



To: All Contractors

Regarding: Contractor Safety Qualification Introduction Letter and Packet

To Whom It May Concern:

Colorado Springs Utilities and the S&H Department are pleased that you are interested in becoming pre-approved from the S&H Department for current or future work on Springs Utilities projects. This process is intended to obtain safety related information from contractors that will help the S&H Department office review and evaluate your overall safety and health program. This process is designed to save your organization time and money in the bidding of projects as well as ensure contractors of Springs Utilities operate in the safest manner possible. This prequalification process is only looking at the safety and health systems of your organization.

Springs Utilities has implemented a very comprehensive contractor safety program for all of our projects. It is our expectation that each contractor provide for a safe work environment for their employees, Springs Utilities employees and the public while demonstrating a positive and proactive safety culture.

Please review this entire packet and provide all necessary documentation for review. Failure to provide the necessary documents and forms will result in the contractor being categorized as *"Incomplete"* and subsequently not authorized to perform contractual work for Springs Utilities until completed or corrected. The required items include the following bolded and italic's items in the below list:

- ***Contractor Safety Qualification Form*** – Fill out completely while providing all required documentation per the form that is applicable, such as:
 - ***OSHA citations along with corrective measures taken over the last 5 years***
 - ***Safety Performance Statistics*** – per the OSHA 300 log. If the contractor is not required to maintain a 300 log, then they shall use information from their internal recordkeeping process or their insurance carrier's process.
- Any other applicable documentation as requested by Springs Utilities or as the contractor feels is necessary.

Regards,

Dominic Romano

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Dominic Romano, MS, CSP
Safety & Health Manager
Springs Utilities Safety & Health Department
dromano@csu.org

Contractor Safety Program Overview

1. A Contractor requests and / or receives a Contractor Safety Packet from either Procurement and Contract Services or the S&H Department. Contractors shall not be awarded a job unless they have been qualified by the Spring Utilities S&H Department via this process.
2. Contractor fills out, in its entirety, the Pre-Qualification Form. Providing all necessary documentation as stated on the form.
3. Contractor reviews the contractor safety guidelines.
4. Contractor returns all documents requested in the pre-qualification form, guidelines, and others as needed to Springs Utilities S&H Department.
 - a. Pre-Qualification Form completed and signed
 - b. Support documentation for any OSHA citations within the last 5 years. What the citation was and what the contractor has done to mitigate the citation(s).
 - c. Any other items needed as identified in the pre-qualification form or that the contractor feels is necessary or as requested by the SU S&H Department.
5. If a contractor is bidding for a project, this information can be sent in with all other information to Procurement and Contract Services, they will forward to the S&H Department. If a contractor is submitting this packet as a pre-qualification to job bids, you may send (Mail, fax or email) to:

Colorado Springs Utilities Safety & Health Department.
Attn: Contractor Safety Program
701 N. Circle Dr. Suite 100
Mail Code 1350
Colorado Springs, CO 80909
Fax Number: 719-668-7373
Email: tmull@csu.org

Contractor Responsibilities

To the extent required by the contract executed between Springs Utilities and the contractor, the contractor is expected to be responsible for:

1. Provide all requested information regarding safety and Health, training, insurance and injury experience as part of the qualification process.
2. The safety of a contractor's and any associated subcontractor employees remains the primary contractor's responsibility. Each contractor and subcontractor shall designate one employee responsible (Manager, Superintendent, Supervisor, etc) for overall safety and health at each Springs Utilities project. Any project that is run by a primary contractor that has a combined total of 50 or more employees (contractor and subcontractor employees combined) on site shall be required to provide a full time Safety and Health coordinator for the project. For every additional 100 employees, there shall be additional resources dedicated to the direct safety of the employees. An exception to this requirement is if the scope of the work as deemed by Colorado Springs Utilities S&H Department, is such that a dedicated full time S&H Representative could be required for jobs that have less than 50 combined contractor and subcontractor employees.
3. Contractors are required to comply with the U.S. Occupational Safety and Health Act (OSHA) and with all applicable state and local safety laws and regulations. Contractors are also required to comply with accepted industry practices and Springs Utilities Safety & Health requirements applicable to the work performed. Contractors are required to follow the most stringent requirement unless approved in writing by the SU S&H Department.
4. Review, understand and follow Springs Utilities Contractor Safety Guidelines defined herein, along with job-specific direction regarding safety, to the extent such direction does not violate minimum statutory requirements.
5. Immediately (within 30 minutes of occurrence) report all incidents to the Springs Utilities Project Manager and the S&H Department (see #8 below for notification numbers) which meet the following guidelines:
 - a. Any incident requiring the call and dispatching of emergency services
 - b. Death

- c. Hospitalization (contractor employee, subcontractor, public, etc)
 - d. Damage to any vehicle which renders it inoperable
 - e. Amputation of any body part
 - f. Electrical Contact
 - g. Fire or Arc Blast
 - h. Injury resulting in an unconscious employee
 - i. Safety system failures (slings breaking, support structures collapse, etc)
 - j. Near miss that could have reasonably resulted in any of the above.
6. Any incident meeting the following guidelines shall be reported as soon as possible, no later than 24 hours after occurrence:
- a. Any injury requiring medical treatment other than first aid
 - b. Any fire requiring the discharge of more than 1 fire extinguisher
 - c. Any incident resulting in property damage to SU equipment
 - d. Any incident resulting in near miss, injury or property damage to any members of the public
 - e. Any near miss which could have resulted in any of the above
7. If an OSHA inspector shows up on a contractors job that is owned by Colorado Springs Utilities, the contractor is to notify the S&H Department immediately in the following order:
- a. Contact the S&H Engineering Supervisor – Tom Mull – 719-648-3390
 - b. If no answer, call the Springs Utilities Dispatch and request Safety & Health Notification – 719-448-4800 Option 1

Qualification of a Contractor

1. All contractors within the scope of the contractor safety process that are interested in bidding on a current or future project with Springs Utilities must be qualified for acceptable safety and health performance by the Springs Utilities S&H Department.
2. If a contractor is Qualified, they are qualified for a period of 24 months.
3. Criteria for the qualification of affected contractors have been established and are identified on the Contractor's Safety Qualification Form.
4. If incidents or safety deviations occur during the course of a contract, the S&H Department may require a review of the contractor prior to additional work being performed for Springs Utilities regardless of the expiration date on a previous qualification.
5. Once qualified, a contractor will only be required to submit the "Letter of Contractor Safety & Health Qualification" which is current and in effect at the time of submittal to the Procurement and Contract Services Department in their bid packet. This Qualification letter is subject to revocation for cause by the Springs Utilities S&H Department.

