

Appendix E – Contractor Pre-Task Checklist Guidance Document

Instructions for use:

The information provided in this document is for illustrative purposes only and should not supplant a Contractor's own efforts in understanding and complying with applicable regulations. The regulatory information below is for U.S. federal regulations only, and state requirements may differ. The Contractor is solely responsible for complying with applicable federal, state, and local health and safety laws and regulations. Use this document as a helpful reference to fill out a pre-task plan.

1. Construction (OSHA 29 CFR 1926)

- Various construction regulations.
- Demolition Procedures for safe demolition of existing structures, including contingencies to safely assess and manage potentially hazardous substances such as asbestos and lead.

2. Operational Disruption

- Operational disruptions include working in an area occupied by Helmer employees, traveling through occupied areas, parking trailers in Helmer yards, etc.

3. Health & Safety Training (OSHA 29 CFR 1926 and 1910)

- Contractor must provide its personnel with all training required by regulation for the specific tasks undertaken by such personnel.
- Health & Safety training includes, but is not limited to: Hazard Communication; means of Egress; Powered Platforms; Occupational Health and Environmental Control; Hazardous Materials; personal Protective Equipment; General Environmental Controls; medical Services and first Aid; Fire Protection; Materials Handling and Storage; Machinery and Machine Guarding; Welding; Cutting, and Brazing; Electrical Safety-Related Work Practices; Signs, Signals, and Barricades; Signaling; Tools – Hand and Power; Scaffolding; Fall Protection; Cranes, Derricks, Hoists, Elevators, and Conveyors; Motor Vehicles, Mechanized Equipment, and Marine Operations; Excavations; Demolition; Ladders.

4. Personal Protective Equipment (PPE) (OSHA 29 CFR 1910 Subpart I; 29 CFR 1926 Subpart E)

- Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

5. Safety Signage (OSHA 29 CFR 1926 Subpart G)

- Barricade means an obstruction to deter the passage of persons or vehicles.

- Signs are the warnings of hazard, temporarily or permanently affixed or placed, at locations where hazards exist.
- Signals are moving signs, provided by workers, such as flaggers, or by devices, such as flashing lights, to warn of possible or existing hazards.
- Tags are temporary signs, usually attached to a piece of equipment or part of a structure, to warn of existing or immediate hazards.

6. Dock Safety and Trailer Yard Activity

- If utilizing Helmer bay doors to receive or load product, trailers may be docked by Helmer personnel. Discuss use of bay doors and docking with the Helmer Project Manager.

7. Fire System Impairments (NFPA, 4, 7, 14, 15, 25 or local jurisdiction)

- If work performed on the Helmer building requires or results in any impairment to the building's fire suppression, protection or alarm system, the Helmer Project Manager must be notified.

8. Emergency Egress (OSHA 29 CFR 1926.34; 29 CFR 1910 Subpart E)

- In every building or structure exits shall be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied. No lock or fastening to prevent free escape from the inside of any building shall be installed.
- Exits shall be marked by a readily visible sign. Access to exits shall be marked by readily visible signs in all cases where the exit or way to reach it is not immediately visible to the occupants.
- Means of egress shall be continually maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.

9. Physical Nuisances (OSHA 29 CFR 1926 Subpart D; 29 CFR 1910.95)

- Exposure of employees to inhalation, ingestion, skin absorption, or contact with any material or substance at a concentration above those specified in OSHA Permissible Exposure Limit tables.
- Exposure to excess noise of 85 decibels time weighted average will require the appropriate hearing protection.

10. Fire Prevention /Hot Work (OSHA 29 CFR 1926 Subpart J)

- Procedures for safe transportation and storage of compressed gas cylinders. Procedures for safe welding and cutting including grounding, shielding, fire prevention (fire watch), ventilation, and performing such operations on metals of toxic significance.
- Helmer's insurance carrier requires that Contractor obtain a permit for each job involving hot work. See the Helmer Project Manager for details.

