industrial Medical Associates (IMA)
8. Safety Planning Requirements - Review the development and use of Project Safety Plans (PSPs) and Job Safety Analyses (JSAs).
9. Safety Meetings - Review requirements related to daily safety meetings and Weekly Toolbox Safety Meetings. Review the use of daily Pre-Task Planners

10. Roles and Responsibilities

**Exhibit 5-5  
Site Exposure Limit Levels**

<b>Chemical of Concern</b>	<b>OSHA PEL</b>	<b>Action Level</b>
<b>Mercury</b>	0.1 mg/m <sup>3</sup>	0.05 mg/m <sup>3</sup>
<b>Lead</b>	0.05 mg/m <sup>3</sup>	0.025 mg/m <sup>3</sup>
<b>Arsenic</b>	0.01 mg/m <sup>3</sup>	0.005 mg/m <sup>3</sup>
<b>Total PCBs</b>	0.05 mg/m <sup>3</sup>	0.025 mg/m <sup>3</sup>
<b>Total PAHs</b>	0.20 mg/m <sup>3</sup>	0.10 mg/m <sup>3</sup>
<b>Phenol</b>	5 ppm (19 mg/m <sup>3</sup> )	2.5 ppm (9.5 mg/m <sup>3</sup> )
<b>Hexachlorobenzene</b>	0.002 mg/m <sup>3</sup>	0.001 mg/m <sup>3</sup>

The above noted Chemical Safety Analysis is derived from historically data of known chemicals of concern for the Geddes Brook Site. For a detailed description of OSHA action levels, refer Section 4.2 Exhibit 4-1.



## SECTION 6

### CONSTRUCTION PHASE

#### 6.1 SITE RISK ANALYSIS

Before work begins, project managers lead a team that performs a risk analysis at each work site to identify hazards that require specific control measures. During weekly progress meetings, the Field Team Leader/Construction Manager and subcontractors submit written summaries of upcoming work tasks and associated risks and control measures to the project manager. The weekly summaries identify upcoming mobilization or demobilizations tasks, audits and inspections, competent person changes, training and new activities requiring an AHA. The Project Engineer/Construction Manager and subcontractors should add activities to these summaries at least two weeks in advance of the work (Two-Week Look Ahead). Potential hazards that may be encountered during the construction activities are listed below.

#### 6.2 FIVE HAZARD CONTROL MEASURES-ORDER OF PRECEDENCE

Site hazards and hazards resulting from investigation and remediation activities are controlled using one or more of the control measures listed below. The order of precedence is as follows:

- **Engineer/design to eliminate or minimize hazards.** A major component of the design phase is to select appropriate safety features to eliminate a hazard and render it fail-safe or provide redundancy using backup components.
- **Guard the hazard.** Hazards that cannot be eliminated by design must be reduced to an acceptable risk level by safety guards or isolation devices that render them inactive.
- **Provide warnings.** Hazards that cannot be totally eliminated by design or guarding are controlled through using a warning or alarm device.

##### Exclusion Zone

The exclusion zone at this site will be limited to the area immediately surrounding the work activity, the building, or designated by the Project Supervisor or SSO. Caution tape or other visible marker may be used to delineate this zone. Unprotected onlookers should be located 50 feet upwind of decommissioning, or demolition activities. In the event that action levels are exceeded in the breathing zone, then all personnel in the exclusion zone must stop work, evacuate, and evaluate the situation. If the actions levels continue to exceed recommended limits then an upgrade to the level of personal protective equipment is required on properly trained and certified crew members to continue work.

##### Decontamination Zone

Much of the decontamination of equipment, and facilities will be performed by the subcontractor. Parsons' role will be limited to oversight of these activities with the exception of personal decontamination (as required). Personnel decontamination must take place prior to

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leaving the decontamination area and prior to entering any support zone, personnel hygiene facilities, or before eating, drinking, or smoking. Any decontamination water will be staged onsite for appropriate disposal.

### **Support Zone**

The support zone will be located upwind to both the exclusion zone and the decontamination zone. Break areas, operational direction and support facilities (to include supplies, equipment storage and maintenance areas) will be located in this area. No equipment or personnel will be permitted to enter the support zone from the exclusion zone without passing through the personnel or equipment decontamination zone first.

- **Provide special procedures or training.** When design, guarding, or warnings cannot eliminate hazards, subcontractors must develop procedures, training, and audits to ensure safe completion of work. Training cannot be a substitute for hazard elimination when life-threatening hazards are present.

### **Decontamination Procedure**

Level D or Modified Level D protection will be worn for initial entry on-site and initially for all activities. If air concentrations exceed action levels, workers will employ engineering controls first before upgrading the level of protection. Personal decontamination may be necessary for activities involving the use of Level C or Level B PPE. Exhibit 6-1 includes the proper decontamination procedures that must be implemented if chemical contamination is present and PPE protection greater than Level D is used. The SSO will determine the proper procedures for decontamination based on the work activities and amount of contamination.

- **Provide personal protective equipment.** To protect workers from injury, the last method in the order of precedence is the use of personal protective equipment, such as hard hats, gloves, eye protection, life jackets, and other protective equipment with the understanding that bulky, cumbersome, and heavy personal protective equipment is often discarded or not used, rendering this method ineffective without proper controls. All site personnel engaging in intrusive activities will have their breathing zones monitored for the following air quality parameters:

### **Action Limits:**

#### **Level D**

- Benzene <1 ppm as indicated by benzene 0.5/a Drager Tube  
and
- Jerome® Mercury Vapor Analyzer, or equivalent, readings  $\leq 0.05 \text{ mg/m}^3$  total mercury. (If readings are persistently greater than  $0.045 \text{ mg/m}^3$  see Section 4.11.6 Biological Monitoring for Mercury)  
and
- MIE personalDataRam® Real-Time Aerosol Monitor, or equivalent, readings  $\leq 0.025 \text{ mg/m}^3$  total particulates (lead PEL  $0.050 \text{ mg/m}^3$ )  
and



- The absence of sustained visible fugitive dust from site soils

**Level C**

- Benzene between 1 and 5 ppm  
or
- Jerome® Mercury Vapor Analyzer, or equivalent, readings > .05 mg/m<sup>3</sup> but < .999 mg/m<sup>3</sup> total mercury (this is the upper detection limit of the Jerome Analyzer). Use MSA Mersorb-P100 cartridges or equivalent. (If readings are persistently greater than 0.045 mg/m<sup>3</sup> see Section 4.11.6 Biological Monitoring for Mercury)  
or
- The presence of sustained visible fugitive dust from site soils. (Upgrade is based on judgement of site health and safety officer and MIE personal DataRam® Real-Time Aerosol Monitor, or equivalent, readings ≥ 0.025 mg/m<sup>3</sup> total particulates (lead PEL 0.050 mg/m<sup>3</sup>))

**Level B (or retreat)**

- Jerome® Mercury Vapor Analyzer, or equivalent, readings ≥ 0.999 mg/m<sup>3</sup> total mercury (meter off scale). (If readings are persistently greater than 0.045 mg/m<sup>3</sup> see Section 4.11.6 Biological Monitoring for Mercury)  
or
- Benzene readings > 5 ppm
- MIE personalDataRam® Real-Time Aerosol Monitor, or equivalent, readings ≥ 0.250 mg/m<sup>3</sup> total particulates

**Note:** All readings that will be used to determine the appropriateness of an upgrade in PPE shall be taken from the worker’s breathing zone. Drager tube readings shall be sustained readings of 30 seconds or more. Jerome readings shall be 12 second sampling periods with the meter held in the workers breathing zone.

**6.3 ACTIVITY HAZARD ANALYSIS**

Parsons and its subcontractors are required to conduct an activity hazards analysis for all aspects of the work. The activity hazards analyses consist of the following three steps:

- Identify the task and break it down into steps.
- Identify the hazards associated with each step.
- Identify the specific hazard control measure used for each step in accordance with the order-of-precedence method of control.

The US Army Corps of Engineers website [www.swl.usace.army.mil/safety/asaindex.html](http://www.swl.usace.army.mil/safety/asaindex.html) contains a library of sample AHAs that may be useful on projects. The Parsons PWeb should also be checked for AHAs. The following list is a list of AHA’s provided in Attachment C of this report. The AHA’s in Attachment C may be used by Parsons and subcontractor personnel in producing written summaries of each project task to the Project Manager as discussed in Section 6.1. Subcontractors must provide their own AHA, as per guidelines outlined in this report, for activities not covered in Attachment C of this report. The Project Manager or their

designee must approve each subcontractor activity summary to ensure each hazard aspect of an activity is covered under a respective AHA. The list of AHA's in Attachment C of this report is as follows:

- General Field Hazards
- Site Mobilization-Foot
- Site Clearing
- Heavy equipment operation and maintenance
- Operation of Motor Vehicles
- Fueling of Motor Vehicles
- Decontamination Area Setup
- Decontamination of Personnel
- Decontamination of Portable Equipment
- Site Area-Preparation
- Site Area-Grading
- Site Area-Electrical Work
- Hot Work

Attachment C-U.S. Army Corps of Engineers AHA's

- Operating Backhoe
- Drilling Rig Operations
- Job Hazard Analysis
- Materials Loading and Hauling
- Office Hazards
- Traffic Control Activities

Exhibit 6-2 is a sample activity hazards analysis form. Exhibit 6-3 shows a training record to be completed and kept on file for each activity hazards analysis.

#### **6.4 SAFETY SYSTEMS ANALYSIS**

GBU Safety Managers use the safety systems analysis for field staff and subcontractors whose work requires that they be on site for over six months. The analysis provides management with a rating that reflects the safety and health program effectiveness. Appendix B1 to the SHARP Management manual provides the program, protocol, and methodology.

#### **6.5 REMEDIATION SITE INSPECTION**

The remediation site inspection is a protocol designed to identify and correct unsafe acts and conditions, as well as recognize safe work practices and accomplishments, in Parsons or subcontractors' scope of work. The Project Manager or Project Safety Manager should develop

standard safety checklists appropriate to the work being performed. Exhibit 6-4 is an example of a simple checklist to evaluate a project's status. The Project Manager shall develop a checklist based on questions from the audit programs in Appendix B of the SHARP Manual.

In accordance with the HSP2 protocol, safety inspections and audits are required to be performed in the manner and frequency previously described in Section 4.6.

Inspections involve a daily or weekly walk around of a project site that focuses on safety. The Project Manager or Project Engineer responsible for the work conducts inspections, accompanied by the Project Safety Manager as necessary. Daily walk around do not have to be documented, but once a week the Project Manager prepares an inspection report using Exhibit 6-4 and forwards it to the Project Safety Manager for maintaining in the project file. Items found to be out of compliance must be assigned to the responsible party for corrective action and the corrective action tracked to completion. Subcontractors shall be advised of noncompliance items using a Notice of Subcontractor Violation, included as Exhibit 6-5.

## **6.6 DAILY SITE WALK CHECKLIST**

Depending on the scope of work, type of activities (i.e., low risk versus high risk) and duration of the project, the Project Manager or their designee shall conduct a daily safety site walk using the Remediation Safety and Health Inspection Checklist in Exhibit 6-4 to identify problem areas. Items found to be out of compliance must be assigned corrective action and the corrective action tracked to completion.

## **6.7 SAFETY AND HEALTH ENFORCEMENT**

Parsons and its subcontractors enforce all applicable requirements of OSHA 1910 and 1926 as well as EM 385.1, where applicable. In addition, subcontractors must comply with and enforce Parsons' site requirements.

Parsons and its subcontractors have written progressive disciplinary systems available for review in the respective Human Resources departments.

## **6.8 NOTICE OF VIOLATION OF SAFETY AND HEALTH REGULATIONS**

The project has a formal notice of subcontractor violation of safety and health regulations program to ensure that violations are issued in an immediately dangerous to life and health (IDLH) situation or when the subcontractor repeatedly fails to comply with safety and health requirements.

The Notice of Subcontractor Violation of Safety and Health Regulations (Exhibit 6-5) documents poor performance and requires a response from subcontractor senior management. The notice contains five distinct levels of discipline, from submission of a recovery plan to contract termination.

## **6.9 COMPETENT FIRST AID PERSON**

The OSHA Regulations (29 CFR 1910.151 and 1926.50) state the employer shall ensure the ready availability of medical personnel for advice and consultation on matters of occupational



health. In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite (i.e. 4 minutes for activities that can be expected to result in an accident involving suffocation, severe bleeding, or other life threatening or permanently disabling injury or illness and 15 minutes for other types of injuries), which is available for the treatment of injured employees, a person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, shall be available at the worksite to render first aid. First-aid supplies must be accessible for immediate use and be of sufficient size and number to handle common first aid incidents.

The response time and distance to the nearest clinic, hospital or physician identified in Section 4.11.3 has been determined to be 10 minutes. Based on the activities provided in the Scope of Work (Section 2.1) and the list of Activity Hazard Analysis (AHA) included in Section 6.3, the project has the potential to have an accident involving suffocation, severe bleeding, or other life threatening or permanently disabling injury or illness. Due to the aforementioned potential hazards, the project will require at least one individual on-site to be CPR/First Aid trained. Copies of valid training certificates will be retained by the Site Safety Officer prior to starting work. The employee(s) listed below are assigned to the project on a full time basis and will have a valid certificate in CPR and first aid:

<b>EMPLOYEE NAME</b>	<b>COMPANY NAME</b>	<b>CPR EXP.</b>	<b>FA EXP.</b>
Bill Moon	PARSONS	8/13/10	8/13/12
TBD			
TBD			



### Exhibit 6-1 Decontamination Procedure

\* Decontamination procedures can be modified by the PSM or SSO based on work activities and potential contamination.

STATION	NAME	DESCRIPTION
Station 1	Segregated Equipment Drop	Deposit equipment used on the site (tools, sampling devices and containers, monitoring instruments, clipboards, etc.) on plastic drop cloths or in different containers with plastic liners. Each will be contaminated to a different degree. Segregation at the drop reduces the probability of cross-contamination.
Station 2	Suit, Safety Boots, and Outer Glove Wash	Thoroughly wash chemically resistant suit, safety boots and outer-gloves. Scrub with long-handle, soft-bristle scrub brush and copious amounts of Alconox/water solution. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Wash tub (30 gallon or large enough for person to stand in);</li> <li>• Alconox/water solution; and,</li> <li>• Long-handle soft-bristle scrub brushes.</li> </ul>
Station 3	Suit, Safety Boots, and Outer Glove Rinse	Rinse off Alconox/water solution using copious amounts of water. Repeat as many times as necessary. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Wash tub (30 gallon or large enough for person to stand in);</li> <li>• Spray unit;</li> <li>• Water; and,</li> <li>• Long-handle, soft-bristle scrub brushes.</li> </ul>
Station 4	Outer Gloves Removal	Remove the outer gloves and deposit in individually marked plastic bags. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Plastic bag</li> </ul>
Station 5	Canister, Air Tank, or Mask Change	If a worker leaves the exclusion zone to change a canister, mask or air tank, this is the last step in the decontamination procedures. The worker's canisters or tank are exchanged, new outer glove donned, and joints taped. Worker returns to duty. Otherwise the worker proceeds to Station 6. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Canisters, air tanks, or mask;</li> <li>• Tape; and,</li> <li>• Gloves.</li> </ul>
Station 6	Removal of Chemically Resistant Suit	With assistance of helper, remove suit. Deposit in container with plastic liner. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Container with plastic liner</li> </ul>
Station 7	Inner-Glove Wash	Wash inner gloves with Alconox/water solution that will not harm skin. Repeat as many times as necessary. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Alconox/water solution;</li> <li>• Wash tub; and,</li> <li>• Long-handle, soft-bristle brushes.</li> </ul>



**Exhibit 6-1 (Continued)  
Decontamination Procedure**

\* Decontamination procedures can be modified by the SSO based on work activities and potential contamination.

STATION	NAME	DESCRIPTION
Station 8	Inner-Glove Rinse	Rinse inner-gloves with water. Repeat as many times as necessary. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Water; and, Wash tub.</li> </ul>
Station 10	Inner-Glove Removal	Remove inner gloves and deposit in container with plastic liner. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Container with plastic liner</li> </ul>
Station 11	Field Wash	Wash hands and face. Necessary equipment includes: <ul style="list-style-type: none"> <li>• Water;</li> <li>• Soap;</li> <li>• Tables;</li> <li>• Wash basins or buckets; and,</li> <li>• Clean towels.</li> </ul>
Station 12	Redress	If re-entering Exclusion Zone put on clean field clothes (e.g., Tyvek, gloves, etc.). Necessary equipment includes: <ul style="list-style-type: none"> <li>• Table; and,</li> <li>• Clothing.</li> </ul> <p>The site safety officer (SSO) will monitor the decontamination system for effectiveness.</p>



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Exhibit 6-2  
Activity Hazards Analysis Form

<b>Project Name &amp; Number:</b>	<b>AHA No.</b>	<b>Date:</b>	<b>New:</b>
<b>Location:</b>	<b>Contractor:</b>		<b>Revised:</b>
<b>Required Personal Protective Equipment</b>		<b>Analysis by:</b>	<b>Date:</b>
	<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b>	<b>Date:</b>
<b>Work Task/Activity:</b>		<b>Approved by:</b>	<b>Date:</b>
Job Step	Potential Hazards	Preventive or Corrective Measures	Inspection Requirements

**Training Requirements:**

All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.



### Exhibit 6-3 Activity Hazards Analysis Training Record

JOB NUMBER \_\_\_\_\_

AHA NUMBER \_\_\_\_\_

AHA NAME \_\_\_\_\_

JOB LOCATION \_\_\_\_\_

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

NAME OF TRAINER: \_\_\_\_\_

SUBJECTS COVERED: \_\_\_\_\_

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

TRAINING AIDS USED: \_\_\_\_\_

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

ATTENDEES (PLEASE SIGN NAME LEGIBLY):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Use additional sheets if necessary)

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**Exhibit 6-4**  
**Remediation Safety and Health Inspection Checklist**

Project: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Time: \_\_\_\_\_

This Form is to be used as a primary form of inspection or as a template for alternate forms created for a more Site and Task Specific. Any items that have been found deficient must be corrected before work or use.

This checklist includes, but is not limited to, the following:

Yes No

**Safe Access and Workspace**

Are safe access and adequate space for movement available for:

Emergencies

Work area

Walkways and passageways

Are ladders, stairways, and elevators properly located and functioning?

Is protection provided for excavations and trenches?

Is overhead protection provided for all areas of exposure?

Is lighting adequate?

**Planning Work for Safety**

Are employees provided with all required personal protective equipment (PPE)?

Have other contractors and trades been coordinated with to prevent congestion and avoid hazards?

Is air monitoring necessary to determine whether any chemical exposure exists?

**Utilities and Services Identification**

Has the Parsons Drilling Protocol been followed?

Have all utilities been identified by signs/markout?

Have high voltage lines been moved or de-energized, or barriers erected to prevent employee contact?

**Sanitary Facilities**

Is drinking water available?

Are toilet facilities adequate?

**Work Procedures – Materials Handling**

Is material handling space adequate?

Is material handling equipment adequate and proper?

Is material handling equipment in good condition?

Are workers properly trained to operate equipment and handle hazardous materials?



**Exhibit 6-5**  
**Notice of Subcontractor Violation of Safety and Health Regulations**

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

Contractor Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Attention: \_\_\_\_\_

This letter officially notifies you that you have been found to be in violation of the following Safety Regulations:

\_\_\_\_\_ on (date) \_\_\_\_\_, by \_\_\_\_\_.

- |                              |  |   |   |                          |
|------------------------------|--|---|---|--------------------------|
| Confined Space Entry         | <input type="checkbox"/> Lockout/Tagout              | <input type="checkbox"/> Hot Work           | <input type="checkbox"/> Personal Protective Equipment            | <input type="checkbox"/> |
| Knowledge of the environment | <input type="checkbox"/> Awareness of warning alarms | <input type="checkbox"/> Evacuation routes  | <input type="checkbox"/> Back-up Alarms                           | <input type="checkbox"/> |
| Assembly locations           | <input type="checkbox"/> Fall Protection             | <input type="checkbox"/> Scaffolding        | <input type="checkbox"/> Environmental/Hazardous Material Storage | <input type="checkbox"/> |
| Trenching                    | <input type="checkbox"/> Safe Work Practices         | <input type="checkbox"/> Security Practices | <input type="checkbox"/>  | <input type="checkbox"/> |

Other: \_\_\_\_\_

This/These violations occurred at the following locations: \_\_\_\_\_

\_\_\_\_\_ at the following times \_\_\_\_\_ and dates \_\_\_\_\_

The name of the employees was/were \_\_\_\_\_ under the supervision of \_\_\_\_\_



## Notice of Noncompliance with Safety and Health Regulations

Under conditions of this enforcement procedure check all items that apply:

- \_\_\_\_\_ 1. You are being notified of this violation and should take corrective action to prevent a reoccurrence. The corrective action shall be documented to the Parsons Construction Management representative immediately.
- \_\_\_\_\_ 2. You must submit a plan for compliance to your Parsons Construction Management representative and the Construction Safety Manager within two days of receipt of this letter. The compliance plan must include the means or methods of compliance and the date that the requirements for compliance will be completed. Once compliance has been achieved, a follow up letter must be sent to the Parsons Construction Management representative and Construction Safety Manager. Failure to comply will result in disciplinary action against your Company.
- \_\_\_\_\_ 3. You are required to review the stated procedures with your Parsons Construction Management representative. Work may not commence on the site until the review is complete and the Subcontractor responds formally that the procedure is understood and will comply.
- \_\_\_\_\_ 4. You are required to review the stated procedures with your Parsons Construction Management representative. Work may not commence on the site until the review is complete and you **must** confirm formally the disciplinary action to be taken against the supervisor and employees.
- \_\_\_\_\_ 5. All work on the site will stop until the Parsons Construction Management representative reviews all the facts with the Subcontractor and determines if the contract between the parties will be terminated.

Sincerely,

---

Parsons Representative

cc: Issuing Construction Manager Representative  
Job File  
GBU Safety Manager  
Project Manager

## SECTION 7

### SAFETY TRAINING

#### 7.1 PROJECT SAFETY ORIENTATION

The Parsons Project Manager, Project Engineer, or Project Safety Manager conducts the site-specific orientation for all new Parsons staff and subcontractor management personnel.

The Orientation consists of applicable owner, Parsons, and regulatory reference material, including:

- Owner – Contractor Safety Program and Manual of Safety Regulations Handbook and security requirements
- Applicable OSHA 1910 General Industry and 1926 Construction Regulations and others as required
- Parsons applicable requirements, including items covered in Section 4.2
- Subcontractor requirements

All visitors must receive a brief orientation as described in Section 4.2, and be escorted by the Project Manager, Project Engineer, Project Safety Manager or a designee familiar with the potential hazards on the project.

Subcontractors must conduct similar orientations for their staff and craft employees and must document all orientations using the Employee/Subcontractor Training Acknowledgement and sample form (Exhibit 7-1). The Project Manager maintains the orientation documents and acknowledgement forms.

#### 7.2 PARSONS U SAFETY MODULES AND START TRAINING-ZERO INCIDENT TECHNIQUES

Consistent with Parsons corporate initiatives in safety training, the Project Manager will identify all applicable personnel (i.e. managers, engineers and supervisors, including subcontractor personnel), that shall be current in the completion of safety modules on ParsonsU and that should receive START training to further Parsons' goal of zero incidents. The GBU and Division Safety Manager serve as the certified trainers for periodic START training sessions for new personnel. They should be contacted if personnel need to receive training.

#### 7.3 DAILY TOOLBOX SAFETY MEETINGS

Parsons and its subcontractors conduct daily toolbox safety meetings at the beginning of each work day. These meetings include topics relevant to the days work and may include reviews of recent incidents on the project. The Project Manager is responsible for the toolbox safety meeting content and documenting and retaining attendance records using Exhibit 7-2.

## 7.4 ACTIVITY HAZARD ANALYSIS TRAINING

When the activity hazards analysis is complete, the Parsons Project Manager/Engineer/Supervisor or subcontractor conducts a training session with all employees involved with the analyzed task. The training may be informal and at the site where the task is performed. Employees should be given an opportunity to provide input regarding task steps, hazards identified, and appropriate control measures.