Disqualification of a Contractor

1. If a contractor which has been previously qualified is disqualified for any reason, (i.e. poor safety performance on jobs, lack of improvement or not addressing concerns of Springs Utilities action plans), that contractor will not be allowed to bid on a Springs Utilities job for a period of 12 months from the time of disqualification.
2. If a contractor knowingly submits an approval letter which has been revoked or expired to a Springs Utilities bid, that contractor will be disqualified for a minimum of 12 months.
3. Prior to a contractor being disqualified, the Springs Utilities S&H Department will attempt to resolve any issues with that contractor. This is accomplished by the contractor being notified by the Springs Utilities S&H Department and Procurement and Contracts of the safety deficiencies and necessary improvements.
4. Should the contractor fail to correct the deficiencies as determined by the Springs Utilities S&H Department, the contractor will receive a formal letter from Procurement and Contract Services, notifying them of their disqualification for 12 months in writing. This letter will include a list of items which have been identified as the reason(s) for the Disqualification. Contractors will have been made aware of each item in advance in an effort to improve or mitigate each item before reaching Disqualification status.
5. After the 12 month period from the date on the notification letter of Disqualification, the contractor will be allowed to submit a qualification packet provided they have addressed the items, previously identified, to the satisfaction of the Springs Utilities S&H Department.

Contractor Safety Qualification Form (CSQF)

SECTION 1 - GENERAL INFORMATION

Company Name:

Address:

City/State:

Zip:

Telephone #:

Fax #:

How many employees do you employ (approximately): Full Time

Part Time:

Seasonal:

Describe the nature of business your organization typically perform for Springs Utilities:

Check the appropriate box or boxes for the areas your organization typically works with or on:

Power Plant Operations & Maintenance

Substations Operations & Maintenance

Electric T&D Operations & Maintenance

Electrical Operations (low voltage)

Water/Waste Water Treatment Plants

Water/Waste Water Construction

Facility Maintenance / General

Facility / Building Construction

Gas Operations & Maintenance

Other (list):

Are you a division of a corporation? Yes No

If Yes, provide name and address of parent corporation:

Are you self-insured for Worker's Compensation Insurance? Yes No

If no, who is your third party insurance organization:

Is your company OSHA VPP Certified: Yes No Date of Certification:

Form completed by: (Name)

Date:

Title:

Ph:

Email:

Fax:

SECTION 2 – SAFETY & HEALTH INFORMATION

Do you have a dedicated fulltime safety & health professional within your company?

Yes No N/A

Name / Title:

Telephone Number:

Location:

If you do not have a dedicated safety & health professional, who is responsible for safety & health within your organization?

Name / Title:

Telephone Number:

Location:

SECTION 3 - SAFETY & HEALTH PROGRAMS AND PROCEDURES

Does your company have a written S&H program?

Yes No N/A

Does your written S&H program cover all types of work activities which you will perform while on a Springs Utilities Project? (if No, please list those programs you do not have):

Yes No N/A

Does your S&H program address the following elements:

- Management commitment and expectations?
- Accountabilities and responsibilities for managers, supervisors, and employees?
- Hazard recognition and control?
- Workplace Analysis?
- S&H Training?
- Incident reporting & investigation?

Yes No N/A

Yes No N/A

Yes No N/A

Yes No N/A

Yes No N/A

Yes No N/A

Does your written S&H Program contain the following programs / topics?

• Confined Space	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	• Material Handling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Control of Hazardous Energy LOTO	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	• Scaffolding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Fire Prevention & Protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	• Fall Protection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Personal Protective Equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	• Rigging	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Hot Work / Welding Safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	• Excavation & Trenching	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Electrical Safety	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	• Walking/Working Surfaces	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
• Hand & Powered Tools	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	• Emergency Action Plans	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Do you have employees trained in First Aid / AED / CPR? Yes No N/A

Do you have a substance abuse program? Yes No N/A

Do you employ persons with a Commercial Driver's License (CDL)? Yes No N/A

Do you hold site safety meetings? Yes No N/A

What is the frequency of the meetings?

Do you conduct safety and health inspections / audits? Yes No N/A

If Yes, how frequent

Do you have a disciplinary action process for addressing employee safety and health performance and deficiencies? Yes No N/A

Do you use subcontractors? If yes

Do you use safety & health performance criteria in the selection of sub-contractors? Yes No N/A

SECTION 4 – TRAINING

Do you perform New Employee S&H Orientation Training? Yes No N/A

Do you provide the necessary and required S&H training for your employees? Yes No N/A

Are employees tested for their comprehension of the training materials? Yes No N/A

Is all S&H Training documented? Yes No N/A

Are employees certified / qualified to operate all machinery and equipment they are asked to? Yes No N/A

SECTION 5 - JOB SAFETY ANALYSIS

Are job observations, such as a job safety analysis (JSA) conducted? Yes No N/A

Are procedures for critical jobs written and reviewed with the employees? Yes No N/A

SECTION 6 – SAFETY & HEALTH PERFORMANCE

List your company's Worker's Compensation Experience Modification Rate (EMR) for the three (3) most recent years:

20	EMR	20	EMR	20	EMR
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Use your OSHA 300 log (or equivalent) to record the number of injuries and illnesses for the last three (3) years.

YEAR	20	20	20
Number of Fatalities			
Number of OSHA Recordable Cases			
Number of OSHA Restricted Only Cases			
Number of OSHA Lost Time Cases			
OSHA Recordable Incident Rate			
OSHA Restricted Only Incident Rate			
OSHA Lost Time Incident Rate			
Number of Labor Hours Worked			
Average Number of Employees on Your Payroll			

Use the following formulas for calculating the "OSHA Incident Rates"

$\frac{\text{Number of Recordable Cases} \times 200,000}{\text{Number of Hours Worked}}$	$\frac{\text{Number of Restricted Only Cases} \times 200,000}{\text{Number of Hours Worked}}$	$\frac{\text{Number of Lost Time Cases} \times 200,000}{\text{Number of Hours Worked}}$
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Has your company received any OSHA citations within the last five (5) years? Yes No N/A

If yes, attach them along with your responses or corrective actions

Required: By signing here, you are acknowledging you have read and will abide by the Contractor Safety Guidelines attached: Signature: _____

CONTRACTOR SAFETY GUIDELINES

Introduction

1. Springs Utilities promotes and maintains an incident and injury free work environment. Safety and health is an integral part of our daily operations and valued as a performance standard for our employees, contractors and vendors. This program has been established to coordinate all reasonable means of controlling and eliminating hazards and risks associated with work activities.
2. This document highlights many of the safety practices, which are considered contractor responsibilities while working on Springs Utilities projects. Contractors are responsible for maintaining a safe environment and ensuring the safety of their operations and employees, Springs Utilities employees and the public. Contractor employees who disregard their company procedures or these procedures, or endanger Springs Utilities employees or the public are to be removed from the project.
3. Springs Utilities S&H Department reserves the right to visit any Springs Utilities project and all contractors / subcontractors working on it to inspect the site for safety violations or concerns. We also reserve the right to review how the general contractor evaluated subcontractors for the project.
4. The safety of a contractor's and any associated subcontractor employees remains the primary contractor's responsibility. Each contractor and subcontractor shall designate one employee responsible (Manager, Superintendent, Supervisor, etc) for overall safety and health at each Springs Utilities project. Any project that is run by a primary contractor that has a combined total of 50 or more employees (contractor and subcontractor employees combined) on site shall be required to provide a full time Safety and Health coordinator for the project. For every additional 100 employees, there shall be additional resources dedicated to the direct safety of the employees. An exception to this requirement is if the scope of the work as deemed by Colorado Springs Utilities S&H Department, is such that a dedicated full time S&H Representative could be required for jobs that have less than 50 combined contractor and subcontractor employees.
5. The contractor must ensure their activities do not endanger Springs Utilities employees or operations.
6. Contractors are required to comply with the U.S. Occupational Safety and Health Act (OSHA) and with all applicable state and local safety laws and regulations. Contractors are also required to comply with accepted industry practices and Springs Utilities Safety & Health requirements applicable to the work performed.
7. The rules and practices described in this section are not intended to replace OSHA requirements or to be a complete summary of those requirements. Contractors are responsible for complying with all such laws and accepted industry practices even if they are not discussed in this document. This section is intended to call attention to some standards and practices.
8. When it comes to subcontractors, the general contractor is expected to evaluate them in a similar manner in which Springs Utilities evaluates its contractors. The overall safety performance of any subcontractor will reflect directly upon the general contractor. This is based on the fact the general contractor is responsible for their subcontractors
9. Springs Utilities Safety and Health has the final authority to determine the necessary safe work practices and controls to protect the employees, property and operations of Springs Utilities as well as the public. In some cases this may require going above and beyond typical OSHA regulations depending on the hazard, conditions and other circumstances.

