



DEPARTMENT OF THE NAVY
FLEET READINESS CENTER EAST
PSC BOX 8021
CHERRY POINT NC 28533-0021

FRCEASTINST 5000.1C
JC20000-AMB
29 APR 2024

FRC EAST INSTRUCTION 5000.1C

From: Commanding Officer, Fleet Readiness Center East

Subj: VISITOR/CONTRACTOR SITE SPECIFIC RULES AND COMPLIANCE

Ref: (a) NAVFAC P-307
(b) FRCEASTINST 5500.1L
(c) FRCEASTINST 11200.1G
(d) FRCEASTINST 5100.2P
(e) FRCEASTINST 5102.2F
(f) FRCEASTINST 5090.1G
(g) FRCEASTINST 4790.11K
(h) FRCEASTINST 10290.1S
(i) 29 CFR 1904
(j) EM 385-1-1, United States Army Corps of Engineers Safety and Health Requirements Manual
(k) FRCEASTINST 5100.7C
(l) 29 CFR 1926
(m) CSP 03-01-003, Voluntary Protection Programs: Policies and Procedures
(n) OPNAVINST 5100.23

Encl: (1) Fleet Readiness Center East Information Brochure
(2) Contract Performance Requirements
(3) Fleet Readiness Center East Safety Requirements for Contractors Booklet

1. Purpose. The Commanding Officer of Fleet Readiness Center East (FRC East) has established a goal of providing a safe, secure, and environmentally sound workplace for every civilian, military, contractor, and visitor at all FRC East facilities. This instruction provides guidance concerning the communication and compliance with safety, environmental, and security rules by all visitors and nested contractors prior to authorization of entry into FRC East. This instruction defines visitors as those who are not performing tasks under a contract and are not a full time employee at FRC East. Visitors include vendors who are coming in for a job purchased via a credit card or purchase card, military not assigned to FRC East, auditors, instructors, family, and friends. Visitors are not issued payroll numbers. A nested contractor (also known as “embedded”) is defined as a contractor who reports at FRC East on a daily basis, is supervised by an FRC East supervisor, and works side-by-side with federal employees. All other non-nested contractors are considered visitors. All rules documented in this instruction are in accordance with references (a) through (n).

2. Cancellation. FRCEASTINST 5000.1B

3. Summary of Changes. There are no process or procedural changes only updates to Missioned Aligned Organization (MAO) structure, removing cancelled references, and updating and adding enclosures.

4. Scope and Applicability

a. This instruction applies to all FRC East supervisors, managers, and individuals involved in the contracting process, such as, but not limited to, individuals who provide requirements for the Performance Work Statements (PWS) or those involved in the Source Selection process.

b. All individuals who enter the facility are required to comply with all federal, state, local, and site specific safety, environmental, and security requirements and the terms and conditions provided in enclosures (1) through (3). All FRC East supervisors, managers, and employees are to report issues of non-conformance through the proper chain of command and the appropriate Contract Project Manager, Contracting Office Representative (COR), and/or appropriate Contract Representative.

c. Any visitor/contractor not willing to acknowledge receipt of the enclosure (1) and document willingness to comply will state such prior to submission into the visitor request database and shall not be authorized to enter. Any individual found to not comply with this instruction and the rules herein will be asked to immediately halt work and will be referred to the appropriate Contract Project Manager, COR, and/or appropriate Contract Representative. Actions that may be taken by FRC East due to visitor/contractor noncompliance may include removal of authorization to enter the facility, an unsatisfactory rating via the Contractor Performance Assessment Reporting System (CPARS), and/or addition of company into Excluded Parties List System (EPLS) maintained by the General Services Administration, located at <https://www.gsa.gov>.

5. Responsibilities

a. Documentation of Noncompliance. All FRC East supervisors/managers who observe or are advised of noncompliance regarding safety, environmental, quality, or security rules will notify the Facility and Plant Maintenance Division (JC22000) Call Desk (Maintenance Call Desk) at (252) 464-7654. The Maximo® Work Order number annotated on the shop posted FRC East Form 5000/10, "Contractor Work Notice (Shop Copy)," must be known and referred to during the call. This Maximo® Work Order number communicates the Contract Project Manager, COR, and/or appropriate Contract Representative by name and allows for documentation and feedback.

b. Individuals with Purchase Cards. All levels of supervision and employees of FRC East with purchase cards will be thoroughly familiar with the contents of this instruction and its enclosures. They will ensure implementation and enforcement of this instruction if the purchase includes visitor/contractor site visits.

c. All Individuals Writing Statements of Work

(1) Inclusion of Requirements into Contract. Individuals providing requirements to be included in PWS or contracts will review enclosure (2) and request that any relevant provisions be included in the PWS, the contract, and/or the Source Selection Plan. The individual will check the relevant provision on enclosure (2) and forward it to the appropriate procurement office with the procurement package or include the verbatim language listed in the quotations. All requirements in enclosure (1) must be included.

(2) Ensure Safety and Health Considerations are Addressed. Safety and health considerations shall be addressed during the process of selecting contractors. This includes a review of the contractor's mishap rates.

(3) Ensure Environmental Considerations are Addressed. Environmental considerations shall be addressed during the process of selecting contractors.

(4) Ensure Quality Considerations are Addressed. Quality considerations such as tool control and control of foreign object debris (FOD) shall be addressed during the process of selecting contractors.

(5) Ensure Documentation of All Certification Training/Licensing are Addressed. A statement requiring that documented proof of all certification training/licensing listed in the contract, be available while on the job site, shall be included in each FRC East PWS, Contract, or Source Selection Plan.

d. Managers Who Utilize Nested (Embedded) Contractors

(1) All nested/embedded contractors shall be entered into the Enterprise Safety Application Management System (ESAMS). The FRC East supervisor for the contractor employees shall assign duty tasks as required and ensure that required security, safety, and environmental training, as well as area/specific training is completed. Documentation of completion of training for nested contractors will be accomplished via ESAMS. FRC East management will report any noncompliance through the normal chain of command and to the appropriate Contract Project Manager, COR, and/or sponsor.

(2) Accident Reporting of Nested Contractors. Management will report accidents of nested contractors in accordance with accident reporting procedures. Job hazard analysis requirements will be performed as needed.

e. All Individuals Who Submit Visit Requests into FRC East Visitor Entry Database. All individuals who are authorized to submit data into the FRC East Visitor database will ensure distribution of enclosure (1) to the visitor prior to annotating visitor information into the database. Annotating the completion of distribution and agreement of compliance with enclosure (1) is a required field in this database. Enclosure (1) may be communicated via FRC East visitor brochure. These documents can be found on the external and internal web pages for the facility.

f. All Contract Project Managers for FRC East Projects

(1) Communicate Contract Work Being Performed. Ensure a Maximo® work order is submitted prior to assigning any type of maintenance activity to a contractor within FRC East.

(2) Accomplish Contract Work Notice. Complete all items on FRC East Form 5000/10 except for “Shop Point of Contact Acknowledging Receipt” lines, prior to contractors accomplishing any type of maintenance activity within FRC East. Provide the original of this form to the contractor and attach a copy to the Maximo® work order.

(3) Notification of Shop Point of Contact. Ensure that the contractor is aware that the shop copy of FRC East Form 5000/10 must be signed by a shop point of contact, located in the work area prior to initiation of work. In cases where there is no shop point of contact available (e.g. roof work/construction of new facility), the project manager is permitted to sign as the shop point of contact. The Contractor Project Managers shall provide any guidance necessary to ensure that the notice is signed and posted conspicuously in the area where work is being performed. The duplicate lower half of FRC East Form 5000/10 must be available by the contractor upon request.

(4) Investigate Noncompliance. Investigate and assess severity of noncompliance issues in communication and coordination with the COR. Take actions consistent with the nature and severity of the noncompliance issue(s), including communication and coordination of the investigation of noncompliance issues with the appropriate FRC East Compliance and Quality Division. Document investigation and corrective actions taken via an attachment to the related Maximo® work order. Depending upon the results of a severity assessment, documentation may also be required in CPARS and/or EPLS, located at <https://www.gsa.gov>.

(5) Notification to the FRC East Hazardous Material Program Manager (JC61200). The FRC East Project Manager shall notify the FRC East Hazardous Material Program Manager prior to work on all industrial above ground storage tanks and process tanks.

(6) Notification to the Environmental Management System (EMS) Program Manager (JC61100). The FRC East Project Manager shall ensure all signed EMS & Me Awareness training completion sheets are provided to the FRC East EMS Program Manager either by hard copy or electronically scanned and forwarded.

(7) Notification to the Weight Handling Equipment (WHE) Certifying Official (JC22100). The FRC East Project Manager shall notify the WHE Certifying Official of any WHE accident upon notification by the contractor. The FRC East Project Manager will also ensure that a Crane Rigging Gear Accident Report located in section 12 of reference (a) is completed and submitted to the WHE Certifying Official consisting of a summary of circumstances, an explanation of cause(s), photographs (if available), and corrective actions taken. This accident report is required regardless of severity upon notification from the contractor, preferably within twenty-four hours of notification by the contractor.

(8) Notification to the Safety and Occupational Health Division (JC62000). All contractors performing work at FRC East shall be reported to the Safety and Occupational Health Division prior to beginning work. If the contractor is classified as an “applicable contractor”, several requirements are necessary to include a safety plan, a safety point of contact, and annual mishap rate charts forwarded to the Safety and Occupational Health Division at the end of the calendar year. Additionally, all contractors shall be briefed on the FRC East Safety and Voluntary Protection Program (VPP) Procedures.

g. Security Division (JC11000)

(1) Maintaining Agreements. The Security Division will maintain the FRC East Visitor database to document contractor/visitor notice of the requirements in enclosure (1).

(2) Investigate Noncompliance of Security Requirements. The Security Division will investigate reports of visitor, contractor, or nested contractor noncompliance of security related issues in accordance with references (b) and (c) and document the allegations, facts, findings, and a severity assessment in a FRC East Form 5521/7, “Incident Compliant Report (ICR) Worksheet.” Copies of FRC East Form 5521/7 can be requested by the Contract Project Manager and/or appropriate Contract Representative.

(3) Providing Expertise. The Security Division will provide expertise in security requirements for developing statements of work/contract development.

h. Safety and Occupational Health Division (JC62000)

(1) Investigate Noncompliance of Health and Safety Requirements. The Safety and Occupational Health Division shall promptly investigate any report of a visitor/contractor noncompliance with safety issues in accordance with references (d) and (i). The specific provision(s) as well as enclosures (1) and (2) may need to be reviewed. Forward a copy of the findings to the Contract Project Manager or sponsor with a severity assessment.

(2) Provide Expertise. The Safety and Occupational Health Division shall provide expertise in safety and occupational health requirements for developing statements of work/contract development.

i. Environmental Division (JC610001)

(1) Investigate Noncompliance of Environmental Requirements. The Environmental Division will promptly investigate any report of a visitor/contractor noncompliance with environmental issues in accordance with reference (f). The specific provision as well as enclosures (1) and (2) may need to be reviewed. Forward a copy of the findings to those who are administrating the contract or sponsor of said visitor/contractor; forward a copy of the findings to the Contract Project Manager or sponsor; and provide severity assessment.