The Project Manager documents and maintains the activity hazards analyses using Exhibit 6-3.

## 7.5 REGULATORY TRAINING PROGRAMS

OSHA regulations require specific training in certain circumstances. Based on the scope of work and meetings with regulatory officials, the following training topics are provided on the project: (Keep applicable topics and line out topics that are not applicable).

- Hazard Communication – as per 29 CFR 1910.1200
- General – all workers engaged in activities which are potentially exposed to hazardous substances and health hazards must be trained to meet 1910.120(e)(1). Annual 8-hour refresher training as per 29 CFR 1910.120(e)(3) is required for workers and supervisors must be trained to meet 29 CFR 1910.120(e)(4).
- CPR/AED/First aid – provided to personnel based on project activities identified in the Scope of Work (i.e. life threatening) and EMS response time (i.e. less than 15 minutes). See Section 6.9.
- Emergency response – only applicable to workers engaged in emergency response as per 29 CFR 1910.120(q).
- Respiratory protection – as per 29 CFR 1910.134. Medical qualification by a physician is required to wear a respirator. Annual fit testing and training is also required.
- Lead Compliance and Training Program – as per 29 CFR 1926.62
- Signaling
- Process safety management – as per 29 CFR 1910.119.
- Power-operated hand tools
- Gas welding and cutting
- Confined space entry – Supervisor must be trained to meet 29 CFR 1926.651(j).
- Lockout/tagout – as per 29 CFR 1910.147.
- Excavation/trenching – as per 29 CFR 1926.651.

The Project Manager determines the necessary training and coordinates the training with the Project Safety Manager.



### 7.6 OSHA OUTREACH PROGRAMS

When applicable, the project may use qualified instructors and online courses to conduct OSHA 10-hour construction safety training. If applicable, supervisory staff must complete the 30-hour course. Depending on the scope of work, similar requirements may be included in all subcontracts. Participants successfully completing the course receive a certificate of completion from OSHA.

### 7.7 SPECIALIZED TRAINING AND ORIENTATIONS

Project personnel receive specialized training on client rules and requirements as well as the unique tools, equipment, and procedures used to perform the work. The project budget includes funding for the following training:

Description	Attendees	Schedule
General rules and safety requirements	All workers assigned to the site	Half-hour training session, provided to new employee on the first day of work at the site.
Honeywell Contractor Safety Handbook (Attachment E)	All workers assigned to the site	Handbook should be provided for review during site orientation training.



Exhibit 7-1  
Employee/Subcontractor Training Acknowledgement

Name of Trainer: \_\_\_\_\_

Training Subject: \_\_\_\_\_

Training materials used: \_\_\_\_\_

Name of employee: \_\_\_\_\_

Date of hire/assignment: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I have received training as described above in the following areas:

- Names of personnel responsible for site safety and health.
- Safety, health or other hazards at the site.
- The proper use of personal protective equipment.
- The potential occupational hazards in general in the work area and associated with my job assignment.
- Work practices by which a worker can minimize risks from hazards.
- Safe use of engineering controls and equipment on the site.
- Acute effects of compounds on the site.
- Decontamination procedures.
- General safety requirements indicate the safe work conditions, safe work practices and personal protective equipment required for my work.
- The hazards of any chemicals to which I may be exposed and my right to information contained on material safety data sheets for those chemicals, and how to understand this information.
- My right to ask questions, or provide any information to the employer on safety either directly or anonymously without any fear of reprisal.
- Disciplinary procedures the employer will use to enforce compliance with general safety requirements.

I understand this training and agree to comply with general safety requirements for my work area.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



Exhibit 7-2  
Safety Meeting Sign-In Sheet

Safety Meeting Presenter: \_\_\_\_\_ Date: \_\_\_\_\_

Current Weather Conditions:

Temperature (°F) = \_\_\_\_\_ Wind Direction = \_\_\_\_\_ Wind Speed = \_\_\_\_\_

Clear – Sunny – Cloudy – Rain – Snow Forecast = \_\_\_\_\_

Current Site Conditions (circle as appropriate):

Dry – Wet – Muddy – Frozen – Snow Covered – Other (describe) \_\_\_\_\_

1. Incidents or Injuries to report from Previous Day Activities: No  Yes  - explain below:

\_\_\_\_\_

2. Safe and/or At-Risk Observations from Previous Day Activities: \_\_\_\_\_

\_\_\_\_\_

3. Activities Taking Place Today: \_\_\_\_\_

\_\_\_\_\_

3. Anticipated Hazards: \_\_\_\_\_

\_\_\_\_\_

4. Engineering Controls-Work Practices-PPE to Protect Against Hazards: \_\_\_\_\_

\_\_\_\_\_

5. Additional Safety Topic or Comments: \_\_\_\_\_

\_\_\_\_\_





## SECTION 8

### RECORD KEEPING AND POSTING

Parsons and its subcontractors must comply with the recordkeeping requirements of OSHA, Honeywell, Parsons Corporation, and this safety program, including:

- OSHA 300 logs
- Medical treatment and followup
- Cranes
- Heavy equipment inspection logs
- Fall protection
- Training
- Inspections
- Audits
- Others as required

The Project Manager is the official recordkeeper for files relating to Parsons employees. Each subcontractor maintains its files. Parsons employees and subcontractors working on site should have the following current certifications available for review at the site:

- 40 Hour HAZWOPER certification
- 8 Hour refresher training
- Medical surveillance/Fit to work documentation
- Results of current (annual pre-access) drug screen

The project displays OSHA posters in conspicuous places as required by OSHA, including one poster on the main bulletin board located in the field trailer. The OSHA 300 log for the project or the GBU shall be posted from February 1 – April 30 of each calendar year.



## SECTION 9

### SAFETY AND HEALTH REQUIREMENTS

Exhibit 9-1 represents OSHA, Honeywell, and Parsons corporate regulations and requirements applicable to the project. Based on the most recent risk assessments, Parsons Project Manager and Project Safety Manager update the listed topics periodically. Training and other requirements are updated in this PSP as required by changes to Exhibit 9-1.

Parsons and its subcontractors are individually responsible for training their respective employees and for complying with all project requirements. Failure to comply could lead to disciplinary actions against Parsons Employees and subcontractors or their employees.



**Exhibit 9-1**  
**Competent Person And Activity Hazards Analysis Requirements**

Safety and Health Requirement	OSHA Regulation	EM 385-1-1 Regulation	Competent Qualified Person-Supv	Training Required	AHA Required
1. General Safety & Health	1926.20	01.A	Yes	Yes	Yes
2. Safety Training	1926.21	01.B.01	Yes	Yes	Yes
3. Confined Spaces	1910.146; 1926.21	06.01	Yes; Supv	Yes	Yes
4. Confined Space Permit System	1910.146	06.01	Yes	Yes	Yes
5. First Aid and Medical	1926.23, 50	03.A	Yes	Yes	Yes
6. Fire Protection and Prevention	1926.24, 150-155, 352	09.A	Yes	Yes	Yes
7. Housekeeping	1926.25	14.C	N/A	N/A	N/A
8. Illumination	1926.26, 56	07.A	Recommended	N/A	N/A
9. Sanitation	1926.27, 51	02.A	N/A	N/A	N/A
10. Personal Protective Equipment	1926.28, 95-98, 100-107	05.A	Yes	Yes	Yes
11. Emergency Employee Action Plans	1926.35	01.E	Recommended	Yes	Yes
12. Noise Exposure	1910.95; 1926.52	05.C	Yes	Yes	Yes
13. Gases, Vapors, Dusts and Mists	1926.1926.55		Yes	Yes	Yes
14. Hazard Communication	1926.59	1.B.06	Yes	Yes	Yes
15. Hazardous Waste Operations and Emergency Response	1910.120; 1926.65	28.A	Yes Supv – 8 hr	Yes	Yes
16. Accident prevention signs and tags	1926.200	08.A	N/A	N/A	N/A
17. Signaling	1926.201	08.B	Recommended	N/A	Yes
18. Barricades	1926.202		N/A	N/A	N/A
19. Material Storage	1926.250	14.B	N/A	Yes	Yes
20. Rigging	1926.251	15.A	Yes	Yes	Yes
21. Waste Disposal	1926.252	14.D	Yes	Yes	Yes
22. Tools	1926.300-307	13.A	N/A	N/A	Yes
23. Gas Welding and Cutting	1926.350	10.A	Recommended	Yes	Yes
24. Arc Welding	1926.351	10.E	Recommended	Yes	Yes
25. Electrical	1926.400-415	11.E	Yes	Yes	Yes
26. General Electrical	1926.416	11.A	Yes	Yes	Yes



Exhibit 9-1 – Competent Person and Activity Hazards Analysis Requirements (continued)

Safety and Health Requirement	OSHA Regulation	EM 385-1-1 Regulation	Competent Qualified Person-Supv	Training Required	AHA Required
27. Lockout Tagout	1910.147; 1926.417	12.A	Yes	Yes	Yes
28. Lockout Tagout Permit System	1910.147	12.A	Yes	Yes	Yes
29. Maintenance of Electrical Equipment	1926.431	11A	Yes	Yes	Yes
30. Environmental Deterioration of Electrical Equipment	1926.432		Yes	Yes	Yes
31. Batteries/Battery Charging Equipment	1926.441	11.E	N/A	Yes	Yes
32. Fall Protection	1926.500-503	21.A	Yes	Yes	Yes
33. Cranes, Derricks, Hoists, Elevators and Conveyors	1926.550	16.A	Yes	Yes	Yes
34. Motor Vehicles, Mechanized Equipment	1926.600-603	18.A	Yes	Yes	Yes
35. Powered Industrial Trucks (forklifts)	1910.178		Yes	Yes	Yes
36. Site Clearing	1926.604	31.A	N/A	Yes	Yes
37. Excavations	1926.650-652	25.A	Yes	Yes	Yes
38. Excavation Permit	N/A	N/A	Yes	Yes	Yes
39. Concrete and Masonry Construction	1926.700-706	27.A	Yes	Yes	Yes
40. Power Transmission and Distribution	1926.950-960 inclusive	11.H	Yes	Yes	Yes
41. Rollover Protective Structures; Overhead Protection	1926.1000-1003 inclusive		N/A	N/A	Yes
42. Stairways and Ladders Scope	1926.1050	21.A	N/A	Yes	Yes
43. S/L General Requirements	1926.1051		Yes	Yes	Yes
44. Ladder/Stair Training	1926.1060		Yes	Yes	Yes
45. Stairways	1926.1052	21.E	Recommended	Yes	N/A
46. Ladders	1926.1053	21.D	Yes	Yes	Yes
47. Internal Traffic Control	N/A	8.D	N/A	Yes	Yes
48. Traffic Movement Restriction Times	N/A	8.C	N/A	Yes	Yes
49. Line Breaking	1910.119 and 1926.54		Yes	Yes	Yes
50. Major Material Movements	N/A	N/A	N/A	Yes	Yes
51. Right-of-way Restrictions	N/A	N/A	N/A	Yes	Yes



Honeywell Syracuse Portfolio  
Health and Safety Program

GEDDES BROOK IRM  
PROJECT SAFETY PLAN

**ATTACHMENT A**

**PARSONS REQUIREMENTS**

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**PARSONS**

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Rev. 0

February 4, 2011

## On-Line Safety Reporting System

### Policy Requirements

- Initial incident reports for all incidents, including near misses, shall be reported within 2 hours.
- Detail incident reports are required within 24 hours.
- Reporting is done via on-line (PWeb) incident report form.
- Injuries with Days Away from Work - immediate supervisor and PM must teleconference with GBU President within 4 hours.
- Projects enter hours via on-line form by FIRST Friday of new period.

### Reporting Incidents

Corporate policy requires that all employees report safety incidents to their supervisor immediately. Supervisors must report all incidents to the appropriate Project Manager (Department Manager if the incident is not related to a project), who must officially report the incident to the GBU within four hours. This official reporting is done via the PWeb, unless PWeb is unavailable, in which case the incident can be reported by email, fax or telephone.

“Incidents” include work related injuries, work related illness, accidents with property damage only and near misses. “Near misses” are any unplanned event that had the potential to (but did not) result in injury or property damage.

Incident reports should reflect the best available information at the time. Where exact information is not known (recordability, days away from work, etc.) the PM’s best judgment should be used when completing the initial incident report. This information can be subsequently revised when the detail incident report is submitted.

*When in doubt, submit an initial report or contact the GBU Safety Manager.*

### On-line Reporting System

The on-line reporting system can be found on the PARCOMM Safety Page on PWeb. To locate the system, follow these steps:

1. From the Corporate PWeb Homepage, select PARCOMM from the Org Units menu
2. Locate and select “Safety” from the header
3. Select the “Online Safety Reporting” link

To create and submit a new incident report, select the orange “Add” button from the main page of the reporting system. To update an existing incident report or complete the Detail Incident page, locate and select the appropriate incident from the list.

### *Creating or Updating Incidents*

The Initial Incident page of the report must be completed within four hours of the incident occurring. This page includes basic information needed for the first notification to our insurance carriers. If possible, all of the fields should be completed in the initial report. A list is provided at the end of this document describing all fields contained on the initial incident page.

### ***Incident Detail Reports***

Within 24 hours of the incident occurring, the Incident Detail page of the on-line report must be completed. This page includes detailed information about the injured party, the nature and extent of injuries, medical treatment provided, corrective actions taken, and witness statements. In the event of property damage, this page also includes descriptive information on the property owner. Finally, the page includes a section to include electronic attachments. These might include photographs, signed witness statements, etc.

### ***Monthly Reporting of Hours***

Hours must be entered into the on-line reporting system no later than the first Friday of the new period. If an accurate accounting of hours is not available, estimated hours are submitted into the system. The estimated hours can be revised later in the month, or the following month, when accurate data is available.

From the “Hours” page, select “PAR” from the GBU drop down menu and the period (month and year) that is being reported. The system only allows hours to be entered for the period selected. MTD and PTD figures are calculated totals based on the sum of all monthly entries. To enter or correct a prior period entry, simply select that month from the drop-down box and correct the figures for that month. If the name of your “Project” is not alphabetically listed on any of the multiple pages, then select “Field Administration/Other – Industrial”.

*Be sure to select the correct month and year when entering hours.*

Hours must be entered for each (as applicable) of six different labor categories. The categories are as follows:

- Contractor (Field/Craft)
- Contractor (Office/Admin)
- JV Partner (Field/Craft)
- JV Partner (Office/Admin)
- Parsons Employee (Field/Craft)
- Parsons Employee (Office/Admin)

### ***Monthly Statistics Summary Reports***

The on-line reporting system automatically calculates incident rates based on incidents and hours entered into the system. To view the statistics, select the “Reports” page from the on-line system. Select “Parsons Safety Statistics Summary”, the appropriate GBU, and the appropriate period. (NOTE: The system does not yet provide reports at the Division and Sector level. That enhancement is pending.) Use the checkboxes to select the labor categories desired.

**Contact Brad Barber or Greg Beck for Assistance**

## Initial Incident Report Fields

1. GBU – Select the GBU from the drop down box. Incidents are reported primarily by project, and the GBU should reflect the unit responsible for the project. This may be different from the GBU that employees the person injured.
2. Field Project Name, Office Location or Other – if the injury occurred in the field, then select the appropriate name from the alphabetical listing in the “Field Project” drop down box. If an appropriate name does not exist, select “Field Administration/Other-Industrial”. If the incident occurred in a Parsons office, select the office name from the “Office Location” drop down box. ONLY select Field Project or Office Location, not both (or Other). If the appropriate Office Location is not provided, manually enter it into the “Other” box.
3. Job and WBS Numbers – These fields should reflect the charge number responsible for the incident. In general, that will be the number that the employee was charging at the time of the incident. Projects are responsible for visitors, regardless of what charge number they use while visiting the job. For example, if the Division Manager is injured while visiting Project X, the project number is entered, not the division overhead account.
4. Near Miss – Check this box if the report is for a near miss only (no injury or property damage occurred).
5. Emergency Response Notified – Check this box if fire, police or ambulance was called as a result of the incident.
6. Three or More Employees Hospitalized – Check this box if three or more employees were injured as the result of a single incident. In this case, the GBU or Corporate Safety Manager must also be immediately notified by telephone.
7. Extent of Injury – Select the appropriate radio button. First aid cases are as defined by OSHA 1904 criteria. All other injuries are considered recordable.
8. Restricted Duty (# of days) – If the injured person was limited (by a physician) to less than normal work duration or duties, enter the number of days. Estimate the days if unknown, and correct the number later. NOTE: this is the number of CALENDAR days (not scheduled work days), and it does NOT include the day of the injury.
9. Days Away From Work (# of days) – If the injured person was ordered by a physician not to return to work, enter the number of days missed. Estimate the days if unknown, and correct the number later. NOTE: this is the number of CALENDAR days (not scheduled work days), and it does NOT include the day of the injury. Injuries with Days Away From Work require a phone call to the GBU President within 4 hours.
10. Fatality (Date of Death) – In the event of a work related fatality, enter the date of death here. NOTE: Fatalities require immediate phone notification of the Division Manager, GBU President, GBU Safety Manager, and Corporate Safety Manager.
11. Property Damage – Check the appropriate boxes if applicable.
12. Place – Describe the exact location that incident occurred. For example, “in the north stairwell of building 21, between the second and third floor.”
13. Date – This field reflects the date the incident occurred, not necessarily the date it was reported. If the exact date is not known, an estimate should be used.
14. Time – This field reflects the time of day that the incident occurred. If the exact time is not known, an estimate should be used.
15. Incident Description – Provide a detailed description of the incident. This is a memo field and text will scroll down the window as it is entered. Use as much space as needed to accurately describe the incident and the resulting injuries.
16. Reported by – This field defaults to the employee login ID that was used to access PWeb. However, the field can be over-written if needed.

17. Name – First and last name of the injured party.
18. Status – Select the most appropriate category from the drop box (Employee - Field, Subcontractor - Field, Partner - Field, Employee - Office, Subcontractor - Office, Partner - Office or 3rd Party).
19. Trade/Function – Select the most appropriate category from the drop box.

# Parsons Project Incident/Accident Report Form

PLEASE PRINT

Attach all supplemental documentation, including photos, diagrams, witness statements and field reports

<b>Project Information</b>	Project Title	Location
	Subcontractor	
	Address	
	City, State, Zip	
	Contact Name	Phone Number

<b>Incident Type</b>	<input type="checkbox"/> <b>Worker's Compensation</b>	<input type="checkbox"/> <b>General Liability</b>	<input type="checkbox"/> <b>Builder's Risk</b>
	<input type="checkbox"/> Emergency Response Notified (Police, Fire, Medic, etc.)	<input type="checkbox"/> Bodily Injury/Illness	<input type="checkbox"/> Equipment
	<input type="checkbox"/> First-Aid Only	<input type="checkbox"/> Real Property Damage	<input type="checkbox"/> Supplies
	<input type="checkbox"/> Recordable Injury	<input type="checkbox"/> Personal Property Damage	<input type="checkbox"/> Machinery
		<input type="checkbox"/> Utility Property Damage	<input type="checkbox"/> Work

<b>Incident Location</b>	Date of Loss	Time of Loss
	Place (exact location)	

<b>Incident Description</b>	Detailed Description of Accident
-----------------------------	----------------------------------

<b>Worker's Comp Or Personal Injury</b> (circle one)	Injured Name			
	Address			
	City, State, Zip			
	Home Phone		Date of Birth	
	Nature of Injury			
	Medical Facility		Work Status	
	Treatment Received			

<b>Property Damage Or Builder's Risk</b> (circle one)	Owner's Name			
	Address			
	City, State, Zip			
	Home Phone		Work Phone	
	Damage Type		Estimated Cost	
	Utility Type		Marked or Unmarked	
	Description of Damage			

<b>Witness Information</b>	Name			
	Address			
	City, State, Zip			
	Home Phone		Work Phone	
	Where to contact		Time to contact	

<b>Contractor Subcontractor Action</b>	Describe actions taken	

Signature \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 Phone No. \_\_\_\_\_

Employer \_\_\_\_\_  
 Date \_\_\_\_\_  
 Fax Number \_\_\_\_\_



# Parsons Wallet Card-Incident Reporting Guidelines

<p><b>PARSONS</b> (PARCOMM Tech. Div.)</p> <p><u>Procedures following a Parsons/Subcontractor Incident</u></p> <p><b>Incident Definition:</b> any unexpected or unplanned event involving the above. This includes near-misses, personal injuries, property damage or environmental releases. <b>NOTE:</b> Personal injuries involving medical treatment and incidents resulting in more than \$1K shall be verbally reported and submitted on the PWeb within four (4) hours.</p> <p><b>Within four (4) hours, verbally notify the following:</b></p> <ul style="list-style-type: none"><li>• Program Manager, Project Manager and Safety Manager</li></ul> <p><b>Within 72 hrs of an incident (except as noted otherwise):</b></p> <ul style="list-style-type: none"><li>• Enter incident information on the PWeb (PARCOMM Home Page) using the Online Safety Reporting System.</li><li>• Complete an incident investigation report to determine root causes and corrective actions to prevent recurrence.</li></ul> <p>4/08</p>	<p><b>PARSONS</b> (PARCOMM Tech. Div.)</p> <p><u>Additional Instructions and Phone Numbers</u></p> <p><b>If the incident is known or believed to be life threatening, immediately notify the following by telephone/in-person:</b></p> <ul style="list-style-type: none"><li>• President – Mike Walsh: (704) 307-6924</li><li>• Division Manager – Dean Harwood: (704) 907-0628</li><li>• Safety Director – Anthony Miller: (704) 264-6159</li><li>• Human Resources – Debra Fiori: (704) 408-4999</li></ul> <p><b>Within 24 hours, report all near-misses, first aid cases and other incidents resulting in less than \$1K to:</b></p> <ul style="list-style-type: none"><li>• Safety Manager – Greg Beck: (908) 887-1973</li></ul> <p><b>PARSONS Emergency Contact Numbers:</b></p> <ul style="list-style-type: none"><li>• US/Canada: (866) 727-1411; International: (775) 326-4594</li></ul>
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**Field/Project Monthly Report Form**

**Instructions:** Enter the total number of labor hours spent in the field by all Parsons employees and subcontractors during the reporting period. Cost Type (CT) "04" used for WebTime labor entries should represent these hours for Parsons employees. Labor hours spent in the office are classified as CT "01" in WebTime. Incidents/near-miss incidents, air monitoring completed and the type of PPE worn by personnel (i.e. Parsons employees and contractors) must also be reported. Submit by the 3<sup>rd</sup> working day of the following month (an estimation of the monthly field hours based on number of people working on the project each day is acceptable).

***Definitions and Reporting Criteria***

**Field Hours** - time spent by the employee working at a job site or field project, even if performing office/administrative work (i.e. in a modular trailer). Working in another Parsons office or at a client's corporate/main office is not considered field hours for the purposes of this reporting.

**Incident** - any unplanned or unexpected event, including near-misses, first aid cases, personal injuries requiring medical treatment, vehicle or equipment damage or an environmental release.

**Near-miss Incident (NI)** - an unplanned or unexpected event that has the potential to result in a personal injury, vehicle or equipment damage, or environmental release, but does not occur (i.e. almost happened).

**PPE** - Personal Protective Equipment above Level D (work clothes) or Modified Level D (Tyvek or fire retardant coveralls). This includes Level C (chemical resistant suit and/or air-purifying respirator), Level B (chemical resistant suit and/or supplied air) or Level A (full encapsulation suit with SCBA).

**Subcontractor** - contractors hired by Parsons or a Parsons contractor, to perform activities in the field. Contractor company names should be listed and tracked separately in the Table below, followed by the hiring company in parentheses (i.e. Parsons or subcontractor).

