

Introduction

The FAA Technical Center Safety Office welcomes you to the William J. Hughes Technical Center. The Technical Center encompasses 5,000 acre's of Environmentally Regulated Property that includes aircraft hangers, research labs, offices, and maintenance facilities. The property and buildings provide the resources for the Center's 3,000 employees to meet the objective of developing the resources for the Nation's Air Transportation Industry. To heighten your awareness of health and safety issues during your time on the Center's property please take some time to review this document.

Security

The Technical Center has an armed guard force that is responsible for the protection and service of the Center's property and workforce. All visitors are required to check-in to the Security Operations Center located at the Center's Main Entrance to obtain a Visitors ID badge to come onto the Center. **All visitors are required to be escorted at all times** by the person/organization who they are visiting on the Center. Shuttle buses will provide transportation to the appropriate building for your visit. If it's necessary to drive your own vehicle onto the Center the Security Operations Center will issue a vehicle pass for the day. Security #'s using a house phone: dial 5 then **5303** (Security Operations) or dial 5 then **4888** (Shuttle Service). Using an outside line/cell phone the prefix would be 485-xxxx.

Emergency Evacuation

The Technical Center Emergency Evacuation Plan is designed to meet the specific needs of

each building on the Center. Visitors should follow the instructions of their escorts during an emergency evacuation to safely exit the building and to assemble at the designated assembly area(s). Since the Technical Building (Bldg. 300) houses the largest employee population and creates the biggest challenge to evacuate, there are Emergency Evacuation Teams in place on each floor to insure the evacuation of all employees. If you lose contact with your escort, Visitors should exit the floor/building at the exit closest to them when the alarm sounds and proceed to the designated assembly points in the parking lots. If you require assistance to evacuate you should contact one of the Emergency Evacuation Team Members for assistance. Emergency Evacuation Team Members will be wearing an orange vest and will be providing direction and assistance on each floor. To report an emergency using a house phone: dial **1111** or on a cell phone dial **485-5246**.

Traffic and Parking

If you are driving onto the Center the posted **speed limit is 20 mph**. The Technical Center has numerous employees who walk, run and bicyclist who ride the roadways during the day. The Center promotes safe driving practices that include sharing the road with these groups of employees, wearing seat belts at all times and avoiding the use of cell phones while driving. Parking spaces are limited to lined parking spaces in the parking lots. Parking on the grass, in designated vehicle parking slots such as reserved space for government vehicles, or in areas identified as "prohibited" will result in an issuance of a ticket and subsequent contact by the Center's security force to your identified escort to have the vehicle removed. **Parking on**

the curb and/or near the Technical Building is strictly prohibited.

Safety Compliance and Reporting

The Technical Center Safety Office is responsible for a safe and healthful work environment for all employees, visitors and contractor personnel. To prevent accidents, injuries and illnesses from occurring and to minimize the loss of material resources and work interruptions due to safety issues, visitors, contractors, and vendors shall comply with the following safety procedures:

Confined Space Entry: All confined spaces at the William J. Hughes Technical Center are designated as permit-required confined spaces. As such, **ALL work requiring entrance into a confined space on the Center will require notification and coordination with the FAA Tech Center Safety Office**. Contractors, sub-contractors, vendors and/or visitors shall call **5-5898** to arrange with the Safety Office for a confined space permit. Notification to the Safety Office should be provided **24hrs** in advance of the date/time entrance is needed.

Construction Activity: A firm or individual performing construction activity is required to: (1) Meet all applicable Federal, State and FAA Regulations pertaining to safety and health, (2) Provide its employees with the necessary training, medical exams and safety equipment prior to the beginning of work, (3) Ensure that a written safety and health plan for the specific contract is provided to the Safety Office and is readily available on the job site. The Safety Office will review and monitor the contractor's adherence to all applicable health and safety requirements and may review and monitor the contractor's adherence to its health and safety

plan. **Contractors and Vendors are encouraged to contact the Safety Office @ 5-4821, 5-7890 or 5-6360 to review and coordinate the work sites health and safety plan.**

Mishap Reporting: The Safety Office should be promptly notified within **24 hrs** of any mishap that occurs on Center property. This would include injuries, illnesses, property damage, vehicle accidents as well as near misses. Major accidents involving **serious injury requiring hospitalization or a death must be reported immediately to the Safety Office by dialing extension 5-4821.** The Safety Office is required to document and take corrective action to prevent a reoccurrence of the mishap in the future.

Chemical Substances & Material Safety Data Sheets (MSDS): The Safety Office is responsible for the Technical Center's Hazardous Communication Program. All incoming chemicals shall be labeled, tagged, or marked with the proper identification. MSDS should be readily available on the job site and a copy of the MSDS should be provided to the Safety Office for inclusion in the Center's chemical inventory database. For information on the Center's Chemical policy and procedures dial **5-8214**

The Health and Safety of our Contractors, Visitors and Vendors during your time at the Technical Center is very important. Your cooperation in observing the procedures outlined in this pamphlet will ensure the safety of all personnel on the Center. Additional information on the Technical Center's Safety & Health Program can be obtained by contacting the Safety Office at extension **5-6360**. For Security Information dial **5-6319**.

Numbers to know to make your visit at the Technical Center a Safe & Secure One!

To dial off site using a house phone – Dial 8 then the # for a long distance call

Dial 9 then the # for a local call

The area code and prefix for the Technical Center is: (609) 485 then xxxx

For in-house calls Dial 5 then 4-digit extension.

In case of an Emergency Dial – ext. 1111
Security Operations Center - ext. 5303
Emergency Management Office - ext. 6319
Safety Office – ext. 6360
Environmental Engineering Group – ext. 5998
Operator Assistance – ext. 0

Safety & Health

Orientation



* Contractors

* Visitors

* Vendors

Safety Office, ACX-42