

Contractor Project Safety Document Submittal

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to outline the process for contractors to submit safety-related documentation to ensure compliance with Occupational Safety and Health Administration (OSHA) safety regulations and Nexamp requirements.

Definitions:

EMR: Experience Modification Rating is a metric used by insurance companies to set workers' compensation premiums.

Safety Manual: A collection of information, instructions, policies, and procedures intended to ensure the safe operation of any tools, machinery, or chemicals as well as safe conduct in the workplace.

Site-Specific Safety Plan: A SSSP is a document that is developed for each specific project or site that will define the scope of the work and other valuable information including identified and analyzed risks/potential hazards as well as developed and implemented exposure controls.

OSHA 10: Safety course designed by OSHA to cover safety basics for workers in high-risk industries.

First-Aid CPR & AED: A certification training which evaluates your skills in responding to medical emergencies until emergency responders arrive and teaches you the skills to respond to an adult or child who may be suffering from a life-threatening heart event, or a person who has stopped breathing.

Competent Person: An individual designated by the company that must be able to identify specific hazardous or dangerous working conditions and who has authorization to take prompt corrective measures to eliminate them in accordance with OSHA 29 CFR 1926.32(f)

Trade Specific Licenses: A trade license or certificate granted by the state government for a business or an individual to conduct operations. (Ex: Electrician)

Operator License/ Certification: State or local government licensing and certification

Large Construction Vehicles: A private or commercial vehicle or heavy equipment actively involved in the construction process or in the delivery or storage of tools or supplies. (Ex: Cranes, Telehandlers, Excavators, Pile Drivers/ Post Pounder, Dumpster Trucks, dump trucks, semi-trucks, ¾ ton or larger pickup trucks towing trailers)

1. Responsibilities:**A. Nexamp Project Manager:**

- I. The Nexamp Project Manager will initiate and manage the contractor and subcontractor's safety document submittal process via Procore.
- II. The Nexamp Project Manager will assign key personnel to the distribution list.
- III. The Nexamp Project Manager will collaborate with the contractors and subcontractors to ensure that the contractors submit all required documents no less than 7 business days prior to mobilization to the site.
- IV. The Nexamp Project Manager will work with the Nexamp EH&S Team to review and verify the submitted documents for compliance with safety regulations.

B. Contractors:

- I. Contractors and subcontractors shall identify the documents required for submission as outlined in this SOP and noted in the Procore "Safety Submittal" package.
- II. Contractors and subcontractors shall prepare and submit the required safety documents via Procore for review by the Nexamp Project Manager and Nexamp EH&S Safety no less than 7 business days prior to mobilization to the site. Documents must be submitted to the specific project's page.

2. Document Requirements:

A. Contractors:

- I. Contractors must provide a copy of the signed Contract agreement with the primary contractor.
- II. Contractor must provide a copy of their (EMR) Experience Modification Rating. Include a list of all companies involved in the subcontracting process.
- III. List should include the following.
 - a. Full company name(s)
 - b. Full names of employees on-site
 - c. Company phone number(s)
 - d. Company email (if applicable)

B. Safety Manual:

- I. Contractors must submit their safety manuals, which outline the safety policies, procedures, and guidelines specific to their company.
- II. The safety manual should address general safety protocols, hazard identification, emergency procedures, and relevant safety regulations.
- III. Workers must have current knowledge of and access to the safety manual of the contractor and subcontractor.

C. Site-Specific Safety Plan:

- I. Contractors are required to develop and submit a site-specific safety plan for the project.
- II. The safety plan should include a comprehensive assessment of potential hazards, control measures, emergency response procedures, and communication protocols.

D. OSHA 10-Hour Construction Certification Cards:

- I. All workers employed by the contractor, including those subcontracted, must possess a valid OSHA 10-hour Construction Certification cards at a minimum.

- II. Contractors must provide Nexamp copies of the valid OSHA 10-hour Construction Certification cards of all personnel performing work on site prior to any worker performing work on site.
- III. Any personnel hired after the commencement of construction must also produce a valid OSHA 10-hour Construction Certification card, and any other documentation relevant to his or her responsibilities within 7 business days from the start of employment.
- IV. Contractors must provide Nexamp copies of the valid OSHA 10-hour Construction Certification cards for all employees/sub-contractors hired after the commencement of construction.
- V. Contractors shall keep a copy of these documents on hand at all times for inspection. These can be kept in the contractor's office/Connex.

E. First-Aid CPR and AED Responder and Certification Card:

- I. A minimum of one individual that is designated as the first-aid CPR and AED responder must be assigned to each construction site each day for the duration of each project.
- II. A copy of this individual's certification card and their contact information must be included in the Procore safety submittal. This certification card must be from an accredited provider, e.g., American Red Cross or American Heart Association.
- III. This individual must keep a copy of their certification with them at all times while on any Nexamp site.

F. Competent Person

- I. Include the full name, contact information, training record, certifications and up-to-date licenses for the contracting company's job or trade-specific competent person.
- II. The competent person will be designated by the contractor company and must be able to identify specific hazardous or dangerous working conditions

and who has authorization to take prompt corrective measures to eliminate them in accordance with OSHA 29 CFR 1926.32(f)

- III. A competent person must be present when performing such tasks as excavation and trenching, fall protection, blasting, welding/hot work, inspections or testing, and electrical work.
- IV. A competent person shall be present for the duration of the task and perform daily inspections of the work area.