Safety Permits and Procedures

All contractors and their subs shall provide a permit (Contractor provided) or approval through the Springs Utilities Project Manager prior to proceeding with any of the following work:

1. Working on fire protection/detection systems
2. Working with asbestos-containing materials
3. Critical lifting or hoisting with cranes, derricks, hoists or helicopter
4. Performing blasting operations

All other permits shall be properly filled out and available on site as warranted such as:

1. Permit Required Confined Space
2. Hot Work Permit

General Rules of Conduct

The following general rules of conduct apply to all contractors and their employees while engaged in work for or on behalf of Colorado Springs Utilities.

1. Contractors and their sub's must notify Springs Utilities PRIOR to any hazardous chemicals, substances or processes being brought onto Springs Utilities property or project.
2. Never perform work over the heads of people or leave tools or equipment overhead.
3. Never jump from an elevated surface.
4. Isolate and identify hazardous work areas with safety markers, tape barriers, blinking lights, safety cones, or other means.
5. Alcoholic beverages, illegal substances or persons under the influence of such products are not permitted on Springs Utilities property or project sites.
6. Firearms, explosives and ammunition are strictly prohibited on Springs Utilities property or project sites unless approved as part of the work activities.
7. Employees must wear appropriate attire at all times while onsite.
8. All posted instructional signs such as WARNING, CAUTION, RESTRICTED AREA, etc. must be followed.
9. Best management practices should be utilized to ensure safe and environmentally sound performance of all tasks.
10. Appropriate signage must be used to adequately redirect traffic in the event of road or property access closures.
11. Building exits and emergency equipment must be kept accessible at all times.
12. Outdoor painting, grinding or similar activities should be done away from building air handling equipment or air intake vents.
13. Indoor painting, grinding or similar activities must be done in a manner that does not become a hazard to employees or the public. Use of general or point of operation ventilation shall be used as necessary.
14. Contractor employees must have received appropriate safety training for their job tasks and for all chemicals and equipment to be used. Certification that training has been provided may be required by the Springs Utilities S&H Department.
15. Property, equipment, and materials left at job sites is done at the contractors risk and shall be stored in a manner that will not expose employees or the public to a hazard.
16. All contractors must cooperate during any inspection of your work area by any authorized entity.
17. Smoking is permitted only in designated areas and use appropriate receptacles for all cigarettes and matches.
18. All incidents (whether or not there is an injury or damage) must be reported to the contractor's management and the Springs Utilities S&H Department per the Incident Reporting and Investigating section.

Safety Roles & Responsibilities

Springs Utilities Project Manager:

1. The project manager is responsible for directing all of the work on the project. The project manager shall:
 - Incorporate safety and health performance criteria in the minimum qualifications for the selection of contractors.
 - Ensure each contract has been qualified by the S&H Department before awarding a contract.
 - Coordinate safety and health activities with all parties throughout the projects contract.

- Ensure contractors understand their responsibilities for safety and health (including use of job-specific safety plans) prior to initiating any project.
- Monitor the safety and health performance of contractors and address deficiencies during the duration of the project as they arise.
- Involve the S&H Department as needed for follow up or clarification on safety and health concerns.
- Review specific operations such as road closure, barricades, etc. for appropriate protection and impact on operations.
- Provide, or coordinate the information to be provided, site specific safety information, such as chemicals used at Springs Utilities, hazards in the work areas, emergency procedures to the contractor project representatives.
- Ensure all incidents involving contractor personnel or operations are reported and investigated as defined in the Contractor Safety Guidelines.
- Inspect contractor work areas to ensure safety practices are being followed and hazard abatements are in place to protect Springs Utilities employees, property and operations.
- Ensure appropriate work permits (hot work, confined space entry) for contractors are being utilized. Permits shall be the contractors which meet the minimum OSHA requirements.
- Ensure chemicals the contractor is bringing on site have been submitted to the new Chemical Review Procedure owned by the S&H Department.

Contractors / Subcontractors:

1. Obtain and fill out necessary information on the Contractor Safety Information Packet (F01-10095) and return the required documents to Springs Utilities S&H Department for "Qualification".
2. The safety of a contractor's and any associated subcontractor employees remains the primary contractor's responsibility. Each contractor and subcontractor shall designate one employee responsible (Manager, Superintendant, Supervisor, etc) for overall safety and health at each Springs Utilities project. Any project that is run by a primary contractor that has a combined total of 50 or more employees (contractor and subcontractor employees combined) on site shall be required to provide a full time Safety and Health coordinator for the project. For every additional 100 employees, there shall be additional resources dedicated to the direct safety of the employees. An exception to this requirement is if the scope of the work as deemed by Colorado Springs Utilities S&H Department, is such that a dedicated full time S&H Representative could be required for jobs that have less than 50 combined contractor and subcontractor employees.
3. Keep the Springs Utilities Procurement and Contracts Services, Project Management and S&H Department appraised of the primary and backup safety representative to be contacted in the event a safety issue or violation occurs by that contractor.
4. Comply with all federal, state and local statutes, regulations and other legal obligations regarding the safe performance of all work.
5. Review, understand and follow Springs Utilities Contractor Safety Guidelines defined herein, along with job-specific direction regarding safety, to the extent such direction does not violate minimum statutory requirements.
6. Provide a Job Specific Contractor Safety Plan to the Springs Utilities Project Manager before work commences on a project.
7. Conduct Job Hazard Analysis on jobs or task as required or necessary.
8. Report all incidents to the Springs Utilities Project Manager and the S&H Department as defined in the Contractor Safety Guidelines.
9. Provide monthly safety statistical data related to the project the contractor is working on (see Monthly S&H Reporting section)
10. Be responsible for the supervision of the Contractors/Subcontractors' Safety Representative in his/her effort at carrying out the contractors/subcontractors' duties and responsibilities.
11. Cooperate with the Springs Utilities S&H Department.
12. Authorize necessary immediate corrective measures when hazardous or substandard safety conditions are reported or observed.

