

RFP Appendix A-4.1 - Contractor Safety Plan Requirements

1.1 Safety Plan Requirements

1.1.1 This Section sets forth an outline for the *minimum* contents and requirements of the Safety Plan to be prepared by Seller.

1.1.2 Safety Plan outline:

(1) **General:**

- (a) Purpose and scope of safety program
- (b) Project Site description
- (c) Project Site map
- (d) Roles and responsibilities / key personnel / contact information

(2) **Project Site rules:**

- (a) Project Site / employee orientation
- (b) Project Site- and task-specific training
- (c) Stretching program
- (d) Firearms / weapons
- (e) Motor vehicle operation qualifications and requirements
- (f) Heavy equipment operation qualifications and requirements
- (g) Substance abuse program
- (h) Removal of employees
- (i) Subcontractor management
- (j) Badging requirements
- (k) Tours / third-party visits
- (l) Disruption avoidance plan
- (m) Incident notification procedures

(3) **Emergency procedures:**

- (a) Safety stand-down procedures
- (b) Explosion procedures
- (c) Severe weather procedures
- (d) Bomb threat procedures
- (e) Utility emergency procedures
- (f) Civil disturbance procedures
- (g) Tower rescue procedures
- (h) Snake / insect bite and dangerous animals
- (i) Spill control and prevention plan
- (j) Evacuation procedures
- (k) Emergency route map
- (l) Emergency contacts and first responder list

(4) **Health and safety programs:**

- (a) Job safety and environmental analysis (“**JSEA**”) program / pre-task planning
- (b) Toolbox talks
- (c) Personal protective equipment (“**PPE**”) requirements
- (d) Fire prevention and suppress procedures
- (e) Fall protection program
- (f) Material Handling and Storage
- (g) Welding and Cutting
- (h) Walking / working surfaces
- (i) Stairways and Ladders
- (j) Scaffold standards
- (k) Tower climbing program
- (l) Crane and erection safety program
- (m) Crane walking procedures

- (n) Excavation and trenching program
- (o) Hazard communication / hazardous materials program
- (p) Electrical safety
- (q) Lockout / tagout (“**LOTO**”) program
- (r) Motor vehicle and traffic safety program
- (s) Respiratory protection program
- (t) Concrete safety program
- (u) Confined space entry program
- (v) Inspection / audit program
- (w) Incident / injury reporting and investigation program
- (x) Hand and power tool safety program
- (y) First aid / CPR / medical response program
- (z) Bloodborne pathogens
- (aa) Permitted work requirements
- (bb) Blasting requirements
- (cc) Competency requirements
- (dd) Hunting safety
- (ee) Environmental program
- (ff) Working on or near exposed energized parts
- (gg) Deenergizing lines and equipment for employee protection

(5) **Required checklists and forms:**

- (a) Accident / injury / incident report forms
- (b) Site orientation training verification form – employee
- (c) Site orientation training verification form – visitor
- (d) Stretch and bend sign-in form
- (e) Safety audit checklist

- (f) Site inspection forms
- (g) Critical lift planning forms and checklists
- (h) Excavation inspection form
- (i) Competency evaluation forms
- (j) JSEA form
- (k) Toolbox talk form
- (l) Rigging inspection forms
- (m) Hazardous materials inventory form
- (n) Heavy equipment inspection forms (daily, monthly)
- (o) Heavy equipment operator certification form
- (p) Respirator compliance checklist
- (q) Respirator fit test certification form
- (r) Form of LOTO permit and extraction form
- (s) Form of hot work permit
- (t) Form of dig permit
- (u) Form of blasting permit
- (v) Form of confined space entry permit

1.1.3 Other Safety Plan requirements:

- (1) The Safety Plan shall be specific to the Project and the Project Site.
- (2) Seller is responsible for creating an energization and de-energization plan for safe operation. The Seller shall coordinate with all applicable parties to coordinate the energization plan. Site safety plans shall detail the process, roles, and responsibilities related to the energization procedure.
- (3) Energization and de-energization plans shall be submitted to the Owner for review no less than 30 Business Days before the energization date. The Seller shall hold a meeting with all applicable parties before energization to walk through the energization/de-energization plans.
- (4) The Safety Plan shall be sufficient in scope and detail to convey the means and methods that will be employed by Seller to perform all aspects of the Work.

