

Revised 20 January 2009

**NAVAL UNDERSEA WARFARE CENTER DIVISION, NEWPORT
(NUWC DIVNPT)
OCCUPATIONAL SAFETY AND HEALTH INFORMATION FOR
CONTRACTORS**

OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

This document contains information regarding Safety and Occupational Health Administration (OSHA) requirements for contractor personnel at the Naval Undersea Warfare Center Division, Newport (NUWCDIVNPT).

Background: The Occupational Safety and Health Act of 1970, Public Law 91-596, established the policy that requires NUWCDIVNPT to furnish employees with a safe and healthful workplace environment. Division Newport is responsible for complying with the standards promulgated by this act, including the Hazard Communication Standard ("Right to Know" Act).

Each employee is responsible for complying with the regulations pursuant to this act and this policy extends to contractors and visitors while at NUWCDIVNPT. While many safety and health standards exist that apply to operations at NUWCDIVNPT, the current editions of the following are representative:

- 29 CFR 1910 - General Industry Standards
- 29 CFR 1926 - Construction Standards
- 48 CFR 252 - Federal Acquisition Regulations System (Solicitation provisions and contract clauses) and Safety Precautions for Ammunition
- EM-385-1-1 - US Army Corps of Engineers Safety & Health Requirements Manual
- OPNAVINST 5100.23G - Navy Occupational Safety & Health Manual
- NAVSUP P-538 - (Materials Handling Equipment)
- NUWCDIVNPTINST 5100.5 (series) - Safety and Health Manual
- NUWCDIVNPTINST 5090.3 (series) - Hazardous Material Control Program
- NUWCDIVNPTINST 5100.14 (series) - Management of Weight Handling Equipment
- NUWCDIVNPTINST 5100.16 (series) - Compressed Air Safety
- NUWCDIVNPTINST 6000.2 (series) Smoking Policy
- NUWCDIVNPT 8020.4 (series) - Explosive Safety Policies, Requirements, & Procedures Manual
- NAVSTANPT/LOCAL AREA RI COORDINST 11320.1 (series) - Issuance of Fire Bill for NAVSTA Newport, Supported, and Tenant Commands
- NAVFAC P-307 - Management of Weight Handling Equipment

In addition, contractor or subcontractor employees are subject to special requirements, specifications and standards that are cited in their Accident Prevention Plan. Violations of these

standards could result in a work stoppage until corrective action is taken.

The space in this document does not permit standards to be addressed in depth; therefore, only the most elementary requirements or those unique to our work environment are provided as a reminder. If there are specific questions or doubts concerning proper procedures for Occupational Safety and Health issues, please contact your Facilities Engineering Acquisition Division (FEAD) Inspector, or Contracting Officer Technical Representative (COTR), or the Safety and Occupational Health Division directly at (401) 832-3534.

Properly completed Material Safety Data Sheets (MSDSs) will be provided in advance to the FEAD Inspector or COTR before any chemical item may be brought aboard NUWC DIVNPT. Chemical items include all paints, adhesives, coating, etc. By request, contractor personnel will have access to all NUWC DIVNPT MSDSs for chemicals used in areas where they are working. (29 CFR 1910.1200)

The contractor is responsible for training his/her employees in the safe use, handling, storage and disposal of hazardous materials. No contractor-provided chemical items of any type will be disposed of at NUWC DIVNPT. Excessive amounts of hazardous materials will not be maintained at the job site; hazardous materials must be stored in approved containers, and maintained in proper containment and storage sites. (29 CFR 1910.1200)

If during construction, asbestos material or material suspected of containing asbestos is encountered, all work in the vicinity of the material will be discontinued immediately, and the FEAD Inspector or COTR will be notified. [NUWC DIVNPT INST 5100.5 (series)]

NUWC DIVNPT has Confined Spaces and when contractors need to enter NUWC DIVNPT's Confined Spaces the following form needs to be completed, NUWC DIVNPT INST 5100.5 (series), Chapter 27, Appendix D with supporting documentation and provide it to the Confined Space Program Manager (CSPM) in the Safety Office via the COTR. The CSPM will provide information related to the known hazards of the space(s) to be entered. The contractor will ensure that confined space air monitoring is performed prior to entry by the contractor. The contractor is also responsible for issuing permits for their personnel. Confined spaces at NUWC DIVNPT are understood to include: storage tanks, pits, boilers, fuel cells, manholes, sewers, underground utility

vaults, pollution control equipment and similar structures. (29 CFR 1910.146 and OPNAVINST 5100.23G)

The contractor will not perform hot work (welding, burning or cutting) until a Hot Work Permit has been issued by the Naval Station Newport Fire Department. Contact NAVSTA Newport Fire Department at (401) 841-2225, to request a permit.[NAVSTANPT/LOCAL AREA RI COORDINST 11320.1 (series)]

There are no fuel pumps at NUWC DIVNPT and gasoline may only be brought on the station to fuel equipment. In addition, gasoline or diesel powered equipment or vehicles used inside of a building must have a means to ventilate the exhaust to the exterior of the building. (EM-385-1-1)

All air intakes, including roof vents, in the vicinity of work that generates dust, vapor, smoke, spray or odors will be closed and sealed with plastic prior to the start of work. In addition, openings that permit such items to escape into adjacent spaces will be sealed off.