13. Periodically review safety records of on-site personnel and take necessary remedial action, through directives to or personal interviews with, job forepersons, or subcontractors' supervisory personnel to reduce and/or eliminate accidents.
14. Promote total job safety among employees and visitors.
15. Investigate all accidents and near misses (incidents) to determine causes and action necessary to prevent recurrence.
16. Maintain accident records, reports and investigations.
17. Initiate and conduct or assist tool box safety meetings and maintain minutes of such meetings.
18. Make inspections of the job site and submit written recommendations to correct substandard conditions and unsafe practices.
19. Provide safety orientation and instruction to all new employees and reorientation and safety instruction to all employees new to the project.
20. Implement safety training programs for supervisors and employees as are applicable to their specific responsibilities.
21. Be responsible for the control of and availability of the necessary safety equipment, including employee personal protective equipment.
22. Ensure that all chemicals that are brought on site have been communicated to the Project Manager. Ensure MSDS's are available on site for all hazardous materials used by the contractor and all its subcontractors. Hazard Communication (Chemical Right-to-Know) training is required for all employees exposed to chemical hazards.
23. Supply and enforce the use of proper protective equipment and suitable tools for the job.
24. Continuously review and ensure no unsafe practices or conditions are allowed to exist on any part of the job under their supervision.
25. Acquainting workers with all applicable safety requirements and seeing that they are enforced.
26. Hold frequent safety meetings with workers to:
 - a. Discuss observed unsafe work practices or conditions.
 - b. Review the accident experience of the job site, and discuss correction of the accident causes.
 - c. Encourage safety suggestions from the workers
 - d. Review upcoming jobs and tasks
 - e. Discuss job site changes.

All Workers / Employees:

1. Perform work in a safe manner to prevent accidents to themselves, co-workers, and property.
2. Alert supervisors to dangerous situations, including unsafe tools and equipment.
3. Cooperate with principles and policies of the Project Safety Program.
4. Safely utilize all tools and equipment, including motor vehicles.
5. Wear the personal protective equipment required by this program and all other required personal protective equipment necessary to perform their work in the safest manner possible.

Springs Utilities S&H Department:

1. Responsible for the development, leadership, monitoring and enforcement of all S&H requirements.
2. Review contractor's safety performance, reports and trends for necessary improvements.
3. Conduct site visits and inspections as necessary or requested
4. Monitor and evaluate the effectiveness of the contractors S&H efforts and enforcement and provide assistance to the contractors where needed.
5. Provide special assistance to contractors with unusual or complicated safety issues or problems as needed or requested.
6. Assist with the investigation of incidents as needed or requested.

Monthly S&H Statistical Reporting

1. Each contractor shall provide the following data to the SU S&H Department on a monthly basis for the project they are working on (this will include construction projects of a facility, ongoing projects that provide work for Springs Utilities such as street repairs, landscaping, etc)

Contractor Name: _____ Date: _____

Project: _____

Name of Person Submitting: _____ Phone: _____

Year / Month	_____
Number of Fatalities	_____
Number of OSHA Lost Time Cases	_____
Number of OSHA Restricted Time Cases	_____
Number of OSHA Recordable Cases	_____
Lost Work Day Incident Rate	_____
OSHA Restricted Case Rate	_____
OSHA Recordable Incident Rate	_____
Number of Labor Hours Worked	_____
Average Number of Employees on Project	_____

Send the above information to:

Colorado Springs Utilities Safety & Health Department.
Attn: Contractor Safety Program
701 N. Circle Dr. Suite 100
Mail Code 1350
Colorado Springs, CO 80909
Fax Number: 719-668-7373
Email: tmull@csu.org

Incident Reporting and Investigations

1. Immediately (within 30 minutes of occurrence) report all incidents to the Springs Utilities Project Manager and the S&H Department which meet the following guidelines:
 - a. Death
 - b. Hospitalization (contractor employee, subcontractor, public, etc)
 - c. Damage to any vehicle which renders it inoperable
 - d. Amputation of any body part
 - e. Electrical Contact
 - f. Fire or Arch Blast
 - g. Unconscious employee
 - h. Safety system failures (slings breaking, support structures collapse, etc)
 - i. Near miss that could have reasonably resulted in any of the above.
 - j. OSHA inspections
2. Any incident meeting the following guidelines shall be reported to the Springs Utilities project manager and S&H Department within 24 hours of the incident occurring:
 - a. Any injury requiring medical treatment by a professional medical providers
 - b. Any fire requiring the discharge of 1 or more fire extinguishers
 - c. Any incident resulting in property damage to Springs Utilities equipment
 - d. Any incident requiring the call and dispatching of emergency services
 - e. Any incident resulting in near miss, injury or property damage to any members of the public
 - f. Any near miss which could have resulted in any of the above
3. Contractor employees are responsible for reporting incidents to the contractor supervision or management as required by their safety program.

4. Springs Utilities S&H Department reserves the right to request a contractor to perform an incident investigation at any time and has the right to request a copy of any and all incident reports or investigations that were conducted on our projects.
5. Contractors must complete an incident investigation in accordance with the contractor written policy to identify the cause(s) and any action needed to prevent recurrence. Joint incident investigations with the contractor's safety representative may be required when deemed necessary by the Springs Utilities S&H Department. The findings of a Springs Utilities investigation will be available to the contractor's management by request to the S&H Department.
6. If an OSHA inspector shows up on a contractors job that is owned by Colorado Springs Utilities, the contractor is to notify the S&H Department immediately in the following order:
 - a. Contact the S&H Engineering Supervisor – Tom Mull – 719-648-3390
 - b. If no answer, call the SU Dispatch and request S&H Notification – 719-448-4800 Option 1

Protection of the Public and Property

1. The contractor shall take all necessary action to prevent injury to the public or property damage.
2. Work shall not be performed in any area occupied or in use by the public unless permitted by the Project Manager.
3. When it is necessary to maintain public use of work areas involving sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways, and vehicular roadways, the contractor shall protect the public with appropriate guardrails, barricades, temporary fences, overhead protection, temporary partitions, shields, and adequate visibility. Such protection shall guard against harmful radioactive rays or particles, flying materials, falling or moving materials and equipment, hot or poisonous materials, explosives and explosive atmospheres, flammable or toxic liquids and gases, open flames, energized electric circuits, or other harmful exposures.
4. Sidewalks, entrances to buildings, lobbies, corridors, aisles, doors, or exits that remain in use by the public shall be kept clear of obstructions to permit safe ingress and egress of the public at all times.
5. Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary. In addition, a signal-man shall control the moving of motorized equipment in areas where the public might be endangered.
6. Temporary sidewalks shall be provided when a permanent sidewalk is obstructed by the contractor's operations. They shall be in accordance with the requirements of the local ordinances. Guardrails shall be provided on both sides of temporary sidewalks.

Security

Springs Utilities facilities are access-controlled environments. Identification of your employees is critical to maintaining the integrity of our security systems, the safety of our employees and protection of our property and operations.

1. Each contractor employee must report to the Building Security station to obtain his/her identification badge before beginning work at a Springs Utilities facility. Badges are not to be given to others to provide access. Subcontractors and delivery personnel must also check-in at a Security station.
2. Daily visitor/contractor badges should be returned to the Security station before leaving the premises or at the end of each shift/day.
3. Contractor employees shall not linger in work areas at the end of the work day.
4. Photography, video recording or other reproduction of any information is prohibited without prior approval.
5. No documents, equipment or other materials may be removed from the premises without prior approval.
6. Contractor vehicles and mobile equipment must be parked in designated areas and are subject to search at anytime.
7. All information obtained in the course of performing work for Springs Utilities is considered proprietary and confidential.
8. All entrances and exits used for projects should be regulated to prevent unauthorized access.