Project Name:		Client:			
Project Location:		Client Contact:			
Parsons Contact:		Project #:		Month:	

Parsons and/or Contractor	Hours	Type of Activities	Incident or NI	
Parsons			Yes	No
			Yes	No
			Yes	No
			Yes	No

***Air Monitoring***

Was there any air monitoring that took place during the month? No Yes - If "Yes", indicate below the potential hazards/chemicals monitored (i.e. O2, LEL, dust, VOCs), the monitoring equipment used (i.e. PID, FID, Draeger tubes, 4-gas, DataRAM, cassettes), whether the air monitoring results exceeded an Action Level (AL) or Permissible Exposure Limit (PEL), the level of PPE worn above Level D (C, B or A) and the number of days working in the specific PPE.

Chemical Monitored	Equipment Used	Exceed AL	Exceed PEL	PPE	Days in PPE
		Yes	No	- Yes	
		Yes	No	- Yes	
		Yes	No	- Yes	
		Yes	No	- Yes	

**NOTE:** If an AL/PEL is exceeded or PPE above Level D is worn, a Supplemental Information Form (available in the Industrial Division Safety Folder on ParShare) must be completed. All incidents must be reported on the PWeb (PARCOMM Online Safety Reporting System).



Honeywell Syracuse Portfolio  
Health and Safety Program

GEDDES BROOK IRM  
PROJECT SAFETY PLAN

## **ATTACHMENT B**

# **HONEYWELL REQUIREMENTS**

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**PARSONS**

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Rev. 0

February 4, 2011

**\* To be completed by the Contractor Company with assistance from  
Honeywell personnel**

Date Incident Reported:		Honeywell Location:		Honeywell Contact:	
Date of Incident:		Time of Incident:		Name of Contractor Company:	
Name of Individual(s) Involved w/Incident:			Name of Injured Worker (if applicable):		Name of Supervisor/Foreman:
If an Individual was Injured, were they working under the direct supervision of Honeywell?			Age of Individual Involved:		Job Classification/Title/Craft:
Length of Work Experience at Job Classification:			Length of Employment with Company:		Length of Time Working at Site:
Was the Individual Involved with the Incident Performing their Regular Job? If "No", explain why:			Date of Site Safety Orientation:		Last Formal/Documented Safety Meeting Attended:
Hours Worked that Day/shift Prior to the		Hours Worked that Week Prior to the Incident:		Consecutive Days/Shifts Worked Prior to the Incident:	
				Last Day Off Prior to the Incident:	
Description of incident according to the individual(s) involved or injured (including what happened and how the incident occurred):					
According to the individual(s) involved with the incident or injured, what could have been done differently to prevent this incident from occurring?					
Why weren't these done prior to the incident?					
Describe any First Aid or Medical Treatment Provided On Site and/or at a Medical Facility. <b>NOTE: Any follow-up treatment at a later date must be communicated to Honeywell (Contractor Safety Leader).</b>					
Date that the Injured Individual Returned to Work?		Any Work Restrictions or Lost Time?		If "Yes", describe:	
				<b>NOTE: Any work restrictions or lost time at a later date must be communicated to Honeywell (Contractor Safety Leader).</b>	
Was there any Property Damage?		If "Yes", describe:			

**Contractor Supervisor/Foreman should complete the information below with an Investigation Team**

Team Investigation – List the Possible Causes of the Incident Below.
For Each Possible Cause Listed Above, Reply "Why" or "Why not" the Cause Occurred.
<b>Corrective Action(s) Taken - List Person(s) Responsible and Target Date:</b>
Contractor Investigation Team - Leader & Members:

Date Incident Reported:	Honeywell Location:	Honeywell Contact:	
Approval (Individual Involved/Injured):	Title:	Date:	
Supervisor Approval (Print Name):	Title:	Date:	
Honeywell Site Approval (Print Name):	Title:	Date:	



ROAD CONDITION: \_\_\_\_\_

ESTIMATED SPEED OF VEHICLE 1: \_\_\_\_\_ VEHICLE 2: \_\_\_\_\_

VEHICLE DEFECTS RELATING TO ACCIDENTS (Brakes, Lights, Tires, Steering)

VEHICLE 1: \_\_\_\_\_ VEHICLE 2: \_\_\_\_\_

STATEMENT DRIVER VEHICLE 1: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATEMENT DRIVER VEHICLE 2: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INVESTIGATOR'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHOTOGRAPHS TAKEN?: \_\_\_\_\_

DIAGRAM:

INVESTIGATOR'S SIGNATURE: \_\_\_\_\_

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

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

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

# HONEYWELL, SYRACUSE, NEW YORK

## EVENT REPORTING REQUIREMENTS

### REVISION 1–1/17/06

## 1. INTRODUCTION

To assure Honeywell Health, Safety and Environmental Remediation (HSER) leadership has sufficient knowledge of significant adverse events to enhance decision-making and drive improved performance, the following event reporting procedure will be followed to report Safety & Environmental Incidents and Near Misses (referred to as events in this procedure) for all Honeywell Syracuse Portfolio projects.

These requirements will be reviewed with project staff when they start working on the projects and on a regular basis thereafter.

## 2. CONTRACTOR REPORTING TO HONEYWELL SYRACUSE PERSONNEL

Event reporting to Honeywell management is the responsibility of Syracuse Honeywell personnel. Contractor personnel should report the incident to the Syracuse Honeywell personnel per Section 2.2 as soon as it is safe to do so. When that call is made, provide the information listed below to assist in classifying the event. *If the event involves any of the items listed under Tier 1 Events and none of the Honeywell Syracuse personnel can be reached within two hours of the event, contractor personnel should make the Honeywell contacts required in Section 3.*

### 2.1 Event Reporting Information Requirements

#### Tier 1 Events

- A release to air, water or soil that has an actual or potential off-site *adverse environmental impact*
- One or more on-site fatalities.
- Three or more employees, contractors or visitors admitted to a hospital.
- Any off-site fatalities, injuries or harmful exposures.
- Any security incident that may be **immediately dangerous** to life or property, including fires, bomb threats, chemical release, radiation release, release of a biological or chemical agent (aerosolized or gaseous form).
- Suspicious materials, package or letter that poses immediate risk to employees and has been isolated.
- Government representatives alleging or suggesting *criminal* non-compliance of any kind.
- Receipt or notice of any regulatory agency directive or other type of injunctive device designed to curtail or restrict operations.
- Community injuries or diagnoses of illnesses allegedly associated with a company-related incident, event or release to air, water or soil.

- Product transportation-related events that result in Tier 1 impacts

### **Tier 2 Events**

- Employee or contractor lost workday injuries/illnesses.
- Employee, contractor or visitor recordable injuries/illnesses (Criteria: “Injury and Illness Recordability Guidance Document”).
- An environmental *excursion* that does not also trigger Tier 1 reporting.
- A release to air, water or soil that only narrowly avoided an *adverse environmental impact* or had the potential to be an *excursion*.
- Discovery of potential or actual evidence of contaminated groundwater from current or former operations that does not otherwise meet the definition of a Tier 1 Event.
- Suspicious activities in or around Honeywell facilities or processes that may present a potential security risk.
- Allegations of previously unknown health/safety/environmental effects caused by products, processes, emissions or discharges (Reference: “Risk Management and Reporting”, Product Stewardship Guideline PSTEW-3.)
- Written notification from a governmental agency alleging non-compliance of any kind.
- Proposal or imposition of an HSER fine, penalty or corrective action.
- Receipt of a non-routine request for information from a governmental agency.
- A non-routine regulatory agency inspection.
- Audits (Peer review, Self assessments, SBU, Third party findings and recommendations)
- Significant community activism or adverse media coverage not associated with an episodic event.
- A product recall imposed by a regulatory agency.
- Transportation-related event that results in Tier 2 impacts.
- Notice of an allegation from a third party or regulatory agency of environmental impacts from operations on current or formerly operated Honeywell facilities.
- Demands, including voluntary agreements, to conduct a site investigation or remedial measures to respond to environmental impacts from operations on current or formerly operated Honeywell facilities.
- Receipt of an information request or special notice letter associated with the disposal, transportation or storage of hazardous substances by Honeywell or its predecessors.

### **Tier 3 Events**

- Any event where either a Medical or Para-Medical Professional provides evaluation

or treatment, or there is a Near Miss that could have resulted in a Tier 1 or Tier 2 event.

- In addition, a business or location may use this category to report any other event types that do not meet the Tier 1 and 2 definitions and use as a management tool to track the event to closure.

## 2.2 Honeywell Syracuse Contact List

Whenever an event occurs on a Honeywell Syracuse project, the following personnel should be notified as soon as possible.

Primary: John McAuliffe, Site Leader, Syracuse  
 Work: 315 552-9782  
 Fax: 315 552-9700  
 Mobile: 315 440-0859  
 Home: 315 699-1565

Alternate 1: Al Labuz, Remediation Manager  
 Work: 315 552-9781  
 Fax: 315 552-9700  
 Mobile: 315 420-3505  
 Home: 315 446-4701

Alternate 2: **Matt Warren, Project manager**  
 Work: 315 552-9743  
 Fax: 315 552-9570  
 Mobile: 315 877-1389  
 Home: XXX XXX-XXXX

## 3 HONEYWELL SYRACUSE REPORTING TO CORPORATE PERSONNEL

Reporting to Honeywell Corporate personnel is the responsibility of the designated Honeywell contact that receives the initial call from the field and will be conducted in accordance with Honeywell HSER procedures. *If none of the Honeywell Syracuse personnel can be reached within two hours of the event, the senior contractor person on-site should make these calls.*

	<b>HSER Morristown</b>	<b>Honeywell Corporate<sup>1</sup></b>	<b>Honeywell Communications</b>
<b>Primary Contact</b>	Dave Wickersham, Director Remediation & Evaluation Services Work: 973 455-4681	Mike Csedrik, Director Safety Excellence Work: 973 455-5227 Fax: 973 455-4835	Victoria Streitfeld, Mgr-Media Rels. & Exec Comm. Work: 973 455-5281 Fax: 973 455-3881

<sup>1</sup> Above Corporate contacts are for reporting safety-related events. For Environmental-related events, Terry Cox is the primary contact and Mike Csedrik is the alternate.

	Fax: 973 455-3082 Mobile: 973 768-0478 Home: 973 543-1593 Home Fax: 973 543-2260	Mobile: 973 204-3440 Home: 201 939-1873	Mobile: 973 722-1324 Home:
<b>Alternate Contact</b>	Troy J. Meyer Director, Remediation Portfolio Office: 973 455-4279 Fax: 973 455-3082 Mobile: 973 216-6787	Terry Cox, Director Environmental Excellence Work: 973 455-5034 Fax: 973 455-3345 Mobile: 973 722-5786 Home: 732 381-1099	Greg Loh, Eric Mower & Associates Work: 315 466-1000 Fax: 315 466-2000 Mobile: 315 415-6766 Home:



Honeywell Syracuse Portfolio  
Health and Safety Program

GEDDES BROOK IRM  
PROJECT SAFETY PLAN

## ATTACHMENT C

### ACTIVITY HAZARD ANALYSES

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**PARSONS**

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February 4, 2011

**Geddes Brook IRM Construction**  
**Activity Hazard Analysis Master List**  
(to be updated as new task/activities are required)

The list of AHA's in Attachment C of this report is as follows:

- AHA-001 - General field hazards
- AHA-002 - Site mobilization-foot
- AHA-003 - Site clearing
- AHA-004 - Heavy equipment operation and maintenance
- AHA-005 - Operation of motor vehicles
- AHA-006 - Fueling of motor vehicles
- AHA-007 - Decontamination area setup
- AHA-008 - Decontamination of personnel
- AHA-009 - Decontamination of portable equipment
- AHA-010 - Site area-preparation
- AHA-011 - Site area-grading
- AHA-012 - Site area-electrical work
- AHA-013 - Hot work

Attachment C-U.S. Army Corps of Engineers AHA's

- AHA-014 - Operating backhoe
- AHA-015 - Drilling rig operations
- AHA-016 - Job hazard analysis
- AHA-017 - Materials loading and hauling
- AHA-018 - Office hazards
- AHA-019 - Traffic control activities

# PARSONS

## Activity Hazards Analysis

### General Hazards- Field

AHA No. 001

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.:</b> 001	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York		<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>		Level D- Long pants, safety glasses, hard hat, steel-toed boots, Hi-vis vest, gloves (project dependent)	<b>Analysis by:</b> R. Absolom	<b>Date:</b> April 27, 2005
		<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
<b>Work Operation:</b> General Field Activities			<b>Approved by:</b> G. Beck	<b>Date:</b> 8/11/2005
<b><u>Work Activity</u></b>	<b><u>Potential Hazards</u></b>	<b><u>Preventive or Corrective Measures</u></b>		<b><u>Inspection Requirements</u></b>
Outdoor, Physical Activity	<u>Heat Stress</u> <ul style="list-style-type: none"> <li>▪ Prickly Heat (Heat rash)</li> <li>▪ Heat Cramps</li> <li>▪ Heat Exhaustion</li> <li>▪ Heat Fatigue</li> <li>▪ Heat Collapse</li> <li>▪ Heat Stroke</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adjust work schedules.</li> <li>▪ Mandate work slowdowns as needed.</li> <li>▪ Perform work during cooler hours of the day if possible or at night if adequate lighting can be provided.</li> <li>▪ Provide shelter (air-conditioned, if possible) or shaded areas to protect personnel during rest periods.</li> <li>▪ Maintain worker's body fluids at normal levels.</li> <li>▪ Train workers to recognize the symptoms of heat related illness</li> </ul>		<ul style="list-style-type: none"> <li>▪ Monitor workers physical conditions</li> <li>▪ Monitor outside temperature versus worker activity.</li> </ul>
Working around water Outdoor activities	<u>Cold Related Injuries</u> Frostbite Hypothermia	<ul style="list-style-type: none"> <li>▪ Educate workers to recognize the symptoms of frostbite and hypothermia</li> <li>▪ Identify and limit known risk factors:</li> <li>▪ Assure the availability of enclosed, heated environment on or adjacent to the site.</li> <li>▪ Assure the availability of dry changes of clothing.</li> <li>▪ Assure the availability of warm drinks.</li> </ul>		Start (oral) temperature recording at the job site: <ul style="list-style-type: none"> <li>▪ At the Field Team Leader's discretion when suspicion is based on changes in a worker's performance or mental status.</li> <li>▪ At a worker's request.</li> <li>▪ As a screening measure, two times per shift, under unusually hazardous conditions (e.g., wind-chill less than 20°F, or wind-chill less than 30°F with precipitation).</li> <li>▪ As a screening measure whenever</li> </ul>

# PARSONS

## Activity Hazards Analysis

### General Hazards- Field

AHA No. 001

			any one worker on the site develops hypothermia.
	Rain	<ul style="list-style-type: none"> <li>▪ Have proper PPE (i.e. rain gear, footwear, etc) available. Be aware of slip hazards, puddles, etc.</li> </ul>	
	Sunshine	<ul style="list-style-type: none"> <li>▪ Have sunscreen available for ultraviolet protection. Have water for dehydration.</li> </ul>	
	Snow	<ul style="list-style-type: none"> <li>▪ Have warm clothes available for cold temperatures.</li> </ul>	
	Lightning	<ul style="list-style-type: none"> <li>▪ Do not begin or continue work until lightning subsides for 20 minutes.</li> </ul>	
	High winds, dust storm	<ul style="list-style-type: none"> <li>▪ Wear goggles if dust/debris is visible.</li> </ul>	
	Pollen	<ul style="list-style-type: none"> <li>▪ Take medication (i.e. anti-histamine) to minimize allergic reaction to pollen. Wear dust mask, if necessary.</li> </ul>	
	Streams	<ul style="list-style-type: none"> <li>▪ Observe depth of stream and speed of current before proceeding.</li> </ul>	
	Walking on uneven or wet terrain (i.e. slopes, leaves, covered objects, holes, etc)	<ul style="list-style-type: none"> <li>▪ Wear steel toe rubber boots versus over-the-shoe rubber boots. Use walking stick or other object for additional support/balance and to check for animal burrows/holes.</li> </ul>	
	Insects, rodents, animals, etc.	<ul style="list-style-type: none"> <li>▪ Wear Tyvek coveralls. Apply bug repellent spray or lotion to exposed skin.</li> </ul>	
	Vegetation	<ul style="list-style-type: none"> <li>▪ Create a clear path or route with mechanical equipment, whenever possible. Wear appropriate PPE for the vegetation (i.e. leather gloves, Carhart coveralls and face shield for vegetation that could cause cuts/punctures and/or is higher than waist level.</li> </ul>	

**Training Requirements:**

All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazard Analysis

### Mobilization/ Demobilization

AHA No. 002

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.:</b> 002		<b>Date:</b> April 1, 2010		<b>New:</b> No	
<b>Location:</b> Geddes, New York		<b>Contractor:</b> Parsons		<b>Analysis by:</b> M.Warren		<b>Date:</b> March 25, 2008	
<b>Required Personal Protective Equipment:</b>		Level D- Long pants, safety glasses, hard hat, steel-toed boots, gloves (project dependent)		<b>Reviewed by:</b> Dale Dolph		<b>Date:</b>	
		<b>Superintendent/Competent Person</b>  TBD		<b>Revised by:</b>		<b>Revised:</b>	
<b>Work Operation:</b> Mobilization/ Demobilization				<b>Approved by:</b> Dale Dolph CHST		<b>Date:</b> April 1, 2010	
<b><u>Work Activity</u></b>		<b><u>Potential Hazards</u></b>		<b><u>Preventive or Corrective Measures</u></b>		<b><u>Inspection Requirements</u></b>	
Equipment Delivery		Overhead Wires, Heavy equipment operation,		<ul style="list-style-type: none"> <li>▪ Utilize spotters when loading/ unloading equipment.</li> <li>▪ Choose areas to unload equipment that are clear of overhead wires. Keep 15' clearance from electric wires.</li> <li>▪ Deploy cones or other traffic diversion measures when unloading in a traveled way.</li> <li>▪ Inspect work area for potential utilities or other underground objects.</li> </ul>			
Materials Delivery		Rigging Hazards, improper lifting techniques, overhead loads.		<ul style="list-style-type: none"> <li>▪ Use only rigging devices that are in working condition and rated for the weight load of the object to be lifted.</li> <li>▪ Inspect all rigging equipment before attempting a pick.</li> <li>▪ Use a signal person to direct the equipment operators.</li> <li>▪ Always attach tag lines for each pick. Never stand under a suspended load.</li> <li>▪ Use a helper when lifting objects over 50 lbs. Practice proper lifting when unloading/ loading equipment by hand.</li> <li>▪ Plan for forklift or other heavy lifting equipment when possible.</li> </ul>			
		Heat and Cold Stress		<ul style="list-style-type: none"> <li>▪ Implement the cold/heat stress control program as</li> </ul>			

# PARSONS

## Activity Hazard Analysis

### Mobilization/ Demobilization

AHA No. 002

		<p>appropriate to conditions.</p> <ul style="list-style-type: none"> <li>▪ Workers will wear appropriate clothing to protect against cold or heat.</li> </ul>	
	Slips, Trips, Falls-	<ul style="list-style-type: none"> <li>▪ Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>▪ Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>▪ Clean up all spills immediately.</li> <li>▪ Personnel will notify the SSO of any unsafe conditions</li> </ul>	
	Rain	<ul style="list-style-type: none"> <li>▪ Have proper PPE (i.e. rain gear, footwear, etc) available. Be aware of slip hazards, puddles, etc.</li> </ul>	
	Sunshine	<ul style="list-style-type: none"> <li>▪ Have sunscreen available for ultraviolet protection. Have water for dehydration.</li> </ul>	
	Snow or cold air temperatures	<ul style="list-style-type: none"> <li>▪ Have warm, dry clothes available for cold temperatures.</li> </ul>	
	Severe Weather	<ul style="list-style-type: none"> <li>▪ Weather reports must be checked prior to work each day</li> </ul>	
	Lightning	<ul style="list-style-type: none"> <li>▪ Do not begin or continue work until lightning subsides for 20 minutes.</li> </ul>	
	High winds, dust storm	<ul style="list-style-type: none"> <li>▪ Wear goggles if dust/debris is visible.</li> <li>▪ Consider alteration or termination of activities if high winds are forecasted or suddenly appear.</li> </ul>	
	Overhead Hazards	<ul style="list-style-type: none"> <li>▪ Be aware of beams or other obstacles presented by the structure of the causeway.</li> <li>▪ Always wear mandated PPE.</li> </ul>	

**Training Requirements:** All personnel engaged in the system start up activities for the recovery system equipment and machinery will have knowledge and experience in working with and operating the equipment. All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Meeting.

# PARSONS

## Activity Hazards Analysis

### Site Clearing with Chainsaw or String Trimmer

AHA No. 003

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.</b> 003		<b>Date:</b> April 1, 2010		<b>New:</b> No	
<b>Location:</b> Camillus, New York		<b>Contractor:</b> Parsons				<b>Revised:</b>	
<b>Required Personal Protective Equipment:</b>		Level D- Long pants, safety glasses, hard hat, steel-toed boots, gloves, PPE (task dependent)		<b>Analysis by:</b> Dale Dolph, CHST		<b>Date:</b> 2/8/2010	
		<b>Superintendent/Competent Person</b>		<b>Reviewed by:</b>		<b>Date:</b>	
<b>Work Operation:</b> Site Clearing with Chainsaw or String Trimmer				<b>Approved by:</b> Dale R. Dolph, CHST		<b>Date:</b> April 1, 2010	
<u>Work Activity</u>	<u>Potential Hazards</u>	<u>Preventive or Corrective Measures</u>		<u>Inspection Requirements</u>			
Site Access	Slips/trips/falls	<ul style="list-style-type: none"> <li>• Be aware of potential trip hazards such as underbrush, fallen logs, vines, burrowing animal holes, uneven terrain, etc.</li> <li>• Walk slowly during transit</li> <li>• Keep work zones clean and free of debris to deter any unnecessary trips and falls.</li> <li>• Notify the SSO of any unsafe conditions</li> </ul>		<ul style="list-style-type: none"> <li>• Inspect the area to be cleared prior to clearing activities.</li> <li>• Inspect job site daily.</li> </ul>			
String Trimmer Operation	Bodily injury/Injury to others	<ul style="list-style-type: none"> <li>• Be sure there are no other persons within the immediate area</li> <li>• Dress properly. Use safety glasses and face shield. Always wear long pants, long sleeves, gloves and the proper footwear. Wearing safety leg guards (chaps) is recommended.</li> <li>• Secure hair above shoulder length. Secure or remove loose clothing or clothing that has loose ties or straps.</li> </ul>		<ul style="list-style-type: none"> <li>• Inspect personnel prior to start of clearing activities for proper PPE and clothing.</li> </ul>			
	Exposure toxic plants or poisonous vegetation	<ul style="list-style-type: none"> <li>• Use a dust mask if area of operation is dusty or there is the possibility of poisonous vegetation such as poison ivy, poison oak, poison sumac, etc.</li> <li>• Wear coverall or disposable type tyvek to prevent</li> </ul>		<ul style="list-style-type: none"> <li>• Inspect areas to be cleared beforehand for the presence of poisonous plants.</li> </ul>			

# PARSONS

## Activity Hazards Analysis

### Site Clearing with Chainsaw or String Trimmer

AHA No. 003

		<p>dermal exposure to debris or pieces of toxic plants thrown by the spinning line.</p> <ul style="list-style-type: none"> <li>• If an individual is particularly sensitive to any of the above listed poisonous plants, they should refrain from conducting string trimmer operations due to the high potential exposure of the toxic plants from debris and vegetation thrown by the spinning line.</li> </ul>	
Chainsaw Operation	Bodily injury/Injury to others	<ul style="list-style-type: none"> <li>• Be sure there are no other persons within the immediate area.</li> <li>• Dress properly. Always se safety glasses and face shield. Always wear long pants, long sleeves, gloves and the proper footwear. Wearing cut resistant safety leg guards (chaps) is required.</li> <li>• Secure hair above shoulder length. Secure or remove loose clothing or clothing that has loose ties or straps that could become entangled in the chainsaw chain.</li> <li>• Never work off a ladder or any unsecure support. Never operate the chainsaw above shoulder height. Never overreach.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all personnel are trained in the proper operating procedures prior to working with the chainsaw.</li> <li>• Ensure that the chainsaw is operated in accordance with the manufacturers recommended safety precautions and cutting techniques.</li> <li>• Inspect chain saw prior to each use – be sure all guards are in place and the saw is in sound operating condition</li> </ul>
	Falling trees and branches	<ul style="list-style-type: none"> <li>• Be aware of the direction that trees will fall.</li> <li>• Notch trees prior to cutting to ensure direction of fall</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and prepare an escape route to move along when a tree begins to fall</li> </ul>
	Chain saw kick back	<ul style="list-style-type: none"> <li>• Maintain proper chain tension on the bar. Begin cuts with chain saw chain rotating at a sufficient RPM to begin the cut</li> <li>• Be sure anti-kick back device is operating</li> </ul>	<ul style="list-style-type: none"> <li>• Be sure chain is sharp and in good condition</li> </ul>
	Noise Exposure	<ul style="list-style-type: none"> <li>• Hearing protection will be worn in hazardous noise areas or while working with power tools such as a chainsaw or weedeater.</li> <li>• Wear appropriate hearing protection when noise level from equipment exceeds 90 decibels (dBA) averaged over an eight-hour day.</li> </ul>	

# **PARSONS**

## **Activity Hazards Analysis**

### ***Site Clearing with Chainsaw or String Trimmer***

AHA No. 003

#### **Training Requirements:**

All personnel engaged in hazardous substance removal or other activities that expose or potentially expose them to hazardous substances or health hazards shall receive appropriate training as required by 29 CFR 1910.120(e), including, but not limited to initial 40-hour, 8 hour Supervisor and annual 8-hour refresher training.