(2) Provide Expertise. The Environmental Division will provide expertise in environmental requirements for developing statements of work/contract development.

(3) Training. The Environmental Division shall make relevant FRC East Environmental training and EMS/International Organization for Standardization (ISO) 14001 training available for contractors.

j. Quality Assurance Division (JC63000). The Quality Assurance Division will promptly investigate any report of a visitor/contractor noncompliance with FOD and tool control issues in accordance with references (g) and (h). The specific contract as well as enclosures (1) and (2) may need to be reviewed. Forward a copy of the findings to the Contract Project Manager, sponsor, acquisition program specialist, or COR with a severity assessment.

k. Facility and Plant Maintenance Division (JC22000)

(1) Document and Forward Contractor Complaints. The Maintenance Call Desk shall document customer complaints of contractors via a Maximo® child work order and forward this Maximo® child work to the project manager and Acquisition Program Specialist or COR in the Acquisition and Procurement Division (JC46000). All contractor Maximo® work orders will have a copy of FRC East Form 5000/10 attached to provide the Maintenance Call Desk personnel information for forwarding of complaints.

(2) Report Inadequate Maximo® Documentation. If a complaint is received and proper documents are not annotated in Maximo®, the Maintenance Call Desk will notify the Facility and Plant Maintenance Division Head for investigation. The Facility and Plant Maintenance Division Head will utilize the electronic Continual Analysis and Metrics System to serve as the database to document internal noncompliance issues with this instruction.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Facility and Infrastructure Management Department will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40, "Review of Instruction." This instruction

will automatically expire 10 years after effective date unless reissued or canceled prior to the 10 year anniversary date, or an extension has been granted.

7. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per SECNAV M-5210.1, Department of the Navy Records Management Program.

8. Forms. The forms listed below are available on the CPWEB page under “Documents/Instructions/Forms, FRC East Forms.”

- a. FRC East Form 5000/10, “Contract Work Notice”
- b. FRC East Form 5521/7, “Incident Complaint Report Worksheet.” This is a controlled form and is password protected.
- c. FRC EAST Form 5090/20, “Maintenance Contractor Hazardous Material Inventory”

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WILLIAM R. DAVIS, JR.
By direction

Releasability and distribution: This instruction is not cleared for public release and is available electronically only via the FRC Instruction Master List page:

https://issctools.navair.navy.mil/IMS_Documents/MasterList/Default.cfm

FLEET READINESS CENTER EAST INFORMATION BROCHURE

Fleet Readiness Center East (FRC East) wishes to welcome you and ensure that all personnel are aware of the conditions and factors that affect the well-being of all those within this facility. This information brochure contains important information that is vital to the safety and health of yourself, and all others of this facility. If personnel are noncompliant with this information brochure they may be asked to leave the facility.

This Command is registered to the International Organization for Standardization (ISO) 9001, Aerospace Standard 9110, and ISO 14001 standards. To adhere to the standards required of these programs, FRC East must ensure that all individuals accessing the facility are aware of the conditions and factors that affect the well-being of all employees, temporary workers, contractor personnel, visitors, and any other person in the workplace.

ALL PERSONNEL

- In the event of an emergency, including hazardous material spills, the individual discovering the emergency shall call 911. If you are calling from a FRC East phone relay the grid number listed on the phone. If you are calling from a cell phone, state that this is a MCAS Cherry Point emergency at FRC East and relay the location.
- Badges will be issued by the Security Division (JC11000), located in Trailer 32, badges will be displayed at all times and shall be returned upon completion of visit/work. Every badge is considered Government Property and all lost badges will be reported to the Security Division.
- Report any injury/illness occurring on site to the contractor supervisor, who shall then notify the FRC East Safety Office immediately via the e-mail or phone number listed in this brochure.
- The facility must be kept clean and orderly at all times. Ensure that you place all waste in proper receptacles so the facility is maintained in a "clean as you go" condition.
- When in FRC East industrial areas, wear the personal protective equipment (PPE) required for that area. Requirements for PPE are generally marked but if there is uncertainty, check with the area supervisor. Typically, safety glasses with side shields and steel toed shoes are required in most shops.
- Smoking is NOT authorized while traveling from one facility location to another, while walking, or in a vehicle being operated anywhere within the FRC East compound. Absolutely no smoking on the property except in the "Designated Smoking Areas."
- Extra caution shall be taken around the flight line and aircraft turn-up areas to control trash, debris, and materials. Additionally, all personnel on the flight line must be continuously alert and stay clear of helicopter and jet operations in progress.
- Vehicles must not obstruct aircraft movement or other daily operations.

- Safety, security, and environmental infractions shall be reported to the appropriate office immediately via the telephone number provided herein. If an injury requires immediate care, call 911.
- If an emergency situation occurs which would endanger the health or safety of personnel, the area shall be evacuated. Reentry to affected buildings will be at the direction of uniformed guards, fire department, or safety office personnel only.
- Decisions to evacuate will be from the FRC East Commanding Officer or their representative. Visitors/contractors along with non-essential facility personnel, south of Harrison Drive, adjacent to building 4224, will evacuate the facility first. Fifteen minutes later, visitors/contractors south of Curtiss Road, between buildings 83 and 84, will evacuate the facility. Fifteen minutes later visitors/contractors north of Curtiss Road will evacuate the facility.
- Cellular phones and photographic equipment are not authorized within FRC East unless they are approved in advance by the Security Office. Cellular phones may be used on roof areas for emergency purposes only.
- All vehicles must have proper passes, and no pass may be transferred between vehicles, passes will be issued by the Security Division.
- All vehicles will follow posted speed limits.
- Personnel are strictly forbidden to introduce any substance into the storm drain system including catch basins, roof drains, and floor drains.
- All facility entrants are responsible for the control and accountability of tools, equipment, consumables, and miscellaneous materials, in, on, and around the facility and shall be responsible throughout a contracts period of performance. Upon completion they are responsible for removing the items referenced above to ensure they are not left as "foreign objects."
- In case of a utility emergency on weekends or after normal work hours, call Public Works, (252) 466-4363.
- The use of gasoline is prohibited for any purpose other than fueling motor vehicles. All gasoline-powered vehicles are prohibited inside FRC East buildings.
- Buildings 137, 188, 4224, 131, 4247 and 245 are classified as hazardous areas and have special requirements. Do not utilize any ignitable items, items powered by electric motors or internal combustion engines unless they are determined to be suitable to the conditions of the buildings.

POINTS OF CONTACT

- | | |
|---------------------------------|----------------|
| •Safety and Occupational Health | (252) 464-7015 |
| •Fire Department | 911 |
| •Fire Department Dispatch | (252) 466-3616 |

•Facility and Plant Planning Division	(252) 464-7653
•Quality Assurance Division	(252) 464-9397
•ISO 14001 Management Representative	(252) 464-9814/or 464-8412
•Security	(252) 464-7999
•Hazardous Material Program Manager	(252) 464-8051
•Environmental Office	(252) 464-8042
•Acquisition and Procurement Office	(252) 464-7641

SPECIAL NOTES FOR WORK PERFORMED UNDER GOVERNMENT PURCHASE
CARD:

1. Access requirements applicable to visitors are identified as a condition for entry to the facility and not as work performance requirements. As such, they apply to all persons entering the facility for all purposes.
2. Purchase card transactions do not provide for special terms and conditions. Therefore, any work performed under a purchase card that encounters work site risks involving safety, health, security, foreign object debris, and environmental concerns shall be immediately halted and the appropriate office identified in this brochure shall be immediately contacted/notified of the issue. Also, the purchase card holder shall be contacted for guidance before returning to work.

CONTRACT PERFORMANCE REQUIREMENTS

All personnel drafting Performance Work Statements (PWS) or other contract work requirement documents shall ensure that all requirements identified herein are included in all PWS and forwarded with the procurement package to the cognizant Procurement Office.

1. Enclosures (1) and (2) of this instruction must be included as an attachment or referred to and made available in all contracts requiring on-site performance at Fleet Readiness Center East (FRC East). A statement in all contracts will state that “Documented proof of all required certification training/licensing listed in the contract shall be available upon request by their Contracting Officer Representative or any auditor.”

a. All personnel working on site at the FRC East must document their receipt and review of the information listed in FRCEASTINST 5000.1C annually.

b. All contractors performing work on FRC East’s behalf and who have 10 employees at any time during the past calendar year, whose employees worked 1,000 or more hours in any quarter shall furnish FRC East their Total Case Incidence Rate for recordable nonfatal injuries and illnesses and their days away from restricted work activity, and/or job transfer rate for the past three years. These contractors are classified as “Applicable Contractors” (contractors who provide their own supervision, have a safety plan in place, and furnish their own safety representative.

c. Foreign object (FO) is defined as any article or substance alien to the aircraft or assembly which is allowed to invade the product. Foreign object damage (FOD) is the damage that occurs due to these FOs. All FRC East work sites shall be maintained in such a manner as to prevent FOD to aircraft and/or aircraft components. Work sites shall be kept clean at all times. All debris, scrap material, tools, and equipment will be cleared from the work site as work progresses. At no time shall hoses, power cords, materials, etc. be permitted to create tripping hazards in areas of the work site.

d. In cases where a contractor supervisor determines that solving a safety or health problem is beyond their control, but within the control of FRC East, the contractor shall notify the appropriate point of contact identified in the contract.

e. All contractor employees performing work on site at FRC East shall immediately report any safety, security, or environmental violation to their contractor supervisor, as well as the cognizant FRC East Safety/Security/Environmental Office. The initial FRC East notification can be made via phone or e-mail and should include as many applicable details as possible (date, time, identification numbers, tags, company, etc.). This initial notification shall be made as soon as possible. A safety incident will require the contractor to complete and submit an incident memo to the appropriate point of contact identified in the contract, with a copy to the FRC East Safety Office within twenty-four hours of the accident/incident. This incident memo will include the full name of the person involved in the incident, age, sex, job title, the name of the employing

company and the contract number and title. In addition, this memo will include the severity of the illness or injury, indirect cause(s) of the accident, and whether personal protective equipment was available and used.

f. Contractor supervisors shall take the FRC East Environmental Management System Awareness training (EMS & Me) available on the external FRC East Web Page, and convey the information to their personnel prior to entry into FRC East and annually thereafter (depends on the length of the contract). This training shall be documented with course name, date completed, employee name and signature. Contractor personnel may use company training completed documents (as long as the information requested is provided) or request a copy of FRC East training sheets via the Contract Project Manager.

g. All contractors and sub-contractors working within FRC East shall develop and operate effective safety and health programs.

2. Optional Items. Check all that apply.

☐ If work being performed can be considered a maintenance/construction activity, work documents shall include the following language: "Work areas utilized by contractors shall be provided an FRC East 5000/10, "Contract Work Notice," by their project manager. This work notice requires the contractor to notify a point of contact in the shop where they will be accomplishing work and document this notification on the appropriate portion of this notice. One completed notice shall be posted conspicuously in the area prior to performance of work. A copy of this notice will be available by the contractor upon request at all times. Contract Project Managers will address any issues regarding completion or duplication of this form."