Emergency Procedures

1. Immediate and orderly evacuation of all personnel in a Springs Utilities facility is critical during an emergency.
2. The facility is responsible for sharing all emergency action plans with the contractor.
3. Each contractor shall understand the emergency action plan of the facility at which they are working. The plan addresses emergency evacuation procedures for such events as fire, hazardous chemical release, or other catastrophe.
4. Upon initial entry to the facility, the contractor project representative working on site should receive a tour of the facility to address egress routes, fire extinguisher locations, and evacuation assembly areas; the contractor project representative shall disseminate the same information to all persons working on his/her behalf.
5. In the event a contractor employee notices a chemical release, fire, injured employee, bomb threat or any other such situation, that employee is to notify site management or security immediately.
6. In the event a contractor is on the premises during an evacuation, the contractor employee is to evacuate with the employees of the area or building they are working in. If working alone, they are required to evacuate in a safe and immediate manner and find the nearest group and report with that group.

Overhead Work

1. Whenever work is performed above ground level and requires use of a ladder or raised platform, or when working above a suspended ceiling, the area must be barricaded to prevent injury to others.
2. When barricades will prevent use of a regular route (aisle, corridor, etc.), signs identifying alternative routes shall be posted.
3. Signs shall be posted in the area of overhead work to notify SU employees and the general public of the overhead work / hazards.

Ladder Safety

1. Only non-conductive ladders shall be used for work involving electricity.
2. Match the correct ladder size for each job.
3. Fall protection will be used from a portable ladder if applicable and feasible.
4. Ladders utilized in public access ways must be guarded, blocked and/or barricaded from passersby's.
5. Portable extension ladders shall extend a minimum of 3 feet (36 inches) beyond the surface of exit and shall have a rise to run of 4 : 1 and shall be secured to prevent slipping or falling over.
6. Employees shall not stand on the top 2 steps of an A-frame ladder.
7. All ladders shall be secured to prevent sliding out or tipping over.

Fall Protection

1. Employees must be protected at all times against falls from elevated work platforms.
2. Each employee shall be protected by an adequate fall protection system when any of the following conditions apply:
 - a. Employee is working at heights which exposes an employee to a fall of greater than 4 feet
 - b. Employee is working on a roof with a pitch greater than 4 feet Vertical to 12 feet horizontal
 - c. Employee is working within 6 feet of a leading edge which is greater than 4 feet from the surface below
 - d. Employee is climbing a fixed industrial ladder of greater than 20 feet in length (up or down)
 - e. Employee is exposed to a fall into a hazardous conditions such as rotating equipment, chemicals, electrical situations, water hazards, etc., regardless of height
 - f. Employee is working outside of the standard handrails of scaffolding from heights in excess of 4 feet
 - g. Employee is erecting scaffolding greater than 4 feet from the ground and is not protected from standard hand rails
 - h. Employee is working out of a bucket truck, snorkel boom, JLG, scissors lift or similar

- i. Exception to the 4 foot rule is for steel erection workers, they are authorized to follow industry requirements for their trade.
3. The contractor must provide the essential equipment required for each particular job and provide necessary training in its safe use to their employees, prior to utilization of said equipment.
4. Fall protection equipment must meet current ANSI standards (*unless covered under grandfathering – for example, the new ANSI standard for safety hook latches must meet a 3600 pound load, previous latches were only rated to approximately 400 pounds. If an older hook is used and in acceptable condition, it would not be required to meet the 3600 pound requirement*)
5. Floor openings larger than 2" x 2" must be covered or otherwise guarded to prevent injury to persons from falling into or through and by protecting personnel on a lower level from falling debris or tools.
6. Scaffolding shall be erected in accordance with ANSI / OSHA standards to ensure the safest and sturdiest work platforms are constructed. If an employee is required to use personal fall protection equipment on a scaffold, the scaffolding shall be fall arrest rated.

Housekeeping

1. Aisles and corridors shall remain clear at all times.
2. Exits and emergency equipment (fire extinguishers, first-aid kits, etc.) shall be unobstructed.
3. Debris, dust, etc. shall be cleaned periodically. The contractor should remove all scrap daily from the site.
4. Materials and supplies should be stored in a safe manner to prevent injury or damage.
5. All spills shall be cleaned up immediately.
6. Cords and hoses shall not cross aisles or corridors. When necessary, these may be hung at ceiling level or be appropriately enclosed to prevent tripping or use of cable trays.
7. Dust producing operations such as drywall installation, grinding, etc. shall be adequately contained to minimize the impact on nearby work areas.
8. Soiled rags or garments must be stored in non-combustible containers recognized by a national testing organization (Underwriter's Laboratory & Factory Mutual) and be removed each day from the site by the contractor.

Burning, Welding, or Cutting (Hot Work)

1. "Hot work" such as burning, welding or cutting presents a special hazard. A permit process must be implemented to ensure adequate controls are in place to prevent fire or other damage due to these processes.
2. A permit or contractor provided form is required before performing any burning, welding or cutting.
3. Contractors must obtain the appropriate permits prior to any "hot work." Local, state and/or federal regulations may also apply to these processes.
4. Whenever possible, "hot work" shall be performed in an approved hot work area. All combustible materials must be removed or adequately shielded prior to any "hot work."
5. Contractors are responsible for ensuring that personnel performing "hot work" have been appropriately trained.
6. A qualified person must perform a fire watch during all hot work operations and for at least 30 minutes after the completion of any "hot work" if it's not in an approved hot work area.
7. "Hot work" must terminate at least 30 minutes prior to the end of each shift or necessary fire watch's shall be provided beyond the shift.
8. Contractor must provide appropriate fire extinguishers for use during the fire watch.
9. Springs Utilities fire extinguishers and other equipment should not be used unless needed in an emergency.

Fire Safety

1. Each contractor is expected to familiarize themselves with the location of the fire extinguisher nearest their work.
2. Contractors shall provide appropriate quantities of fire extinguishers for the job.
3. Only contractor's that are qualified to fight fires shall do so.

4. If a contractor employee discovers a fire, he/she is to use the nearest fire extinguisher if trained in the proper use, if they are not able to extinguish the fire, they shall notify 911 emergency and site management immediately.
5. Upon extinguishing a fire, the contractor shall notify Springs Utilities Site Management or Project Manager of the situation immediately.

Fire System Impairment

1. Some operations may necessitate the temporary shutdown of some fire protection systems such as sprinklers, fire/smoke detectors, etc. These impairments shall be avoided whenever possible.
2. Prior to any fire protection impairments, the contractor must notify the Springs Utilities Project Manager and the S&H Department. Facilities may have fire protection impairment plans, which may include notification to the local fire department and alarm companies.
3. Hot work (cutting, welding, etc.) shall not be permitted during fire protection impairment unless a detailed plan has been developed and approved by the Springs Utilities S&H department.
4. Fire protection impairments should be for the shortest duration possible and restored to full service at the earliest opportunity, preferably by the end of the day.
5. All site personnel shall be notified of the fire system impairment and subsequent work.