All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazards Analysis

### Operation and Maintenance- Heavy Equipment

AHA No. 004

<b>Project Name &amp; Number:</b> Geddes Brood Construction 445568	<b>AHA No.</b> 004	<b>Date:</b> April 1, 2010	<b>New:</b> No
Geddes, New York	<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>	Level D- Long pants, safety glasses, hard hat, steel-toed boots, gloves, PPE (task dependent)	<b>Analysis by:</b> Dale R. Dolph, CHST	<b>Date:</b> 6/27/07
<b>Work Operation:</b> Operation and Maintenance of Heavy Equipment	<b>Superintendent/Competent Person:</b> TBD	<b>Reviewed by:</b>	<b>Date:</b>
		<b>Approved by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
<b><u>Work Activity</u></b>	<b><u>Potential Hazards</u></b>	<b><u>Preventive or Corrective Measures</u></b>	<b><u>Inspection Requirements</u></b>
Motorized Equipment Operation	Equipment Maintenance	<ul style="list-style-type: none"> <li>▪ The equipment must be maintained in a proper functioning condition.</li> <li>▪ All motors must be shut off. Electrical, mechanical and hydraulic components locked when making repairs.</li> <li>▪ Bleed off pressure on hydraulic lines before undoing fittings.</li> <li>▪ Do not leave tools or parts loose on the equipment after maintenance has been performed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow the maintenance manual recommended procedures for each piece of equipment.</li> </ul>
	General Use	<ul style="list-style-type: none"> <li>▪ All equipment must be inspected daily prior to use.</li> <li>▪ Inspect the vehicle components including an exterior inspection, operational controls, hydraulic hoses, etc. Check for damage or unsafe conditions.</li> <li>▪ Equipment must be operated and maintained in accordance to manufacturer's guidelines.</li> <li>▪ Any equipment that is unattended must be immobilized and secured against accidental movement.</li> </ul>	

# PARSONS

## Activity Hazards Analysis

### Operation and Maintenance- Heavy Equipment

AHA No. 004

		<ul style="list-style-type: none"> <li>▪ All heavy equipment will have a back up alarm</li> <li>▪ Machinery with exposed moving parts must be equipped with an operational emergency stop device. This device must be tested prior to job initiation and periodically thereafter.</li> </ul>	
Equipment Refueling	Fire Hazard	<ul style="list-style-type: none"> <li>▪ All motors must be shut off during refueling.</li> <li>▪ Smoking in the vicinity of the machinery during refueling is not permitted.</li> <li>▪ An A-B-C fire extinguisher must be maintained on each piece of motorized equipment.</li> <li>▪ Fuel containers must be OSHA approved. Properly ground fuel tanks during refueling operations if required.</li> <li>▪ Fuel will be stored in UL approved safety containers with contents clearly labeled.</li> </ul>	
	Operation of Motorized Equipment	<ul style="list-style-type: none"> <li>▪ Operators of motorized equipment will be trained in the proper operation of that apparatus.</li> </ul>	
	Tip Over Struck By Pinch Points	<ul style="list-style-type: none"> <li>▪ Equipment will be shut off and stabilized accordingly.</li> <li>▪ All personnel will be aware of moving machinery and parts and wear appropriate PPE when near machinery (e.g., hard hat, safety glasses, gloves etc.).</li> </ul>	
	Noise Exposure	<ul style="list-style-type: none"> <li>▪ Hearing protection will be worn in hazardous noise areas or working around heavy machinery or equipment.</li> <li>▪ Wear appropriate hearing protection when noise level from equipment exceeds 90 decibels (dBA) averaged over an eight-hour day.</li> </ul>	

**Training Requirements:**

All personnel engaged in the operation of heavy equipment and machinery will have knowledge and experience in working with and operating the equipment. All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Meeting.

# PARSONS

## Activity Hazards Analysis

### Operation- Motor Vehicle

AHA No. 005

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.</b> 005	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York		<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>		Wear seat belt at all times; make sure that clothing will not interfere with driving.	<b>Analysis by:</b> R. Absolom	<b>Date:</b> April 27, 2005
		<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
<b>Work Operation:</b> Operation of Motor Vehicle			<b>Approved by:</b> G. Beck	<b>Date:</b> 8/11/2005
<b><u>Work Activity</u></b>	<b><u>Potential Hazards</u></b>	<b><u>Preventive or Corrective Measures</u></b>		<b><u>Inspection Requirements</u></b>
Driving to and from the job site	Vehicle Accident	<ul style="list-style-type: none"> <li>▪ All employees shall complete the ParsonsU safety module on Defensive Driving.</li> <li>▪ Plan your travel route and check maps for directions or discuss with colleagues.</li> <li>▪ Complete a Vehicle Inspection Report before driving and check for proper equipment/supplies.</li> <li>▪ Clean windows and mirrors as needed throughout the trip.</li> <li>▪ Have sun glasses available to reduce sun glare and wear as needed.</li> <li>▪ Follow vehicle maintenance schedule to reduce possibilities of breakdown while driving.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Inspect all fluid level, air pressure in tires, adjust mirrors and seat positions appropriately, watch fuel level and fill up when level is low.</li> </ul>
	Distraction while driving	<ul style="list-style-type: none"> <li>▪ Stop driving a vehicle, regardless of the speed (i.e. even 5 mph) or location (i.e. private road), when the potential of being distracted by conversation exists.</li> <li>▪ Drivers are prohibited from using communication devices (e.g., cell phones) while operating any motor vehicle.</li> </ul>		
	Fatigue/Falling asleep	<ul style="list-style-type: none"> <li>▪ Get adequate rest prior to driving.</li> <li>▪ Pull over and rest if experiencing drowsiness</li> <li>▪ Change seat position, stretch, open the window, adjust radio if experiencing drowsiness.</li> </ul>		

# PARSONS

## Activity Hazards Analysis

### Operation- Motor Vehicle

AHA No. 005

	Weather /Road conditions	<ul style="list-style-type: none"><li>▪ Check road and weather conditions prior to driving.</li><li>▪ Be prepared to adjust driving if conditions change.</li><li>▪ Travel in daylight hours if possible.</li><li>▪ Give yourself plenty of time to allow for slow downs due to construction, accidents, or other unforeseen circumstances.</li><li>▪ Use lights at night and lights/wipers during inclement weather.</li></ul>	
	Theft/Crime of parked vehicle	<ul style="list-style-type: none"><li>▪ Lock the vehicle when leaving the area</li><li>▪ Use ant-theft deterrents (e.g., the club, visible alarm indicators, etc.)</li><li>▪ Park in well lit areas.</li><li>▪ Hide valuables</li></ul>	

### **Training Requirements:**

All drivers are required to have a current valid driver’s license and all vehicles must have the required State vehicle registration and/or inspection documentation. It is company policy that all wireless device use, whether “hand-held” or “hands free”, ***is prohibited*** while driving any vehicle at any time as follows: for business use *at any time*; or for *personal use during business hours*; and as defined by law.

All employees operating a Company vehicle are required to familiarize themselves with the contents of the AHA before starting a work activity.

# PARSONS

## Activity Hazards Analysis

### Fueling-Motor Vehicle

AHA No. 006

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.</b> 006	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Camillus, New York		<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>		Level D- Long pants, safety glasses, hard hat, Hi-vis vest (when working around heavy equipment.	<b>Analysis by:</b> R. Absolom	<b>Date:</b> June 27, 2005
		<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b> Dale R. Dolph	<b>Date:</b> April 1, 2010
<b>Work Operation:</b> Fueling of motor vehicle			<b>Approved by:</b> <b>G. Beck</b>	<b>Date:</b> <b>8/11/2005</b>
Work Activity	Potential Hazards	Preventive or Corrective Measures	Inspection Requirements	
Fueling the vehicle	Overflow/Spills of fuel on to pavement.	<ul style="list-style-type: none"> <li>▪ Ensure that fuel pumps have a UL listed automatic closing valve.</li> <li>▪ Use approved safety containers.</li> <li>▪ Workers will be aware capacity of fuel tank/container.</li> <li>▪ Do not “squeeze in” extra gasoline to fill up tank.</li> <li>▪ Inform gas station attendant of fuel spill.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow operations manual maintenance and inspection procedures for each piece of equipment used on site.</li> </ul>	
	Explosion	<ul style="list-style-type: none"> <li>▪ Ensure that all fuel is in approved safety containers.</li> <li>▪ No smoking or open flame with in 50 feet.</li> <li>▪ Equipment/Motors that use flammable fuel shall be shut down during fueling, servicing, or maintenance.</li> <li>▪ Turn cell phones off during fueling of vehicle.</li> </ul>		
	Spill on clothing	<ul style="list-style-type: none"> <li>▪ Workers should be aware of capacity of fuel tank.</li> <li>▪ Wear gloves while fueling.</li> <li>▪ Change clothing if saturated with fuel.</li> </ul>		

**Training Requirements:**

All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazards Analysis

### Decontamination- Area Setup

AHA No. 007

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.</b> 007	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York		<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>		Level D-Long pants, safety glasses, hard hat (in presence of heavy equipment), steel-toed boots, gloves (leather work gloves for construction efforts and clearing).	<b>Analysis by:</b> R. Absolom	<b>Date:</b>  April 27, 2005
		<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
<b>Work Operation:</b> Decontamination Area Setup			<b>Approved by: G. Beck</b>	<b>Date: 8/11/2005</b>
<b><u>Work Activity</u></b>	<b><u>Potential Hazards</u></b>	<b><u>Preventive or Corrective Measures</u></b>		<b><u>Inspection Requirements</u></b>
Decontamination area set up	Vehicle and heavy equipment traffic in work area	<ul style="list-style-type: none"> <li>▪ Operation of heavy equipment in accordance with the PSP.</li> <li>▪ Be alert when working around heavy equipment.</li> <li>▪ Ground guides for the backing of all vehicles.</li> <li>▪ No heavy equipment will be operated without a ground guide.</li> <li>▪ Barriers, warning signs, designated walkways or other safeguards must be provided where pedestrians are exposed to the risk of collision.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Follow operations manual maintenance and inspection procedures for each piece of equipment used on site.</li> </ul>
	Muscle strain/injuries from improper lifting	<ul style="list-style-type: none"> <li>▪ Personnel will utilize proper lifting techniques or ask for assistance with moving/lifting objects.</li> </ul>		
	Rain	<ul style="list-style-type: none"> <li>▪ Have proper PPE (i.e. rain gear, footwear, etc) available. Be aware of slip hazards, puddles, etc.</li> </ul>		
	Sunshine	<ul style="list-style-type: none"> <li>▪ Have sunscreen available for ultraviolet protection. Have water for dehydration.</li> </ul>		
	Snow	<ul style="list-style-type: none"> <li>▪ Have warm clothes available for cold temperatures.</li> </ul>		
	Lightning	<ul style="list-style-type: none"> <li>▪ Do not begin or continue work until lightning subsides for 20 minutes.</li> </ul>		

# PARSONS

## Activity Hazards Analysis

### Decontamination- Area Setup

AHA No. 007

	Cold and Heat Stress	<ul style="list-style-type: none"> <li>▪ Implement the cold/heat stress program as appropriate to conditions.</li> <li>▪ SSO will monitor workers for cold/heat stress symptoms.</li> </ul>	
	Slips, Trips, Falls	<ul style="list-style-type: none"> <li>▪ Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>▪ Work slowly during transit. Jumping, running, and horseplay are prohibited.</li> <li>▪ Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>▪ Clean up all spills immediately.</li> <li>▪ Personnel will notify the SSO of any unsafe conditions.</li> </ul>	
	Injury from Hand Tool Operation	<ul style="list-style-type: none"> <li>▪ Personnel awareness of potential hazards from hand tool operation.</li> <li>▪ SSO will ensure that all tools used onsite are in proper working order and are in good condition.</li> <li>▪ Personnel to inform SSO or Project Manger if tools require repair or replacement.</li> </ul>	
	Biological Hazards (ticks, bees, mosquitoes, snakes, etc.)	<ul style="list-style-type: none"> <li>▪ Personnel will be aware of potential exposure to biological hazards.</li> <li>▪ Wear appropriate clothing (hat, long-sleeve shirt, long pants, gloves, boots etc.) and insect repellent.</li> <li>▪ Personnel will wear thick gloves when clearing plants or debris from work area.</li> </ul>	
	Injury from Power Tool Operation	<ul style="list-style-type: none"> <li>▪ All tools will be in good working order.</li> <li>▪ No damaged equipment will be issued until repaired or replaced.</li> <li>▪ When power operated tools are designed to accommodate guards, the guard must be in place on the tool.</li> <li>▪ Fuel powered tools may be refueled, serviced, or maintained only while the tools are stopped and not operating.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow operations and maintenance procedures for each piece of equipment used on site.</li> </ul>

# **PARSONS**

## **Activity Hazards Analysis**

### *Decontamination- Area Setup*

AHA No. 007

#### **Training Requirements:**

All personnel engaged in hazardous substance removal or other activities that expose or potentially expose them to hazardous substances or health hazards shall receive appropriate training as required by 29 CFR 1910.120(e), including, but not limited to initial 40-hour, 8 hour Supervisor and annual 8-hour refresher training.

Medical qualification, training and fit testing must be received on an annual basis for individuals that wear a respirator. If an individual wears a respirator more than 30 days per year, or they are exposed at or above the Permissible Exposure Limit (PEL) of chemical for more than 30 days in a year, then they must participate in a Medical Surveillance Program as required by 29 CFR 1910.120 (f).

All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazards Analysis

### Decontamination- Personnel

AHA 008

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568	<b>AHA No.</b> 008	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York	<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>	Modified Level D- Long pants, safety glasses/ splash goggles, hard hat, steel-toed boots, nitrile outer gloves and latex inter gloves, tyvek coveralls (task specific)	<b>Analysis by:</b> R. Absolom	<b>Date:</b> March 17, 2005
<b>Work Operation:</b> Personnel Decontamination	<b>Superintendent/Competent Person:</b> TBD	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
		<b>Approved by: G. Beck</b>	<b>Date: 8/11/2005</b>
<b><u>Work Activity</u></b>	<b><u>Potential Hazards</u></b>	<b><u>Preventive or Corrective Measures</u></b>	<b><u>Inspection Requirements</u></b>
Decontaminate personnel exiting from the Exclusion zone	General	<ul style="list-style-type: none"> <li>▪ Personnel should dress in suitable safety equipment to reduce exposure.</li> <li>▪ Collect rinse water and dispose of per appropriate standard operating procedures.</li> <li>▪ Follow decontamination procedures.</li> </ul>	
	Site Hazardous Material Exposure	<ul style="list-style-type: none"> <li>▪ Training and safety awareness of potential exposure to chemicals of concern at the site and decontamination procedure. Review chemicals of concern.</li> <li>▪ Appropriate PPE will be worn (e.g. tyvek, nitrile gloves, safety glass, etc.).</li> </ul>	
	Slips, Trips, Falls	<ul style="list-style-type: none"> <li>▪ Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>▪ Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>▪ Clean up all spills immediately.</li> <li>▪ Personnel will notify the SSO of any unsafe conditions.</li> </ul>	

# PARSONS

## Activity Hazards Analysis

### Decontamination- Personnel

AHA 008

	Heat and Cold Stress	<ul style="list-style-type: none"><li>▪ The SSO will implement the cold/heat stress control program as appropriate to conditions.</li></ul>	
	Eye Injury	<ul style="list-style-type: none"><li>▪ PPE (safety glasses, splash goggles) will be worn.</li></ul>	

#### **Training Requirements:**

All personnel engaged in hazardous substance removal or other activities that expose or potentially expose them to hazardous substances or health hazards shall receive appropriate training as required by 29 CFR 1910.120(e), including, but not limited to, initial 40-hour, 8-hour Supervisor and annual 8-hour refresher.

Medical qualification, training and fit-testing must be received on an annual basis for individuals that wear a respirator. If an individual wears a respirator more than 30 days per year, or they are exposed at or above the Permissible Exposure Limit (PEL) of a chemical for more than 30 days in a year, then they must participate in a Medical Surveillance Program as required by 29 CFR 1910.120(f)

All assigned employees working at potentially contaminated sites are required to familiarize themselves with this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazards Analysis

### Decontamination- Portable Tools

AHA 099

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568	<b>AHA No.</b> 009	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York	<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>	Modified Level D- Long pants, safety glasses/ splash goggles, hard hat, steel-toed boots, nitrile outer gloves and latex inter gloves, tyvek coveralls, personal floatation device.	<b>Analysis by:</b> R. Absolom	<b>Date:</b> March 17, 2005
<b>Work Operation:</b> Tool Decontamination	<b>Superintendent/Competent Person:</b> TBD	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
		<b>Approved by: G. Beck</b>	<b>Date: 8/11/2005</b>
<b><u>Work Activity</u></b>	<b><u>Potential Hazards</u></b>	<b><u>Preventive or Corrective Measures</u></b>	<b><u>Inspection Requirements</u></b>
General	Site Hazardous Material Exposure	<ul style="list-style-type: none"> <li>▪ Training and safety awareness of potential exposure to contaminants at the site and decontamination procedures.</li> <li>▪ Appropriate PPE will be worn (e.g., gloves, splash goggles, Tyvek, etc.).</li> <li>▪ Personnel will follow decontamination procedures.</li> </ul>	
	Eye Injury	<ul style="list-style-type: none"> <li>▪ PPE (safety glass, etc.) will be worn.</li> </ul>	
	Slips, Trips, Falls	<ul style="list-style-type: none"> <li>▪ Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>▪ Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>▪ Personnel will clean up all spills immediately.</li> <li>▪ Personnel will notify the SSO of any unsafe conditions.</li> </ul>	
Remove gross contamination with brush.	Damaging equipment or tools	<ul style="list-style-type: none"> <li>▪ To clean instrumentation: follow manufacturer's instructions.</li> </ul>	
Place in decontamination bucket or rinse with	Spill/leakage	<ul style="list-style-type: none"> <li>▪ Workers will have berms or spill absorbent pads nearby to</li> </ul>	

# PARSONS

## Activity Hazards Analysis

### Decontamination- Portable Tools

AHA 099

decontamination solution		<ul style="list-style-type: none"><li>prevent the spread of contaminated water.</li><li>Decontamination area will be designed to minimize exposure and maintain spill containment.</li></ul>	
Clean with wash solution	Chemical reaction with wash solution	<ul style="list-style-type: none"><li>A fire extinguisher will be located in an accessible location on site.</li><li>Review the chemicals of concern and use appropriate wash solution.</li></ul>	
Rinse with water	Contamination remains	<ul style="list-style-type: none"><li>Personnel will repeat proper decontamination procedure.</li></ul>	

#### **Training Requirements:**

All personnel engaged in hazardous substance removal or other activities that expose or potentially expose them to hazardous substances or health hazards shall receive appropriate training as required by 29 CFR 1910.120(e), including, but not limited to initial 40-hour, 8-hour Supervisor and annual 8-hour refresher training.

Medical qualification, training and fit testing must be received on an annual basis for individuals that wear a respirator. If an individual wears a respirator more than 30 days per year, or they are exposed at or above the Permissible Exposure Limit (PEL) of chemical for more than 30 days in a year, then they must participate in a Medical Surveillance Program as required by 29 CFR 1910.120 (f).