11. Cranes, Derricks, and Hoists (OSHA 29 CFR 1910.179-181; OSHA 29 CFR Subpart N)

- Procedures for safe operation of cranes and derricks.
- Procedures for safe operation of material hoists, personnel hoists, and elevators.

12. Lasers and Radioactive devices (<http://www.osha.gov/SLTC/laserhazards/index.html>)

- Only qualified and trained employees shall be assigned to install, adjust, and operate laser equipment.
- Proof of qualification of the laser equipment operator shall be available and in possession of the operator at all times.

13. Hazardous Energy Control (OSHA 29 CFR 1910.147)

- Procedures pertaining to the servicing and maintenance of machines and equipment in which the "unexpected" energization or start-up of the machines or equipment, or release of stored energy, could cause injury to contractor or Helmer employees.
- Procedures for training personnel in the required duties and potential hazards of energy control.

14. Electrical Safety (NFPA70E)

- Labeling of electrical energy sources in compliance with NFPA 70E. PPE provision, use, inspection, maintenance, and replacement. Fire resistant clothing. Qualified Persons.

15. Powered Industrial Trucks (PIT) (OSHA 29 CFR 1910.178)

- Procedures for safe operation of forklifts, platform lift trucks, and motorized hand trucks.

16. Confined Space (OSHA 29 CFR 1910.146)

- Procedures to protect contractor employees from the hazards of entry into permit required confined spaces.
- Procedures for coordinating with Helmer personnel when entering Helmer permit-required confined spaces.
- Procedures for training personnel in the required duties and potential hazards of confined space entry.

17. Working at Heights (OSHA 29 CFR 1926.500 to 1926.503)

- Fall Protection Procedures and equipment are required whenever employees walk or work on surfaces that are four feet or more above a lower level.

18. Portable Ladders (OSHA 29 CFR 1926 Subpart X)

- All portable ladders must be heavy duty, fiberglass and comply with 1926 Subpart X.

19. Scaffolds (OSHA 29 CFR 1926 Subpart L)

- Each scaffold and scaffold component shall have a load capacity of supporting, without failure, its own weight and at least 4 times the maximum intended load applied.

- Procedures for safe use of scaffolding also include construction techniques, protection from falling objects and inspections.

20. Aerial Lifts (OSHA 29 CFR 1910 Subpart F)

- Structural supports, tie-downs, tie-in guides, anchoring devices and any affected parts of the building included in the installation shall be designed by or under the direction of a registered professional engineer experienced in such design.
- Exterior installations shall be capable of withstanding prevailing climatic conditions.

21. Compressed gases (OSHA 29 CFR 1910 Subpart Q)

- All compressed gases must be secured, restrained and in the upright position at all times.
- All compressed cylinders shall be kept away from exits and egress routes and at least 20 ft. away from flammable, combustible or incompatible substances.
- All empty cylinders must be appropriately stored in a secure location.

22. Power Actuated Tools (OSHA 29 CFR 1910 Subpart P)

- All pneumatic power tools must be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
- All electric power operated tools must either be approved double-insulated type or grounded.

23. Chemical Products (OSHA 29 CFR Subpart Z)

- Regulations regarding toxic and hazardous substances.
- Procedures for labeling all chemical containers.
- Procedures for maintaining and providing SDSs for all chemicals.
- Procedures for training personnel in the control of anticipated hazards.

24. Chemical / Bio / Hazardous Waste Disposal (OSHA 29 CFR 1910 Subpart H; 40 CFR 261)

- All chemical / bio / hazardous waste must be disposed of according to applicable regulations for removing all hazardous materials and waste from Helmer properties prior to completion of work.

25. Disturbing Hazardous Building Materials: Asbestos, Lead, PCB (OSHA 29 CFR 1910.1001 and 1926.1101)

- Procedures for preventing and reporting disturbances of potential asbestos, lead, PCB containing materials.

26. Environmental Concerns

- If the work will distribute environmental contaminants, including dust, Contractor must use measures to prevent the spread of such contaminants outside of the work area.

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