Personal Protective Equipment (PPE)

1. Contractors shall provide their own PPE as necessary for the work area. Typically, safety glasses, safety vests, hard hats and safety shoes may be required for most work sites. The Project Manager and/or posted signage will inform the contractor if PPE is required in a work area.
2. Contractors operations may introduce hazards to the work areas, which would require Springs Utilities employees and visitors to wear additional PPE. The contractor must communicate or post appropriate signage to identify these hazardous areas and the PPE necessary to prevent injury.
3. Contractors must notify the project manager or site management if any operation could impact Utility employees or the public. Examples include: dust generation, odors, excessive noise.

Compressed Air

1. Compressed air may be used for various work tasks. Whenever possible, cleaning should be done using vacuum rather than compressed air.
2. Compressed air used for cleaning shall be regulated to 30 psig or less and be fitted with a safety nozzle to dissipate air flow if blocked.
3. Compressed air shall not be used to clean an employee of dust or debris.
4. Hand held nozzles must have pressure activated triggers and all air hoses must have quick disconnects.
5. Compressed air must not expose employees to flying debris.
6. Air hoses or lines should not cross aisles, corridors or other traffic areas.
7. Compressed air shall not be used for air-supplied respirators or breathing air unless certified for such purposes.

Tools & Equipment

1. Contractors shall provide their own tools and equipment for jobs and tasks.
2. Contractors are responsible for ensuring all tools and equipment used on Springs Utilities premises and job sites are in safe operating condition.
3. Tools should be inspected before use to identify and repair any damage.
4. Tools should not be left in aisles, corridors or on ladders or other walkway surfaces.
5. Tools used on raised platforms should be secured with a safety line, or other method to prevent them from falling.
6. Pneumatic or air actuated tools should be disconnected when not in use.
7. Pneumatic or air actuated tools shall have the hose securely attached to the tool by use of a whip cable, safety pin, or similar to prevent the hose from coming disconnected and causing a safety hazard.

8. Use of tools or equipment, which produces dust or other particulate, must have adequate controls in place to minimize/prevent particulate fallout.
9. Non-sparking or explosion-proof tools/equipment must be used in flammable liquid storage areas or where concentrations of flammable vapors or combustible dusts may exist.

Rigging and Hoisting

1. All rigging and hoisting shall be planned and completed in accordance with OSHA, ANSI Manufacturer and Industry Best Practices at all times.
2. Any lift which meets the following definition of a Critical Lift shall be planned and controlled by a properly qualified rigger.
3. Any lift that meets the below criteria for a critical lift shall be planned using a critical lift planning checklist
4. Complicated lifts that are not performed on a regular basis and deemed critical due to the high level of risk to personnel, equipment, systems operation, and/or the nature of the load.
5. A critical lift is any lift with any crane or derrick which meets the following criteria:
 - The lift exceeds 70% of the rated capacity of the equipment as determined by the load chart
 - The lift or equipment setup uses more than 75% of the maximum boom length used
 - The lift is personnel hoisted in a personnel basket
 - All multi-crane lifts

Any other lift that meets the following:

- Horizontal lifts weighing more than 50 tons and vertical lifts weighing more than 40 tons
- Vertical lifts weighing more than 20 tons without lifting lugs and trunnions
- All lifts over 20 tons requiring more than 150 ft. of boom
- All jib lifts weighing more than 5 tons (hydraulic cranes, lattice boom)
- All lifts where the boom or load is over pipe racks or other critical equipment
- All lifts where the boom assembly is over pipe racks or other obstructions
- All lifts of special value
- Jack and skid lifts or stationary rigging lifts weighing more than 20 tons
- Lifts requiring modifications or special configurations of lifting equipment
- Lifts requiring design and/or fabrication of special rigging equipment
- Lifts over 20 tons that require walking the load with a crawler or truck crane
- Any other lift deemed critical by any single or combination of factors
- Transportation of equipment weighing more than 75 tons or oversize in any dimension

Excavations & Trenches

1. Before starting any excavation work, the contractor must determine the existence and location of all underground utilities, pipes and other service equipment and connections.
2. Contractors are responsible for any damage or disruption of service caused during an excavation or trenching activity.
3. Excavations and trenches around existing structures must be done so without undermining the foundation or other structure/supports.
4. Appropriate sloping / shoring or other protection shall be used as required by local, state and/or federal regulations for trenches or as deemed necessary by the competent person. The contractor's designated competent person is responsible for evaluating and approving all excavation slopes, shoring, etc.
5. All excavations shall have a competent person documented inspection daily.
6. Excavations and trenches must be adequately barricaded to prevent unauthorized access. Barricades must enclose all access points and provide adequate clearance around the perimeter of the site.
7. Warnings for the movement of equipment and adequate barriers for the swing distance/rotation of equipment must be properly posted.
8. Illumination and warning markers must be present to ensure excavations can be adequately identified, especially during darkness.

9. Springs Utilities Employees will not enter an excavation that does not meet the minimum requirements as set forth by OSHA and Springs Utilities.

Utility Damage Prevention

1. Contractor must call UNCC 1-800-922-1987 (or 811) at least 3 days prior to excavation and request locations of underground utilities. Must notify of specific location, starting date and description of intended excavation activity.
2. Contractor must wait two full business days not including the day of the actual notice to allow utility owners/operators to mark all facilities.
3. Contractor must keep locate sketches on-site throughout the excavation period, if documentation becomes lost or invalid call for re-verification of location of facilities.
4. Contractor must hand-dig within 18" either side of utility, or pothole to expose facility for proper width and depth before proceeding with any mechanized tools. This includes all duct banks.
5. If locate marks are found to be inaccurate, excavator must call and notify Springs Utilities for re-verification.
6. Contractor must protect locate marks. Locations are good while visible but only for 30 days. If remarks are required, excavator must call UNCC and place a regular request.
7. Contractor must observe reasonable care act.
8. In the event a utility damage occurs, excavator must notify the affected facility owner and UNCC and must cease work until repairs can be made. Contractor must also cooperate to mitigate damages.

Confined Spaces

1. Contractors shall provide all of the equipment necessary and required for the safe operation of a confined space entry procedure.
2. A confined space permit shall be obtained prior to entry into a permit required confined space and kept at the location of the confined space entry.
3. Continuous air monitoring with a current calibrated 4 gas air monitor shall be performed in all confined spaces where employees are present.
4. Questions regarding access and entry to any confined space should be discussed with the Springs Utilities Safety & Health Department.

Hazardous Energy Control (Lockout/Tagout)

1. Control of hazardous energy (lockout/tagout) is required prior to performing any service or maintenance activity on all equipment at Springs Utilities.
2. Contractor employees are required to follow (at a minimum), the applicable OSHA Standard for lockout/Tagout safety.
3. Springs Utilities requires all powered equipment to be locked out whenever any part of an employee's body enters any point of operation, by-passing any safety device, guard, or barrier, or when working on live electrical parts unless the individual is a qualified electrician.
4. Lockout/Tagout procedures shall be followed whenever working with potentially dangerous chemical systems, high-pressure systems, electric systems, temperature extremes, or any other procedure or equipment with a stored energy source.
5. Lockout/Tagout also includes servicing, adjusting, maintenance, or un-jamming equipment with any of the above systems.