All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazard Analysis

### Site Preparation-Silt Fence Install

AHA No. 010

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.:</b> 010	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York		<b>Contractor:</b> Parsons	<b>Analysis by:</b> M.Warren	<b>Date:</b> March 25, 2008
<b>Required Personal Protective Equipment:</b>		Level D- Long pants, safety glasses, hard hat, steel-toed boots, gloves (project dependent)	<b>Reviewed by:</b> Dale Dolph	<b>Date:</b> April 1, 2010
		<b>Superintendent/Competent Person</b>	<b>Revised by:</b>	<b>Revised:</b>
<b>Work Operation:</b> Site Preparation - Silt Fence Installation			<b>Approved by:</b> Dale Dolph CHST	<b>Date:</b> April 1, 2010
<b><u>Work Activity</u></b>	<b><u>Potential Hazards</u></b>	<b><u>Preventive or Corrective Measures</u></b>		<b><u>Inspection Requirements</u></b>
Operating Trencher	Pinch points, flying objects, underground obstructions.	<ul style="list-style-type: none"> <li>▪ Disconnect trencher attachment before maintenance or repair.</li> <li>▪ Perform daily visual inspection and weekly checklist.</li> <li>▪ Workers should keep 50' distance from the trencher when in use to avoid hurled objects or accidental fall into blade.</li> <li>▪ Inspect work area for potential utilities or other underground objects.</li> </ul>		
Installing fence	Slips, Trips and falls, cutting hazards, sledgehammer use.	<ul style="list-style-type: none"> <li>▪ Use equipment to move materials to work area. Take care when carrying fence rolls over rough terrain.</li> <li>▪ Use self retracting blades when cutting silt fence terminations.</li> <li>▪ Always cut in the direction away from your body.</li> <li>▪ Dry stakes before driving with a sledgehammer.</li> <li>▪ Swing hammer in a radius that is not towards your body to avoid injury if the worker misses the fence stake.</li> </ul>		
	Heat and Cold Stress	<ul style="list-style-type: none"> <li>▪ Implement the cold/heat stress control program as appropriate to conditions.</li> <li>▪ Workers will wear appropriate clothing to protect against</li> </ul>		

# PARSONS

## Activity Hazard Analysis

### Site Preparation-Silt Fence Install

AHA No. 010

		cold or heat.	
	Slips, Trips, Falls-	<ul style="list-style-type: none"> <li>▪ Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>▪ Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>▪ Clean up all spills immediately.</li> <li>▪ Personnel will notify the SSO of any unsafe conditions</li> </ul>	
	Rain	<ul style="list-style-type: none"> <li>▪ Have proper PPE (i.e. rain gear, footwear, etc) available. Be aware of slip hazards, puddles, etc.</li> </ul>	
	Sunshine	<ul style="list-style-type: none"> <li>▪ Have sunscreen available for ultraviolet protection. Have water for dehydration.</li> </ul>	
	Snow or cold air temperatures	<ul style="list-style-type: none"> <li>▪ Have warm, dry clothes available for cold temperatures.</li> </ul>	
	Severe Weather	<ul style="list-style-type: none"> <li>▪ A weather radio must be available for severe weather alerts</li> <li>▪ Weather reports must be checked prior to work each day</li> </ul>	
	Lightning	<ul style="list-style-type: none"> <li>▪ Do not begin or continue work until lightning subsides for 20 minutes.</li> </ul>	
	High winds, dust storm	<ul style="list-style-type: none"> <li>▪ Wear goggles if dust/debris is visible.</li> <li>▪ Consider alteration or termination of activities if high winds are forecasted or suddenly appear.</li> </ul>	
	Overhead Hazards	<ul style="list-style-type: none"> <li>▪ Be aware of beams or other obstacles presented by the structure of the causeway.</li> <li>▪ Always wear mandated PPE.</li> </ul>	

**Training Requirements:** All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazards Analysis

### Site Area Grading

AHA 011

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568	<b>AHA No.</b> 011	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York	<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>	Level D-Long pants, safety glasses, hard hat (in presence of heavy equipment), steel-toed boots, gloves (leather work gloves for construction efforts and clearing).	<b>Analysis by:</b> R. Absalom	<b>Date:</b> August 1, 2005
	<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
<b>Work Operation:</b> Site Area- Grading		<b>Approved by: G. Beck</b>	<b>Date: 8/11/2005</b>

<u>Work Activity</u>	<u>Potential Hazards</u>	<u>Preventive or Corrective Measures</u>	<u>Inspection Requirements</u>
Site Area Grading	Vehicle and heavy equipment traffic in work area	<ul style="list-style-type: none"> <li>▪ Operation of heavy equipment in accordance with the PSP.</li> <li>▪ Be alert when working around heavy equipment.</li> <li>▪ Ground guides for the backing of all vehicles.</li> <li>▪ No heavy equipment will be operated without a ground guide.</li> <li>▪ Barriers, warning signs, designated walkways or other safeguards must be provided where pedestrians are exposed to the risk of collision.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow operations manual maintenance and inspection procedures for each piece of equipment used on site.</li> </ul>
	Dust inhalation	<ul style="list-style-type: none"> <li>▪ Implement engineering controls, as necessary, to limit amounts of dust (i.e., keep ground wet, etc.)</li> <li>▪ If visible dust is observed, monitor dust levels with DataRAM dust monitoring equipment (or equivalent) while grading and leveling.</li> </ul>	
	Muscle strain/injuries from improper lifting	<ul style="list-style-type: none"> <li>▪ Personnel will utilize proper lifting techniques or ask for assistance with moving/lifting objects.</li> </ul>	
	Rain	<ul style="list-style-type: none"> <li>▪ Have proper PPE (i.e. rain gear, footwear, etc) available. Be aware of slip hazards, puddles, etc.</li> </ul>	
	Sunshine	<ul style="list-style-type: none"> <li>▪ Have sunscreen available for ultraviolet protection. Have</li> </ul>	

# PARSONS

## Activity Hazards Analysis

### *Site Area Grading*

AHA 011

		water for dehydration.	
	Lightning	<ul style="list-style-type: none"> <li>Do not begin or continue work until lightning subsides for 20 minutes.</li> </ul>	
	Cold and Heat Stress	<ul style="list-style-type: none"> <li>Implement the cold/heat stress program as appropriate to conditions.</li> <li>SSO will monitor workers for cold/heat stress symptoms.</li> </ul>	
	Slips, Trips, Falls	<ul style="list-style-type: none"> <li>Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>Work slowly during transit. Jumping, running, and horseplay are prohibited.</li> <li>Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>Clean up all spills immediately.</li> <li>Personnel will notify the SSO of any unsafe conditions.</li> </ul>	
	Injury from Hand Tool Operation	<ul style="list-style-type: none"> <li>Personnel awareness of potential hazards from hand tool operation.</li> <li>SSO will ensure that all tools used onsite are in proper working order and are in good condition.</li> <li>Personnel to inform SSO or Project Manger if tools require repair or replacement.</li> </ul>	
	Biological Hazards (ticks, bees, mosquitoes, snakes, etc.)	<ul style="list-style-type: none"> <li>Personnel will be aware of potential exposure to biological hazards.</li> <li>Wear appropriate clothing (hat, long-sleeve shirt, long pants, gloves, boots etc.) and insect repellent.</li> <li>Personnel will wear thick gloves when clearing plants or debris from work area.</li> </ul>	

**Training Requirements:** All personnel engaged in the operation of heavy equipment and machinery will have knowledge and experience in working with and operating the equipment. All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazards Analysis

### Site Area- Electrical Work

AHA 012

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568		<b>AHA No.</b> 012	<b>Date:</b> April 1, 2010	<b>New:</b> No
<b>Location:</b> Geddes, New York		<b>Contractor:</b> Parsons		<b>Revised:</b>
<b>Required Personal Protective Equipment:</b>		Level D-Long pants, safety glasses, hard hat (non conductive) non-conductive metal free boots, gloves (rubber gloves for electrical work).	<b>Analysis by:</b> R. Absolom	<b>Date:</b> August 2, 2005
		<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> April 1, 2010
<b>Work Operation:</b> Site Area- Electrical Work			<b>Approved by: G. Beck</b>	<b>Date:</b> 8/11/2005
<u><b>Work Activity</b></u>	<u><b>Potential Hazards</b></u>	<u><b>Preventive or Corrective Measures</b></u>		<u><b>Inspection Requirements</b></u>
Hooking up electrical connection for trailers and vicinity.	Electrical shock, Electrical burns	<ul style="list-style-type: none"> <li>▪ Follow OSHA's Lockout Tag-Out Procedures when working with live electricity.</li> <li>▪ Wear proper PPE (e.g., non-conductive hard had, metal free non-conductive boots, safety glasses, rubber gloves, etc.)</li> <li>▪ Use proper engineering controls when working with electricity (i.e., grounding, bonding, insulation, guarding, etc.)</li> <li>▪ Restrict access to work area.</li> </ul>		
	Electrical Fires	<ul style="list-style-type: none"> <li>▪ Use proper engineering controls when working with electricity (i.e., grounding, bonding, insulation, guarding, etc.)</li> <li>▪ Have a carbon dioxide, or CO2 and halon extinguishers available.</li> <li>▪ Check insulation of wiring.</li> <li>▪ Install circuit protection devices (e.g. fuses, ground fault interrupters, circuit breakers, thermal sensors, etc.)</li> </ul>		
	Rain	<ul style="list-style-type: none"> <li>▪ Be aware of work conditions and do not work in wet areas with live electricity</li> </ul>		

# PARSONS

## Activity Hazards Analysis

### Site Area- Electrical Work

AHA 012

	Lightning	<ul style="list-style-type: none"> <li>▪ Do not begin or continue work until lightning subsides for 20 minutes.</li> </ul>	
	Slips, Trips, Falls	<ul style="list-style-type: none"> <li>▪ Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>▪ Work slowly during transit. Jumping, running, and horseplay are prohibited.</li> <li>▪ Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>▪ Clean up all spills immediately.</li> <li>▪ Personnel will notify the SSO of any unsafe conditions.</li> </ul>	
	Injury from Hand Tool Operation	<ul style="list-style-type: none"> <li>▪ Ensure that all tools used onsite are in proper working order and are in good condition, clean, oil free, and have insulated grips.</li> <li>▪ Do not leave hand tools lying around where they could become a hazard.</li> <li>▪ Personnel to inform SSO or Project Manger if tools require repair or replacement.</li> <li>▪ Keep tools in non-conductive container and be aware of metal on tool belts.</li> </ul>	
	Injury from Power Tool Operation	<ul style="list-style-type: none"> <li>▪ All tools will be in good working order and properly grounded.</li> <li>▪ No damaged equipment will be issued until repaired or replaced.</li> <li>▪ When power operated tools are designed to accommodate guards, the guard must be in place on the tool.</li> <li>▪ Do not overload electrical circuits and use a GFCI.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow operations and maintenance procedures for each piece of equipment used on site.</li> </ul>

**Training Requirements:** All personnel engaged in the working/installing electrical wiring and conduits will have knowledge and experience working with electricity. All assigned personnel will have appropriate licensing and certification requirements relevant to State requirements. All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

# PARSONS

## Activity Hazard Analysis

### Hot Work

AHA 013

<b>Project Name &amp; Number:</b> Geddes Brook IRM Construction 445568	<b>AHA No.</b> 013	<b>Date:</b> April 1, 2010	<b>New:</b> Yes
<b>Location:</b> Geddes, New York	<b>Contractor:</b> Parsons		<b>Revised:</b> <b>March 18, 2008</b>
<b>Required Personal Protective Equipment:</b>	Level D-Long pants, safety glasses, hard hat (non conductive) non-conductive metal free boots, gloves (rubber gloves for electrical work).	<b>Analysis by:</b> R. Absolom / H. Philip	<b>Date:</b>  August 2, 2005
	<b>Superintendent/Competent Person</b>	<b>Reviewed by:</b> Dale R. Dolph, CHST	<b>Date:</b> <b>April 1, 2010</b>
<b>Work Operation:</b> Hot Work-Cutting, welding, grinding or any other operation that creates sparks or open flames		<b>Approved by: J. Clark</b>	<b>Date: 7/16/2008</b>

<u>Work Activity</u>	<u>Potential Hazards</u>	<u>Preventive or Corrective Measures</u>	<u>Inspection Requirements</u>
Hot Work (welding, open flame)	Burns, eye injuries	<ul style="list-style-type: none"> <li>▪ Wear appropriate PPE (e.g., thick leather welding gloves, welding shield/ goggles with appropriate filtered lenses; long sleeves and pants, etc.).</li> <li>▪ During welding operations all employees not performing the work or providing assistance will remain back from the work zone.</li> </ul>	Hot work permit n accordance with Parsons CHSM procedure 28-01.
	Fire/ Explosion	<ul style="list-style-type: none"> <li>▪ Have adequate fire suppression available in immediate work area.</li> <li>▪ Inspect all torches, tanks, hoses prior to starting.</li> <li>▪ Remove all flammable material around the work area.</li> <li>▪ Provide a firewatcher.</li> <li>▪ Ensure that all fuel valves and torch supply valves are shut off when not in use.</li> <li>▪ Ensure that all cylinders are properly marked and kept away from heat sources.</li> <li>▪ Secure oxygen and acetylene tanks in a safe location with proper separation when not in use.</li> </ul>	<p><b>Inspect work area before starting work to ensure all combustible and flame hazards are removed or shielded.</b></p> <p><b>Inspect all welding apparatus and tools to verify it is in good working order before commencing work.</b></p>

# PARSONS

## Activity Hazard Analysis

### Hot Work

AHA 013

		<ul style="list-style-type: none"> <li>▪ Post a fire watch familiar with the work and use of firefighting equipment before commencing hot work.</li> </ul>	<p><b>Verify fire fighting equipment (fire extinguishers, water buckets, etc.) are present, are fully charged and filled, and are ready for use before commencing work.</b></p>
	Rain	<ul style="list-style-type: none"> <li>▪ Be aware of work conditions and do not work in wet areas.</li> </ul>	
	Slips, Trips, Falls	<ul style="list-style-type: none"> <li>▪ Workers will be aware of potentially slippery surfaces and tripping hazards.</li> <li>▪ Workers will keep all areas clean and free of debris to deter any unnecessary trips and falls.</li> <li>▪ Personnel will notify the SSO of any unsafe conditions.</li> </ul>	
	Injury from Power Tool Operation	<ul style="list-style-type: none"> <li>▪ All tools will be in good working order and properly grounded.</li> <li>▪ No damaged equipment will be issued until repaired or replaced.</li> <li>▪ When power operated tools are designed to accommodate guards, the guard must be in place on the tool.</li> <li>▪ Require use of a GFCI when using power tools.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow operations and maintenance procedures for each piece of equipment used on site.</li> </ul>
	Lack of Communication	<ul style="list-style-type: none"> <li>▪ Prior to commencement of daily activities, the methods of communication will be discussed.</li> <li>▪ Personnel will have access to a cell phone or other means of communication.</li> <li>▪ The activities for the day will be discussed and understood prior to daily start up with review of safety issues.</li> <li>▪ Batteries will be checked and recharged prior to start of days work.</li> </ul>	<p>Daily pre-work check of communication devices.</p>

# **PARSONS**

## **Activity Hazard Analysis**

### *Hot Work*

AHA 013

#### **Permit Requirements**

Hot work will be conducted using the Hot Work Permit system as specified in Parsons Corporate Safety & Health Manual (CSHM), Chapter 28

#### **Training Requirements**

All personnel engaged in the hot work will have knowledge and experience working with welding equipment, torches, and other necessary equipment. All necessary certification and permits will be provided prior to start of work. All assigned employees are required to familiarize themselves with the contents of this AHA before starting a work activity and review it with their Supervisor during their Daily Safety Huddle.

ACTIVITY HAZARD ANALYSIS		
OPERATING BACKHOE		
PRINCIPAL STEPS	POTENTIAL HAZARDS	RECOMMENDED CONTROLS
1. Excavating/Ditching with backhoe		
a. operator/equipment	1. Unqualified operator or defective equipment	1. Machinery and mechanized equipment shall be operated only by designated qualified personnel. 2. Equipment deficiencies observed at any time that affect safe operation shall be corrected before continuing operation.
b. on-site hazards	1. Danger of explosion, electrical hazard, or damage to utilities	1. Prior to opening an excavation, underground installation (sewer, water, fuel, electric lines, etc.) shall be located and protected from damage or displacement. Utility companies shall be contacted to have them locate and mark actual locations.
c. danger to people and things while operating	1. Backing or striking persons or property	1. Machinery or equipment shall not be operated in a manner that will endanger persons or property nor shall safe operating speeds or loads be exceeded.
	2. Cave-in	1. Excavated material shall be stored and retained at least 2 feet from the edge of the excavation and at a distance to prevent excessive loading on the face of the excavation. 2. Trenches more than 5 feet high shall be shored, laid back to a stable slope, or provided with other equivalent protection where employees may be exposed to moving ground or cave-ins.
	3. Backing up	1. All self-propelled construction equipment shall be equipped with a reverse signal alarm. 2. The reverse signal alarms shall be in addition to requirements for signal persons.
	4. Being run into or creating a traffic hazard	1. A flagperson or other controls shall be provided when operations or equipment on or adjacent to a highway create a traffic hazard.
	5. Rollover	1. Seats or equal protection must be provided for each person required to ride on equipment. 2. In addition to the requirements of 18.B.16, 18.B.18, and 18.B.19, seatbelts and rollover protective structures (ROPS) shall be installed on crawler and rubber-tire tractors such as dozers, front-end loaders, and backhoes.
	6. Materials being dropped on personnel	1. Excavating or hoisting equipment shall not be allowed to raise, lower or swing loads over personnel in the excavation without substantial overhead protection.

### ACTIVITY HAZARD ANALYSIS

TASK: Drilling Rig Operations

Personal Protective Equipment: **Minimum:** Hardhat, steel toe boots, safety glasses, hearing protection **HTRW:** site specific requirements outlined in SSHP.

ACTIVITY / PHASE	POTENTIAL HAZARDS	RECOMMENDED ACTIONS / CONTROLS
Mobilization / Site Set Up	<ol style="list-style-type: none"> <li>1. Struck By</li> <li>2. Tip Over</li> <li>3. Backing</li> <li>4. Electrocution / Explosion</li> <li>5. Slips, Trips, Falls</li> </ol>	<ol style="list-style-type: none"> <li>1. All equipment, augers, rods and tools will be properly secured during transport. All vehicles and equipment will comply with DOT requirements.</li> <li>2. Never move the drilling rig with the mast upright. Set hydraulic leveling jacks before raising the mast. Ensure the drilling site foundation is stable and as level as possible.</li> <li>3. Use a ground guide along with a functioning back-up alarm during equipment backing.</li> <li>4. Inspect for buried and overhead utilities in the vicinity of the drilling location. A drilling clearance permit shall be obtained from base personnel or utility companies prior to initiating intrusive operations.</li> <li>5. Clear trees, roots, weeds, limbs and other ground hazards from the drilling location. Practice good housekeeping to keep the ground around the drilling site clear of obstructions, equipment and other tripping hazards. Wear appropriate foot protection to prevent slips and trips. Use caution when working on uneven and wet ground surfaces.</li> </ol>
Drill Rod / Auger / Tool Handling	<ol style="list-style-type: none"> <li>1. Struck By</li> <li>2. Back Strain</li> </ol>	<ol style="list-style-type: none"> <li>1. Drill rods and augers stored and transported in racks shall be blocked to prevent shifting. Unload drill rods and augers layer by layer. Be prepared for sudden shifting when tailing rod sections. Keep a wide base and secure footing.</li> <li>2. Use proper lifting techniques when manually handling rods, augers and tools. Use mechanical equipment during lifting whenever possible. Use the buddy system when lifting tools and supplies.</li> </ol>
Hoisting Operations	<ol style="list-style-type: none"> <li>1. Struck By</li> </ol>	<ol style="list-style-type: none"> <li>1. Never engage the rotary clutch until all personnel and equipment are clear. Never leave the brake unattended when engaged. Drill rods and auger sections should not be picked up or dropped suddenly. Do not lift more than 10 feet of augers or one joint of pipe between tool breaks. Test the brakes daily. Use caution when drilling in wet or damp conditions. Suspend drilling activities if moisture comprises the performance of the braking mechanism.</li> </ol>
Catline Operations	<ol style="list-style-type: none"> <li>1. Struck By</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not use more wraps than necessary to lift the load. More than one layer of wraps on the cathead is not allowed. Personnel should not stand near, step over or go under the cathead rope under tension. The cathead must be kept clear of obstructions and entanglements. Never leave the cathead unattended when engaged. Do not stand under the object being lifted with the cathead.</li> </ol>
Derrick Operations	<ol style="list-style-type: none"> <li>1. Fall</li> <li>2. Weather</li> </ol>	<ol style="list-style-type: none"> <li>1. The mast should be lowered, if possible, to make repairs or to free up entangled wire rope or obstructions. If the mast must be ascended while upright, a proper ladder safety climbing device or safety block system must be used in conjunction with a full body harness.</li> <li>2. The drill rig operator must be aware of weather conditions and terminate operations in the event of unsafe conditions.</li> </ol>
Auger Operations	<ol style="list-style-type: none"> <li>1. Struck By</li> </ol>	<ol style="list-style-type: none"> <li>1. Use a long handled flat head shovel when removing auger cuttings. Stay away from the augers when rotating. Prevent shovel from lodging into the augers and kicking out. Do not wear loose clothing when working with augers.</li> </ol>

Maintenance	<ol style="list-style-type: none"> <li>1. Equipment</li> <li>2. Fire</li> </ol>	<ol style="list-style-type: none"> <li>1. The drilling rig and associated equipment must be maintained in a proper functioning condition. All motors must be shut off and electrical, mechanical and hydraulic components locked out of service when making repairs. All equipment must be inspected daily prior to use. Equipment must be operated and maintained in accordance with EM 385-1-1 and manufacturers guidelines. Safety shutoff system must be tested daily and not disabled. Bleed off pressure on hydraulic lines before undoing fittings. Do not leave tools or parts loose on the rig after maintenance has been performed.</li> <li>2. All motors must be shut off during refueling. Smoking in the vicinity of the drilling rig is not permitted. An A-B-C fire extinguisher must be maintained on the drilling rig and associated motorized equipment. Fuel containers will not be stored within 10' of the drilling rig motor. Fuel will be stored in UL approved safety containers with contents clearly labeled.</li> </ol>
Pumping / Grouting	<ol style="list-style-type: none"> <li>1. Blow Out</li> </ol>	<ol style="list-style-type: none"> <li>1. The pump must not exceed maximum pressure of grout and mud lines. High-pressure lines must be secured to the rig. Lines and hoses must be inspected daily and replaced if worn or damaged. Engage pump in low gear then shift to subsequent higher gears.</li> </ol>
HTRW Drilling	<ol style="list-style-type: none"> <li>1. Chemical Exposure</li> </ol>	<ol style="list-style-type: none"> <li>1. All drilling personnel will wear personnel protective equipment specified in the SSHP. Personnel and equipment decontamination procedures will be followed. HTRW drilling personnel will meet training and medical surveillance requirements outlined in 29 CFR 1910.120. Site specific air monitoring procedures will be implemented as specified in the SSHP for HTRW drilling locations.</li> </ol>
Hazardous Drilling Locations	<ol style="list-style-type: none"> <li>1. Explosion</li> </ol>	<ol style="list-style-type: none"> <li>1. Special procedures will be implemented when drilling in known natural gas locations, such as special mud procedures and blow out preventers.</li> </ol>



AHA-016



## TULSA DISTRICT SAFETY NOTES JOB HAZARD ANALYSIS

There can be potential hazards in any task or even in the way we organize the workplace or the way we behave on the job. One way to call attention to these easy-to-miss risks and make sure that we don't ignore any safety or health hazards is to perform a job hazard analysis. Position (Job) Hazard Analysis is another accident prevention procedure. Section 01.A.06 of EM 385-1-1 requires us to prepare a job hazard analysis for each Corps position, as warranted by the safety and health hazards associated with the job tasks of our employees. All job hazard analyses must be completed by **1 February 2000**.

A job hazard analysis is a process where you really analyze a particular job you are doing. Create a checklist to help take a close look at the conditions under which the job is performed. Then, with the help of a checklist, break the job down into steps and examine each step for possible hazards. Next, look for ways to eliminate those hazards, either with safety equipment, by changing the way the job is performed, or by adding special precautions. A job hazard analysis is not an evaluation of your performance, but of the possible hazards in the job itself. It's a good way to take a fresh look at what you do and find ways to keep yourself safer and healthier.

When you think about which tasks you want to consider for job hazard analysis, first look at the ones that have caused accidents and injuries. The more problems we have had, the higher on the list that job goes. Right after jobs that have actually led to reported accidents or injuries are those that have had "near misses." We want to find the problem before someone gets hurt. Other good candidates for job hazard analysis are new tasks, processes or jobs where changes have been made in processes and procedures. Ideally, you would like to conduct a job hazard analysis for every job you perform.

You can't set up hard and fast rules for the steps of a job hazard analysis, because every one, like every job, is different.. Before you start going through the job itself step-by-step, it's usually a good idea to perform a pre-analysis check. In a pre-analysis, we look for possible hazards in the general conditions under which you're performing the job. To do that, we create a checklist of questions to make us really look for potential hazards in the work area. We might ask questions like these:

- ✓ Is there adequate lighting?
- ✓ Could materials on the floor cause people to trip?
- ✓ Are there live electrical wires?
- ✓ Are tools, machines, and other equipment in good repair?
- ✓ Do machines have guards in place?
- ✓ Are noise levels high enough to interfere with communication?
- ✓ Are fire alarms and portable extinguishers readily available?
- ✓ Is personal protective equipment available, in good condition, and used when necessary?
- ✓ Have there been complaints of headaches, dizziness, or respiratory problems?
- ✓ Is the work area ventilated?
- ✓ Are "no smoking" rules obeyed around flammables, open flames, or sparking tools?

Using a checklist of questions like these can often help call attention to hazards that don't register with us as we go about our work. The hazards may not relate to a specific job, but that doesn't mean they can't cause injuries or other serious problems. You don't want to wait till you trip over packing materials on the floor or can't find a fire extinguisher when you need one. Hazards like that have to be identified and fixed no matter what type of job you're doing and analyzing.

Once general work area hazards have been studied and analyzed, the process moves on to taking a close look at the specific job you're doing. Break the job down into steps, every step that you follow, including enough details to describe what you do, but not so many that you need pages and pages to say it. That includes inspecting and putting on protective clothing and equipment, organizing the work area, and setting up for the job. It includes the machinery and equipment you're using, the condition it is in, and the ways in which it is used. The checklist would also cover the exact way you perform the job, literally step-by-step. It would list the parts and materials required; how they're organized, located, and used. You would note when equipment has to be shut down and how that is done, and you would cover any potential hazards that are created while performing the job, such as dust, chemicals, heat, and excessive noise.

Once the steps are listed, watch to see exactly what you do in each step. Since the goal is to identify hazards or possible hazards that could harm you, you have to perform the job in your normal way. This is not to evaluate how well you perform your job; just look for hazards that can be reduced or eliminated to make the job safer. The goal here is to try to be as objective as possible and look at the job as if seeing it for the first time. As you perform the tasks, you would mentally do the same thing. In order to identify hazards, we have to ask questions about each part of the job. Even the best job hazard analysis needs to be reviewed periodically. If there is an accident or injury involving the job that has already been analyzed, you would do another analysis.

