

APPENDIX C

INDUSTRIAL SAFETY AND HEALTH REQUIREMENTS

Statement of Work

For

WinTool Software

18 August 2017

PR:

PART I

INSTRUCTIONS

The contractor Safety and Health Plan shall address in detail the items listed in Part II through Part III as applicable. Repeating the referenced standard without addressing the company's specific processes or procedures will not suffice. If task specific procedures are incorporated into a company local document, those procedures must be attached to the submitted Safety and Health Plan. Referencing the company's local procedure/document in the Safety and Health Plan is not adequate. If the company's local procedure/document is not attached; the submitted Safety Plan will be returned NOT ACCEPTED.

PART II

1. ENVIRONMENTAL, SAFETY, AND OCCUPATIONAL HEALTH (ESOH): The contractor is 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, **OSHA Standards 29 CFR 1910 and 1926**, as applicable, and the protection of their employees.

Additionally, the contractor is responsible for the safety and health of all subcontractor employees.

2. VOLUNTARY PROTECTION PROGRAMS (VPP): The Air Force is part of the OSHA VPP. All contractors are required to familiarize themselves with the requirements of VPP. Information on VPP can be accessed at <http://www.osha.gov>. The intent of the Air Force Safety Program is to prevent injuries and to communicate our safety expectations with potential offerors as well as those contractors awarded a government contract. The Air Force's interest is to protect personnel working in or around contractor operations, and to protect Air Force equipment/property.

3. CONTRACTOR EMPLOYEES: Compliance with OSHA and other applicable laws and regulations for the protection of contractor employees is exclusively the obligation of the contractor. **Note:** The Air Force Consolidated Occupational Safety Instruction is annotated because many of the Air Force Safety Instruction exceeds the OSHA standard criteria. If a conflict is noted, the most stringent requirement takes precedence. The government shall assume no liability or responsibility for the contractor's compliance or non-compliance with such requirements. The contractor shall furnish to each of his/her employees a place of employment, which is free from recognized hazards. The contractor shall brief his/her employees on the safety requirements of this contract and on hazards associated with prescribed tasks. The contractor is responsible for compliance with OSHA Public Law and the resultant standards identified within. In addition, the contractor is required to flow down the safety requirements/specification to all subcontractors. This applies to Federal Acquisition Regulation (FAR) 12 commercial acquisitions as well. This contract shall in no way require persons to work in surroundings or under working conditions which are unsafe or dangerous to their health. The contractor must coordinate and perform work so as not to impact the safety of government employees or cause damage to government property. This requires providing personnel with protective equipment and associated safety equipment as may be necessary. The contractor must also protect personnel from hazards generated by the work. If the contractor employs BILINGUAL speaking employees, they must post bilingual signs and have written procedures for specific tasks in applicable languages.

4. INSPECTIONS: Air Force Environmental, Safety, Occupational Health and Fire protection officials or responsible Quality Assurance Evaluator (QAE) may periodically enter a contractor's workplace to verify working conditions of Air Force personnel. If an Air Force employee observes improper procedures or unsafe conditions exists which place Air Force personnel or equipment/facilities in jeopardy, the contractor will remove personnel and/or equipment from the unsafe condition and immediately notify the Contracting Officer and the Installation Safety Office. Department of Labor, **OSHA** inspectors are authorized right of entry to inspect any place of employment operated by an Air Force contractor. They are for the most part, "NO NOTICE" inspections. NOTE: Notify the Safety Office at (478)-926-1708 if an OSHA inspector visits your site unescorted by an Air Force Safety Technician. Noncompliance with safety requirements can result in work stoppage, inexcusable delays, and/or costly fines issued by the DOL. The government shall assume no liability or responsibility for the contractor's compliance or non-compliance with such requirements. Fines and additional costs for violations levied against the contractor as a result of OSHA findings, and/or installation safety, fire, health or

environmental are the sole responsibility of the contractor and shall not be passed through to the Government.