☐ If work being performed requires tasks performed above occupied areas, work documents shall include the following language: "Work above or anywhere near aircraft or passageways shall be avoided whenever possible. If this is not possible, the cognizant shop supervisor shall be informed so arrangements can be made to protect, move, or evacuate assets from the area to minimize foreign object debris potential. The area below the elevated work area shall be adequately marked and barricaded at all times. Under no circumstances shall work be performed over unprotected spaces. Standards listed in the Department of the Navy Fall Protection Guide for Ashore Facilities shall be complied with."

☐ If work being performed takes place in the following critical areas: Rotor Head Shop; Ordnance/Survival Shop; Aircraft Paint Shop and Aircraft Clean Shop; Aircraft Engine Shops; all shops in Building 4225 (Blade Vane); and all MRO Production aircraft hangers, work documents will include the following language: "Constant control of tools and materials is required at all times."

☐ If work takes place in other than the above listed areas, work documents shall include the following language: "Tools and hardware will be controlled at all times to prevent migration out of the work site. Lost tools shall be reported to the tool control manager at (252) 464-9741. Tools found unattended will be confiscated and reported to the contracting officer."

- If the work taking place is construction work, work document shall include the following language: "You must comply with the Safety and Health Requirements Manual published by the U.S. Army Corps of Engineers (EMM 385-1-1)."
- If work performed includes hot work, work documents shall include the following language: "Contractors will not perform hot work until the MCAS Fire Department issues a Hot Work Permit. The Fire Department number is (252) 466-2241."
- If work causing airborne hazards will take place, work documents shall include the following language: "Work causing airborne hazards shall be controlled as directed by EM 385-1-1, section 06.A.04b."
- If work performed is considered construction, repair or maintenance work, the work documents shall include the following language: "Construction, repair, or maintenance work requires the contractor designation of an on-site safety representative in accordance with EM 385-1-1."
- If work performed includes construction, demolition, roofing, scaffolding; high voltage electrical, confined space, painting, paint removal, asbestos and other high hazards work, the work documents shall include the Accident Prevention Clause as stated in Federal Acquisition Regulation and require compliance with reference (k). By adding this requirement, the contractor is to implement EM-385-1-1 and provide an Accident Prevention Plan and develop an Activity Hazard Analysis for each phase of work at least fifteen days prior to the scheduled pre-construction meeting. Additionally, as directed by reference (k), all contractors requiring Lock-out/Tag-out processes and entering a confined space are required to submit their Lock-out/Tag-out Program and Confined Space Program to the FRC East Program Managers for review. These FRC East Program managers will also share any required information of FRC East like programs as required. Contact numbers for these items is included on FRCEASTINST 5000.1C, enclosure (1).
- If work on the flight line is performed, the work documents shall include the following language: "Personnel working on the flight line must be continuously alert, and stay clear of helicopter and jet operations in progress."
- If work performed requires use of hazardous materials, the work document shall include the following language: "The contractor shall maintain an inventory of hazardous material used on the FRC East Form 5090/20, "Maintenance Contractor Hazardous Material Inventory." A copy of this shall be submitted to the Hazardous Material Program Manager in the Environmental Division (JC61000), Building 154, monthly, or at the completion of the job, whichever occurs first. Copies of all Safety Data Sheets (SDS) shall be maintained on site at all times and in the contractor's on-site office or in the contractor's work truck (if used as a field office). These SDSs are required in the event of emergency or spill incident."

- If work performed requires any modification to an air pollution control device, the work document shall include the following language: "Work requiring any modification to an air pollution control device must be approved in advance by the Air Quality Program Manager. These devices are marked with a 5" x 9" red placard and a contact number, (252) 464-7690 or (252) 464-8412."
- If work performed shall impact ventilation systems or fans, the work document will include the following language: "Work accomplished that will impact ventilation systems or fans will require prior notification of the Air Quality program manager; at (252) 464-7690 or (252) 464-8412. These systems are continuously monitored."
- If work will be performed by a nested contractor, the work document shall include the following language: "The contractor will report completion of required training as well as area/task specific training by nested contractors. Information on completion of this training will be forwarded to the FRC East shop supervisor of the area where the contractor is nested within. A nested contractor is defined as a contractor that has a payroll number and performs/clocks work in the same manner dictated of permanent shop employees."
- If work performed entails the use of fuels, work documents: shall include the following language: "Gasoline is prohibited for any purpose other than fueling motor vehicles. All gasoline-powered vehicles/equipment are prohibited inside the FRC East buildings. In addition/diesel or propane-powered equipment or vehicles used inside must have an approved Exposure Control Plan in place before work can begin. Approval of this Exposure Control Plan is accomplished through the contractors Accident Prevention Plan, reviewed by FRC East Industrial Hygiene, (252) 464-7037."
- If work performed generates a hazardous waste, work documents shall include the following language: "The contractor is responsible for collection, storage, and disposal of all hazardous waste generated. Additionally all hazardous waste shipped off site, requires a Hazardous Waste Manifest. This manifest must be signed by the Marine Corps Air Station (MCAS) Cherry Point's Environmental Affairs Department. The MCAS Cherry Point's Environmental Affairs Department's phone number is (252) 466-3631. Contractor's requiring additional information regarding the proper collection, storage and disposal of hazardous waste can contact Environmental Division at (252) 464-8042 or (252) 464-8412."
- If work performed is to take place in either hangar 1 or 3 of building 137, the hangar in building 188, the hangar in building 4224, hangar 131 south, or identified areas warehouse 4247 the following language shall be included in the work documents, "The work on this document is to take place in a Class 1 Division 2 location up to a level of 18 inches above the floor. Items powered by electric motors or internal combustion engines that are not marked as approved by the manufacturer (DS, EE, DY, DX, EX, LPS, GS, CNC, GS/CNC or GS/LPS) will not be permitted for use."
- If work performed is to take place in building 245, Paint Hangar, the following language shall be included in the work documents, "The work listed on this document is to take place in a Class

1, Division 1, hazardous area. Items powered by electric motors or internal combustion engines that are not marked and approved by the manufacturer as DX or EX will not be permitted for use.”

□ If work performed is to take place in an area that is listed on the Heavy Metals Industrial Hygiene (IH) Survey, HMC-004, located on FRC East Safety Web page HMC-001 through HMC-007 shall be included in the work documents and the following language shall be included, “The work listed on this document is to take place in an area where exposure to airborne concentrations of a heavy metal exceeds, or can reasonably be expected to exceed, the permissible exposure limit. Fleet Readiness Center compliance documents have been included in this work package and shall be complied with.”

□ If work performed concerns FRC East Industrial Pipe Systems, the following language shall be included, “All pipe systems at Fleet Readiness Center (FRC) East shall be labeled per the American Society of Mechanical Engineers (ASME) A13.1, Scheme for the Identification of Piping Systems. The contractor shall contact FRC East Hazardous Material Program Manager at (252) 464-8051 for any deviation from the ASME 13.1 prior to construction and inspection of labeling by FRC East Hazardous Material Program Manager. This inspection is required prior to government acceptance.”

□ If work performed concerns FRC East Industrial High Pressure piping containing compressed gases, high pressure air, high-pressure hydraulic fluid or other high pressure contents, the following language shall be included, “Identification of the pressure of contents in pipe must be labeled using Dura Label Premium Vinyl Tape, or equivalent with prior approval by the FRC East Hazardous Material Program. Labels shall be applied to clean dry surfaces. Inspection of labeling by the Fleet Readiness Center East Hazardous Material Program Manager is required prior to government acceptance.”

□ If work performed concerns existing FRC East Industrial Piping Surfaces the following language must be included, “Surfaces exhibiting deteriorated paint or deteriorated insulation and surfaces exhibiting rust/corrosion should be properly repaired prior to placement of labels. Abandoned piping shall be labeled “Not in Use” and inspection of labeling by Fleet Readiness Center East Hazardous Material Program Manager is required prior to government acceptance.”

□ If work performed concerns existing FRC East Industrial Piping the following language must be included, “Prior to construction, the contractor shall contact the FRC East Hazardous Program Manager for piping systems containing industrial waste and modifications to existing pipe systems.”

□ If work performed concerns installation of pipe, conduit, cables, wiring, or if any painting or blasting is to be conducted on or in the vicinity of any shop cranes, inside or around the buildings of FRC East, prior approval must be granted by either the Weight Handling Certifying Official or Chief Crane Engineer. Hands-on work involving any crane at FRC East, including protective wrapping, will require specific written instruction from the Certifying Official or Chief Crane

Engineer. To obtain permission or instructions, call the FRC East Maintenance Call desk at (252) 464-7654 and provide the required information for a work request submittal for the Weight Handling Team.

□ If work performed requires the usage of cranes, hoists and/or rigging gear, whether contractor furnished or government, the following language must be included, "Contractors shall notify the Contracting Officer as soon as practical but no later than four hours after any Weight Handling Equipment (WHE) accident, secure the accident site and protect evidence until released by the contracting officer. The contractor shall conduct an accident investigation to establish the root cause(s) of any WHE accident. Crane operations shall not proceed until cause is determined and corrective actions have been implemented to the satisfaction of the contracting officer. Within thirty days of the accident, the contractor will ensure that the contracting officer has been forwarded all the required information to complete required reports to include a summary of circumstances, an explanation of cause(s), photographs (if available), and corrective actions taken."

Fleet Readiness Center East Safety Requirements for Contractors

**Fleet Readiness Center East - Safety & Occupational Health Division
(252) 464-7015**



FOREWORD

The Fleet Readiness Center East (FRC East) has made a commitment to achieve and maintain STAR status in the Occupational Safety and Health Administration's (OSHA) Voluntary Protection Program (VPP). Management and the local employee Unions have established a partnership to implement VPP concepts to achieve excellence in Safety. As such, the following requirements apply to all work performed on site by contractors and subcontractors:

Contractors/Subcontractors shall:

1. Provide a safe and healthful work environment for their employees.
2. Comply with all OSHA and state standards that apply to the work performed.
3. Train employees in relevant hazards, hazard control methods including personal protective equipment (PPE), fire/emergency procedures, employee rights under OSHA, and FRC East's participation in VPP.
4. Require their employees work safely, follow applicable safety rules, standards, regulations, and contract provisions, and take meaningful and effective action to hold employees accountable for noncompliance.
5. Review worksites daily to identify existing workplace hazards and to ensure employees are following prescribed safety procedures. Where hazards are found, either promptly correct them or implement interim controls to protect employees until they are corrected.
6. Record and report all employee injuries as required by 29 Code of Federal Regulations (CFR) Part 1904, "Recording and Reporting Occupational Injuries and Illnesses" or applicable state OSHA requirements.
7. Notify FRC East (or the designated safety representative for work performed at remote sites) as soon as practicable upon determination that an OSHA Recordable injury, as defined by 29 CFR Part 1904, has occurred during the performance of work at FRC East.
8. Follow the posted provisions of the building's Emergency Action Plan (EAP) for any mishap, incident, or emergency situation.
9. Take aggressive action when notified of serious/recurring safety problems, including removing employee(s) and/or equipment from FRC East, or suspending work (including subcontractor activities) pending satisfactory resolution of said safety problems.
10. Comply with all Navy and FRC East explosives safety policies and directives when performing work in explosives operating buildings and work areas.

