

CONTRACT SAFETY APPENDIX C “LOW RISK”

Safety Requirements

A. Preface

1. **Commander's Safety Intent:** The safety of everyone on Tinker AFB is our top priority. All individuals must accept personal responsibility for safety and seek opportunities for improving the safety of our collective work environment. Everyone working on Tinker AFB is challenged to find, fix (if able) and report all hazards and near misses. It is our shared duty to take every reasonable step and precaution to prevent accidents and preserve the health/safety of each Contractor and Government employee.

2. **Speak Out for Safety (SOS):** Safety surety is an integral part of our overall goal of establishing a world-class safety and health program. Our "Speak Out for Safety" initiative is a partnership with contractors and government employees to further enhance safety to ensure we are looking out for all our partners and empowers all employees to actively participate in each other's safety. A safe workplace is everyone's business. As part of the contract team, military, civilian and contractor personnel are empowered to Speak Out for Safety (S.O.S.) when they observe unsafe acts that present imminent danger to personnel or catastrophic damage to property. We encourage our employees to intervene to ensure continued safe operations.

B. Mishap Notification

1. The contractor shall cooperate with all Government mishap investigations. The Contractor shall support and comply with the safety investigation and reporting requirements of Air Force Instruction (AFI) 91-204, Safety Investigations and Reports. The Contractor shall assist with mishap support. In the event of a mishap, the Contractor shall take reasonable and prudent action to establish control of the accident or mishap scene, prevent further damage to persons or property, and preserve evidence. Both prompt verbal and written notification, electronic mail acceptable, shall be provided to the Government Contract Official Representative (COR), within one (1) hour of the event, sooner, if possible.

Mishap notifications shall contain, as a minimum, the following information:

- a. Contract, contract number, name and title of person(s) reporting
- b. Date, time and exact location of accident/incident
- c. Brief narrative of accident/incident (Events leading to accident/incident)
- d. Cause of accident/incident, if known
- e. Name of personnel involved in accident/incident
- f. Corrective actions (taken or proposed)
- g. Other pertinent information

2. The Contractor shall provide copies of Contractor data related to mishaps, such as Contractor analyses, summaries of investigations, etc., as necessary to support the Government investigation.

C. General Safety Requirements:

1. If the Safety Plan is modified, the Contractor shall submit the proposed modification, in writing, to the Government COR. The COR will forward a copy of the Safety Plan upon receipt to the applicable Safety Office, located on Tinker AFB, OK.

2. The Contractor shall be solely responsible for compliance with all federal, state and local laws, the Occupational, Safety and Health Act (OSHA) (Public Law 91-596) and the resulting standards. Additionally, the Contractor is responsible for the safety and health of all their employees, sub-contractor employees, and the public, if applicable.

3. The Contractor shall ensure assigned personnel are adequately trained and qualified for the task being performed and brief all personnel on the hazards involved with operations and applicable precautions to be taken. Should unidentified hazards arise, cease operations until actions are taken to eliminate or mitigate hazards to safe levels.

4. The contractor shall establish a system to identify, correct and document unsafe conditions and acts related to their contract work.

5. The contractor shall establish a system to report unsafe or hazardous conditions caused by elements out of their control (for example, public or DoD personnel adjacent process or work activity and so forth) to the contracting officer or COR.

6. Compliance with OSHA and other applicable laws and regulations for the protection of Contractor employees shall exclusively be the obligation of the Contractor. The Government will assume no liability or responsibility for the Contractor's compliance or non-compliance with such requirements. The Contractor shall brief employees on the safety requirements of this contract and on hazards associated with prescribed tasks. In addition, the Contractor shall be required to communicate safety requirements/specification to all Sub-Contractors, if applicable. This contract shall in no way require persons to work in surroundings or under working conditions that are unsafe or dangerous to their health. The Contractor shall coordinate and perform work so as not to impact the safety of Government employees or cause damage to Government property or to the public. Contractor employees shall utilize personal protective equipment and associated safety equipment when necessary.

D. Specific Requirements:

The Contractor's safety program shall clearly define procedures, personnel qualifications, facilities and required equipment necessary to fulfill the following elements as to the type of work being performed within the scope of the contract.

<u>Element/Requirement</u>	<u>Reference</u>
OSHA Standards for General Industry	29 CFR 1910
OSHA Standards for Construction	29 CFR 1926
Air Force Occupational Safety, Fire, and Health Standards	AFMAN 91-203
The US Air Force Traffic Safety Program	AFI 91-207
TAFBSUP; Air Force Motor Vehicle Traffic Supervision	AFMAN 31-116
Fire Prevention-Fire Protection Program	TAFBI 32-2001
USAF Explosive Safety Manual	AFMAN 91-201

E. Safety Plan:

1. The contractor shall develop a written site-specific plan for implementing OSHA standards and any contract Safety and Occupational Health (SOH) requirements and submit the plan to the COR for acceptance within 10 days after contract award. Safety and health plans should include:

- a. An activity hazard analysis of the significant hazards to life, limb, and property inherent in the specific contract work performance and a plan for controlling these hazards.
- b. Designation of the contractor personnel primarily responsible for safety and health at the project site.
- c. A description of how the contractor safety duties will be performed on the project. At a minimum, these duties will consist of:
 - A pre-work review of appropriate activity hazard analysis, to be reviewed with each worker.
 - Regular safety training for the workforce.
 - Frequent and regular checks for compliance with contract safety requirements by contractor and subcontractor workforce.

- Daily records providing factual evidence of quality control activities for safety performance and state the following: items/areas checked, the results, and any instructions or corrective actions.

- Specific elements of an audit program by the prime contractor should include onsite inspection of subcontractors, method of determining mishap rates, and traceability of hazards.