G. Safety Officer:

- I. Include the full name, contact information and copies of all the required certifications.
- II. The minimum qualification that must be held and kept up to date by a Safety Officer are:
 - a. OSHA 30 Hour Construction Certificate
 - b. First Aid Certification
 - c. CPR & AED Certification
 - d. Documented 1 year of experience as well as training or experience in incident investigation, incident reporting, and near miss reporting.

H. Construction Vehicle Operator Licenses:

- I. Contractors must upload via Procore copies of the operator licenses of all employees that will be operating large construction vehicles on site.
- II. All construction vehicles that require an official operator license include, but are not limited to dump trucks, semi-trucks, ¾ ton or larger pickup trucks towing trailers, cranes, excavators, telehandlers, derricks, and pile drivers.

I. Construction Vehicle Operator Training:

- I. Contractors must provide proof of training for all workers operating construction vehicles that do not require operator licenses.

- II. The training documentation should include a content covered, details of the training program, and certificate of completion.

J. Lighting Plan:

- I. Contractor must develop and submit a lighting plan if any work being performed will be done before sunrise and after sunset when visibility is decreased. (Sunrise and sunset times can be found on local weather websites or google)
- II. The lighting plan must include the construction site details (property lines, parking lot, first aid station, restrooms, job trailer, materials, worksite), location or service points (area work is being performed, walkways, material storage, first aid station, parking lot), pole data, electrical circuits, luminaires.
- III. At a minimum, the contractor will provide a 5-foot candle for every 300 square feet (about the area of a parking space) that provide 1,000lx to 1500lx (Lumens) and two 30-foot candle providing 1,000lx (Lumens) for the First Aid Stations and the construction site parking lot.

K. Electrical Trades:

- I. Contractor performing any type of electrical work (installation, replacement, or repairs) must identify all qualified persons and include the names and contact information as well as copies of all professional licenses (Ex: Master Electrician License) and training certificates (Ex: LOTO- Lock Out Tag Out, NFPA 70, NFPA 70E) in accordance with OSHA 29 CFR 1910 Subpart S
- II. Contractor must also provide the names of all employees that will be performing any type of work with electrical components on the Nexamp construction site and include copies of employees' training certificates. (*Must delineate between qualified and unqualified personnel).
- III. Contractor must provide a copy of the (LOTO) Lockout/ Tagout procedure in the safety submittal.
- IV. Contractor is required to develop and submit a copy of their electrical safety program in accordance with NFPA 70E.

3. Submission Process:

A. Contractor Notification:

- I. The Nexamp Project Manager will create the submittal for the required safety documents and input the appropriate timelines for the contractor submission and subsequent approvals as outlined below.
 - a. Contractor Submission – 7 Business Days before Mobilization
 - b. Nexamp Project Manager – 7 Business Days after Contractor Submission
 - c. Nexamp EH&S Specialist – 7 Business Days after Nexamp Project Manager Approval
 - d. Nexamp EH&S Supervisor - 7 Business Days after Nexamp EH&S Specialist

B. Document Preparation:

- I. Contractors must compile all necessary safety documents outlined in this SOP.
- II. Contractors must ensure that all documents are complete, accurate and up to date. Any documents that are within 1 month of expiration should be renewed through the issuing entity (i.e., OSHA, Red Cross, etc.) and submitted for review upon renewal.

C. Document Submission:

- I. Contractors must submit the required safety documents to the Nexamp Project Manager, Assistant Project Manager, EH&S Specialist, and EH&S Supervisor via Procore for review and approval.
- II. Contractor will ensure that all documents, attachments, and photographs are clear, legible, properly labeled, and authentic.

4. Document Review and Compliance Verification:

A. Document Review:

- I. The Nexamp Project Manager and the Assistant Project Manager(s) will review the submitted safety documents.
- II. The Nexamp Project Manager and the Assistant Project Manager(s) will then approve the submitted safety documents and submit them to the Nexamp Environmental Health and Safety Specialist for review.
- III. The Nexamp EH&S Specialist will then approve (for review only) and submit the safety documents to the Nexamp EH&S Supervisor for further approval.
- IV. This review will ensure that all required documents are present, accurate, and comply with safety regulations.

B. Review and Resubmission:

- I. The Nexamp Project Manager and the Environmental Health and Safety Supervisor will verify compliance with OSHA safety regulations and Nexamp Safety Requirements based on the submitted documents.
- II. If there is cause for rejection, such as the presence of any non-compliant, expired, or missing documents, the environmental health and safety manager will communicate such to the contractor for revision and resubmission.
- III. The contractor will resubmit the safety submittal and supporting documents with all necessary changes or updates within seven business days for additional review.
- IV. If there is cause for rejection the submittal will be approved by the Environmental Health and Safety Supervisor and the Nexamp Project Manager will close and distribute the submittal.

C. Compliance:

- I. Failure to comply with these requirements will result in delay of start and/ or removal of personnel.

5. Resource Links

A. OSHA

- I. Link to OSHA website: <https://www.osha.gov/>

B. American Red Cross

- I. Link to American Red Cross website: <https://www.redcross.org/>

C. American Heart Association

- I. Link to American Heart Association: <https://www.heart.org/>