- (5) Seller shall be responsible to establish coordination with locally available hospitals and medical facilities to ensure that they will be supporting the project site for any emergency needs. These details should be part of the site safety plan.
- (6) All rigging shall be rated; inspected daily and monthly; and load tested in accordance with the Applicable Standards or other more rigorous requirements set forth in the Safety Plan. The manufacturer-rated capacities shall be legible and permanently affixed. Inspection reports shall be maintained at the Project Site and available for review by Owner. Copies of testing certificates and calibration records for all tooling shall be maintained at the Project Site and available for review by Owner.
- (7) Seller shall conduct daily job hazard analysis meetings for each task to be performed in order to identify and mitigate potential hazards prior to beginning Work. Each such meeting shall be specific to the task and shall be conducted at the respective work area. A job hazard analysis form shall be completed daily for each such meeting.
- (8) Seller shall conduct site safety orientation (approximately 2-3 hours) for all personnel working on the Project Site, including, but not limited to, Owner, Turbine Supplier, subcontractors, office personnel, and visitors, prior to their being released to work on the Project Site. In addition, there shall be a delivery driver orientation given to all delivery drivers that will visit the site. Personnel who have not attended the site safety orientation and environmental awareness training shall have escorted access around the project site.
- (9) Seller shall indicate the minimum ratio of full-time safety representatives to total workers on Site, and provide at least two (2) full-time safety representatives at all times till the final completion of the project. In periods of low activity, these two HSE representatives will be on site on a standby basis. Seller will provide additional safety staff based on the number of employees on site. Seller shall, in all cases where the Seller, or Subcontractor(s) perform any Work during extended or weekend hours, have an HSE representative on-Site till such Work is completed.
- (10) HSE representative should have a degree in Health and Safety or equivalent safety experience. Shall be fully dedicated to health and safety with at least half of their time being in the field to ensure adherence with the site safety plan is maintained. Shall have working knowledge of OSHA regulations as well as other applicable agencies related to safe work practices.
- (11) Seller shall provide the Owner the weekly hours, number of orientations and incidents for the week on a weekly reporting schedule.
- (12) Seller shall conduct daily safety plan of the day meeting at the beginning of each shift including a stretch program, which will occur at the office compound prior to dispatching to site work locations. This meeting can be completed in break-out groups by trade at the respective job sites. Seller shall conduct a weekly all hands site safety meeting that includes all employees of each Seller for the entire site.
- (13) Seller shall document weekly site health and safety inspections with all the corrective actions. Seller shall implement a documented audit program per quarter.

- (14) Seller shall establish a Health and Safety Committee consisting of the EPC/BOP Seller and Subcontractor's employees other than management personnel. The committee shall meet at least once per week and document meeting minutes and actions.
- (15) Seller shall establish a weekly Site Safety Managers Meeting with published meeting minutes and actions. This meeting shall include the health and safety representatives from each Seller on site.
- (16) Seller shall report incidents to Owner's Site Safety Representative as soon as practically possible either verbally or electronically. Seller shall perform follow-up written incident investigations that will include recommended corrective actions within forty-eight (48) hours from incident occurrence and submit the investigation report to the Owner. Final reports are due to the Owner no later than ten (10) days after the incident.
- (17) Seller shall liaise and coordinate with local emergency services, including coordination with local "life flight" to identify landing sites available for helicopter emergency evacuation of personnel. Seller will develop a written Emergency Management Plan (EMP) which shall include at a minimum injury response, environmental and weather risks. Two safety evacuation drills shall be conducted, one during early works and another prior to the completion of five (5) wind turbines. A report of these drills shall be submitted to Owner which shall include, at a minimum, a timeline of events and any areas that may need improvement.
- (18) Seller shall perform all necessary emergency response drills, to be performed at least quarterly, including coordination with local emergency response officials and hospitals and incorporating the dispatch of ambulance and life flight to the Project Site.
- (19) Seller shall immediately report all near misses, accidents, thefts, injuries (including first aid), and safety incidents to Owner's site manager and health and safety representative(s). A written incident report shall be submitted to Owner within 48 hours of each incident.
- (20) Seller shall provide all necessary safeguards to ensure safety and security of, at a minimum, the Project Site, equipment, and personnel at the Project Site.
- (21) Seller shall ensure medical and first aid. Review all Federal and State regulations for first aid kit and AED inspection and/or registrations. All sites shall have AEDs and personnel trained in their operation.
- (22) Seller shall provide drug and alcohol testing for all injuries requiring more than first aid; if drug or alcohol use is reasonably suspected; in the event of equipment damage. Drug and alcohol testing shall be performed as soon after the event as reasonably possible.
- (23) Training records shall be retained by the Seller for the duration of construction.
- (24) Seller shall provide training for the following but not limited to, site evacuation and emergency awareness training, fall prevention awareness training, mobile equipment training, energy isolation training, confined space training, forklift training and reporting requirements.

- (25) Seller shall conduct environmental Orientation shall be of an appropriate length (approximately 1 hour). This orientation shall include at the minimum, overview of the environmental regulatory obligations, including relevant site egals, review of the flora, fauna and archaeological restrictions and housekeeping and recycling requirements.
- (26) Seller shall meet all safety program requirements of Owner, including Appendix A Contractor Health Safety and Environmental Requirements, and all changes to applicable law and Owner policies.