5. MISHAP NOTIFICATION: The contractor shall notify the Safety Office telephonically at (478)-926-1708 during duty hours and (478)-926-3567 after hours, within four (4) hour after initial notification of all mishaps or incidents for damage to DoD property (material plus labor) entrusted by this contract and employee injuries as a result of the contract operation. A follow-up (written or e-mail) of this mishap/incident notification shall be sent within three calendar days to the Government Representative, the Procurement Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) (with a copy to program manager), who will forward it to the Safety Office. The information that is not available at the time of the initial notification shall be provided within 20 calendar days after the mishap. Mishap notification 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. Estimated cost of accident/incident (material and labor to repair/replace)
- f. Impound Authority Name and Phone Number (as applicable)
- g. Nomenclature of equipment and personnel involved in accident/incident
- h. Corrective actions (taken or proposed)
- i. Other pertinent information

Note: If requested by Government Personnel (PCO/ACO), the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records, until released by the investigating safety office. If the government investigates the mishap, the contractor and the subcontractors shall cooperate fully and assist the government personnel until the investigation is finalized and closed out.

*A **CLASS A** mishap is: A fatality or permanent total disability and property damage cost totaling 2 million dollars or more.

*A **CLASS B** mishap is: An injury resulting in permanent or partial disability or property damage cost totaling of 500,000 dollars or more but less than \$2,000,000.

*A **CLASS C** mishap is: An injury or occupational illness resulting in lost workdays or property damage cost totaling of 50,000 dollars or more but less than \$500,000.

*A **CLASS D** mishap is: An injury or occupational illness resulting in restricted days, transfer days, or property damage cost totaling of 20,000 dollars or more but less than \$50,000.

* These numbers are subject to change.

6. IMPOUNDMENT PROCEDURES: The contractor shall establish written impoundment procedures, as part of their Safety and Health Plan. Impound data must be included in the Mishap Notification Procedures as applicable. As a minimum, the procedures must address:

- a. Appointment of Impound Authority in writing (copy faxed to QAP and Safety Office)
- b. Impound Authority e-mail address and phone numbers

- c. Specific instructions (cordon, facility locked facility, etc.) to secure the site or government asset, to prevent tampering with the aircraft, site or government assets
- d. Specific instructions or measures to ensure only authorized personnel directly involved in management, SAFING, troubleshooting, or repair of aircraft or equipment gain access to the impound site
- e. Additional guidance is located within AFI 21-101, AFMC Supplement 1 and WR-ALC OI 91-204

7. CONTRACTOR SAFETY AND HEALTH PROGRAM: The contractor shall establish and maintain an acceptable safety and health program.

a. **Contractor Safety and Health Manager.** As part of the Contractor Safety and Health Program, the contractor shall assign in their plan, by name and phone number, a person who will be the primary point of contact for safety and health issues for the on-site operation.

b. **Contractor's Safety and Health Plan.** Contractor shall prepare a safety and health plan in accordance with **PART I, PART II, and PART III;** incorporating the listed elements above, and the flagged items below **in PART II and PART III of this Appendix,** prior to award. The contractor shall ensure that each element identified below is adequately addressed in detail in the safety and health plan. The plan must be accepted by the government prior to work commencing and will be incorporated into the awarded contract. Should a master safety and health plan remain on file with the Installation Safety Office; the contractor must ensure that it is current, updated, and includes all elements below. An addendum to the plan must include the processes noted below:

(1) **Changes to the Plan.** If, during the performance of this contract, changes to the contractor's Safety and Health Plan are required, the contractor shall submit a revised Safety and Health Plan to the following Contracting Monitor: 402 MXSG/OB, (478) 926-8579. The accepted revised Safety and Health Plan shall then be incorporated by contract modification as an attachment or by reference.

(2) **Tracking Rates.** The Contractor's Safety and Health Plan shall identify how their Total Case Incident Rate (TCIR) & Days Away, Restricted and/or Transferred (DART) rates, or comparable insurance rates or compensation injury rates will be tracked, and the corrective measures to be used if these rates begin to decline. The contractor must also describe the processes and procedures to be used to track their compliance with their Safety and Health Plan and how they will correct any deviations from the plan, when and if identified.