Smoking is prohibited in all NUWC DIVNPT buildings and is prohibited within 50 feet of air supply intakes and building entryways/egresses, unless the person is smoking in a non-government enclosed vehicle. [NUWC DIVNPT 6000.2 (series)]

Work above occupied areas or passageways will be avoided whenever possible. If overhead work is necessary, the work will be coordinated with FEAD Inspector or COTR and the area supervisor. The area below this work will be adequately marked and barricaded at all times. Under no circumstances will work be performed over unprotected spaces. (EM-385-1-1)

Any crane lift of material or equipment onto a building roof must be coordinated well in advance with the FEAD Inspector or COTR. Contractors bringing cranes on board NUWC DIVNPT will complete the Certificate of Compliance form on page 6. The completed form is to remain posted in the respective cranes while on Navy property.

All operations involving contractor crane operations performed at NUWC DIVNPT shall be conducted in accordance with applicable requirements outlined in NAVFAC P-307, NUWC DIVNPTINST 5100.14 (series), as well as applicable OSHA/ASME standards.

Crane Operations/Contractors operating cranes must be trained, certified and carry a Rhode Island Weight Handling Equipment (hoisting) license or another state license that verifies that they have met 29 CFR 1910.178 requirements.

Forklift Operations – Contractors operating Government owned forklifts must be trained in accordance with OSHA 29 CFR 1910.178. They must also meet the requirements of the NAVSUP P-538 Materials Handling Equipment (MHE) dated 15 November 2002 or most current issue at time of contract award. Training documentation should be provided to the Contract Principal Investigator for inclusion into the individuals forklift operators file. Contractors must possess a certification of competency to operate a forklift given from their company. The certification must state the type and class/lift code certified for, Safe Working Load (SWL) and the Type Designation as stated in NAVSUP P-538, sample license form Section 4, page 6, figure 4-2. This certification must be carried on their person at all times while operating a Government owned forklift. Contractors should provide documentation of a current physical indicating they are medically cleared to operate a forklift. Operators handling general supply materials shall be evaluated every 3 years in accordance with OSHA regulations and be recertified by their company. All recertification and physical documentation shall be provided to the Government.

Working on live circuits is prohibited. All circuits will be de-energized, tagged and/or locked out in accordance with 29 CFR 1910.147 and EM-385-1-1. Lockout/Tagout requires training of those working with the equipment and those in the affected area.

Worksites will be kept reasonably clean at all times. All debris, scrap material, tools and equipment will be cleared from the worksite as work progresses. At no time will hoses, power cords, materials, etc. be permitted to create tripping hazards in areas outside of the worksite. (29 CFR 1926.25)

Traffic Flow - The speed limit everywhere at Division Newport is 25 mph unless otherwise posted. Vehicles will stop at all pedestrian crosswalks when pedestrians are present. If construction work interferes with traffic flow, the contractor shall provide a flagman to direct traffic around the worksite. After work hours, the contractor shall provide barricades and flashers to protect pedestrian and vehicular traffic from hazardous conditions.

Radio transmission equipment/frequency restrictions - whenever a contractor will be purchasing new radio frequency (RF) equipment or using existing equipment owned by the contractor to be operated in any of NUWC's facilities it is a requirement that they receive authorization/approval from the Facility Frequency Manager. Due to power limitations, frequency assignments and licensing all equipment specs must be reviewed by the Frequency Manager to determine the frequency requirements prior to the purchase or use

aboard NUWC. Unauthorized/illegal use of controlled frequencies could result in heavy fines (\$10,000 per radio/per offense). The Facility Frequency Manager can be contacted at (401)832-7922.

Radio transmitter restrictions prior to use - Report all portable and mobile communications equipment/electronics equipment (any item that emits RF energy) to the Security Division at (401)832-2551, the Safety and Occupational Health Division at (401)832-3534 and the ESO at (401)832-7922. Additionally, the contractor must provide contractor POC information to the Explosive Safety Officer (ESO) so contractor personnel can be informed of the current HERO conditions set onboard NUWCDIVNPT. Do not transmit in Radio Frequency restricted areas without approval from the ESO. These areas are clearly marked by street signs. For sign locations contact the ESO at (401) 832-7922.