**JANUARY 2000**

ACTIVITY HAZARD ANALYSIS			
MATERIALS LOADING AND HAULING			
PRINCIPAL STEPS		POTENTIAL HAZARDS	RECOMMENDED CONTROLS
1. Loading and hauling fill dirt a. loading material b. transporting load		1. Bodily injury	1. No one shall be permitted in the truck cab during loading operations except the driver and then only if the truck has a cab protector.
		2. Dust or flying particles in eyes	1. All persons exposed to operations which subject the eyes or face to dust or flying particles shall use the eye and/or face protection as required.
		3. Uneven load or load shifting	1. The load on every vehicle shall be distributed, tied down, or secured.

ACTIVITY HAZARD ANALYSIS		
OFFICE HAZARDS		
PRINCIPAL STEPS	POTENTIAL HAZARDS	RECOMMENDED CONTROLS
1. Working with file cabinets	1. Shifting of weight causing cabinet to fall	1. Close all drawers of files when not in use to prevent weight of drawers from causing the cabinet to fall.
	2. Cut, abrasion, or bruise to skin	1. Insure hands and fingers are clear before opening or closing drawers or moving metal partitions. 2. Persons involved in activities which subject the hands to injury shall use hand protection appropriate for the hazard.
	3. Falls or tripping	1. Keep drawer closed after use.
	4. Pinch points	1. Keep hands clear of drawer edges when closing. 2. Use drawer handle and close slowly.
2. Servicing copier machine	1. Electrical shock	1. De-energize machine before attempting to service.
	2. Burn to skin	1. Be familiar with equipment and manufacturer's procedures and warnings.
	3. Chemical irritation to skin or eyes	1. All handling of harmful chemicals shall be under the supervision of a qualified person. 2. Use protective clothing if necessary and wash any chemical from skin.
	4. Becoming entangled in machine by jewelry or extremities	1. Care should be exercised to not wear loose or dangling jewelry when servicing machine. 2. Do not attempt to correct malfunction with hands unless qualified to perform repairs.
3. Walking from office to compound outbuildings on ice, snow, or rain-covered sidewalks	1. Falls from loss of footing	1. Take necessary steps to clean sidewalks of snow and ice either by hand tools, machinery, or chemical thawing agent.
4. Operating office equipment	1. Electric shock	1. Make sure outlets and equipment are properly grounded. 2. Make sure there are no frayed or damaged cords.
5. Moving furnishings and equipment	1. Back strain	1. Use proper lifting techniques. 2. Use back support belt while attempting to lift moderate to heavy loads.
	2. Electrical shock	1. Disengage electrical supply cord before attempting to move equipment.
	3. Pinch points	1. Insure there is adequate clearance before attempting to move furnishings or equipment. 2. Be sure of physical abilities and not attempt job outside employee's strength.
	4. Cuts or abrasions to skin	1. Inspect hand hold locations before attempting to lift object.

ACTIVITY HAZARD ANALYSIS			
TRAFFIC CONTROL ACTIVITIES			
PRINCIPAL STEPS		POTENTIAL HAZARDS	RECOMMENDED CONTROLS
1. Traffic control through work areas a. hazards to flagperson b. hazards to public and workers		1. Hazards from vehicles	1. Persons exposed to vehicular traffic, such as signal persons, spotters, inspectors, and others shall wear belts or apparel marked with a reflectorized or high visibility material.
		2. Vehicle accident	1. Warning signs shall be placed to provide adequate warning of hazards to workers and the public. Signs shall be removed or covered when the hazards no longer exist. 2. All self-propelled construction equipment shall be equipped with a reverse signal alarm. 3. No vehicle shall be driven at a speed greater than the posted speed limit, with due regard to weather, traffic, intersections, width and character of the roadway, type of motor vehicle, and any other existing conditions. 4. The operator must at all times have the vehicle under such control as to be able to bring it to a complete stop within the assured clear distance ahead.
		3. Surrounding hazards of site	1. Guardrails, fences, or barricades and warning lights or other illumination maintained from sunset to sunup, shall be placed at all excavations which are adjacent to paths, walkways, sidewalks, driveways and other pedestrian or vehicle thoroughfares. 2. Adequate physical protection shall be provided at all remotely located excavations.



Honeywell Syracuse Portfolio  
Health and Safety Program

GEDDES BROOK IRM  
PROJECT SAFETY PLAN

**ATTACHMENT D**

**SUBCONTRACTOR MODEL SSP**

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**PARSONS**

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Rev. 0

February 4, 2011

## **HAZWOPER Template - Subcontractor Safety Plan (SSP)**

*Instructions for Completing this SSP – Delete from final version*

*Your actual SSP will begin with the cover/signature page*

*Welcome to the Honeywell Syracuse Portfolio*

*Health and Safety Program*

*(HSP<sup>2</sup>)*

**NOTE:** The yellow highlight is used to show you where instructions are and where you are to modify this template. After providing the information requested, delete the yellow highlighted instructions. You can turn the yellow highlighting feature off or on throughout the entire document by clicking on TOOLS, OPTIONS, VIEW, HIGHLIGHT, from the toolbar.

Every Subcontractor working on a Honeywell Syracuse Portfolio Site (and their lower tier subcontractors) must establish, implement and maintain a written Subcontractor Safety Plan (SSP) and a copy must be maintained at each work site. The minimum requirements for establishing, implementing and maintaining an effective written Subcontractor Safety Plan are referenced in the contract and are described more thoroughly in the Honeywell Syracuse Portfolio Health and Safety Program (HSP<sup>2</sup>) guidance document. The Subcontractor and their lower tier subcontractors shall comply with the contract terms and shall complete their SSP to include detailed and specific descriptions relating to the following elements:

- Accountability/Responsibility/Key Line Personnel
- Statement of Subcontractor's Safety and Health Policy
- Drug and Alcohol Free Workplace
- Medical Surveillance Program
- Identification of Competent/Qualified Persons
- Scope of Work Evaluation
- Hazard/Risk/Exposure Assessment
- Hazard Control Measures/Job Safety Analyses (JSA's)
- Subcontractor Periodic Safety Audits/Inspections
- Subcontractor's Risk Mitigation – Two-Week Look Ahead Plan
- Compliance Requirements Policy

- Written Progressive Disciplinary Program
- Hazard Correction Policy
- Training and Instruction
- Project Site Orientation
- Employee Communication System
- Recordkeeping
- Incident/Near Miss Incident Investigations
- Emergency Action Plan
- Site-Specific Medical Emergency Plan
- Hazard Communication Program
- Respiratory Protection Program
- Medical Surveillance Program
- Other written programs as specified by regulatory agency or contract Requirements
- SSP Review and Modifications
- Detailed List of Tables, Forms, Appendices and Attachments

This SSP template has been prepared as an aid for use by Subcontractors and their lower tier subcontractors. Subcontractors should include the scope of work and corresponding safety requirements associated with their lower tier subcontractors in their SSP, unless the lower tiered subcontractor chooses to write a similarly detailed version themselves. This model SSP template was written for a broad spectrum of subcontractor employers so it should be modified to provide the appropriate information for your scope of work. If a section of this SSP does not apply to your project, insert “not applicable” or N/A. Do not delete any sections or change the numbering sequence.

The requirements you write into this SSP must be followed and compliance to those requirements must be audited by the Subcontractor’s Project Manager in order to be effective. In other words, “Plan your Work and Work your Plan”.

---

# ***SUBCONTRACTOR SAFETY PLAN (SSP)***

*Prepared For:*



Honeywell Syracuse Portfolio  
Health and Safety Program

(Insert Office Name - Times New Roman 12 pt.)  
(Insert Street Address - Times New Roman 12 pt.)  
(Insert City, State and Zip Code - Times New Roman 12 pt.)

*Project Name:*

(Insert Client Name - Times New Roman 12 pt.)  
(Insert Project Name - Times New Roman 12 pt.)  
(Insert Street Address - Times New Roman 12 pt.)  
(Insert City, State and Zip Code - Times New Roman 12 pt.)

*Prepared By:*

**(Insert Subcontractor Name – Times New Roman 18 pt.  
Bold)**

(Insert Street Address – Times New Roman 12 pt.)  
(Insert City, State, and Zip Code – Times New Roman 12 pt.)  
Author: (Insert Name and Title)

**REVIEWED AND APPROVED BY:**

Subcontractor Project Manager: \_\_\_\_\_ Date

**(INSERT DATE)**

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## LIST OF ACRYNOMS

ATV	All-Terrain Vehicle
BEI	Biological Exposure Index
CPR	Cardio Pulmonary Resuscitation
HSP <sup>2</sup>	Honeywell Syracuse Portfolio Health and Safety Program
JSA	Job Safety Analysis
MSDS	Material Safety Data Sheet
OEL	Occupational Exposure Limit
OSHA	Occupational Safety and Health Administration
PEL	Permissible Exposure Limit
PM	Project Manager
PPE	Personal Protective Equipment
PSP	Project Safety Plan
SCBA	Self-Contained Breathing Apparatus
SHSO	Site Health and Safety Officer
SSP	Subcontractor Safety Plan
TLV	Threshold Limit Value

## 1. RESPONSIBILITY/IDENTIFICATION OF KEY LINE PERSONNEL

The following personnel have the authority and responsibility for implementing the provisions of this Subcontractor Safety Plan (SSP) for:

### 1.1 Site Contact Information

Project Site Location

On-site Contact No.

### 1.2 Key Project Personnel

Contractor:

Address:

Telephone:

Email:

Company Executive responsible for project:

Contact No.

Manager/Superintendent:

Contact No.

Safety Representative/Manager:

Contact No.

Key Foreperson(s):

Contact No.

Client Project Management Point of Contact:

Contact No.

All managers and supervisors are responsible for implementing and maintaining the SSP in their work areas and for answering worker questions about the SSP. A copy of this SSP is available for any employee to review.

## 2. STATEMENT OF SUBCONTRACTOR'S SAFETY AND HEALTH POLICY

(Include or attach your company's Safety and Health Policy Statement – not a company Health and Safety Manual or Standard Operating Procedures.)

### 2.1 Drug and Alcohol Free Workplace

State your company's drug and alcohol policy.



Describe your company’s drug and alcohol testing requirements. At a minimum, they must meet the Honeywell Syracuse Portfolio Health and Safety Program (HSP<sup>2</sup>) requirements, summarized below:

- Pre-work. HSP<sup>2</sup> requirements call for pre-work testing for drugs and alcohol within two weeks prior to initial assignment for work on Honeywell projects, or a reasonable time frame acceptable to the Project Manager. Such testing will be repeated annually.
- Reasonable Suspicion. Project personnel may be tested if observed by trained management as exhibiting signs of use or possession of illegal drugs or alcohol.
- Post Accident. Personnel involved in an accident resulting in a fatality, disabling motor vehicle accident (requiring one or more vehicle to be towed away), injury requiring off-site medical treatment or property damage expected to result in > \$5,000 in loss will be tested for drugs and alcohol.
- Random. Certain projects may be selected for random testing at the discretion of the HSP<sup>2</sup> Safety Director.

State your company’s policy on the use of legally obtained prescription drugs which may affect the safe performance of a worker.

State the disciplinary measures that will result from a positive drug test or a worker’s refusal to submit to drug or alcohol testing. At a minimum, workers who test positive or refuse to be tested will immediately be removed from Honeywell projects.

### 3. IDENTIFICATION OF COMPETENT/QUALIFIED PERSONS

(Provide the individual names and job titles of personnel assigned to the project, including the dates of training for the topics mentioned below. Add rows as necessary, and indicate the appropriate training information. Include copies of certifications in the Appendix. Include certifications for the competent/qualified personnel, when applicable.)

(If the scope of work for lower tier subcontractors is included in this SSP, then the identification of competent/qualified persons for the lower tier subs must also be included in this section).



**3.1 Competent/Qualified Personnel**

Name	Job Title	40-hr HAZWOPER	8-hr HAZWOPER Supervisor	8-hr HAZWOPER refresher expires	Other training (i.e. CPR, excavation, confined space)
Insert name or "Not applicable"	Insert job title	Insert date of completion	Insert date of completion or "Not applicable"	Insert expiration date	Insert date of completion

NOTE: This table may be expanded and included as an appendix. If so, describe its location.

Training requirements include:

- 40-hour HAZWOPER and 8-hour annual refresher certificates – required for general site workers (such as equipment operators, general laborers and supervisory personnel) engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazard.
- 8-hour HAZWOPER Supervisor certificate – required for on-site management and supervisors directly responsible for, or who supervise employees engaged in, hazardous waste operations.
- Respirator Clearance – required for all personnel that may need to wear a half facepiece, full facepiece or supplied air respirator, or self-contained breathing apparatus (SCBA). Provide dates of training, medical clearance and fit testing. Include copies of medical clearance and fit testing records in the Appendix.
- Excavation Competent Person certificate – required for daily inspections of excavations greater than four feet in depth, the adjacent areas, and protective systems for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted by the competent person prior to the start of work and as needed throughout the shift. Inspections shall also be made after every rainstorm or other hazard increasing occurrence. These inspections are required when employee exposure can be reasonably anticipated.
- CPR/First Aid certification –A person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, shall be available at the worksite to render first aid in the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite. For on-the-water activities, time, rather than

distance, is the critical factor in determining whether first aid and CPR trained personnel are required. The vessel itself shall be considered the worksite.

- Confined Space Entry (Supervisor) certificate – the employer shall ensure that each entry supervisor knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin. Terminates the entry and cancels the permit as necessary. Verifies that rescue services are available and that the means for summoning them are operable. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained. Entrants and attendants, before assignment to a confined space operation, must demonstrate written documentation of confined space training appropriate to their assignment.

No worker will enter the exclusion zone, be exposed to hazardous substances or conditions or be assigned work unless they are properly trained, and the up-to-date documentation of such training has been submitted in advance.

#### 4. SCOPE OF WORK EVALUATION

The work activities that will take place are described below. Activities of lower tier subcontractors will either be included in this section, or the lower tier subcontractor will complete their own SSP.

For this project, there *(insert “will” or “will not”)* be any lower tier subcontractors. Lower tier subcontractor activities *(insert “are” or “are not”)* included in this section. *(If there will be lower tier subcontractors, include the statement and table below):*

##### 4.1 The lower tier subcontractors that will be working on the project will be:

SUBCONTRACTOR	WORK ACTIVITIES	HONEYWELL EVALUATION GRADE
<i>Insert Company Name or N/A</i>	<i>i.e. Groundwater Sampling</i>	<i>B (for example)</i>

*NOTE: Each subcontractor must complete an HSP<sup>2</sup> Contractor Safety Evaluation package before being eligible to work on a Honeywell Syracuse Portfolio Project. Your Project Manager*

*or contact person will have access to a database of contractors that have submitted a Contractor Safety Evaluation package to determine the Evaluation Grade. If a “C” or “D” grade contractor is listed, justification must be included why the subcontractor is being used rather than an “A” or “B” grade subcontractor. Additional oversight and controls are required for the use of “C” or “D” contractors.*

Major Activities of Contractor – describe activities in bullet format, in some degree of detail.

Major Activities of lower tier subcontractor(s) – describe activities in bullet format or insert “Not Applicable.”

## 5. HAZARD/RISK/EXPOSURE ASSESSMENT AND CONTROL MEASURES

(Describe the major activities and identify the associated hazards, risks and exposures. Thoroughly describe the control measures that will be used to minimize the identified hazards. This may be presented as a Table in this section, or a Job Safety Analysis (JSA) may be used for each major activity and added to this SSP as an appendix.) Regardless of the format, the Risk Assessment or JSA shall be updated and communicated to all affected parties daily or as frequently as necessary.

Major hazards or risks and exposures associated with the scope of work evaluation are listed below.

### 5.1 Job Safety Analysis

Task	Hazards/Risks	Controls
Insert Task	Hazard or Risk	Control

### 5.2 Chemical Safety Analysis

Chemical or Class	PEL/TLV	Hazards, Target Organs

PEL = OSHA Permissible Exposure Limit

TLV = ACGIH Threshold Limit Value



### 5.3 Chemical Monitoring Requirements

Chemical	Instrument	Location	Frequency

### 5.4 Action Levels and Response Summary

Chemical (or Class)	Action Level	Response

Complete table in detail, or state: “For each major activity listed, a JSA has been developed and is included as an appendix.”

Provide an evaluation of reasonably anticipated exposures, action limits, Permissible Exposure Limits (PEL’s), other relevant Occupational Exposure Limits (OEL), and the response required when an action level or exposure limit has been reached.

Insert any applicable measures to mitigate identified risks or hazards, using the hierarchy of hazard controls:

- Elimination of hazard or substitution of safer method
- Engineering controls
- Administrative controls
- Personal Protective Equipment, and
- Emergency response equipment or supplies

Some of these measures should include methods for identification of work zones, the level of personal protective equipment (PPE) to be worn (including respiratory protection), action levels based on potential chemical exposures (i.e., personal monitoring, area monitoring, etc.) and procedures for decontaminating personnel and equipment. This section should include specifics, not broad generalities.

## 6. SUBCONTRACTOR PERIODIC SAFETY INSPECTIONS/AUDITS

Inspections and audits shall be performed by competent persons or observers in the various areas of our workplace. Inspections will focus on worker behaviors as well as site and equipment conditions. An inspection is not considered completed until all identified corrective actions are implemented.

Daily inspections are required by the Site Health and Safety Officer (SHSO), foreman or other responsible party. The completion of the daily inspection must be noted in the construction or safety log. Any corrective actions taken or required must be noted as well.

Periodic, documented inspections are performed according to the following schedule:

- At least weekly
- When we initially establish our SSP
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When we assign workers to unfamiliar processes, operations, or tasks, and
- Whenever workplace conditions warrant an inspection

Periodic inspections consist of identification and evaluation of workplace hazards or behaviors, and specifying corrective actions that will eliminate or mitigate the identified hazards. The corrective actions will be assigned to a responsible person with a target completion date and tracked to completion. Temporary or interim measures will be applied and documented as well.

## 7. SUBCONTRACTOR RISK MITIGATION: TWO-WEEK LOOK-AHEAD

The Risk Mitigation Two-Week Look-Ahead Form is used to review risk mitigation strategies for previously identified tasks at weekly progress meetings.

The addition of previously unanticipated activities that have not been evaluated for risks and mitigation strategies typically would require the completion of additional JSA(s).

## 8. COMPLIANCE REQUIREMENTS POLICY

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our SSP
- Responding to concerns expressed by the workers
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices, and
- The following practices:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

**9. WRITTEN PROGRESSIVE DISCIPLINARY PROGRAM**

(Explain your company’s program or include a written program in the Appendix)

**10. HAZARD CORRECTION POLICY**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employees or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection, and
- All such actions taken and dates they are completed shall be documented on the appropriate forms

## 11. TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the SSP is first established
- To all new workers
- To all workers with respect to hazards specific to each employee's job assignment
- To all workers given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard, and
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed

Workplace safety and health practices for all locations include, but are not limited to, the following:

- Explanation of the employer's SSP
- HSP<sup>2</sup> requirements
- Honeywell Contractor's Safety Handbook
- Site Emergency Action Plan
- Measures for reporting any unsafe conditions, work practices and injuries, and
- Means for identifying when additional instruction is needed

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## 12. PROJECT SITE EMPLOYEES ORIENTATION PROGRAM SUBJECTS

As a condition of working on a remediation project involving the potential for exposure to hazardous substances and health hazards, our workers will receive information about the following subjects:

- Names of personnel responsible for site safety and health

- Honeywell’s contractor safety requirements
- Promptly reporting emergencies, incidents and unsafe conditions
- Emergency/evacuation plans
- Provisions for medical services and first aid including emergency procedures
- Safety, health and other hazards at the site
- Review of all activities on site and related Job Safety Analyses JSA’s
- Proper use of personal protective equipment
- Work practices by which a worker can minimize risk from hazards
- Safe use of engineering controls and equipment on site
- Acute and chronic effects of compounds at the site
- Decontamination procedures, and
- Hygiene requirements - Availability of toilet, hand-washing, and drinking water facilities

In addition to the above-mentioned information, we also orient our employees on: (Line out or write “not applicable” – DO NOT delete - topics that are not covered in your employee orientation.)

### 12.1 Site Orientation Topics

Covered or N/A	Site Orientation Topic
	Good housekeeping
	Road and highway safety practices – flagging, traffic control
	Heavy equipment operation – cranes, excavators, articulating dump trucks, etc.
	Driver safety - defensive driving, operation of pick-up trucks, all-terrain vehicles (ATVs), etc.
	Ladder and scaffold inspection and safety rules;
	Use of elevated platforms – aerial lifts and scissor lifts
	Other fall protection measures
	Fire prevention including Hot Work Permits



	Cleaning, repairing and servicing equipment and machinery
	Proper use of hand and power tools
	Guarding of belts and pulleys, gears and sprockets, and conveyor nip points
	Machine, machine parts, and prime movers guarding
	Lockout/Tagout procedures
	Materials handling
	Chainsaw and other power tool operation
	Unsafe weather conditions – lightning, high winds, etc.
	Mobilization/demobilization
	Yard operations: moving vehicles and equipment, receiving and shipping
	Landing and loading areas – rigging, tag lines, landing areas, release of rigging
	Ergonomic hazards - proper lifting techniques
	Personal protective equipment
	Hazardous chemical exposures
	Hazard Communication/Right to Know
	Physical hazards
	Heat and cold stress
	Noise
	Ionizing and non-ionizing radiation
	Biological hazards – poisonous plants, animals, bloodborne pathogens, etc. and
	Other job-specific hazards, such as:
	•
	•
	•

### 13. EMPLOYEE COMMUNICATION SYSTEM AND POLICY

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consists of one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our SSP and Construction Manager’s Project Safety Plan (PSP)
- Workplace safety and health training programs
- Regular daily and weekly safety meetings
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate
- Awareness campaign: Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards
- A labor/management safety and health committee that
  - Meets regularly
  - Keeps written records of the safety and health committees meetings
  - Reviews results of the periodic scheduled inspections
  - Reviews investigations of accidents and exposures
  - Makes suggestions to management for the prevention of future incidents
  - Reviews investigations of alleged hazardous conditions, and
  - Submits recommendations to assist in the evaluation of employee safety suggestion
- Other: \_\_\_\_\_

### 14. RECORDKEEPING POLICY

We have taken the following steps to document implementation of our SSP:

- Records of hazard assessment inspections, including:
  - The persons conducting the inspection

- The unsafe conditions and work practices that were identified, and
- The action(s) taken to correct the identified unsafe conditions or work practices
- Documentation of safety and health training for each worker, including:
  - The worker's name or other identifier
  - Training dates
  - Types/topics of training, and
  - Training provider
- Air monitoring and other exposure records
- Written reports describing in detail, any accidents, incidents or near misses. A root cause shall be determined for such events. Corrective actions will be implemented and communicated to all site team members.
- Other records are retained as required by contract specifications or by local, state or federal (Occupational Safety and Health Administration (OSHA) regulations). Where regulations do not specify the length of records retention, a minimum period of three years after project completion will be used.

## 15. INCIDENT/NEAR-MISS INCIDENT INVESTIGATIONS POLICY

Procedures for investigating workplace incidents and near-miss incidents include:

- Responding to the incident scene as soon as possible
- Implementing measures to prevent further injury or damage and to preserve evidence
- Providing First Aid or coordinating any needed medical care
- Reporting incidents and near-miss incidents immediately to the appropriate HSP<sup>2</sup> point-of-contact. DO NOT delay! Certain levels of incident require immediate communication to Honeywell's upper management, and possibly to regulatory authorities
- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the incident/near-miss incident
- Determining the root cause of the incident/near-miss incident
- Taking corrective action to prevent the incident/near-miss incident from reoccurring
- Recording the findings and corrective actions taken, and
- Coordinating post-accident substance abuse testing

## 16. EMERGENCY ACTION PLAN

(Use this section to describe alarm signals, reporting procedures, evacuation routes, assembly areas, head count procedure, etc.)