Overhead Power Lines

1. Prior to work in, around or under overhead power lines, a contractor must notify Springs Utilities Quality Control to arrange for a site visit by the QC employee. The contractor should notify Springs Utilities at least 3 working days in advance in order to ensure the site visit by QC. QC will determine any site specific needs to ensure protection of the contractor and the power lines from

the work activities. Contact the main Springs Utilities number at 448-4800 and request an electric line Quality Control review of the job and site.

2. When a contractor is working in, around or under overhead power lines, they must ensure there is a safety spotter during all operations that can get closer than 20 feet to any overhead power line. This is in addition to the notification of the QC group.
3. The safety spotter is tasked to observe all operations and equipment to ensure a safe distance is maintained from the power lines.
4. At no time shall a contractor allow any piece of equipment to get closer than 10 feet to an overhead power line. If working near a Transmission line, (115kv or greater), then a minimum distance of 20 feet shall be maintained unless otherwise communicated by the Electric Department.
5. Contact with overhead power lines is considered a severe incident and must be reported to Colorado Springs Utilities project manager and the safety & health office immediately (within 30 minutes).

Electrical Safety

1. Contractors are responsible for meeting all applicable state and local statutes, codes, etc. regarding electrical safety.
2. All temporary electrical connections must be grounded and properly insulated, or GFI protected.
3. Cables and power supply cords shall be placed in a manner to prevent trips, falls and other hazards.
4. Only 3-wire extension cords may be used.
5. Contractors are responsible for all temporary wiring and must provide adequate ground-fault circuit interrupters.
6. All electrical equipment and temporary wiring must be inspected periodically and repaired/replaced as necessary.
7. Explosion proof equipment and fixtures must be used in areas where flammable liquids are stored, flammable vapors may be present or combustible dusts are likely to be present.
8. Contractors are required to follow either the sites or systems Arc Flash Hazard Analysis (If completed) or the NFPA 70E tables (if arc flash analysis has not been completed) for arc flash boundaries and necessary FR PPE for work on electrical systems until proven de-energized through appropriate methods.

Material Handling

1. Manual material handling and other physical activities must be performed only by those employees able to do so. Prior to performing a task requiring physical stress, each employee must ensure it can be done safely, (get others to assist, or use mechanical equipment to perform the job safely).
2. Safe and proper operation of any powered industrial vehicle is important for the safety of all employees.
3. Contractor employees are to be alert at all times for powered industrial vehicle traffic. It is the responsibility of both pedestrians and vehicle operators to be alert and avoid accidents.
4. Contractors are responsible for providing their own powered industrial vehicles and equipment.
5. All powered industrial equipment (i.e. forklifts) shall be inspected (documented) at least daily.

Internal Combustion Engines

1. Gasoline, LP gas or other internal combustion engines may not be operated without adequate ventilation.
2. These engines when located outside shall be positioned away from air handling equipment or air intake vents.
3. Internal combustion engines shall not be used in an environment where there are known or possible hazardous / combustible atmospheres.

Tarpaulins

1. Tarpaulins used for hot slag, dust, painting, etc. should be in good condition and free from accumulation and designed for the necessary hazard.
2. Tarpaulins must be flame resistant when being used around hot work operations.
3. Tarpaulins containing asbestos are not permitted on Springs Utilities premises.

Combustible Trash & Refuse

1. Combustible trash and refuse materials must be removed from the work area daily to prevent the accumulation of such materials.
2. Contractors are responsible for providing dumpsters or other approved containers for collection of combustible trash and materials.
3. Springs Utilities' garbage/refuse containers shall not be used without authorization of the Project / Site Manager.
4. Containers should be located to provide safe access for collection vehicles and eliminate damage to facilities or landscaping.

Motor Vehicles

1. Motor vehicles operated on Springs Utilities premises must obey all posted traffic and informational signs.
2. Park vehicles in designated areas only.
3. Vehicles shall not block an emergency exit or access to emergency equipment such as fire hydrants, sprinkler controls, etc.
4. Parking in a fire lane is prohibited.
5. Vehicles used onsite should be in good condition.
6. Any contractor vehicles found to be leaking fluids or otherwise present potential hazards to Springs Utilities premises will be required to be repaired or removed immediately.
7. Seat belts shall be worn at all times.
8. When working in traffic areas, proper barricading shall be established and vehicles shall be equipped with and shall use appropriate warning lights (flashing lights, hazard lights, arrow boards).

Inspections

1. Springs Utilities retains the right to inspect work areas, vehicles, toolboxes and other containers to ensure the protection of its employees, property and operations.
2. Periodically the Springs Utilities Project Manager and/or S&H Department may complete formal or informal inspections of the contractors' work areas, including work areas of any associated subcontractors. The purpose of these inspections is to identify any uncontrolled hazards to employees, property, or operations.
3. Hazards identified through these inspections which present a risk to the contractor's personnel and/or equipment must be reported to the contractor's designated safety representative. The contractor's safety representative must verify the hazard and determine the appropriate controls.
4. The Springs Utilities Project Manager or S&H Department may temporarily suspend a contractor's work (including affected work by their subcontractors) until identified hazards are adequately controlled.

Return-to-Work Program

All contractors and their subcontractors are required to provide a "Return-to-Work Program" where contractors and subcontractors will make every effort to return injured workers back to work as soon as possible through light or modified work tasks that meet work restrictions established by the treating health care professional. To comply with this requirement, every contractor and subcontractor is required to meet the following conditions:

1. Contractor and subcontractor must be committed to cooperate with the project's "Return-to-Work Program" including the completion of the "Light Duty Task List."

2. Should an injury occur and the health care provider allows restricted work activity, contractors and subcontractors agree to evaluate overall work task availability and assign the injured worker to those tasks which can be performed in consideration of work restrictions.
3. All contractors or subcontractors agree to cooperate in providing a list of essential functions or tasks to be considered for modified or light duty work tasks.
4. Light-duty tasks can be performed at a location other than the one where the accident occurred.

Reporting Hazards, Unsafe Acts, or Conditions

1. Hazards identified by contractor's employees, where those hazards are within the control of Springs Utilities, should be reported to the Springs Utilities Project / Site Manager or the S&H Department immediately.

