

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>MONITORING AND REPORTING – SUBCONTRACTOR SAFETY AND HEALTH</b>	FMPEP-P-0710	Rev. No. 0
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1.0 PURPOSE

To provide an outline for monitoring a subcontractor’s Safety and Health Program, and for handling safety and health violations.

2.0 GENERAL

2.1 Definitions

- (a) Imminent Danger Violation- Any condition or practice in any place of employment in which a reasonable probability that death or serious physical harm could immediately result from the existing condition.
- (b) Serious Violation- Any condition or practice in any place of employment in which a substantial probability that death or serious physical harm could result from the existing condition.
- (c) Non-Serious Violation- Any incident or occupational illness resulting from violation of a standard which would not cause death or serious physical harm, but which would have a direct or immediate relationship to the safety or health of employees.

2.2 Responsibilities

The responsibilities of several organizations are identified below.

- (a) The subcontractors are responsible for developing their own safety and health program and for ensuring the safety and health of their employees.
- (b) The Contracting Officers Technical Representative (COTR) monitors the subcontractor compliance to the contractual requirements of the subcontractor’s safety and health program.
- (c) The Environment, Health and Safety (EHS) Department reviews the submitted subcontractor’s safety and health program to verify compliance with the Science Applications International Corporation (SAIC) and applicable regulatory requirements.

2.3 Intent

The intent of the subcontractor’s safety and health program is to implement safe work practices. All jobsite employees shall adhere to the requirements identified in the subcontractor’s safety and health program.

3.0 PROCEDURE

3.1 Program Review

Prior to commencing work at the jobsite, the subcontractor’s Safety and Health Program shall be forwarded to SAIC for review. The program shall be site specific in accordance with the contract requirements.

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### 3.2 SAIC Work Stoppage

When work is stopped or suspended at the direction of SAIC, a confirming letter, citing the subcontract provision under which the action was taken, shall be issued by the Contracting Officer.

### 3.3 Stop Work Action

“Stop Work” action in response to a safety or health problem is normally the responsibility of the subcontractor, however, potential violations should be reported by workers, if observed in the course of day-to-day operation.

### 3.4 Violations

Violations shall be classified by the project SAIC Representative as imminent danger, serious or non-serious. Explanations of the various violations are identified below.

#### 3.4.1 Imminent Danger Violation

- \* Work shall be halted immediately by the SAIC employee who observes the violation and the subcontractor shall be instructed to remove personnel from the area (if required) to preclude death or serious injury.
- \* The subcontractor Site Manager shall be immediately notified of the condition.
- \* Resumption of work shall not be permitted until the subcontractor has taken appropriate corrective action to eliminate the unsafe situation.
- \* A Confirmation of Noncompliance with the Subcontract Safety and Health Requirements shall be issued to the subcontractor, by the Contract Specialist, and monitored by the Contract Specialist to ensure an adequate and timely response from the subcontractor.

#### 3.4.2 Serious Violation

- \* This condition shall be brought to the immediate attention of the subcontractor Site Manager who shall direct the cessation of work and remove all personnel from the area, if required, to preclude possible physical harm.
- \* Correction of the cause of the violation by the subcontractor, and verification of the correction by SAIC, shall be a prerequisite to resumption of work in that area.
- \* A Confirmation of Noncompliance shall be issued to the subcontractor, by the Contracts Specialist, and shall be monitored by the Contract Specialist to ensure an adequate and timely response from the subcontractor.

#### 3.4.3 Non- Serious Violation

- \* The subcontractor, and a responsible SAIC representative, shall be informed of the violation as soon as practicable.

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\* A Confirmation of Noncompliance shall be issued to the subcontractor by the Contract Specialist Representative and shall be monitored for a timely response by the Contract Specialist.

### 3.5 Monitoring and Reporting

#### 3.5.1 Requirements

- (a) The SAIC responsibility is oversight of its subcontractor’s overall safety compliance and performance.
- (b) Subcontractor should conduct daily site safety evaluations.
- (c) The COTR and the EHS representative shall make a periodic safety walk through (using the attached Safety Checklist-Exhibit A-as a guide) of the construction site, and forward a copy of observations to the Subcontractors Site Representative and the Contracts Specialist with a copy to the project file.
- (d) The relative frequency of the inspections shall be at the discretion of the COTR, based on risk/hazards on the particular project, and the subcontractors previous safety record or current safety overview.
- (e) Attention should be paid to specifics within the subcontractor’s Safety Plan, such as tool box talks, and the hazard analysis of each new operation. Copies of these should be received by the COTR and are to be mentioned in the Daily Reports issued to the COTR.
- (f) The COTR shall ensure compliance with Hot Work permits (see procedure FMEP-P-0780). The COTR shall review a copy of the form, as appropriate.
- (g) The COTR, with guidance from EHS, shall assess any decontamination procedures that may be required of ductwork, hoods, piping, vacuum systems, and drainage piping systems. The assessment of the decontamination procedures shall be performed prior to release of items for demolition and renovation to the subcontractor. Written notification of the results of the decontamination, prior to commencement of demolition and renovation, is to be sent to the contractor’s Site Representative (see Exhibit B).

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FMEP-P-0710 Exhibits

Exhibit A-SAIC Contractor Safety Inspection Checklist (1 Page)

Exhibit B-Decontamination Notification (2 Pages)