### Suggest:

- Warning alarm: multiple horn blasts, repeated
- Assembly area: Command post/trailer area
- A head count will be performed at the assembly area. Individuals should not leave work for the day until they are accounted for and properly reassigned or dismissed
- Evacuation route: site specific

Describe the preventative measures and response for unanticipated spills or releases to the environment. Include materials to be staged (e.g., spill kits) and their locations, procedures for containment and cleanup and reporting requirements, using the chain-of-command concept.

## 17. SITE SPECIFIC MEDICAL EMERGENCY PLAN

(Provide the name of emergency treatment facilities (Emergency Room) including contact numbers and route to the hospital. Also provide contact information for a local Occupational Medicine Clinic (for non-emergency use) that your company has contracted with for the treatment of routine or non-emergency incidents. The Occupational Medicine Clinic is a valuable asset in post-injury management and return-to-work programs. Provide names of competent first-aid and CPR personnel with dates of training certification and expiration. Include copies of employee certificates in the Appendix.)

### 17.1 Emergency Medical Care

Hospital/Emergency Care	Address	Telephone Number(s)

### 17.2 Occupational Medicine Clinic

Occupational Medicine Clinic	Address	Telephone Number(s)

### 17.3 Competent First Aid/CPR Personnel

Name(s) Competent Persons	First Aid	CPR

	Expiration Date	Expiration Date

NOTE: This table may be expanded and included as an appendix. If so, describe its location.

### 18. HAZARD COMMUNICATION PROGRAM

(In this section provide the name of the Haz Com Officer, a program outline, a list of the hazardous chemicals to be used and a description of where material safety data sheets (MSDS's) will be located. Include the written HAZ COM program and MSDS's for all chemicals to be used on site as an Appendix.)

### 19. RESPIRATORY PROTECTION PROGRAM

(If applicable to this project, provide an outline or summary of your company's written Respiratory Protection Program.)

(In this SSP, provide a description of the change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life must be provided in this section. The employer shall describe in the respirator program the information and data relied upon and the basis for the canister and cartridge change schedule and the basis for reliance on the data.)

(Include the written respiratory protection program and copies of individual records (i.e., medical clearance, fit test and training) as an Appendix.)

### 20. MEDICAL SURVEILLANCE AND RESPIRATORY PROTECTION PROGRAMS

All project personnel performing intrusive work or entering the restricted area where intrusive work is being conducted, must be involved in a medical surveillance program meeting, at a minimum, the requirements of 29 CFR 1910.120.

Describe your company's medical surveillance requirements for this project. Include any biological monitoring, the relevant Biological Exposure Indices (BEI's) and the action limits, if any, that would initiate such biological monitoring.

Written evidence of medical surveillance requirements shall be maintained on-site and submitted prior to work for each affected person.



**20.1 Medical Surveillance Requirements**

Name	Job Title	Respiratory Clearance	Medical Exam	Respirator Fit Test	Other Med Surveillance Requirement
Insert name"	Insert job title	Insert expiration date	Insert expiration date	Insert expiration date	Describe frequency

NOTE: This table may be expanded and included as an appendix. If so, describe its location.

**21. OTHER WRITTEN PLANS OR PROGRAMS AS REQUIRED BY REGULATION AND APPLICABLE TO THIS PROJECT.**

(If applicable, attach other written programs as an appendix. If a plan listed below is not applicable, write N/A or lineout. DO NOT delete.

**21.1 Other Written Plans or Programs**

Included or N/A	Name of Plan or Program
	Site sanitation plan
	Layout/material storage plans
	Access and haul road plan/traffic patterns
	Procedures and tests
	Wild fire prevention plan
	Diving plan
	Man overboard plan
	Fire Aboard/Abandon ship plan
	Asbestos abatement plan
	Lead abatement plan
	Abrasive blasting
	Critical lift procedures
	Dangerous weather contingency planning
	Demolition plan

	Formwork and shoring erection and removal plans
	Blasting plan
	Nighttime operations plan
	Control of Hazardous Energy (Lockout/Tagout)
	Operation of a Forklift
	Confined Space Entry
	100 % Fall Protection Plan
	Other:

(Include any of the applicable written programs as an Appendix.)

## 22. SUBCONTRACTOR SAFETY PLAN (SSP) REVIEW AND MODIFICATIONS

The SSP shall be submitted to the Project Manager (PM) at least ten days before commencement of any field activities. The SSP will be reviewed, and may be returned with comments or requests for more details or clarification. Fieldwork shall not commence until the PM has provided written acceptance that the SSP meets contractual requirements. The responsibility for completeness, accuracy and regulatory compliance of the SSP rests solely with the subcontractor.

Minor modifications, such as typographical corrections, changing names or updating contact information, may be made by means of a routine submittal to the PM. JSA's for a new activity or previously unanticipated methodology should be submitted to the PM for review at least ten days before commencement of the new activity, or as early as practicable. Acceptable JSA's become an appendix to the existing SSP.

## 23. LIST OF TABLES, FORMS, APPENDICES AND ATTACHMENTS

List in detail any tables, forms, appendices and attachments. These elements are attached to and become part of the completed PSP.

### Tables

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



**Forms**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Appendices**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Attachments**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



Honeywell Syracuse Portfolio  
Health and Safety Program

GEDDES BROOK IRM  
PROJECT SAFETY PLAN

**ATTACHMENT E**

**HONEYWELL CONTRACTOR SAFETY HANDBOOK**

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**PARSONS**

P:\Honeywell -SYR\445568 Geddes Brook IRM Design\09 Reports\9.1 Work Plans\PSP\Geddes Brook IRM PSP\_final\_020411.docx

Rev. 0

February 4, 2011

## **Honeywell Contractor Safety Handbook**

**This informational Handbook is intended to provide a generic, non-exhaustive overview of a particular standards-related topic. This publication does not itself alter or determine compliance responsibilities, which are set forth in OSHA standards themselves and in the Occupational Safety and Health Act of 1970. Since the regulations, interpretations and enforcement policy may change over time, it may be necessary to seek additional guidance on OSHA compliance requirements. Any and all deviations from the guidelines and rules set forth in this Handbook shall have prior approval by Honeywell.**

**This Handbook serves as a guide and reference for the minimum rules and standards for contractors performing capital work, maintenance, repair, dismantlement, remediation or other activities that have the potential for an incident.**

**This Handbook should be issued to each contract employee working at a Honeywell facility, location or site. The perforated page at the back of the Handbook must be signed and returned to the Honeywell contact/representative prior to commencing work. After reviewing each Section of this Handbook, specific attention should be focused on the topics that will be encountered during the project/task.**

**Contract employees must also be familiar with their company's health, safety and environmental policies, procedures and guidelines.**

**Revised 12/99**

## **Contractor Safety Excellence**

### **Our Mission**

We will achieve a premier level of safety performance for contractors working at Honeywell locations through increased safety awareness, communication of expectations, following work processes that reduce at-risk behaviors and ensuring the proper management of incidents.

### **Our Commitment**

We recognize that outstanding safety performance is essential to the welfare of our employees, contractors and to business excellence. We will continue to improve our global competitiveness by making safety an integral part of all business activities.

### **Our Safety Principles**

- We strive to prevent all incidents that may lead to injuries or illnesses.
- Safety performance is a responsibility of line management and every contractor.
- We design safety into the work place.
- Individual behavior is the most important factor in preventing incidents.
- We expect and require every contractor to work safely.
- Working safely is good business.
- Safety is an integral part of our culture and total quality processes.
- Our safety process must react to all incidents, not just accidents.
- We continually improve our safety process by auditing the process and correcting the root cause of deficiencies.
- We promote safety, both on and off the job.
- We prepare for emergencies.

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## **A. Introduction**

- This handbook sets forth the safety requirements of Honeywell International Inc. ("Honeywell")
- At Honeywell, it is our policy to provide a safe and healthful place in which to work. It is everyone's obligation to work safely and to correct unsafe acts, practices and/or conditions for the protection of yourself and others.
- It is extremely important that you understand how your work is to be done in a safe manner. If you don't know, stop and ask before you begin work.
- All work must conform to plant, local, state, and federal (OSHA) regulations (CFR 29 Part 1910 and 1926).
- The information in this handbook is general in nature and is to be considered the minimum.  
**S**ave  
**A**ll  
**F**ellow  
**E**mployees  
**T**his  
**Y**ear
- During your orientation, you will be informed of the specific safety requirements for your particular site or plant.

## **B. General Information**

### **Site Entry**

- Personnel, vehicles, and equipment are subject to search upon entering or exiting the site premises.
- Personnel may be required to pass a drug test or show proof of passing a drug test within the past thirty (30) days prior to working at the site.

### **Vehicle Safety**

- Operators of vehicles and equipment shall observe all site traffic regulations. Seat belts are to be worn at all times.

### **Pedestrians**

- Pedestrians have the right of way. Pedestrians should use walkways where provided and should not take shortcuts through operating areas, buildings or other areas.

### **Cameras**

- Cameras are not allowed on site without the proper authorization.

### **Running**

- Running is not permitted on site except in an extreme emergency.

### **Smoking**

- Smoking is permitted in designated areas only. Discard smoking materials in approved containers.

### **Conduct**

- Horseplay, fighting, gambling, sexual harassment and the possession or use of firearms, alcoholic beverages and illegal substances is strictly prohibited.

### **Dress Code**

- Pants must cover top of steel-toed leather work shoe and be in good condition. Shirts must have at least 4" of sleeve. Long sleeve shirts may be required at specific locations or for certain tasks.

## **C. Emergency and Disaster Procedures**

In the event there is an emergency, anyone can activate the alarm any time there is a:

- Serious injury or illness
- Fire
- Major spill or release

When an alarm sounds, the following rules are in effect:

- All flame or hot work permits for welding, cutting, and spark producing equipment will be suspended until the all-clear signal is given.
- Smoking is prohibited.
- All traffic will pull to the side of plant roads and shut off engines until the all-clear signal is given.
- Report to your assembly point / area (if previously designated), or contact your Honeywell host.

### **Site Specific Emergency and Disaster Procedures**

- Each Honeywell plant is equipped with an emergency alarm system, designated assembly areas and emergency phone numbers. The specific guidelines for reporting emergencies and disasters should be determined in your orientation.

### **D. Personal Protective Equipment (PPE)**

#### **Head Protection**

- Contractors are required to wear approved hard hats that meet ANSI Z89.1-1971. Hard hats must be in good condition and be worn with brim to the front.

#### **Eyes and Ears**

- Each employee should know the location of the nearest eye wash/safety shower station in their area before starting work.
- Contractors are required to wear approved ANSI Z87.1 safety glasses with rigid side shields. Additional eye/face protection will be required when performing certain tasks (e.g.: welding, burning, grinding, chipping, sawing, drilling, handling chemicals or corrosive liquids, and pouring concrete or molten materials.) Check plant procedures.
- Approved hearing protection must be worn as specified in all posted areas and while working with or around high noise level producing tools, machines or equipment.

#### **Fingers, Hand and Wrist**

- Gloves suitable for the job being performed shall be worn unless the job cannot be done with gloves or wearing gloves increases the hazard.
- Tool holders should be used when driving stakes and wedges or when holding star drills, bull pins or similar tools.

#### **Foot Protection**

- In accordance with OSHA 1910.136, all contractors must determine if hazards are present (or are likely to be present) that may require the use of safety footwear.
- Safety footwear for contractors must be in accordance with ANSI Z41-1991, constructed of industrial quality leather and without urethane soles.
- Rubber boots with safety toe protection are required on jobs subject to chemically hazardous conditions.
- Metatarsal protection should be worn when using jack hammers, tamps and similar equipment which has the potential for foot injury above the toes.

#### **Respiratory**

- Respirators used by contractors must meet NIOSH/MSHA standards.
- Respirators must be inspected regularly and stored in a dust-free container.
- Employees required to wear a respirator must have a physician's approval and be fit tested. Employees must be clean shaven in the facial area to obtain an acceptable seal.
- Contractor must keep records of qualified users.

#### **Skin**

- If the possibility of skin contact with chemicals exists, personal protective equipment required by Material Safety Data Sheets shall be worn.

### **E. Hazard Communication / Right To Know**

Upon beginning work at a Honeywell facility, each individual has the right to know information concerning the hazardous properties of any materials he/she may come in contact with. Training regarding potential hazards must be given to each individual and will include, but not be limited to, the following:

- An explanation of the hazard communication standard and the training requirements.
- An explanation of the project hazard communication program and it's location.
- Notification of the locations of the hazardous

- chemicals.
- A description of the plant labeling and hazard rating system.
- A description of the Material Safety Data Sheet (MSDS), their use and location.

#### **F. Permits**

Certain types of work are not to be started until approval is given in the form of a signed permit. A written, properly authorized permit listed below may be required before you begin any activities in any production or operating area of the plant.

- **Work Permit** - required before any work can be started on any job in any area of the plant.
- **Line Breaking Permit** - required before breaking screwed, flanged, welded or other type joints on pipelines or vessels containing hazardous materials, or breaking into (disconnecting, drilling, sawing, etc.) non-hazardous materials under pressure.
- **Confined Space or Vessel Entry Permit** - required before entering tanks, vessels, manholes or similar confined spaces that have been in service or connected to operating process equipment and may contain potentially hazardous atmospheric conditions.
- **Lockout / Tagout Permit** - required for the service and maintenance of machines and equipment in which the *unexpected* energization or start up of the machines or equipment, or release of stored energy could cause injury to workers.
- **Excavation Permit** - required to minimize hazards during excavation work and ground breaking operations, specifically when a machine or hand tools are used at a depth greater than one foot. Excavations greater than four foot in depth must be inspected and approved by a competent person and have a Confined Space permit before access by personnel.
- **Hot Work Permit** - required before any flame or spark producing activity can begin in any production, operating, or some construction areas of the plant. This includes, but is not limited to:
  - Welding / Repair of pipe lines under pressure greater than 5 PSI.
  - Welding / Repair of pipe lines containing hazardous or flammable materials.
  - Welding / Repair on any pressure vessel, fired or unfired, under pressure or in the presence of hazardous or flammable materials.
  - Work on energized circuits.
  - Cutting / Burning of pipe lines, vessels, equipment, etc. that may have contained any hazardous material.
  - Grinding
  - Any hot work on carbon steel pipe lines, vessels, equipment, etc. that may have contained sulfuric acid will not be permitted without extensive review with project and plant personnel due to the possible generation of hydrogen gas.

Each plant may have permits that are required for other specific work procedures. Check with your supervisor for these permits.

#### **G. Fall Protection**

- 100% fall protection (i.e. two lanyards when moving in certain areas) is required for all work above six (6) feet.
- Safety full body harnesses must be arranged so the d-ring is in the rear.
- Safety belts are not to be used for support or as a lineman's belt.
- Lanyards must be secured to an anchorage point overhead that can support 5,000 lbs. using as short a line as possible, not to exceed five (5) feet..
- All fall protection equipment shall be inspected by the user prior to each use.
- Lanyards may not be tied-off to any pipe/conduit less than 2" in diameter.
- Safety harnesses shall be worn and tied off when performing work on the following:
  - Sloped roofs
  - Flat roofs without handrails, if within 6 feet of the edge of the roof or opening
  - Any suspended platform or stage
  - All scaffolding six (6) feet above supporting work surface
  - When working on the sixth step or higher

- on a ladder
- Ladders near the edge of roofs or floor openings
- Any unguarded areas six (6) feet above any supporting work surface
- An aerial lift.

#### **H. Barricades, Signs, and Floor Openings**

All floor openings/penetrations (i.e. holes > 2") must be properly covered or guarded. Barricades and signs must be posted when working in or around the following:

- All manlifts and the immediate working area.
- In ceilings, pipe bridges, etc.
- Removing roofing panels, walls, etc.
- Swing radius of cranes and the area where the lift will be made and moved to.
- Any open excavation.
- Any confined space entry.

#### **Types of Barricades**

- Warning barricades call your attention to a hazard but offer no physical protection. Examples: yellow, red, blue synthetic tape on stands or posts, plastic, or wooden snow fence.
- Protective barricades warn and provide physical protection and shall withstand 200 lbs. of force in any direction with minimal deflection (3"). Examples: wood post and rail, cable and wood post and chain.

#### **Guidelines**

- Barricades shall be 42 inches high and maintained square and level.
- Barricades shall be erected before any work begins.
- Blinking lights must be used on road blocks after dark.
- An access opening or gate should be provided where practical.
- Barricades and signs shall be fully informative, legible, and visibly displayed.
- Barricades and signs shall be removed when no longer needed.

#### **Hole Covers**

- Must be installed immediately.
- Hole covers or barricades are required at any floor elevation.
- Material and equipment must not be stored on a hole cover.
- Must be secured to prevent movement and be marked with the word "HOLE" or "COVER".
- Must extend adequately beyond the edge of the opening (i.e. 3") and must not be more than 1" high.
- 3/4" plywood will be used providing the opening is less than 18". For any opening greater than 18 inches, 2 inch lumber or doubled 3/4 inch plywood is required.

#### **I. Ladders and Scaffolds**

- Inspect ladders before use - identify defective ladders with "Do Not Use" tag.
- Only a "Type I" ladder with a minimum rating of 250 lbs. is acceptable.
- Metal ladders are prohibited.
- Fall protection must be worn when working on the sixth step or higher.
- When ascending and descending a ladder, face the approved side of the ladder, use at least one hand to grasp the ladder, and do not carry tools or materials in your hands.
- All ladders shall have a tie-off rope, non-skid safety feet and be tied-off.
- Never work off a ladder where the midpoint of the body (i.e. belt buckle) must be extended beyond the side rails.

### **Straight or Extension Ladders**

- Follow the 4-to-1 rule when using an extension or straight ladder - position the base of the ladder one (1) foot from the supporting structure for every four (4) foot in height.
- If a ladder is used to reach a higher platform, the top of the ladder must extend three (3) feet past the platform.
- Do not work off of the top three (3) rungs of any straight or extension ladder.

### **Step Ladders**

- Step ladders shall be set with all four (4) feet level.
- Ladders used in traffic areas must be secured or barricaded to prevent displacement.
- Never work off of the top two steps of step ladder.
- Never stand or sit on top of step ladders.

### **Scaffolding**

- All scaffolds must conform to the OSHA Standard (Subpart L)
- All scaffolds are to be erected level - plumb on a firm base.
- When space allows, all scaffolds must be equipped with access ladders that extends three (3) feet past the landing gate. At landings, 42" high handrails rigidly secure, 21" high mid-rails rigidly secure, completely decked with safety planking or manufactured scaffold decking and rigidly secured toeboards on all four sides.
- A competent person must determine the feasibility and safety of providing fall protection for employees erecting and dismantling scaffolds, and train those employees accordingly.
- All scaffolds shall have a tag attached, completed by the competent person, stating what type of fall arrest system is required.
- All personnel working on scaffolds must be trained by a qualified person in the subject matter to recognize the hazards associated with the type of scaffold being used and the nature of any hazards (i.e. electrical, fall, falling objects, etc.).
- Retraining must be provided where inadequacies in an affected employee's work practices involving scaffolds are observed.
- Safety harness and tie-off required when working from scaffolding over one buck high.
- Personnel shall not climb or do any rigging from a scaffold, handrail, mid-rail or braces.
- No one may alter any scaffold member by welding, burning, cutting, drilling or bending.
- Scaffolds shall be tied off or stabilized with outriggers when its height exceeds three times the smaller dimension of its base, but tie-offs must not exceed 26 feet vertically.
- Scaffolds must be tied off horizontally every 30 feet.
- No one shall ride on a rolling scaffold when it is being moved. All tools and materials shall be removed or secured to the decking before moving the scaffold.

### **J. Housekeeping**

Good housekeeping plays a key role in preventing accidents and fires. Good housekeeping is emphasized as a vital safety measure.

- Keep everything in its proper place - store materials and equipment in a safe and orderly manner.
- Put trash, scrap materials and other waste in the proper containers.
- Clean up tools and work areas as your job progresses - do not wait until the end of the work day.
- Keep the floor of the work area clear of tools, cords, and scrap materials.
- Insure that work tables are occupied only by work at hand and tools required for work being done.
- All work areas are to be left in orderly and clean condition at the end of each work day.
- Keep cords and hoses at least seven (7) feet overhead over walkways and work areas or lay them flat outside of walkways.
- Maintain clear access to all work areas. Do not block fire extinguishers, emergency equipment, electrical boxes or panels, or other safety/fire equipment.

### **K. Tools - Hand and Power**

- Do not operate any tool without proper instruction.
- Only qualified persons are to use tools and equipment.
- Honeywell tools and equipment are not to be used by contractors.
- Do not use any tool or equipment for any purpose other than that for which it was designed.
- Personal tools are subject to inspection at any time.

- It is your responsibility to inspect all tools prior to each use. Do not use a tool that is deemed defective. Report and tag all defective tools.
- Do not lift electrical tools by the cord.
- Tools may be inspected and marked with color-coded tape each month. Check with your Supervisor for designations and do not use a tool without the appropriate color-coded tape.

#### **Hand Tools**

- Worn tools are dangerous! Replace or repair the tool.
- Every tool was designed to do a certain job. Use a tool for its intended use only.
- Tools subject to impact (chisels, star drills and caulking irons) tend to “mushroom.” Keep them dressed to avoid flying spalls. Use tool holders.
- Don’t force tools beyond their capacity or use “cheaters” to increase their capacity.

#### **Power Tools**

- Material should be secured when power tools are applied to it.
- Each power tool should be examined for damaged parts, loose fittings, and frayed or cut electrical cords before use.
- Portable electrical equipment and tools shall be grounded unless “double insulated.” A ground fault circuit interrupter (G.F.C.I.) shall be used for working in damp areas when using permanent plant power or as otherwise required.
- Electrical cords shall be unplugged and air lines deactivated and bled down before adjusting, servicing, repairing, or changing bits and blades in electrical or pneumatic tools.
- Any pneumatic hoses exceeding ½ inch in diameter shall have a safety device at the source of supply or branch line to reduce pressure in case of hose failure. All hose connections shall be properly secured.
- All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Only licensed and qualified personnel shall be allowed to operate power-actuated tools.
- Power tools should be unplugged when not in use.

#### **L. Mobile Equipment**

- Anyone who operates any mobile equipment (cranes, manlifts, pick-ups, forklifts, etc.) must demonstrate knowledge and competency for each make of equipment.
- All equipment will be inspected daily before use to insure it is in proper operating condition. If the equipment becomes defective in any way, notify your supervisor at once and place a “DANGER - DO NOT USE” tag on it.
- All equipment is to be supplied with seat belts, back-up alarm and fire extinguishers (back-up alarm is not required on pickup trucks.)
- Use of gas/diesel equipment inside operating building is prohibited unless approved by the Safety Department.

#### **M. Cranes**

- All operators must be certified and licensed to operate each make and model of crane.
- The operator is solely responsible for the safe operation of the crane.
- The operator has full responsibility for the safety of a lift and may not make a lift until safety is assured.
- A copy of the load chart, manufacturer’s operators’ manual and inspection record must be in the crane cab or on project site.
- All cranes and the immediate work area must be barricaded at all times.
- No load shall be swung over any persons.
- Outriggers must be leveled and fully extended when making a lift.
- No part of the crane, load, hoist (load and boom) lines, boom and tag line shall come within 10 feet of energized electrical lines.
- For pick and carry operations, consult the manufacturer’s operator manual.
- Riding on crane hooks and/or “headache” balls is prohibited.
- Operators are not permitted to leave the crane while holding a live load.

- The use of suspended personnel platforms (crane baskets) must meet all OSHA requirements. The use of a crane or derrick to hoist employees on a personnel platform is prohibited unless all requirements of 1926.550 (g) are met. A company plan and check list must be used.
- A lift plan is required for any critical lift.
- Lifting in high winds (e.g. greater than 20 mph) is not recommended.

#### **N. Material Handling Equipment**

- All material handling machines must have backup alarms, horns, rollover protection structures and seat belts when provided by manufacturer.
- The operator must be trained to operate each make and model of machine.