PART III

The following checked items are required elements for performance of this contract. The contractor's safety and health plan **shall** address how compliance with these requirements will be ensured. The safety plan **shall** clearly define company procedures on specific tasks/processes, personnel qualifications, how facilities comply with fire requirements to include the electrical

wiring and fire protection systems installed (i.e., fire suppression, fire detection, fire extinguishers, firewall ratings, etc) required equipment used to accomplish tasks and other necessary requirements to fulfill the checked items for the protection of government personnel and property. The contractor's safety and health plan **shall** meet, but may exceed the referenced standards. The contractor **must** ensure AF Civil Engineering Support Agency (AFCESA) Engineering Technical Letters (ETL) are incorporated into their safety and health plan as applicable.

Note regarding Motor Vehicles: Installation Commanders of all DOD installations in the United States and over which the United States has exclusive or concurrent legislative jurisdiction are delegated the authority to establish additional vehicular and pedestrian traffic rules and regulations for their installations. All persons on a military installation shall comply with locally established vehicular and pedestrian traffic rules and regulations. A person found guilty of violating, on a military installation, any State vehicular or pedestrian traffic law or local DoD 5525.4, paragraph 3 – 4: Pursuant to the authority established in Enclosure 1, installation vehicular or pedestrian traffic rule or regulation made applicable to the installation under the provisions of this directive is subject to a fine of not more than \$50 or imprisonment for not more than 30 days, or both, for each violation (40 U.S.C., Section 318c (reference d).

X, Yes, does apply to this contract

Note: MANDATORY for on installation services.

PEDESTRIAN CROSSWALKS: All contractor personnel are required to use the closest crosswalk, or traffic controlled intersection when crossing the road. Pedestrians must look both ways to ensure the coast is clear before stepping out into the crosswalk. Pedestrians DO NOT have the right of way unless they are already in the crosswalk. Contractor vehicle operators have the same responsibilities as pedestrians, to share the road and mutually observe and yield to pedestrians.

X, Yes, does apply to this contract

MOTOR VEHICLES: Contractor shall comply with the standards in: DoD Directive 5525.4, *Enforcement of State Traffic Laws on DoD Installations*", Nov 2, 1981, para 3-4; DODI 6055.4, *DoD Traffic Safety Program*, 20 Jul 99; AFI 91-207, *USAF Traffic Safety Program*, 12 Sept 2013; and AFI 91-207 AFMC Supp 1, *The US Air Force Traffic Safety Program*, 11 February 2014. Each applies to all persons at any time on an Air Force Installation and includes all leased, owned, or privatized property including housing areas. In addition: AFI 13-213, *Airfield Driving*, 1 June 2011, paras 1.1 and 3.2.2 and RAFBI 13-213 *Control and Operation of Vehicles on Robins AFB Airfield*, Chap 4, guidance applies to all contractors, sub-contractors, vendors, commercial delivery companies, and all other private business vehicles who operate anywhere

on Robins Air Force Base, including the airfield (to include the industrial areas and any buildings or hangars located upon the airfield) in support of their mission.

X, Yes, does apply to this contract

WALKING – WORKING SURFACES: Contractor shall comply with the standards in 29 CFR 1910 Subpart D and NFPA 101, *Life Safety Code*. All interior walking and working surfaces which are part of the means of egress shall **remain** clear at all times and comply with the requirements of NFPA 101, *Life Safety Code*. Floors shall be kept in good condition and free of defects that can endanger workers or interfere with the handling of materials. Housekeeping – methods and controls are in place to minimize tripping hazards, the accumulation of flammable/combustible materials, etc. Portable metal ladders – methods and controls are in place to ensure inspection and safe use. Open-sided floors/platforms/runways must be protected and not left uncovered to prevent injury.