11. Establish an explosives handling personnel qualification and certification program when performing services involving ammunition and explosive materials on behalf of FRC East.
12. Provide upon request formal written certification of the qualifications of those personnel authorized to handle or physically interact with ammunition and explosives at FRC East.
13. Comply with NAVFAC P-307 and FRC East weight handling safety policies and directives when performing work while using cranes, multi-purpose hoisting machines, material handling equipment (forklifts), construction equipment when used like cranes to lift suspended loads, and any associated rigging equipment.

Contractor/Subcontractor Employees shall:

1. Comply with safety rules, standards, regulations, postings, boundaries, and instructions of competent safety, health, and emergency response officials.
2. Report unsafe conditions and safety hazards to their supervisor.
3. Report all on-the-job injuries in accordance with company policy.
4. Mentor co-workers in safety and health.
5. Locate and review the emergency bill posted in any facility in which they work, and promptly evacuate to the designated muster point in the event of a fire/emergency alarm.

Potential hazards at FRC East will vary with the work being performed and geographic location of the work site. In general terms, the hazards will typically consist of: noise exposure, eye/sight/foot hazards, ergonomic hazards, slips/trips/falls, tool/equipment hazards, hazardous materials usage/spills, explosives, reproductive hazards, falls from heights, confined spaces, radio frequency radiation, industrial machinery and equipment, compressed/cryogenic gases, electrical hazards, weight handling evolutions using cranes, ionizing radiation equipment and operations, and lasers. Each contractor is required to perform a job-specific hazard assessment to identify the potential hazards of the work to be performed; ensure controls are implemented as needed to protect their employees; train employees on the hazards and controls; and collect, evaluate, and communicate personnel exposure data (e.g. noise, chemical exposures, toxic metals exposures, etc.), as required. With the exception of contracted support for repair, maintenance, disassembly, and assembly of ordnance, all PPE required to protect contract employees from workplace hazards is solely the responsibility of the contractor. As such, the contractor is responsible to provide, maintain, identify, train, and separately store their PPE from government issued PPE.

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SECTION 1

This section sets forth requirements for contractors. It specifically addresses contractor responsibilities, certification requirements, safety programs, required meetings, safety and health professional support, inspection requirements, accident and incident investigating and reporting, annual summary reports, training requirements, and dismissal of employees who refuse to comply with occupational safety and health requirements. This section also provides general information on the role of FRC East and identifies the principal government points of contact.

INTRODUCTION

1. FRC East Safety Information

The mission of the FRC East, Safety & Occupational Health Division (JC62000) is to:

- a. Work toward providing a safe and healthful living, learning, and working environment for every member of the FRC East community by assuring safe work practices through educating, training, and assisting individuals and departments.
- b. Help individuals and departments achieve compliance with all state and federal health and safety regulations and local policies as economically as possible.
- c. Act as liaison with external regulatory agencies, and to monitor FRC East compliance with mandatory health and safety standards where necessary.

Note: The local Safety Office and designated safety representatives are prohibited by the Department of Navy Policy from assuming a regulatory oversight role relative to contractor safety activities and performance. Stop work orders may only be issued to contractors via government personnel when there is an immediate life-threatening danger or a likelihood of damaging government property.

2. Purpose

Safety Requirements for Contractors and Subcontractors was written to ensure the safety of FRC East employees and the public who may be in proximity to renovation, demolition, construction, installation, or maintenance and repair operations conducted by contractors or subcontractors. This document is also intended as a guide for those in-house contractors providing technical, administrative, production, industrial, and supply support to FRC East. Every contractor is expected to take steps as necessary to protect the safety and health of their employees as well as FRC East personnel, and visitors during the performance of their work. Each contractor that coordinates the work of subcontractors shall ensure that they abide by the requirements outlined herein.

Special Considerations for a Blended Workforce: A blended workforce is one in which contractor employees work side-by-side with federal employees, or as part of a production team performing the same functions that are normally performed by government employees. In these situations, it is important to remember that although these employees may look and act like federal employees, they are not. This means that the contractor, not the government is solely responsible for ensuring the health and safety of these employees. They will not receive equipment or services from the FRC East Safety and Occupational Health Division, or the FRC East designated safety representatives at the remote operating sites. The contractor is responsible for their employee's safety and health and shall comply with Federal and State OSHA regulations and maintain an active Accident Prevention Program that complies with Federal and State requirements. The contractor shall have a safety bulletin board posted in a common area that provides points of contact for safety and health issues as well as the Summary of Work-Related Injuries and Illnesses (OSHA form 300A) and the Job Safety and Health (OSHA form 3165) federal posters, as required by OSHA. Applicable regulations include 29 CFR Part 1910, Occupational Safety and Health Standards, Part 1925 (Safety and Health Standards for Federal Service Contracts), and Part 1926 (Safety and Health Regulations for Construction).

3. Application

Through their contracting representatives, each Department that coordinates or uses the services of a contractor to perform maintenance, repair, installation, renovation, construction, technical work, production support, or supply operations is expected to designate one or more persons to coordinate these services within their department. These project managers or project coordinators must ensure that the Contract Officer Representative (COR) is informed of the presence of any hazards in or near the work area so that the information is passed to the contractor. Prospective contractors can contact the FRC East, Safety and Occupational Health Division for clarification and/or an explanation of the type of hazards that their personnel are likely to be exposed to at all work sites. Designated safety representatives/points of contact are also knowledgeable of workplace hazards at the remote operating sites. Any information provided by the government does not relieve or alter the contractor's responsibility to identify hazards, assess risks, and take corrective actions to reduce or eliminate the risk(s) to acceptable levels for their own personnel.

4. Scope

These requirements apply to all FRC East facilities, and to all work performed by contractors or subcontractors in support of FRC East mission processes. This includes repairs and upgrades to FRC East controlled facility infrastructure or equipment.

GENERAL REQUIREMENTS

A copy of this document shall be made available upon request to prospective bidders/offerors at the pre-bid/pre-proposal conferences for the work. This document shall be either included with,

or referenced in, the contract documents.

Submittals, where required from the contractor by this document, shall be made in writing directly to the COR. Submittals shall be made sufficiently in advance to avoid delay of the project. Where review, approval, or coordination of submittals is required, submittals shall be made at least 10 working days prior to the start of the project unless prior arrangements have been made. Post-job submittals, where required as outlined in this document, shall be made no later than 15 working days after completion of the project or as specified herein.

In-house contractors shall provide the COR with emergency contact phone number(s), usable 24 hours a day, for the contractor's representative. These phone numbers shall be provided to the FRC East Safety & Occupational Health Division, via e-mail to the Safety and Occupational health Division Director or Deputy Director.

Additionally, all in-house contractors who work 1000 hours or more in any given quarter shall provide the following work-related injury and illness information in the format provided below to the COR before the end of January of each year (see note below for contractors providing support to FRC East remote operating sites. Report applicable contractor injury and illness experience only for work at FRC East Sites. The North American Industry Classification System (NAICS) code should reflect the applicable contractor's primary work activity at FRC East, and not necessarily the contractor's corporate NAICS code.

Applicable Contractor Recordable Nonfatal Injury and Illness Case Incidence Rates (for use by site-based non-construction participants) (for the applicable contractor's work at FRC East)						
Name of Applicable Contractor:						
NAICS Code (for applicable contractor's work FRC East):						
1	2	3	4	5	6	7
Year	Total Number of Employees*	Total Work Hours	Total Number of Injuries & Illnesses	Total Case Incidence Rate for Injuries and Illnesses (TCIR)	Total Number of Injury & Illness Cases Involving Days Away from Work, Restricted Work Activity, and/or Job Transfer	Days Away from Work, Restricted Work Activity, and/or Job Transfer Rate (DART Rate)

Most recent published BLS rate for work performed at FRC East						
Percent above or below National Average						

* Estimated average number of applicable contractor employees at FRC East.
Note: Enter data into shaded areas.

1. Contractor Responsibilities

The contractor is responsible for ensuring that all work under contract meets or exceeds federal standards. The contractor is responsible for ensuring safe work performance of employees and subcontractors and bears sole responsibility for the safety of his or her employees. These regulations include, but are not limited to:

- a. Title 29 of the Code of Federal Regulations CFR Parts 1910, OSHA Standards for General Industry
- b. Title 29 of the Code of Federal Regulations CFR Parts 1926, OSHA Standards for the Construction Industry
- c. DoD 4145.26-M DoD Contractor's Safety Manual for Ammunition and Explosives
- d. M 385-1-1 (US Army Corps of Engineers Safety and Health requirements Manual)
- e. NAVSEA OP 5 (Ammunition and Explosives Safety ASHORE)
- f. OPNAVINST 8023.24 (series) Navy Personnel Ammunition and Explosives Handling Qualification and Certification Program.

The contractor must remove employees who refuse or repeatedly fail to comply with safe work practices and standards, or supervisors who fail to enforce compliance, from the associated work assignments.

The contractor bears sole responsibility for communication of safety-related information and requirements to their subcontractors. The contractor shall ensure that their subcontractors comply with the requirements outlined herein.

2. Certification Requirements

The contractor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. The contractor shall verify that the required workplace hazard assessment has been performed through a written certification that identifies:

- a. the workplace evaluated;
- b. the name of the person certifying that the evaluation has been performed;
- c. the date(s) of the hazard assessment;
- d. an explicit statement in the document that shows it as a certification of hazard assessment.

Contractors providing services involving ammunition and explosive materials on behalf of FRC East are required to establish a qualification and certification program. See Explosives under Specific Program Requirements.

The contractor shall make written certifications available to the COR upon request.

3. Required Safety Programs

The contractor must submit a comprehensive written safety program covering all aspects of onsite and applicable offsite operations and activities (remote work location whenever any work involves those programs listed under the Specific Program Requirements contained herein. Unless adequately covered in the original plan, the contractor must submit a supplementary plan before starting each major phase of work or when requested by the COR. Onsite work must not begin until the COR has accepted the program. Accepting contractor initial or supplementary programs only signifies that the contractor has provided adequate documentation to perform the work safely. It does not relieve the contractor of responsibility for providing employees a safe and healthful work environment or compliance with stated requirements and applicable specification paragraphs.

4. Required Meetings

The contractor must conduct regularly scheduled (at least monthly) supervisory safety meetings with contract employees. The contractor must maintain summary record or meeting minutes and names of those who attended. These records will be retained for the duration of the contract and made available to the COR upon request.

5. Safety and Health Professional Support

When the contract does not require the services of a full-time safety professional, the contractors must designate in writing a competent supervisory employee with their telephone number,

acceptable to the COR, to administer the safety program. However, if the COR considers the contractor's safety effort inadequate, the COR may require the contractor to employ a full-time qualified safety professional in place of a safety representative.

The contractor must obtain services of a qualified professional to assess employee exposures for operations governed by the expanded OSHA Standards (i.e. 29 CFR 1910.1001 through 29 CFR 1910.1052 and make the results available upon request to the COR.

The contractor is responsible for testing breathing air required by the OSHA regulations (29 CFR 1910.134) even if the equipment is government owned or operated. The contractor is to immediately notify the COR if breathing air does not meet Grade D requirements and to identify interim solutions for continuation of work.