#### **O. Personnel Lifting Equipment**

- The operator must be trained to operate all personnel lifts.
- All employees are to have a safety belt or safety harness on and tied off when working out of: manual personnel lifts, power platform lifts, scissors lifts, high-reach lifts, etc.
- Tie-off shall be made to the lifting equipment.
- Personnel are not to get under lifts.
- When exiting the lifting equipment onto a proper working elevated platform, the employee must be tied off to that platform immediately prior to, and during, that exit.

#### **P. Cars, Pickups, and Trucks**

You must have a valid driver's permit to operate any vehicles on plant property. You must obey the following rules:

- Wear your seat belt.
- Obey plant speed limits and stop signs.
- Motors must be shut-off when refueling.
- Stop at all railroad crossings.
- No more than three (3) people on a front bench seat, two (2) people if bucket seats.
- Mount and dismount the vehicle only when it is stopped.
- Keep arms, feet and bodies inside the vehicle.
- Look to the rear and sound your horn before backing up.
- Inspect the vehicle each day before use.
- Riding in the rear of a truck is prohibited unless approved seating with seat belts has been provided.

#### **Q. Rigging**

- All personnel who perform or assist in rigging operations shall have received appropriate training and be competent.
- Only ONE eye in a hook. Use a shackle to hold two (2) or more eyes.
- Tag lines are required to control lifted loads made by mechanical equipment. Never put hands on a load or wrap tag lines around your hands or body.
- Never raise a load over other people.
- Know the capacities of the rigging equipment and the weights of the loads.
- Never rig from any structural member until you are sure it will support the load.
- Never use plate grips, tongs, pipe clamps, etc. as substitutes for beam clamps.
- Two slings will be used unless impractical. If one sling is used, double wrapping is required.
- Continuous synthetic slings may be used only when heat or chemicals are not a factor, and where load permits.
- Flat nylon straps should not be used for erecting steel. Wide nylon straps may be used for lifting tube bundles, fiberglass ducts or other material that could be damaged by a metal sling. The use of flat nylon strap with any visible tear or defect is strictly prohibited.
- Steel slings should be used where heat or chemicals are a potential factor. The use of steel slings with damaged strands or other defect is strictly prohibited.
- The use of a come-a-longs with cracked or damaged handles is strictly prohibited.
- Chainfalls and come-a-longs must have OSHA approved safety spring return latches on all hooks.
- Daily, weekly, and monthly inspection records will be kept by the contractor.

## **R. Chain Falls and Hoists**

- Inspect hoists daily (operations), monthly (maintenance) and annually (3<sup>rd</sup> party vendor).
- A chain hoist must be used within its rated capacity, marked on the equipment.
- Do not leave an unsecured and unattended load hanging on a hoist or chain fall.
- Do not stand or have any part of the body below a load suspended on a chain hoist.
- Do not wrap the load chain around the load to be lifted.
- Use of “cheater bars” is strictly prohibited.
- Use a shackle to connect straps to a hook.

## **S. Fire Protection and Prevention**

- Be sure to locate the nearest fire extinguishers in your work area before starting work.
- As warranted by the project, a trained and equipped fire fighting organization (Fire Brigade) will be provided to assure adequate protection of life.
- All fire hydrants, fire extinguishers, fire blankets, etc. shall be clearly marked and not obstructed.
- Combustible materials shall be kept away from steam lines, radiators, heaters, hot process and service lines.
- For any job requiring hot work or open flame or welding, a fire extinguisher must be within 20 feet of where the work is taking place.
- Fire extinguishers shall be checked daily before starting work.
- Portable power equipment must not be refueled while running or when hot. Attach the ground wire before refueling.
- Store flammables in properly labeled metal type containers and in designated areas.
- Fire blankets must be used to protect equipment, control panels, instrumentation, etc. when welding, cutting, burning, or grinding overhead.
- “Borrowing” plant fire extinguishers is not permitted.

## **T. Material Handling / Stability Control**

Proper material handling and stability control insures that personnel, material, and equipment are safe from unexpected movement such as falling, slipping, rolling, tripping, or any other uncontrolled motion.

- Clean up ragged metal edges.
- Pull all protruding nails and wires or bend them flush.
- Set on dunnage for ease of handling.
- Check all material and equipment to prevent rolling.
- Tie down all light, large-surface-area material that might be moved by the wind.
- Put absorbent on all grease and oil spills immediately and clean them up. Notify proper plant personnel of spills if significant.
- Salt or sand icy walk areas immediately.
- Use proper lifting techniques when moving material by hand.
- Know the weight of the object to be handled.
- Protect the area around and below you.

## **U. Welding and Burning**

### **General**

- Before beginning any flame or spark producing operations in the plant, check with your supervisor about any permits that may be required. Follow the requirements on the permit.
- Keep welding leads and burning hoses clear of passageways.
- Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fires. The welder is also responsible for making sure there is a fire watch and a good fire extinguisher for the duration of the operation.
- Provide adequate screens to protect vision of general public.

### **Welding - Electric**

- All work must have a separate and adequate ground.
- Welding rods are not to be left in the electrode holder when not in use. Stub ends are to be put in proper containers - not on the floor.

- All weld arcs shall be shielded.
- All welding machines are to be shut off when not in use.
- Hard hats with the brim to the front must be worn during welding operations by the welder.
- An approved welding shield must be worn. Use no less than a No. 10 filter plate with safety plate on both sides of the filter plate.
- Powered welding machines should be operated in well ventilated area only and will be diesel fueled only, unless otherwise approved by safety.

#### **Burning - Gas**

- The operation of oxygen and fuel gas burning equipment shall only be done by trained and experienced personnel.
  - Do not exceed 15 P.S.I. on the torch side of the gauge when using acetylene.
  - Only an approved spark lighter should be used to light a burning torch. Do not use matches, cigarettes, lighters or hot work.
  - Always clean burning tips with the proper type cleaner.
  - All burning rigs must be broken down at the end of the shift with regulators removed and caps screwed down hand tight.
  - Approved burning goggles must be worn and No. 4 lenses or darker must be used.
  - Keep oil and grease away from oxygen regulators, hoses and fittings. Do not store wrenches, dies, cutters, or other grease covered tools in the same compartment with oxygen equipment.
  - Compressed gas bottles shall be kept in bottle carts or secured in an upright position. They must be transported and stored in a secured, upright position with protective caps in place.
  - Oxygen and acetylene compressed gas bottles should not be stored together. They must be stored a minimum of 20' apart or have a 5 feet high, 30 minute rated fireproof wall between the two bottles.
  - All gauges, hoses, and torches should be inspected on a regular basis. A back flow preventer is required on all regulators.
  - When in use, place cylinders and hoses where they are not exposed to sparks and slag from the burning operation.
- 
- Any hot work on carbon steel pipe lines, vessels, equipment, etc. that may have contained sulfuric acid will not be permitted without extensive review with project and plant personnel due to the possible generation of hydrogen gas.
  - Handle cylinders with care.
  - Lift to upper levels with approved carts only.
  - Do not strike an arc on cylinders.
  - Do not use cylinders as rollers.
  - Do not lift with slings or by the protective cap.

#### **Protective Clothing**

- Only cotton, woolen, leather or special fire retardant synthetic clothing should be worn when burning or welding. Synthetics are very flammable and melt and cause more serious burns when exposed to flames and high temperatures.

### **V. Steel Erection**

#### **General**

- 100% tie-off is required at ALL times
- Containers shall be provided for storing or carrying rivets, bolts and drift pins, and secured against accidental displacement when aloft.
- A load shall not be released from the hoisting line until the members are secured with not less than two bolts, or equivalent at each connection and drawn up wrench tight.
- Tag lines are required for controlling loads.
- When bolts, drift pins or rivet heads are being knocked out/off, means shall be provided to keep them from falling.
- Impact wrenches shall be provided with a locking device for retaining the socket.

## **W. Accident / Incident Investigation**

- Notify Honeywell personnel (project engineer, plant safety, construction safety, etc.) immediately after any injury (medical treatment and first aid cases), equipment or property damage, environmental excursions, or near-miss incidents.
- A Honeywell Contractor Incident Investigation Report shall be completed by the contractor company immediately upon knowledge of the incident.
- The report may be completed by an investigation team headed up by the contractor company, and assisted by the Honeywell project manager / engineer, site safety leader, the individual(s) involved and any other necessary personnel. All sections of the report are to be completed, signed and dated.

## **X. OSHA Reference Guide**

<b><u>Subject</u></b>	<b><u>Reference</u></b>
Barricades	Subpart G - 1926.202 Barricades
Cars, Pickups & Trucks	Subpart O - 1926.601 Motor Vehicles
Chain Falls	Subpart H - 1926.251 Rigging Equip. for Mat. Handling
Compressed Gases	Subpart H - 1910.101 General Requirements
Concrete & Masonry	Subpart Q - 1926.700 Scope, Application & Requirements
Confined Space Entry	Subpart J - 1910.146 Permit- Required Confined Spaces
Cranes	Subpart N - 1926.550 Cranes & Derricks Subpart N - 1910.179 Overhead & Gantry Cranes
Demolition	Subpart T - 1926.850 Preparatory Operations
Egress	Subpart C - 1926.34 Means of Egress
Electrical	Subpart E - 1910.35 Definitions Subpart K - 1926.400 Introduction Subpart S - 1910.301 Introduction
Emergency Procedures	Subpart C - 1926.35 Employee Emergency Action Plans Subpart D - 1910.38 Employee Emergency Plans
Excavations	Subpart P - 1926.650 Scope, Application & Definitions
Eye Protection	Subpart E - 1926.102 Eye and Face Protection Subpart I - 1910.133 Eye and Face Protection

<b><u>Subject</u></b>	<b><u>Reference</u></b>
Fall Protection	Subpart E - 1926.104 Safety Belts, Lifelines & Lanyards Subpart M - 1926.500 Scope, Application & Definitions
Fire Protection	Subpart C - 1926.24 Fire Protection and Prevention Subpart F- 1926.150 Fire Protection Subpart L - 1910.155 Scope, Application & Definitions
First Aid	Subpart C - 1926.23 First Aid and

	Medical Attention
	Subpart D - 1926.50 Medical Services & First Aid
	Subpart K - 1910.151 Medical Services & First Aid
Floor Openings	Subpart M - 1926.502 Fall Protection Criteria & Practices
	Subpart D - 1910.23 Guarding Floor and Wall Openings
Foot Protection	Subpart E - 1926.96 Occupational Foot Protection
	Subpart I - 1910.136 Foot Protection
Hand Protection	Subpart I - 1910.138 Hand Protection
Hazard Communication	Subpart D - 1926.59 Hazard Communication
Hazardous Waste	Subpart D - 1926.65 Operations & Emergency Response
	Subpart H - 1910.120 Operations & Emerg. Response

<b><u>Subject</u></b>	<b><u>Reference</u></b>
Head Protection	Subpart E - 1926.100 Head Protection
	Subpart I - 1910.135 Head Protection
Hearing Protection	Subpart E - 1926.101 Hearing Protection
	Subpart G - 1910.95 Occupational Noise Exposure
Hoists	Subpart N - 1926.552 Mat. Hoist, Personnel Hoist & Elev.
Housekeeping	Subpart C - 1926.25 Housekeeping
Illumination	Subpart D - 1926.56 Illumination
Incident Investigation	Honeywell Contractor Near Miss/ Incident Investigation Report.
Ladders	Subpart X - 1926.1053 Ladders
	Subpart D - 1910.22 General Requirements
Lockout/ Tagout	Subpart K - 1926.417 Lockout and Tagging of Circuits
	Subpart J - 1910.147 Control of Hazardous Energy
Material Handling Equip.	Subpart O - 1926.602 Material Handling Equipment
Materials Handling	Subpart H - 1926.250 General Requirements for Storage
Mobile Equipment	Subpart O - 1926.600 Equipment
Permits	Per Site Specifics. Check With Your Site Contact.
Personal Protective Equip.	Subpart C - 1926.28 Personal Protective Equipment
	Subpart E - 1926.95 Criteria for Personal Protect. Equip.



Contractor Company Name

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Craft

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Honeywell Contact/Representative

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Date

Note: The perforated last page and the back cover of this booklet contain the same wording. After properly endorsed, the perforated page is to be removed and given to the Honeywell contact/representative.

Rev. 12/99

**Y. Acknowledgement Page - Read Carefully Before Signing Below**

This is to acknowledge that I have received my copy of the Honeywell Contractor Safety Handbook and an orientation on its contents as well as other project rules and policies. I will read and abide by all rules and regulations in the handbook and any additional rules and regulations of my job. I understand that working safely, complying with and obeying any and all Company and Honeywell safety rules, regulations or standards is a condition of employment. Should I not comply with Company and/or Honeywell safety rules, regulations or standards, I am subject to disciplinary action including removal from the site and possible termination of employment. In consideration of my employment, I further agree that my employment and compensation can be terminated at any time, with or without cause or notice, at the option of either the Company or myself. I understand further that this handbook and the rules and regulations it contains do not in any way constitute a contract (either expressed or implied) of employment between the Company as my employer and me for any indefinite or specified period of time. The Company reserves the right to change its policies as summarized herein.

\_\_\_\_\_  
Print Full Name                      Signature

\_\_\_\_\_  
Contractor Company Name

\_\_\_\_\_  
Craft

\_\_\_\_\_  
Honeywell Contact/Representative

\_\_\_\_\_  
Date

Note: The perforated last page and the back cover of this booklet contain the same wording. After properly endorsed, the perforated page is to be removed and given to the Honeywell contact/representative.

Rev. 12/99

**\* To be completed by the Contractor Company with assistance from  
Honeywell personnel**

Date Incident Reported:		Honeywell Location:		Honeywell Contact:	
Date of Incident:		Time of Incident:		Name of Contractor Company:	
Name of Individual(s) Involved w/Incident:			Name of Injured Worker (if applicable):		Name of Supervisor/Foreman:
If an Individual was Injured, were they working under the direct supervision of Honeywell?			Age of Individual Involved:		Job Classification/Title/Craft:
Length of Work Experience at Job Classification:			Length of Employment with Company:		Length of Time Working at Site:
Was the Individual Involved with the Incident Performing their Regular Job? If "No", explain why:			Date of Site Safety Orientation:		Last Formal/Documented Safety Meeting Attended:
Hours Worked that Day/shift Prior to the		Hours Worked that Week Prior to the Incident:		Consecutive Days/Shifts Worked Prior to the Incident:	
				Last Day Off Prior to the Incident:	
Description of incident according to the individual(s) involved or injured (including what happened and how the incident occurred):					
According to the individual(s) involved with the incident or injured, what could have been done differently to prevent this incident from occurring?					
Why weren't these done prior to the incident?					
Describe any First Aid or Medical Treatment Provided On Site and/or at a Medical Facility. <b>NOTE: Any follow-up treatment at a later date must be communicated to Honeywell (Contractor Safety Leader).</b>					
Date that the Injured Individual Returned to Work?		Any Work Restrictions or Lost Time?		If "Yes", describe:	
				<b>NOTE: Any work restrictions or lost time at a later date must be communicated to Honeywell (Contractor Safety Leader).</b>	
Was there any Property Damage?		If "Yes", describe:			

**Contractor Supervisor/Foreman should complete the information below with an Investigation Team**

Team Investigation – List the Possible Causes of the Incident Below.
For Each Possible Cause Listed Above, Reply "Why" or "Why not" the Cause Occurred.
<b>Corrective Action(s) Taken - List Person(s) Responsible and Target Date:</b>
Contractor Investigation Team - Leader & Members:

Date Incident Reported:	Honeywell Location:	Honeywell Contact:	
Approval (Individual Involved/Injured):		Title:	Date:
Supervisor Approval (Print Name):		Title:	Date:
Honeywell Site Approval (Print Name):		Title:	Date:

# HONEYWELL

## 01620 EXHIBIT 1 MOTOR VEHICLE ACCIDENT REPORT

Report #: \_\_\_\_\_

DATE OF ACCIDENT \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION OF ACCIDENT \_\_\_\_\_

ACCIDENT INVOLVED: Employees, contractors, visitors, Vehicle vs. Vehicle, Vehicle vs. Property, Vehicle vs. Pedestrian

### VEHICLE NO. 1

### VEHICLE NO. 2 (or Pedestrian Info.)

_____	DRIVER'S NAME	_____
_____	STREET ADDRESS	_____
_____	CITY AND STATE	_____
_____	DRIVERS LICENSE NO.	_____
_____	PHONE NO. OR EXT.	_____
_____	OWNER'S NAME	_____
_____	STREET ADDRESS	_____
_____	CITY AND STATE	_____
_____	PHONE NUMBER	_____
_____	VEHICLE TYPE	_____
_____	MAKE, MODEL, YEAR	_____
_____	LICENSE PLATE	_____
_____	VEHICLE DAMAGE	_____
_____	PASSENGERS	_____
_____	VEHICLE REMOVED TO (auth.)	_____

INJURED (type, where taken): \_\_\_\_\_

POLICE DEPARTMENT/REPORT #: \_\_\_\_\_

WEATHER: \_\_\_\_\_

**ROAD CONDITION:** \_\_\_\_\_

**ESTIMATED SPEED OF VEHICLE 1:** \_\_\_\_\_ **VEHICLE 2:** \_\_\_\_\_

**VEHICLE DEFECTS RELATING TO ACCIDENTS (Brakes, Lights, Tires, Steering)**

**VEHICLE 1:** \_\_\_\_\_ **VEHICLE 2:** \_\_\_\_\_

**STATEMENT DRIVER VEHICLE 1:** \_\_\_\_\_

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**STATEMENT DRIVER VEHICLE 2:** \_\_\_\_\_

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**INVESTIGATOR'S COMMENTS:** \_\_\_\_\_

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**PHOTOGRAPHS TAKEN?:** \_\_\_\_\_

**DIAGRAM:**

**INVESTIGATOR'S SIGNATURE:** \_\_\_\_\_

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

**SUPERVISOR'S SIGNATURE:** \_\_\_\_\_

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





Honeywell Syracuse Portfolio  
Health and Safety Program

GEDDES BROOK IRM  
PROJECT SAFETY PLAN

**ATTACHMENT F**

**COMMUNITY AIR MONITORING PLAN**

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**PARSONS**

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Rev. 0

February 4, 2011

## **New York State Department of Health Generic Community Air Monitoring Plan**

A Community Air Monitoring Plan (CAMP) requires real-time monitoring for volatile organic compounds (VOCs) and particulates (i.e., dust) at the downwind perimeter of each designated work area when certain activities are in progress at contaminated sites. The CAMP is not intended for use in establishing action levels for worker respiratory protection. Rather, its intent is to provide a measure of protection for the downwind community (i.e., off-site receptors including residences and businesses and on-site workers not directly involved with the subject work activities) from potential airborne contaminant releases as a direct result of investigative and remedial work activities. The action levels specified herein require increased monitoring, corrective actions to abate emissions, and/or work shutdown. Additionally, the CAMP helps to confirm that work activities did not spread contamination off-site through the air.

The generic CAMP presented below will be sufficient to cover many, if not most, sites. Specific requirements should be reviewed for each situation in consultation with NYSDOH to ensure proper applicability. In some cases, a separate site-specific CAMP or supplement may be required. Depending upon the nature of contamination, chemical-specific monitoring with appropriately-sensitive methods may be required. Depending upon the proximity of potentially exposed individuals, more stringent monitoring or response levels than those presented below may be required. Special requirements will be necessary for work within 20 feet of potentially exposed individuals or structures and for indoor work with co-located residences or facilities. These requirements should be determined in consultation with NYSDOH.

Reliance on the CAMP should not preclude simple, common-sense measures to keep VOCs, dust, and odors at a minimum around the work areas.

### **Community Air Monitoring Plan**

Depending upon the nature of known or potential contaminants at each site, real-time air monitoring for volatile organic compounds (VOCs) and/or particulate levels at the perimeter of the exclusion zone or work area will be necessary. Most sites will involve VOC and particulate monitoring; sites known to be contaminated with heavy metals alone may only require particulate monitoring. If radiological contamination is a concern, additional monitoring requirements may be necessary per consultation with appropriate NYSDEC/NYSDOH staff.

**Continuous monitoring will be required for all ground intrusive activities and during the demolition of contaminated or potentially contaminated structures.** Ground intrusive activities include, but are not limited to, soil/waste excavation and handling, test pitting or trenching, and the installation of soil borings or monitoring wells.

**Periodic monitoring** for VOCs will be required during non-intrusive activities such as the collection of soil and sediment samples or the collection of groundwater samples from existing monitoring wells. “Periodic” monitoring during sample collection might reasonably consist of taking a reading upon arrival at a sample location, monitoring while opening a well cap or overturning soil, monitoring during well baling/purging, and taking a reading prior to leaving a sample location. In some instances, depending upon the proximity of potentially exposed individuals, continuous monitoring may be required during sampling activities. Examples of such situations include groundwater sampling at wells on the curb of a busy urban street, in the midst of a public park, or adjacent to a school or residence.

VOC Monitoring, Response Levels, and Actions

Volatile organic compounds (VOCs) must be monitored at the downwind perimeter of the immediate work area (i.e., the exclusion zone) on a **continuous** basis or as otherwise specified. Upwind concentrations should be measured at the start of each workday and periodically thereafter to establish background conditions. The monitoring work should be performed using equipment appropriate to measure the types of contaminants known or suspected to be present. The equipment should be calibrated at least daily for the contaminant(s) of concern or for an appropriate surrogate. The equipment should be capable of calculating 15-minute running average concentrations, which will be compared to the levels specified below.

- If the ambient air concentration of total organic vapors at the downwind perimeter of the work area or exclusion zone exceeds 5 parts per million (ppm) above background for the 15-minute average, work activities must be temporarily halted and monitoring continued. If the total organic vapor level readily decreases (per instantaneous readings) below 5 ppm over background, work activities can resume with continued monitoring.
- If total organic vapor levels at the downwind perimeter of the work area or exclusion zone persist at levels in excess of 5 ppm over background but less than 25 ppm, work activities must be halted, the source of vapors identified, corrective actions taken to abate emissions, and monitoring continued. After these steps, work activities can resume provided that the total organic vapor level 200 feet downwind of the exclusion zone or half the distance to the nearest potential receptor or residential/commercial structure, whichever is less - but in no case less than 20 feet, is below 5 ppm over background for the 15-minute average.
- If the organic vapor level is above 25 ppm at the perimeter of the work area, activities must be shutdown.

All 15-minute readings must be recorded and be available for State (DEC and DOH) personnel to review. Instantaneous readings, if any, used for decision purposes should also be recorded.

### Particulate Monitoring, Response Levels, and Actions

Particulate concentrations should be monitored **continuously** at the upwind and downwind perimeters of the exclusion zone at temporary particulate monitoring stations. The particulate monitoring should be performed using real-time monitoring equipment capable of measuring particulate matter less than 10 micrometers in size (PM-10) and capable of integrating over a period of 15 minutes (or less) for comparison to the airborne particulate action level. The equipment must be equipped with an audible alarm to indicate exceedance of the action level. In addition, fugitive dust migration should be visually assessed during all work activities.

- If the downwind PM-10 particulate level is 100 micrograms per cubic meter ( $\text{mcg}/\text{m}^3$ ) greater than background (upwind perimeter) for the 15-minute period or if airborne dust is observed leaving the work area, then dust suppression techniques must be employed. Work may continue with dust suppression techniques provided that downwind PM-10 particulate levels do not exceed  $150 \text{ mcg}/\text{m}^3$  above the upwind level and provided that no visible dust is migrating from the work area.
- If, after implementation of dust suppression techniques, downwind PM-10 particulate levels are greater than  $150 \text{ mcg}/\text{m}^3$  above the upwind level, work must be stopped and a re-evaluation of activities initiated. Work can resume provided that dust suppression measures and other controls are successful in reducing the downwind PM-10 particulate concentration to within  $150 \text{ mcg}/\text{m}^3$  of the upwind level and in preventing visible dust migration.

All readings must be recorded and be available for State (DEC and DOH) personnel to review.

June 20, 2000

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