

Section XXIII – HRSD Safety Program

A. Introduction - This Section addresses the various safety programs and policies of HRSD that apply to design and construction efforts. HRSD staff, as well as professional service firms (FIRM), contractors, and others involved with implementing work on HRSD facilities and on behalf of HRSD are to be in compliance with the following paragraphs. FIRMs will need to verify that appropriate edits are made to Bid Documents to capture these items.

B. Safety Programs

1. Hazard Communication Program – HRSD is required, in accordance with 29 CFR 1910.1200, to inform HRSD and contractor’s personnel that work within HRSD of the hazardous chemicals on site. HRSD and contractor’s personnel may be exposed to these hazardous chemicals while working at HRSD facilities. A written Hazard Communication Program, as well as, Response Procedures, has been developed to inform personnel of the specific hazardous chemicals at HRSD facilities and the related safety information including protective measures, special precautions, emergency procedures and muster points to be observed. The Hazard Communication Program including Safety Data Sheets (SDS) for each hazardous chemical at the HRSD facility site will be made available to contractors. Contractors are responsible for communicating the information contained in the SDS to their personnel working at the HRSD facility. Contractors shall attend an *Outside Contractor Safety Briefing* conducted by the Safety Division or Plant Superintendent prior to start of work. Contractors are responsible for informing HRSD of hazardous chemicals they bring on the plant site or to HRSD facilities. Contractors are responsible for obtaining SDS for hazardous chemicals that they are using and storing at HRSD facilities and providing SDS to HRSD upon request. Contractors are responsible for using and storing the hazardous chemicals in an appropriate method while on site at an HRSD facility. Contractors are responsible for the disposal of hazardous chemicals that they use or store at HRSD facilities.
2. The HRSD Hot Work Permit Program requires that HRSD employees and/or Contractors who perform work involving electric or gas welding, cutting, brazing or similar flame producing or spark producing operations on or in close proximity to (within 25 feet or where posted) hazardous chemical process systems/equipment, within HRSD confined space, or within the fence line/property line of an HRSD Pump Station be issued a hot work permit prior to beginning work. The Contractor must comply with this requirement and obtain a daily hot work permit from HRSD site management before engaging in any hot work. Note: No hot work is permitted within 50 feet of the methanol storage and feed areas.
3. Lockout/Tagout Program – Contractors are responsible for compliance with the OSHA Lock Out/Tag Out Standard. Whenever Contractors are involved in lock out/tag out activities at an HRSD facility, the equipment, process, or system shall be locked and tagged out in accordance with the HRSD Lock Out/Tag Out Program by the work center supervisor overseeing the work. The HRSD Supervisor overseeing the work will ensure that the Contractor is shown the location to apply their lock(s) and tag(s). The HRSD

employee overseeing the work must be an “Authorized Employee.” Only in emergency situations are equipment, processes, or systems shut down by other than an HRSD “Authorized Employee.” The HRSD work center supervisor must be notified immediately if this occurs. Whenever Contractors are involved in lock out/tag out activities covered by this program, HRSD and the Contractor will inform each other of their lockout/tagout programs and procedures. The work center supervisor will inform the Contractor on the precautionary measures involved in performing lock out/tag out at the HRSD facility. All Contractors performing work at an HRSD treatment plant or pump station will receive an *Outside Contractor Briefing* prior to starting work. The briefing will be given by the Plant Superintendent or the HRSD Safety Division. Engineering Project Managers, will specify in contracts, bids, and requisitions that Contractors must comply with the Occupational Safety and Health Administration’s (OSHA) 29 CFR 1910.147 standard while working at an HRSD facility.

4. Confined Space Entry Program – The HRSD Confined Space Entry Program provides HRSD employee training and awareness of the potential hazards of entering and working in confined spaces. All tanks, manholes, vessels, as well as, other areas designated by signs or otherwise instructed are considered confined spaces and compliance with Federal and State regulations is required. HRSD’s employees cannot act as “qualified person” for the Contractor, cannot complete confined space entry permits for Contractors, nor will HRSD’s owned gas detection monitors or other confined space entry equipment be loaned to the Contractor. The Contractor must comply with all Federal and Virginia OSHA Confined Space Standards. Contractors can request information concerning known hazards of HRSD Confined Spaces. HRSD’s Safety Division or Plant Superintendent will brief the Contractor’s key personnel on the confined spaces located on the project site during the *Outside Contractor Safety Briefing*.
5. Plant Access Procedures for Contractors Performing Long-Term Projects at HRSD Treatment Plants. [Note: Human Resources staff codes the badges and plant staff or Project Manager or Safety Division provides badges to the Contractor.]
 - a. The Contractor will be issued a limited number of access badges for distribution among direct employees or sub-contractors. The badges will allow access through the plant gate during normal working hours. Each badge must be assigned to an individual and that individual’s name logged on a form to be provided to the Plant Manager or Project Manager. The Contractor is responsible for periodically verifying the possession of the badges by the assigned individual. Any discrepancy in the possession or location of any badge must immediately be reported to a member of the plant supervisory staff. Any misuse of the badges will result in immediate revocation of access privileges.
 - b. If a Contractor badge is lost, immediate notification to the Project Manager or Human Resources is required. If necessary, a replacement card will be issued.
 - c. The Contractor may be issued a limited number of badges for supervisory personnel with extended access to the plant at the discretion of HRSD personnel.