6. Required Inspections

The contractor must ensure competent employees conduct frequent and regular (at least weekly for industrial/production environments and quarterly for office environments) safety inspections of the worksites, materials, and equipment. The contractor must prohibit the use of any machinery, tool, material, or equipment that is not safe and/or does not comply with applicable standards. The contractor must identify any deficient machine, tool, material, or equipment as unsafe by tagging or locking the controls to make them inoperable or by physically removing from service. The contractor is to notify the COR in writing of any deficient government furnished equipment or material, recommended corrective actions, and potential delivery or schedule impacts.

7. Mishap Investigations and Emergency Situations

Any contractor work-related accident, which results in employee injury or property damage, must be immediately reported by telephone to the COR and as soon as practical to the FRC East, Safety and Occupational Health Division, or the designated safety representative for work accomplished at remote operating sites. The contractor shall complete an accident/mishap investigation and forward a copy to the COR within three (3) workdays of the mishap. For information not available at the time of initial notification, the contractor shall provide the remaining information not later than 20 calendar days after the mishap, unless extended by the COR. Mishap notifications shall contain, as a minimum, the following information:

- a. Contract, contract number, name and title of person(s) reporting
- b. Date, time, and exact location of accident/incident
- c. Brief narrative of accident/incident (events leading up to accident/incident)
- d. Cause of accident/incident (if known)

- e. Estimated cost of accident/incident (material and labor to repair/replace)
- f. Nomenclature of equipment and personnel involved in accident/incident
- g. Corrective actions (taken or proposed)
- h. Other pertinent information

For incidents involving a fatality, a serious injury requiring Advanced Life Support, or government property damage in excess of \$50,000 the contractor must not disturb the scene of the accident or incident (except for rescue and emergency measures), and not resume operations until authorized by the COR. The contractor must assist and cooperate fully with the government in conducting the investigation and ensure availability of all information, personnel, and data pertinent to the investigation. To avoid confusion and to preserve life, all contractors shall follow the buildings EAP, muster at designated locations, and obey orders from the Incident Scene Commander when emergency conditions arise.

8. Ergonomics

The contractor is responsible for providing Ergonomic assessments for their employees work areas (office or industrial). Where government furnished equipment is provided as contractor workstations, the contractor is responsible for assessing those workstations to ensure that they conform to the employees work limitations and physical requirements. Where changes are needed, the contractor is responsible for notifying the COR in writing of what equipment or office furnishings are needed to eliminate the workplace stressors. Departments receiving the contractor support are responsible for providing peripheral office accessories i.e. adjustable keyboard trays, trackballs, footrests, chairs, industrial lift carts, stock trays, etc to correct the deficiency.

9. Control of Fugitive Emissions

The contractor shall take all necessary precautions to control or contain fugitive emissions from the job site. Fugitive emissions include, but are not limited to:

- a. Nuisance dust
- b. Chemical odors/vapors
- c. Hazardous materials (such as lead dust or asbestos)
- d. Noise

Where the product(s) or material(s) planned for use by the contractor as well as any waste residue caused by contractor operations has a permissible exposure limit (PEL) established by

OSHA, the contractor shall submit a written plan to the COR and FRC East, Safety & Occ. Health Division, prior to the work. This plan shall detail the methods that will be employed by the contractor to limit, control, or eliminate exposure to FRC East employees, or the public to these hazards. Where engineering controls will not control fugitive emissions of these chemicals or materials or are not feasible, the contractor shall monitor, or shall contract to have monitored, work area exposure conditions. Monitoring shall occur, at a minimum, during the start of work and whenever there is a change in procedure, process, chemical, or material used. A copy of the monitoring results shall be submitted to the COR and shall be copied to the FRC East, Safety and Occupational. Health Division within 24 hours of receipt by the contractor.

10. Accidental Spills, Releases, and Other Emergencies

A contractor who witnesses, causes, or discovers a spill shall:

- a. EVACUATE the area of the spill immediately
- b. REPORT the spill to the Cherry Point Fire Department and the Provost Marshall Office by calling **911**. The following information should be provided. Do not let the absence of information delay the reporting.

- (1) Your NAME and phone NUMBER.
- (2) LOCATION of spill (FRC East, building number, Shop number, and grid number).
- (3) Number and type of INJURIES.
- (4) Presence of FIRE.
- (5) IDENTITY of spilled material.
- (6) QUANTITY of spilled material.
- (7) SOURCE of spilled material.
- (8) BEHAVIOR of spilled material.
- (9) Anticipated MOVEMENT of the spill
- (10) TIME spill occurred.

Note: If individual is certain that they may safely accomplish steps “c.” and “d.” below, proceed to do so. Under no circumstances should any person take steps to control, contain, or cleanup a

spill unless they are certain they can do so without endangering themselves or others. This usually involves a working knowledge of the material including its hazards. If you are not sure of the danger, proceed to step “e.” below.

- c. CONTROL the spill (cut off the source – i.e. upright the container, close the valve, etc.).
- d. CONTAIN the spill (usually accomplished by pouring speedi-dry on or around and especially in front of the material).
- e. Provide all requested INFORMATION to the On-Scene Commander (OSC).
- f. DO NOT RE-ENTER the SPILL AREA until deemed safe by the OSC.
- g. ASSIST in cleanup as deemed appropriate by the OSC.

All costs associated with responding to or remediating a chemical or hazardous material spill or release is the responsibility of the contractor.

11. Other Potential Safety Hazards

The contractor shall abide by the requirements of any sign posted in a building that requires the use of specific PPE, that restricts access to qualified or authorized persons only, or that establishes requirements for entry.

12. Appropriate Work Attire

Contractors are required to follow the same dress standards as FRC East employees, particularly when working in industrial or production work areas. Accordingly, rings, jewelry, wristwatches, etc., will not be worn on any job involving moving/rotating machinery, exposed electric currents, and explosives operations.

All contract employees shall wear clothing suitable for the safe and efficient performance of their work. Neckties and other loose items shall not be worn around moving/rotating machinery. Caps or other suitable cover will be worn to contain hair longer than shoulder length when working around moving machinery. If bandannas are worn for this purpose, they shall be properly tied, with ends tucked in. Work clothing shall be kept relatively clean with little to no oil/grease contamination to minimize fire and health hazards to personnel.

Long sleeves will be worn during operations involving brush cutting, welding, burning, and in occupations where exposure to chemicals, molten metals, ultraviolet rays, or where other similar hazards are likely. Employees exposed to hot sparks or molten metal shall wear hard cloth, leather, or woolen clothing and ankle-high (or higher) shoes (Composite type safety shoes will be worn when working with molten metals). In industrial operations where there is no hazard to

the upper arms, short sleeve shirts or blouses may be worn, provided they cover the entire upper torso.

Personnel working in industrial operations, production shops, explosives operating buildings and work areas will wear trousers, slacks, or coveralls that completely cover the lower extremities.

Workers will not wear synthetic fabrics (such as nylon) in areas containing exposed explosives, pyrotechnics, or explosive air vapor mixtures

All persons shall wear shoes that are in good repair. Shoes worn by persons in industrial and production shops shall have shoe uppers of solid leather construction or of similar man-made materials, with no cut out areas. Artificial leather like patent leather, or any similar type poromeric material shoes shall not be worn when exposed to any type of hot work, including welding, cutting, brazing, flame soldering; or spark producing work. Persons whose work requires them to wear approved foot protection shall do so throughout their entire work shift.

SPECIFIC PROGRAM REQUIREMENTS

1. Asbestos and Presumed Asbestos Containing Building Materials

The contractor is responsible to provide their own Asbestos Awareness Program which shall include, but is not limited to, the information contained in this section and the OSHA asbestos-related regulations (29 CFR 1926.1101 & 29 CFR 1910.1001). Verification that this training has been conducted shall be provided to the FRC East COR upon request.

Contractors employed by FRC East to perform building or facilities-related maintenance, repair or renovation will be informed by the COR of the location of presumed and known asbestos-containing materials (PACM & ACM) in the work area(s) to which they are assigned by one of the following means:

- The COR shall provide the contractor with a copy of an asbestos inspection report specific to their work and the materials that are to be disturbed.
- Where the construction documents, specifications, or drawings for a project clearly detail asbestos locations within the work area, these documents may serve in lieu of the asbestos inspection report.

Contractors shall, under no circumstances, damage or disturb suspect or known ACM unless they are a licensed Asbestos Abatement Contractor and have been specifically employed to perform asbestos repair or removal. If suspect asbestos materials are discovered during the course of the work, the contractor shall stop work immediately and notify the COR.

The contractor shall not proceed with any change in work which requires a material to be disturbed that the asbestos inspection report or construction documents show has not previously been tested (e.g. "presumed" ACM). If a change in the scope of work becomes necessary, the revised scope of work shall be reviewed and pre-approved by the Asbestos Program Manager.

Asbestos materials may not be used or installed in FRC East Facilities.

2. Lead-Containing Building Materials, Toxic Metals, and Operations Generating Hazardous Atmospheres

Contractors employed by FRC East to perform building or facilities-related maintenance, repair, or renovation will be informed by the COR of the location of lead-containing building materials in the work area(s) to which they are assigned by one of the following means:

- a. The COR shall provide the contractor with a copy of the Lead Inspection Report specific to their work and the materials that are to be disturbed, or
- b. Where the construction documents, specifications, or drawings for a project clearly detail the location of lead-containing building materials within the work area, these documents may serve in lieu of the Lead Inspection Report.

Contractors that will disturb lead-containing building materials during the course of the work shall take all necessary precautions to protect FRC East employees, and visitors to FRC East from exposure to lead dust or contamination. These measures shall conform, at a minimum, to the OSHA requirements detailed in 29 CFR 1926.62 and applicable local, state and federal regulations. The contractor shall submit a copy of their Lead Compliance Program, as required by 29 CFR 1926.62(e), or State OSHA equivalent, with required supporting documentation to the COR for review and approval by the FRC East, Safety and Occupational Health Division. This submittal shall be made sufficiently in advance of construction to avoid delay of the project.

The contractor shall not proceed with any change in work that requires a material be disturbed that the Lead Inspection Report, or construction document shows has not previously been tested unless pre-approved work procedures will be followed.

Contractors employed by FRC East to perform industrial or production work where toxic metals (such as lead, cadmium, mercury, beryllium, chromium-VI, and arsenic) and/or liquids/gases (such as methylene chloride, formaldehyde, and benzene) may be encountered are required to perform independent assessments of worker exposures using a qualified person. The contractor is required to assess and monitor (in accordance with OSHA standards) any government furnished equipment or government furnished material (GFE/GFM) used for implementing engineering and administrative controls (ventilation, breathing air, shower facilities, sensors, etc.) and notify the COR whenever the GFE/GFM fails to meet OSHA requirements and

recommend an alternative solution for continuation of work, if feasible. A copy of the analytical report(s) for any air samples taken during the course of the work shall be provided to the COR upon request.

Contractors employed by FRC East to perform industrial, production, maintenance, or repair work that will generate hazardous environments/atmospheres are responsible to implement appropriate controls to minimize the generation of such hazards and assess potential exposures using a qualified person. When contract work involves grinding, sanding, painting, burning, etc. in non-industrial work areas the contractor should perform as much work as possible on second shifts or weekends to avoid exposing government personnel to air-quality issues.