Hazard Communication

1. Springs Utilities Hazard Communication Program facilitates the exchange of information on hazards, emergency procedures and safety precautions when working with hazardous chemicals or substances. As a contractor of Springs Utilities, you have certain responsibilities to ensure adequate communication of hazards you introduce into the workplace.
2. Hazardous chemicals/substances include gases, liquids, solids and chemical mixtures.
3. Contractors are required to notify the Springs Utilities S&H Department and the Project Manager of any chemicals or substances you will be bringing onsite for use prior to the work involving such substances. These chemicals are required to go through the SU New Chemical Review Process prior to use which is outline below:
 - When a new chemical will be brought onto a Springs Utilities site or work area, the chemical must first be reviewed for potential safety, health, environmental, and warehouse/storage issues. A chemical is considered new if the MSDS is not in IHS Dolphin, or if the MSDS is in IHS Dolphin but is not attached to the location where it will be used or stored.
 - New chemicals that will be used by contractors on a Springs Utilities site or work area must also be reviewed if they meet any of the following criteria:
 - Chemicals that will be received by or stored in Springs Utilities warehouses
 - Protective coating chemicals applied to Springs Utilities structures
 - Chemicals that will be stored on a Springs Utilities site during the contract period
 - Chemicals that will remain on-site for future use after the job is complete (for repairs, touch-up, etc.)
 - Chemicals used on the roof of a Springs Utilities facility or in the vicinity of the facility air handling units or air intakes
 - Chemicals that will be used in confined spaces
 - Compressed gases
 - Chemicals used in work areas shared with Springs Utilities employees
4. Material safety data sheets (MSDS) for each chemical/substance must be maintained onsite and made available to the Springs Utilities S&H Department.
5. All containers used to store chemicals/substances must be appropriately labeled in an easy to understand method such as the NFPA labeling system or other common methods.
6. Contractors must provide adequate personal protective equipment for your employees when they work with or in areas containing hazardous chemicals.
7. Chemicals may not be used in areas occupied by Springs Utilities personnel or visitors without approval of the Project Manager or the S&H Department.
8. The Springs Utilities Project Manager will provide you information on chemicals/substances which may be present in your work area and the container labeling system used. Material safety data sheets are available in the work area where the chemical/substance is used, and online at Springs Utilities. MSDS or other information should be requested through the Project Manager.
9. Contractors are responsible for informing your employees of the chemicals in their work area, the hazards (if any) and appropriate precautions.

10. Storage of flammable and combustible substances should be limited to one day's supply in safety cans, which have been recognized by a national testing organization such as an Underwriter's Laboratory (UL) or Factory Mutual (FM).
11. Appropriate precautions such as grounding/bonding and flame arrestors are also required when transferring flammable liquids.
12. Smoking is not permitted when handling flammable, combustible or other hazardous chemicals or substances or within 50' of these substances.

Chemical Spills

1. All chemical spills must be reported even if you do not require any assistance to address the spill. Contractors shall identify the location of the spill and the substance, if known, and if medical assistance is needed.
2. Contractors shall prevent others from entering an area of a chemical spill until the local emergency services arrive or the area has been properly cleaned.
3. Do not attempt to clean the spill unless you have been properly trained and have the necessary personal protective equipment and other materials.

Chemical/Substance Disposal

1. Contractors are responsible for the safe and legal disposal of all chemicals and substances brought and/or used onsite.
2. No chemical or substance waste is to be placed in Springs Utilities refuse containers or released into the air, water or soil.
3. Whenever possible, chemical recovery or recycling should be utilized.
4. Chemical waste storage must be discussed with your Project Manager and Springs Utilities Environmental Services prior to generating any waste.

Safety & Health Training

1. Contractors are required to provide required and necessary S&H training specific to the job tasks they shall be performing.
2. Contractors will be required to provide documentation of such training for each employee if requested by a Springs Utilities representative.

Contractor Job Specific Safety Plan (Template)

(To be provided by the contractor upon award of contract)

Scope:

The job specific safety plan is more than the contractor's safety and health program, plan or procedures. It should be job specific and pertain to hazards relating to the job. This procedure will serve as a suggested template for the contractor to use in the development of the job safety plan. This plan can also serve as a training guide for new or temporary employees coming onto the job site. Sections of it may be used for visitor job site safety orientation.

This plan shall be completed and provided to the SU Project Manager before work begins on the site.

Requirements:

Prior to each job being performed by a contractor for Springs Utilities, the primary contractor for the job or project needs to develop a Job Safety Plan for the project and submit it to the S&H Department for review. Each plan is required to include the content of the 7 sections on the following pages at a minimum. More sections and information should be included as necessary by the contractor.

Please contact the Springs Utilities S&H Department at 719-668-7360 for any assistance.

Template for a Contractor Safety Plan for a Project

1. Introduction

- Introduction to the contractor
 - Describe the typical type of work the contractor does,
 - Size of contractor – number of employees, approximate number of employees that are full time versus part time, where do they get their part time employees (Union Halls, temp agencies, etc). How many employees will they have on this job (both average and peak)
 - How will the contractor plan on training new or temporary employees before beginning to work?
 - Who will serve as the following on the job site:
 - Site supervisor name and phone
 - Site safety representative name and phone number
 - Describe the nature, routine and frequency of meetings held by the contractor
 - Daily, weekly, monthly meetings, (morning meeting, tailgate meetings, toolbox meetings, safety training meetings, etc)
 - Describe day, time and location of meetings.

2. Scope of Project

- Provide a relatively detailed overview of the project the contractor will be doing. This should include enough details to vividly describe the project for someone that is not familiar with it.

3. Impacted Activities as a Result of the Project

- This should be a comprehensive description of any and all activities that the project will or can effect. This should include but is not limited to:
 - Traffic patterns,
 - Lane closures,
 - Walking, biking, hiking paths closed or re-routed,
 - Impact to local business, schools, etc.,
 - Planned disruption of services and the impact to those customers,
 - Open excavations

4. Safety Activities for the Project

- This section shall contain a list of all known or suspected safety issues or concerns the project activities will create or are anticipate to be encountered.
- Each item shall be listed separately.
- Each item shall be listed as to how it will be encountered, and how it will be mitigated or eliminated.
- These items can include but are not limited to:
 - Excavation activities (trenching and shoring for the protection of employees, and how the public will be protected from the hazards during after hours.)
 - Traffic hazards, (placement of concrete barriers, flaggers, signs, etc)
 - Air contaminants from the nature of work.
 - Personal Protective Equipment requirements for the job site (hard hats, safety glasses, protective footwear, etc. and how it will be communicated or posted on the job site)
 - Hazards as a result of welding or grinding activities to the employees doing the work and those around the work.
 - Encountering underground or overhead utilities. (How will these utilities be identified and marked as appropriate. Overhead power lines will need to be marked with signs on the grounds, spotters provided if needed, etc.)
 - Excessive heat or cold hazards. (Providing employees appropriate clothing and fluids to avoid dehydration).
 - Confined space hazards,

- Fall protection hazards,
- Contaminated Soil

5. Job Hazard Analysis

- The contractor should identify those major activities that would require a detailed job hazard analysis to address all hazards for that specific activity before it begins. This can be an ongoing process however; the expectation would be that the known major items are identified before the work begins.

6. Incident Reporting

- How will the site handle any hazards, incidents (Injury / Illness), near misses, utility damage etc that might occur during the project.
 - This shall include the first aid response, 911 process (where is the nearest medical facility, is 911 an option or not and if not what will be the procedure in the event 911 help is needed.)
 - It must be included that Springs Utilities S&H Department will be notified within 24 hours of any incident that results in the notification of 911 services, transportation to a medical center or hospital, any and all Utility equipment or systems damage, any electrical contacts, and any near miss that could have resulted in injury, death, or severe damage to equipment. The contractor can notify the appropriate safety representative by calling the main office at 719-668-7360 or by the numbers provided in preconstruction meetings.

7. Subcontractors

- It is the expectation and requirement of Springs Utilities and OSHA that each general contractor is accountable for all subcontractors' safety performance on a job site. Springs Utilities will require each general contractor to review subcontractors' safety performance before awarding them work on the project.
- Describe the expectations and requirements that will be used by the general contractor during the project to evaluate and hold accountable their subcontractor's for safety.
- General contractors need to understand that a subcontractor's poor safety performance will reflect heavily on the general contractors safety review.