- d. In the event that the Department of Homeland Security raises the threat level of the country to “Red”, all Contractor access badges will be disabled. Access to the plant at that time will require individual identification verification and entry only via plant staff.
 - e. Contractors must log in each day to notify HRSD employees that they are on site working and provide emergency contact information. When leaving the site, Contractors must log out.
 - f. Contractor work hours will be discussed and approved by the HRSD plant or facility.
 - g. Security guards shall be provided if Treatment Plant gates are to be left open during normal work hours. The following are requirements and expectations of a security guard:
 - 1. The Security Guard is expected to be alert and awake while guarding the open gate.
 - 2. The Security Guard is expected to check cars and trucks in and out of the plant site.
 - 3. If the Security Guard is not on duty the plant gate will be closed and secured.
 - 4. The Security Guard must turn unwanted site visitors away.
6. NFPA 70E – Contractors hired to install or modify electrical components will do so in compliance with NFPA 70E. Only qualified HRSD Electricians or Instrumentation employees or qualified Contractors are to perform work on electrical circuits, components, and equipment. Contractors hired to perform electrical work at an HRSD plant or pump station must receive an *Outside Contractor Briefing* by the HRSD Safety Division, or Plant Superintendent and the HRSD Electricians assigned to that facility. The *Outside Contractor Briefing* will include information on existing electrical hazards, personal protective equipment/clothing requirements, arc flash labeling system as appropriate, and where to lock and tag out sources of power. HRSD electrical personnel and affected Operations personnel will be involved in the planning of work. Contractors are required to contact HRSD electrical personnel prior to tapping into existing HRSD electrical sources or shutting off equipment (unless an emergency exists.) Warning and/or barricading are required to be used when live electrical components are exposed in areas utilized by HRSD staff.
7. Fall Protection – Contractors that are removing existing guardrails, hatch covers, deck grating, etc. in which an employee could fall four feet or greater must install temporary guardrails. Temporary guardrails include a 42 inch top rail, a 21 inch mid-rail, and a 4 inch toeboard. Temporary guardrails must sustain 200 pounds of pressure applied in any direction. When construction is complete, permanent guardrails must be installed or reinstalled, deck grating replaced and secured down, and/or hatch covers replaced. If utilizing temporary covers, temporary covers must be secured and labeled “hole.” Contractors are responsible for compliance with OSHA fall protection standards when working at heights such as on roofs, off of scaffolding, or when using aerial lifts.

8. New construction buildings and processes cannot be turned over to HRSD until all safety issues have been corrected. Contact the Safety Division for a safety walk through prior to the release of a new building or processes to HRSD.
9. Excavations and Trenching – Contractors involved in excavation work must be in compliance with OSHA Standards 1926.651 and 1926.652. Trenches 5 feet or greater in depth must have a protection system prior to employees working inside. Trenches or excavations 4 feet or greater in depth are required to have safe access and egress devices located within 25 feet of all workers. Open excavations must have adequate fall protection for personnel if greater than 4 feet and must have adequate protection if next to areas accessed by vehicles. If an HRSD employee must enter a Contractor’s excavation and is unsure about its safety, they must contact the Safety Division immediately. Contractors are responsible for evaluating their trenches or excavations for a safe atmosphere. Contractors are responsible for identifying existing utilities in areas in which they plan to dig. Contractors are responsible for not getting too close to overhead electrical lines with construction equipment.
10. Fire Protection Systems – Anytime a contractor’s work may impact installed fire detection or protection systems, the HRSD work center, Safety Division, and Facilities Maintenance must be notified.
11. Housekeeping – The contractor is responsible for the overall housekeeping within their work areas.
 - a. All exit doors, electrical panels, fire extinguishers, emergency eyewash/showers must have clear access maintained for emergencies.
 - b. Trash and debris must not accumulate nor impede travel on designated walkways.
 - c. Weeds and grass must be maintained during the project by the contractor in their designated areas so as not to create fire hazard or harborage of vermin.
12. Outside Contractor Briefing – All contractors working at an HRSD Plant or Pump Station will be given an Outside Contractor Briefing by the Plant Superintendent or HRSD Safety Division prior to starting work. The briefing will cover the following:
 - a. HRSD Safety Rules
 - b. Evacuation Procedures
 - c. Chemicals on site
 - d. HRSD Safety Programs relevant to the work that is being done
 - e. Personal Protective Equipment (PPE) Requirements for location
13. Asbestos Awareness Program. HRSD’s program objectives include employee awareness of regulations, health issues, and proper procedures for working around and handling products, or materials containing asbestos. The following table is a check list that should be used on each project. For existing HRSD buildings contact the HRSD Safety Division for a list of building materials which contain asbestos.

Asbestos Check List

Concerns:	Yes	No	Unsure
Is there asbestos in the building, is the roof made of asbestos, or is the pipe made of asbestos? (If unsure, contact Safety Division)			
Will the identified asbestos need to be removed or disturbed?			
Is the asbestos removal contractor licensed within the State of Virginia?			
Has the contractor submitted proof of their license?			
Is the asbestos removal job within a building? If "yes", HRSD will need to hire a separate Project Monitor to perform air sampling within HRSD Building.			
Will over 10 linear feet or 10 square feet of asbestos pipe or friable asbestos be removed? Will over 5,585 feet of asbestos roofing be removed? If so, the asbestos removal contractor will need to notify the state of Virginia 20 calendar days ahead of time. (Make sure notification was made.)			
Will the contractor be using OSHA approved removal techniques (i.e. wet methods)? If unsure, contact Safety.			
Does the Contractor's plan include bagging or poly-wrapping the asbestos waste? The handling method and protocol is required in the plan.			
Has the Contractor been specifically instructed to provide HRSD with a manifest stating which landfill the asbestos waste was taken to for disposal? This manifest is a required submittal.			
If you checked "unsure" on any of the above items, contact the Safety Division for assistance.			

End of Section