3. Confined Spaces

All shore based confined spaces under FRC East cognizance are identified with warning labels. The known hazards for each space will be provided by the COR upon request. Contractors are required to have a written program that meets the minimum standards of 29 CFR1910.146 or the State OSHA equivalent. Each contractor who is required to perform work that will require personnel entry into a confined space shall:

- a. Obtain the services of a qualified person for testing and monitoring the atmosphere of the confined space.
- b. Issue entry permits for their employees and not use entry permits written for government personnel.
- c. Obtain hot work permits from the Marine Corps Air Station (MCAS) Cherry Point Fire Department whenever welding, cutting, riveting, burning, and heating or other similar operations are performed that are capable of producing a source of ignition.
- d. Notify and coordinate with the MCAS Cherry Point Fire Department whenever personnel will be working in confined spaces to ensure rescue services are available.
- e. Where rescue services cannot be obtained from Federal Fire, inform the COR in writing of the rescue services/team they will be using during permit entry.
- f. Provide adequate barriers and guards or traffic control as appropriate to prevent unauthorized personnel from entering the immediate work area.
- g. Contractors shall guard, erect barriers, and post signage whenever access covers are removed to gain entry.
- h. Upon completion of work, contractors shall replace and secure removed hatches, access covers, closures, and lids immediately. If these covers and closures cannot be replaced immediately, guards shall be placed to prevent injury.

4. Hazard Communication

Chemicals and hazardous materials are used extensively at FRC East. Chemical use is routine and may be encountered in the following areas or locations:

- a. Laboratories.
- b. Fume hood exhausts on the roofs of laboratory buildings and shop buildings. (In general, signs have been posted on the roof access hatch or door restricting access to the roofs of buildings where fume hood exhausts are located).
- c. Store rooms and sheds.
- d. Chemical waste accumulation areas.
- e. Building mechanical rooms.
- f. Custodial closets.
- g. Production and Industrial shops.

Given the number of chemicals used and the changing work processes within the production buildings and chemical laboratories, it is impractical for FRC East to maintain a copy of a Safety Data Sheet (SDS) for each chemical or product used within any given building. However, access to SDSs is readily available for all employees at FRC East, Electronically (through a Quick Link on the Share Point) or in printed format (housed in the Technical Library – Building 137, V22 Hangar). Contractors shall have access to either electronic or printed copies of SDSs.

For operations in which chemicals are used that require special handling or precautionary measures, the COR shall provide the contractor with the necessary information so that appropriate protective measures can be employed by the contractor during normal operating conditions and in foreseeable emergencies. The contractor shall still be responsible for assessing the workplace to determine the hazard potential and the appropriate PPE. The supervisor is responsible for notifying the COR of any chemicals used in the work area that require special handling or precautionary measures and changes in the use of these chemicals.

Containers of chemicals and hazardous materials must be properly labeled in accordance with Federal and Navy regulations. The original Globally Harmonized System compliant manufacturer's label or an exact copy of this label is the preferred labeling method. In the absence of the original manufacturer's label, a standard DoD Hazardous Chemical Warning Label may be used.

The contractor shall maintain, on-site, SDSs for all hazardous chemicals used or stored at that job site. Copies of SDSs shall be provided to the COR upon request. Typical household products used in office environments are exempt from this requirement (cleaners, sanitizers, ink cartridges, batteries, etc.).

The contractor shall take precautions to ensure hazardous chemicals or materials are handled and disposed of in accordance with federal and state regulations. Where a hazardous waste disposal manifest is required by these regulations, the contractor shall contact the MCAS Cherry Point Environmental Affairs Department (EAD) to assure that manifesting, storage, and the proposed disposal method and disposal site meet FRC East requirements. The contractor shall supply the completed waste manifest to the EAD within 24-hours of receipt.

Where the contractor has secured air samples documenting employee exposure to airborne chemical or particulate hazards during the course of their work, a copy of all air sample results shall be provided to the COR upon request.

5. Energy Control (Lockout/Tagout)

The contractor shall use their own Lockout/Tagout procedure, locks, and tags. The contractors program must meet the requirements of 29 CFR 1910.147 as well as those found in the EM385-1-1 (US Army Corps of Engineers Safety and Health requirements Manual). A copy of the contractors' Lockout/Tagout/Energy Control program shall be provided to the COR prior to work commencing.

The contractor is solely responsible for ensuring the safety of their own employees and shall not request or rely on government personnel to secure, lock, or tag energy sources.

A copy of FRC East's Energy Control Program Directive will be provided to the contractor upon request.

6. Electrical Systems

The contractor shall ensure that only qualified persons work on electrical systems, per NFPA 70E, EM 385-1-1 and UFC 3-560-01. Where work is required on energized systems, the contractor shall assess, train, and provide PPE to their employees as required by the National Fire Protection Association Standard 70E. Contractors shall provide a copy of the Energized Electrical Work Permit to the COR, upon request. The contractor shall notify the COR of any errors or changes to the arc flash hazard labels or instances where labels are missing.

a. When new circuits, modifications, or any changes are made to the power distribution in an electrical panel, the contractor shall update and/or affix a new legend.

- b. Contractor shall close any openings in an electrical panel resulting from the removal of breakers, conduit, or wire.
- c. Contractor shall install appropriate covers for all receptacles.
- d. Contractor shall close any openings in junction boxes, receptacle boxes, power disconnects, and knife switches.
- e. Contractors shall appropriately label any abandoned panels, conduits, power disconnects and knife switches as “out of service.”
- f. Contractors shall replace any ceiling tiles as a result of electrical work and reinstall any removed tiles to their original configuration upon completion of work.
- g. The contractors shall properly terminate any dead end wires with appropriate caps and place in a junction box or similar protection cover.
- h. Contractor shall install appropriate box covers.
- i. Contactor shall disconnect any dead ended wires from its original power sources and properly terminate with caps.

7. Trenching and Excavations

The contractor shall coordinate trenching and excavation work with the COR, and the Facilities and Infrastructure Management Department (JC20000) to ensure the coordination of work and shutdown of utilities if necessary.

The design of sloping and benching systems, support systems, shield systems or other protective systems shall conform, at a minimum; to the OSHA requirements detailed in 29 CFR 1926 Subpart P.

Trenching or excavations below the level of the base or footing of any foundation or retaining wall, or adjacent to any utility, sidewalk or roadway, will not be permitted unless:

- a. A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure, or
- b. The excavation is in stable rock, or
- c. A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity, or

d. A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees or the structure.

This determination is the responsibility of the contractor except as permitted, required, or otherwise allowed by the project specifications or drawings. The contractor shall notify the COR of the name of the individual that is to serve as the contractor's competent person as defined by this program and the OSHA regulations. The contractor's designated competent person shall maintain a written log of the daily inspections made of excavations, adjacent areas, and protective systems. A copy of this written log shall be made available to the COR upon request.

Where the design of a sloping and benching system, support system, shield systems or other protective systems requires review and approval by a registered professional engineer, the contractor shall submit a copy of the completed review to the COR prior to start of work.

8. Hot Work

Contractors performing hot work shall obtain a Hot Work Permit from the MCAS Cherry Point Fire Inspector. For work in buildings containing energetic materials (explosives) hot work permits also require approval by the Explosives Safety Officer. Examples of hot work include, but are not limited to, use of open flames, compressed gases or supplied fuel burning, brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

9. Fall Protection

Contractors performing work on any FRC East property who, are exposed to fall hazards as identified in the applicable OSHA and American National Standards Institute (ANSI) Standards, shall provide their employees with the required training, oversight, and fall protection equipment in accordance with federal and state occupational safety and health regulations as well as implement the ANSI Z359 series requirements. Verification that this training has been conducted shall be supplied upon request. The contractor is responsible for assessing Navy provided fall protection systems prior to use. If the fall protection systems are substandard, defective, or are questionable as to their structural integrity the contractor is to notify the contracting officer/COR of the situation and implement alternative fall protection measures. Otherwise, the fall protection systems provided must be used when required and as designed. Where no fall protection is provided, the contractor is responsible for providing fall protection for their employees.

10. Explosives/Ordnance

Contractors performing services involving ammunition and explosive materials on behalf of FRC East are required to establish a qualification and certification program for their employees that

meet the requirements of Navy and FRC East policies and directives. Contractors shall provide upon request formal written certification of the qualifications of those personnel authorized to handle or physically interact with ammunition and explosives at FRC East.

Additionally, any contract work being performed at the FRC East, Building 129, whether or not it involves explosives or energetic material, shall be reviewed by the FRC East Explosives Safety Officer or their designated representative prior to the start of work.

11. Weight Handling Operations and Evolutions

This section applies to all cranes, multi-purpose hoisting machines, material handling equipment (forklifts), construction equipment when used like cranes to lift suspended loads, and any associated rigging equipment used in weight handling operations on Navy property.

Contractors shall comply with the requirements of NAVFAC P-307 as well as applicable Occupational Safety and Health Act requirements.

EM 385-1-1, Safety and Health Requirements Manual, U.S. Army Corps of Engineers may also be applicable to cranes/equipment (and operators) used in contracts when a contractor is required to use a crane or multi-purpose hoisting machined to meet contractual requirements. Each contractor shall comply with all applicable requirements of their respective contracts including:

- a. Shall provide a minimum of three (3) working days advanced notification, to the COR, of any cranes or multi-purpose hoisting machines to be used in crane like applications, entering the activity. For cranes, the contractor shall provide Annual Inspection and Load Test Documentation as well as wire rope or chain certifications.
- b. Prior to arrival the contractor shall confirm allowable crane/equipment access routes and ground loading limitations with the COR.
- c. Contractors shall provide their own lifting devices and rigging hardware. Such hardware shall comply with the requirements of NAVFAC P-307.
- d. Contractors shall ensure that the certificate of compliance is posted on the crane/equipment as required by NAVFAC P-307 prior to performing any lifting evolutions.
- e. Contractors shall qualify crane/equipment operators and signal persons as required by NAVFAC P-307.
- f. Where machines, forklifts, and construction equipment are used like cranes to lift suspended loads a documented proof from the Original Equipment Manufacturer that such equipment is capable to safely make such lifts is required by NAVFAC P-30.

g. All hooks used shall have self closing latches or shall be secured as required by NAVFAC P-307.

h. Any lifts that require a critical lift plan per NAVFAC P-307 shall be provided at least three work days in advance to the COR.

i. In addition to the requirements identified herein under Mishap Investigation and Emergency Situation the contractor shall comply with the additional investigation and reporting requirements of NAVFAC P-307.

12. Ionizing Radiation

The contractor and any subcontractor shall notify the COR of any operation, testing, or tools involving the use of ionizing radiation, radiation producing machines, or radioactive materials. Contractors shall provide licensing, training, and other appropriate documentation upon request by the COR.

FRC East Radiation Safety Officer (RSO) (252) 464-7015

13. Work Site Inspections

Unannounced work site inspections may be conducted by the FRC East, Safety and Occupational Health Division, or designated departmental personnel. These inspections are conducted solely for the benefit of FRC East, and shall not relieve the contractor of responsibility for enforcement of, and compliance with applicable OSHA regulations.