X, Yes, does apply to this contract

ELECTRICAL: Contractor shall comply with the standards in 29 CFR 1910 Subpart S, 29 CFR 1926 Subpart K, AFI 91-203 *Air Force Consolidated Occupational Safety Instruction, 15 Jun 12*, Chap 8, and NFPA 70/70E. All electrical wiring must be IAW National Electrical Codes (NEC) 70/70E. Electrical wiring and equipment shall be a type listed by UL or another recognized listing agent. Contractor’s Safety Plan shall also address:

- Selection and use of work practices
- Training (basic electrical safety knowledge)
- Use of equipment (handling, visual inspection, rating of equipment)
- GFCI Protection for outside contractor drops and wet/damp areas
- Arc Flash

X, Yes, does apply to this contract

HOUSEKEEPING: Housekeeping shall be conducted according to the requirements in OSHA Standard 29 CFR 1910.141. ***CLEAN AS YOU GO*** will be enforced. Refuse, trash, and debris will be collected daily and not left on site to prevent hazards during high winds and inclement weather.

X, Yes, does apply to this contract

FIRE PROTECTION FOR FACILITIES: Contractor's procedures shall comply with NFPA 10, *Portable Fire Extinguishers*, 2010 Edition; NFPA 13, *Installation of Sprinkler Systems*, 2013 Edition; NFPA 33, *Spray Application Using Flammable or Combustible Materials*, 2013 Edition; NFPA 70, *National Electrical Code*, 2014 Edition; NFPA 72, *National Fire Alarm Code*, 2013 Edition; NFPA 91, *Exhaust Systems for Air Conveying of Vapors, Gases, Mists, and Noncombustible Particulate Solids*, 2010 Edition; NFPA 409, *Aircraft Hangars*, 2011 Edition; NFPA 410, *Aircraft Maintenance*, 2010 Edition; NFPA 418, *Fire protection for Heliports*, 2011 Edition; NAS 3306, *Facility Requirements for Aircraft Operations*, May 00 and RAFBI 32-2001, *The Fire Protection Operations and Fire Prevention Program, 11 Feb 11*, and Air Force Civil Engineer Support Agency (AFCESA) Engineering Technical Letters (ETL) listed in PART III.

PART IV

Air Force Civil Engineering Center (AFCEC) Engineering Technical Letters (ETLs). Offerors should contact AFCEC, 1-888-232-3721, DSN 523-6995, to request access to the current listing of all applicable ETLs.

Applicable References

Mishap Reporting/Notification Requirements	AFI 91-204 and WR-ALC OI 91-204
Towing/Parking	AFI 91-203 & Applicable Technical Orders
Grounding and Bonding	T.O. 00-25-172
Material Handling Equipment (MHE)	AFI 91-203, OSHA CFR 1910.176 and Applicable Manufacturers Specifications
Handling, Storage and Use of Flammable/ Combustible Liquids	NFPA 30, NFPA 33, AFI 91-203, DoD 4140.25 (for POL Storage)
Housekeeping and Sanitation	AFI 91-203 and OSHA 29 CFR 1910.141
Work Stands/Platforms	AFI 91-203
Welding, Cutting and Brazing	AFI 91-203, OSHA CFR 1910.252/132 and NFPA 410, NFPA 51B
Foreign Object Damage (FOD) Prevention	AFI 21-101, AFMCI 21-122 and AFI 91-203
Facility Requirements	NFPA 10, 13, 33, 70, 72, 91, 409, and 410
Flight line Requirements	AFI 91-203
Traffic Safety	AFI 91-207 and RAFBI 13-213
Electrical Safety	AFI 91-203 and NEC70/70E
Cranes, Hoists	OSHA CFR 1910-179 and 1926-550
Facility Fire Protection 72, 409 and 410	AFI 91-203, RAFBI 32-2001 and NFPA 13, 70, 72, 409 and 410
Responsibility of Vehicle Operators	WR/ALC OI 24-2
Weather	WR/ALC OI 15-125 and RAFBI 15-1