Whenever conditions exist that pose an immediate threat to life or damage to government property, FRC East Safety personnel are authorized to issue stop work orders. In the event that work site conditions exist that could potentially impact the safety of FRC East employees, the FRC East inspector shall issue a verbal or written warning to the contractor and shall notify the COR. If the unsafe conditions cannot be immediately corrected and represent a danger or have the potential to harm FRC East employees then the FRC East inspector will:

a. Document the Navy/or OSHA violations that were noted on a Navy Occupational Safety and Health Deficiency Notice (NDN) explaining the potential impact upon FRC East employees or provide written documentation to the COR, delineating the circumstances of the deficiency, signed by the FRC East Safety Officer. NDN will be sent via e-mail to the COR.

b. As appropriate, require that the COR have the contractor stop work until the unsafe conditions can be mitigated.

c. The COR will formally notify the contractor of the violations.

Reports of deficiencies may be factored into the evaluation of the contract by FRC East, and may be included in a vendor complaint file that is available for review by other agencies.

Repeat safety violations and/or a single serious, willful safety violation by a contractor may warrant review and termination of the contract.

“Serious, willful safety violation” is defined, for the purposes of this program, as a work activity with a substantial probability that death or serious physical harm could result, and where the potential hazard was known or should have been known, and yet the work activity was continued, regardless of the existence of the potential safety hazard.

POINTS OF CONTACT

EMERGENCIES – Specify location on Cherry Point **911**
(Medical Assistance, Fire, Flooding, Emergency Spill Response, etc.)

Marine Corps Air Station Cherry Point

Safety and Occupational Health (252) 466-2730

Asbestos Program Manager

Explosives Safety Officer

MCAS Cherry Point Fire Department (252) 466-7570

Hot Work/Burn Permits

Fleet Readiness Center East

Security Desk (manned 24 hours) (252) 464-7999

Safety and Occupational Health (252) 464-7015

Confined Space Program Manager

Explosives Safety Officer

Fall Protection Program Manager

Radiation Safety Officer

Facility and Infrastructure Management (252) 464-7654

Weight Handling Program Manager

Environmental (252) 464-7696

Hazardous Material Manager

Hazardous Waste Manager

Severe Weather Hotline (252) 464-8333

DEFINITIONS

Competent Person: As related to excavation, trenching or shoring work, the contractor's "competent person" means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Confined Space: A confined space is a space that is large enough for a person to enter, that has limited means for entry or exit, and that is not designed for continuous occupancy. Examples include tanks, silos, storage bins or hoppers, utility vaults, and pits.

Contractor: An entity or agency employed by FRC East to perform the installation or maintenance of equipment, or the renovation or construction of a building, room, or space on FRC East property.

COR: Contract Officer Representative - The individual(s) that has been assigned duties related to oversight or coordination of work performed by a contractor as defined in this program.

In-House Contractor: Multiyear contractors that are usually collocated in work spaces with government employees providing technical, administrative, production, and supply support to FRC East.

Lockout/Tagout: A program used to ensure that employees are protected from sources of potentially hazardous energy. The program requires that hazardous energy sources be identified and locked and/or tagged-out before work is done on the system(s).

Permit-required confined space: A permit-required confined space is a confined space that contains potential or known safety hazards that must be dealt with prior to or during entry to assure the safety of those employees performing the work.

Qualified Person: An individual who has specialized training in hazard recognition, control, and abatement. For Fall Protection this includes Competent and Qualified Persons, for Confined Spaces this includes Industrial Hygienists, Marine Chemists, and Gas Free Engineers/Technicians, for Respirator use this includes a company Designated Program Administrator, for electrical systems this includes licensed electricians, and for Lasers this includes a Laser Safety Officer.

SDS: The safety data sheet that replaces the material safety data sheet under the Globally Harmonized System of Classification and Labelling of Chemicals.

SECTION 2

1. COR Roles and Responsibilities

CORs have a multifaceted role one of which is to ensure that contractors are apprised of known hazards that will likely incur as a result of the work they are being tasked to perform. In addition, contractors are required to: comply with Federal and State safety and health regulations, ensure that their activities do not create hazards to the FRC East mission and personnel, and in many cases comply with Department of Navy policy as it pertains to explosives and industrial safety. To help maintain the safety of the work environment, overall regulatory compliance posture of FRC East, and standards required to retain VPP Star Status the following information and guidelines need to be understood and followed for all contacts, where applicable:

2. General Requirements

The contractor must submit a comprehensive written safety program covering all aspects of onsite and applicable offsite operations and activities (remote work location such as the ranges) whenever any work involves those programs listed under the Specific Program Requirements (Asbestos and Suspect Asbestos Containing Building Materials, Lead-containing Building Materials, Toxic Metals, and Operations Generating Hazardous Atmospheres, Confined Spaces, Hazard Communication, Energy Control (Lockout/Tagout), Trenching and Excavations, Hot Work, Fall Protection, Explosives/Ordnance, Weight Handling, Ionizing Radiation). For these programs, the contractor is required to conduct an independent assessment of the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. The contractor shall verify that the required workplace hazard assessment has been performed through a written certification that identifies:

- a. the workplace evaluated
- b. the name of the person certifying that the evaluation has been performed
- c. the date(s) of the hazard assessment
- d. an explicit statement in the document that shows it as a certification of hazard assessment and make this information available upon request to the COR.

The COR shall inform the contractor of the following:

- a. Ensure all contractors are informed of FRC East's expectations regarding safety compliance and the control of worksite hazards by ensuring that proper housekeeping is practiced, all debris is removed at project completion, and that no workplace hazards are created by the project due to incomplete demolition, unfinished work, or improperly terminated utilities.

b. Method for obtaining access to SDSs for hazardous chemicals present in the contractor's work area.

c. Information about the hazardous material labeling system used in the work area.

d. Emergency procedures that the contractor is to follow in the event of accidental exposures or releases of hazardous chemicals (emergency bills are in the building EAP).

3. Radiation

The selection and use of radiation producing equipment, tooling, or the use of radioactive sources invokes many controls and reporting requirements that can adversely affect FRC East mission capabilities if not properly established and followed. As such, any contract or purchase agreement that procures or that will use radiation producing devices or materials are required to be reviewed and approved by the RSO before contract award. The following list identifies the type of items requiring RSO review:

- a. Welding rods containing thorium (i.e. thoriated tungsten electrodes).
- b. Any metals or alloys i.e. strontium 90, thorium or uranium (to include depleted uranium).
- c. Any chemicals or hazardous materials containing radioactive material (i.e. thorium, uranium, radium, etc.)
- d. Radiographic x-ray machines and cabinets.
- e. Gamma ray radiographic sources (i.e. Cobalt-60, Iridium-192).
- f. X-ray fluorescent and x-ray diffraction analyzers.
- g. Electron accelerators.
- h. Open and enclosed beam x-ray systems.
- i. Electron beam welding machines.
- j. Klystron and cathode ray tubes.
- k. Gas chromatographs with radioactive components (i.e. Nickle-63 electron capture detectors).
- l. Static eliminator devices (i.e. wands, air nozzles, fans, etc.) containing any radioactive materials (i.e. Polonium -210).

m. Smoke detectors containing radioactive materials (i.e. Americium-241)

Contractors who will be performing work in Buildings 137, 4032, 4036, 4188, 4275 and 4809 should be informed that there are radiation operations in these locations and that the contractor can request a hazard briefing. If so, coordinate the briefing schedule with the FRC East RSO.

The Historical Radiation Assessment identified radiation “areas of interest” and the FRC East RSO should be consulted prior to contracts requiring demolition or renovation of Bldg. 137.

4. Asbestos

Ensure all projects/contracts that could potentially disturb asbestos containing materials are reviewed by the FRC East Industrial Hygienist and MCAS Cherry Point Asbestos Program Manager. Asbestos was commonly used in pipe lagging, roofing materials, building siding, in floor tiles, and ceiling tiles. Any work that disrupts, penetrates, or requires removal of flooring, ceilings, roofing, siding, thermal system insulation (pipe lagging) could potentially expose the contractor and FRC East personnel to asbestos hazards. The specific location and type of asbestos bearing material is available from the MCAS Cherry Point Asbestos Program Manager and must be included in the contract to inform the contractor of the hazard:

a. The COR shall provide the contractor with a copy of an asbestos inspection report specific to their work and the materials that are to be disturbed.

b. Where the construction documents, specifications, or drawings for a project clearly detail asbestos locations within the work area, these documents may serve in lieu of the Asbestos Inspection Report.

Unless qualified, General Contractors that will be removing PACM or ACM must use the services of a qualified asbestos abatement subcontractor to ensure that proper methods and procedures are followed in accordance with 29 CFR 1910.1001.

For those occasions where asbestos will be removed as part of the contract, ensure the building occupants are notified of the schedule, nature of the work, and precautions to follow. Coordinate the dissemination of this information with the FRC East Safety and Occupational Health Division and MCAS Cherry Point Asbestos Program Manager.

5. Abrasive Blasting, Sanding, and Painting

Contractors providing services that involve abrasive blasting, paint removal, surface profiling using sanders/grinders, and spray painting can encounter toxic metals and coatings presenting health hazards to their employees. Ensure that all contracts are reviewed by the Safety and Occupational Health Division prior to contract award so that known hazards can be included in the contract.

Where contractors are likely to encounter toxic metals (such as lead, cadmium, mercury, beryllium, chromium-VI, and arsenic) and/or liquids/gases (such as methylene chloride, formaldehyde, and benzene) the contractor must perform an independent assessment of worker exposures using a qualified person. The contractor must not be allowed to use sand as an abrasive blasting media due to the health hazards that silica can present to the FRC East workforce. The contractor is also required to assess and monitor (in accordance with OSHA standards) any government furnished equipment or government furnished material (GFE/GFM) used for implementing engineering and administrative controls (ventilation, breathing air, shower facilities, sensors, etc.) and notify the COR whenever the GFE/GFM fails to meet OSHA requirements and recommend an alternative solution for continuation of work, if feasible. A copy of the analytical report(s) for any air samples taken during the course of the work should be included as a deliverable to the COR, upon request.

For contracted work that is associated with industrial operations and production processes, the COR may obtain any available information regarding the location of lead and other toxic metals by contacting the FRC East Safety and Occupational Health Division. A toxic metal report may, at the discretion of the Contracting Department, be prepared by a qualified consultant to perform the required inspection, survey, and sample analysis. This information is needed in order to provide an adequate scope of work detailing information on the actual toxic metal content for some projects. Provide a copy of this report to the FRC East Safety Occupational and Health Division.

Where lead-containing materials will be disturbed or removed during the course of work, the COR shall contact the FRC East Environmental Division (JC61000) to determine disposal requirements. If the lead-containing materials will constitute a hazardous waste, disposal of these materials shall be coordinated with the FRC East Environmental Division. The disposal requirements must be established during the design of the project in accordance with the FRC East's Contractors Guide to Environmental Compliance.

6. High Risk Prevention Programs

Certain programs by their nature are designed to control and manage hazards that pose a serious potential for death to workers. Among these are; Fall Protection, Confined Space Entry, Energy Control or Lockout/Tagout, Weight Handling Equipment (cranes, etc), and Explosives Safety. The following identifies contact deliverables to the COR that must be included in the contract:

Contract Deliverables		
Program	Description	Deliverable Item
Fall Protection	Whenever contracted services involve working on roofs, towers, ship masts, or unprotected heights greater than 4-ft	• Company letter: Identifying Fall Protection Competent Person or Qualified Person • Fall Protection Procedures and/or Plan: Upon Request • Company letter: Identifying names of trained individuals
Confined Space	Whenever contracted services involves working in Confined Spaces	• Company letter: Identifying Qualified Person that will test and monitor atmospheric conditions in the confined space • Rescue Plan: When Federal Fire services cannot be used: Upon Request
Electrical Safety	Whenever contracted services involves work on exposed energized electrical circuits operating at 50 volts or more	• Arc Flash Hazard Analysis IAW NFPA 70E standards when work is required on energized electrical panel circuits where personnel are potentially exposed to live parts (if an analysis was not previously accomplished). <i>Note: panel will be labeled with an Arc Flash Warning label if previously accomplished. Contact Safety Office for verification, as required</i> • Written statement (for all electrical panels serviced while in an energized state) that the panel(s) has(have) been properly labeled with appropriate Arc Flash Hazard information IAW NFPA 70E
Energy Control	Whenever contracted services involves repair and/or maintenance of systems where the accidental release of energy needs to be controlled.	• Copy of contractors Energy Control or Lockout/Tagout Procedure(s)

Contract Deliverables		
Program	Description	Deliverable Item
Weight Handling Equipment & Machines	Whenever contractor services involves the use of cranes, articulated boom lifts, man-lifts, multi-purpose hoisting machines, material handling equipment (forklifts), construction equipment when used like cranes to lift suspended loads, and any associated rigging equipment used in weight handling operations.	• Company letter: Identifying personnel qualified to operate weight handling equipment/machines and qualified signal persons. • Certificate of Compliance (NAVFAC P-307, form P-1) • Annual Inspection and Load Test Documentation as well as wire rope or chains certification (Cranes only) • Original Equipment Manufacturer documentation for alternate configuration use • Critical Lift Plan, as required
Explosives/Ordnance	Whenever contractor services are used to perform maintenance, repair, disassembly, and/or assembly of ordnance	• Company letter: Identifying personnel authorized (qualified/certified) to handle or physically interact with ammunition and explosives • Qualification/Certification and employee training records: Upon Request

7. Confined Space: When FRC East arranges to have a contractor perform work that involves entry into a permit-required confined space, the COR shall:

- a. Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements set forth by 29 CFR 1910.146 for ASHORE spaces.
- b. Apprise the contractor of the elements, including any hazard(s) identified and FRC East's experience with the space that makes it a permit-required confined space.
- c. Apprise the contractor of any precautions or procedures that FRC East has implemented for the protection of its employees in or near permit spaces where contractor personnel will be working.
- d. Notify the Confined Space Program Manager when both FRC East personnel and contractor personnel will be working in or near permit spaces.

e. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.

f. Provide a copy of FRC East's Confined Space Entry Program to the contractor.

Provide adequate barriers and guards or traffic control as appropriate to prevent unauthorized personnel from entering the immediate work area.

Information on FRC East's Confined Space Program and information on specific confined spaces may be obtained by contacting the FRC East Confined Space Program Manager at (252) 464-7015.

8. Weight Handling: When FRC East arranges to have a contractor perform work that involves the use of weight handling equipment and/or machines, the COR shall:

a. Include the requirements of NAVFAC P-307 Section 11 in the contract.

b. Notify the Weight Handling Program Manager of planned or scheduled any contracted weight handling operation or evolution as soon as practicable.

c. Provide copies of all deliverables to the Weight Handling Program Manager.

d. Notify the Weight Handling Program Manager upon notification of any mishap reported by the contractor.

9. Fall Protection: The COR is responsible to coordinate contractor roof access with the Facility and Infrastructure Management Department and the FRC East Fall Protection Program Manager.

10. Explosives Operating Buildings

Contracted work of any kind that occurs at the following buildings must be reviewed by the Explosives Safety Officer prior to contract award to ensure that work conforms to existing site approvals, personnel limits are not exceeded, and emission controls are in place in accordance with Hazards of Electromagnetic Radiation to Ordnance standards. (Contractors shall not use cellular phones, radios or electronic transmitting devices within 50 feet of these buildings.)

Buildings: 129, 137, 188A, 1665S, 4224 and Kinston Global Transpark Hangar 4

All contracts involving work related to explosives or energetic materials as defined by NAVSEA OP 5, shall be reviewed by the FRC East Explosives Safety Officer or their designated representative, prior to the start of work.

FRC East Explosive Safety Officer: (252) 464-7015/6989
MCAS Cherry Point ESO: (252) 466-2730/3994

11. Industrial Ventilation

If contracted work will be conducted on the roof of a building where fume hood exhausts are located, the COR shall coordinate access with the Facility and Infrastructure Management Department within the building as necessary to ensure that:

- a. Fume hoods within, or adjacent to, the work area are shut down
- b. No work is in-progress that would generate toxic or hazardous airborne contaminants; and
- c. All chemicals stored within the fume hoods are capped or otherwise sealed; or apprise the contractor in writing of the precautions that should be taken to protect their employees while conducting work on, or in proximity to, active fume hood exhausts. Note: This information may be obtained by contacting the FRC East Industrial Hygienist at (252) 464-7015.

12. In-House Contractors

In-House contractors shall provide the COR with emergency contact phone number(s), usable 24 hours a day, for the contractor's representative. These phone numbers shall be provided to the FRC East Safety and Occupational Health Division via e-mail to the Safety and Occupational Health Division Director or Deputy Director. Imbedded contractors are also required to have a safety bulletin board posted in a common area that provides points of contact for safety and health issues as well as the Summary of Work-Related Injuries and Illnesses (OSHA form 300A) and the Job Safety and Health (OSHA form 3165) federal posters, as required by OSHA.

Additionally, all in-house contractors who work 1000 hours or more in any given quarter shall provide the following work-related injury and illness information in the format provided below to the COR before the end of January of each year:

Forward this information to the FRC East Safety Director, Building 143, by the first week of February for inclusion in the annual occupational safety and health self-assessment.

APPENDIX A

The following checklist is provided to assist the COR with complying with the requirements outlined in this program.

Name of Project Manager/Coordinator:	
Work Site(s) and Location(s):	
Applicable Date(s):	
Contractor Name:	
Contractors Representative:	
24-hour phone number:	

Action Required	☒
Asbestos review required? If yes, ensure available data or an inspection report is provided to the contractor, or ensure that the Construction Documents detail the location(s) of asbestos within the work area. Contact the FRC East Safety and Occupational Health Division, Industrial Hygienist at (252) 464-7015 for assistance as needed.	Yes ☐ No ☐
Does the work have the potential for exposure to toxic metals? If yes, ensure available data or an inspection report is provided to the Contractor, or ensure that the Construction Documents detail the location of toxic metals within the work area. Contact the FRC East Safety and Occupational Health Division for assistance as needed.	Yes ☐ No ☐
Will the work involve the use of ionizing radiation? If yes, ensure the Radiation Safety Officer reviews the contract prior to award.	Yes ☐ No ☐
Will the work require a qualified person to evaluate, test and/or assess hazards? If yes, ensure the contractor has provided the identity of their qualified person in writing.	Yes ☐ No ☐

Action Required	☒
Will the work involve the handling of explosives/ordnance? If yes, contact FRC East Explosives Safety Officer and ensure that the contractor has provided their qualified/certified personnel in writing.	Yes ☐ No ☐
Will the work involve the use of weight handling equipment such as cranes? If yes, ensure the contractor has provided their qualified/certified personnel in writing. Notify the Weight Handling Program Manager 2-3 business days prior to the contractor's scheduled arrival on base so that government inspection of the equipment and validation of required documentation is accomplished.	Yes ☐ No ☐
Will the work require entry into a permit-required confined space? - If yes, inform the contractor about known hazards and history of entry operations for each space that they will enter. Contact the FRC East Safety and Occupational Health Division for assistance, as needed. - If yes, the COR will debrief the contractor after the work in these spaces is completed.	Yes ☐ No ☐
Will both the Contractor and FRC East personnel be working in or near the permit-required confined space(s)? - If yes, ensure that the COR or FRC East supervisor coordinates entry operations with the contractor to ensure that everyone is aware of any work that is taking place that could affect personnel in the confined space. - If yes, provide a copy of FRC East Confined Space Program to the contractor and require that he or she conform to the requirements of that program. - If yes, at the end of entry operations, obtain a copy of all canceled permits, and send a copy of this information to the FRC East Safety and Occupational Health Division.	Yes ☐ No ☐
Hazard Communication: Provide the following to the contractor: - Information on precautions and safety procedures that must be followed in the work area. - Access to SDSs for hazardous chemicals located in the work area. - Information regarding the labeling system used in the work area. - Emergency procedures to be followed in the event of accidental exposure or release of hazardous chemicals or materials. Obtain a list of, and SDSs for, all chemicals that the contractor will be using. Provide a copy to the FRC East Environmental Division for review and approval. Contact the Safety and Occupational Health Division and/or Environmental Division for assistance, as needed. The contractor understands that SDSs must be kept on-site for all chemicals used by the contractor on FRC East property, and that no other chemicals may be brought on-site without prior approval by the COR and/or the FRC East Environmental Division.	Yes ☐ No ☐

Action Required	☒
Will work be conducted on the roof of a building where hood exhausts are located? If yes, either coordinate access with the Facilities and Infrastructure Management Department, FRC East Safety and Occupational Health Division, or the Building Manager to make sure that exhaust hoods in the work area are shut down, or inform the contractor of precautions that should be taken.	Yes ☐ No ☐
Will work by the contractor involve maintenance or repair of electrical or mechanical systems? - If yes, obtain a copy of the contractor's Lockout/Tagout procedures and inform the contractor of the lockout/tagout procedures followed by FRC East personnel. Make sure that all FRC East employees in the work area are aware of the contractors lockout/tagout procedures. - For any work scheduled to be performed that will result in work on energized power distribution systems obtain a copy of the Energized Electrical Work Permit.	Yes ☐ No ☐
Will work by the contractor involve modifications, additions, or upgrades to electrical power systems where contractor personnel will be required to work on live (energized) circuits of 50 volts or greater? If yes, ensure contractor provides arc flash analysis data for power panels/systems and verifies in writing that a NFPA 70E compliant label was affixed to the power panel/system enclosure. Must comply with EM 385-1.	Yes ☐ No ☐
Will Hot Work Permits be required during the contractors work? If yes, coordinate Hot Work permits with the MCAS Fire Department, the FRC East Safety and Occupational Health Division & the Facilities and Infrastructure Management Department or other designated personnel.	Yes ☐ No ☐
Will the work generate waste? Ensure the contractor understands that any hazardous waste generated during the work must be disposed of in a manner consistent with all applicable state and federal regulations, and that prior approval is required for the disposal method and disposal site?	Yes ☐ No ☐
Has the contractor been informed? That it is their responsibility to relay the above information to other contract employees and their subcontractors.	Yes ☐ No ☐
Has the contractor been given the opportunity to ask questions and have those questions answered to their satisfaction?	Yes ☐ No ☐