Explosives - Review 48 CFR clauses 252.223-7002 Safety precautions for ammunition and explosives and 252.223-7003. Change in place of performance-ammunition and explosives to ensure compliance where applicable. The contractor is responsible for providing explosives safety training for its employees, verification of physical examination, and providing documentation of these requirements to the NUWCDIVNPT ESO.

Under no circumstances may explosive materials be transported onto the Center without permission from the ESO. Permission may only be granted after proposed program is reviewed and approved by the Explosives Safety Committee. Contractor employees performing explosive operations must be entered into the NUWCDIVNPT Explosive Handlers Qualification/Certification program. Explosive operations and tests must be performed in accordance with a standard operating procedure approved by the Environmental, Safety and Security Department Head, Code 115. All deviations by the contractor to NUWCDIVNPT Explosive Handlers Qualification/Certification program must be authorized in writing by the Commanding Officer.

Storm Protection - Contractors are to take precautions against all weather conditions especially if winds of gale force are issued. Take precautions to minimize danger to persons and damage to the worksite and adjacent property. Precautions shall include, but not be limited to closing openings, removing loose materials, tools and equipment from exposed locations, and removing or securing scaffolding and other temporary work. Close openings, if storms of lesser intensity could damage the work or government property.

OSHA, Environmental Protection Agency (EPA) and CDE contractors shall strictly adhere to the EPA Regulations, Federal OSHA

Regulations, and the Army Corps of Engineers Safety and Health manual, as well as all applicable state and local requirements.

Every personal injury, motor vehicle accident or instance of government property damage shall be reported immediately to the FEAD Inspector or COTR. [NUWCDIVNPTINST 5100.5 (series)]

Newport emergency medical care may be provided by calling 911. All others are to seek medical attention at a local hospital or their own doctor.

FOR EMERGENCY INCIDENTS AT Naval Undersea Warfare Center
Division Newport (NUWCDIVNPT)

Fire.....911
Serious Injury.....911
Hazardous Material Spill.....(401)832-7745

When making an emergency call, identify yourself, what company you are employed by, your location, (bldg. #, floor, and phone #) from which you are calling and state exact nature of emergency. Have someone meet the emergency responders upon arrival to the building so they can help guide the first responders to the location.

Additional telephone numbers:

- FEAD Inspector.....
- CORT.....
- Fire Dept. (Routine).....(401) 841-2225
- Environmental Division (401) 832-3370
- Safety and Occupational.....(401) 832-3534
Health Division
- Security Division.....(401) 832-2551

CERTIFICATE OF COMPLIANCE

This certificate shall be signed by an official of the company that provides cranes for any application under this contract. Post a completed certificate on each crane brought onto Navy property.

PRIMARY CONTRACTOR/PHONE:	CONTRACT NUMBER:
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CRANE SUPPLIER/PHONE: (If different from prime contractor)	CRANE NUMBER: (i.e., ID number)
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CRANE MANUFACTURER/TYPE/CAPACITY:

CRANE OPERATOR'S NAME(S):

I certify that:

1. The above noted crane conforms to applicable OSHA regulations (host country regulations for naval activities in foreign countries). The following regulations apply: _____
2. The operators noted above have been trained and are qualified for the operation of the above noted crane.
3. The operators noted above have been trained not to bypass safety devices during lifting operations.

COMPANY OFFICIAL SIGNATURE:	DATE:
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COMPANY OFFICIAL NAME/TITLE:

POST ON CRANE
(IN CAB OR VEHICLE)

CONTRACTOR CRANE OPERATION CHECKLIST

		YES	NO
1	Does the operator know the weight of the load to be lifted?		
2	Is the load to be lifted within the crane manufacturer's rated capacity in its present configuration?		
3	Is the crane level and on firm ground?		
4	Are outriggers required?		
5	If so, are outriggers fully extended and down, and the crane load off the wheels?		
6	If blocking is required, is the entire surface of the outrigger pad supported and is the blocking material of sufficient strength to safely support the loaded outrigger pad?		
7	If outriggers are not used, is the crane rated for on-rubber lifts by the manufacturer's load chart?		
8	Is the swing radius of the crane counterweight clear of people and obstructions and are accessible areas within the swing area barricaded to prevent injury or damage?		
9	Has the hook been centered over the load in such a manner as to minimize swing?		
10	Is the load well secured and balanced in the sling or lifting device before it is lifted more than a few inches?		
11	Is the lift and swing path clear of obstructions?		
12	If rotation of the load being lifted is hazardous, is a tag or restraint line being used?		
13	Are personnel prevented from standing or passing under a suspended load?		
14	Is the crane operator's attention diverted?		
15	Are proper signals being used at all times?		
16	Do the operations ensure that side loading is prohibited?		
17	Are personnel prevented from riding on a load?		
18	Are start and stop motions in a smooth fluid motion (no sudden acceleration or deceleration)?		
19	If the load is to be suspended and left unattended, have prior planning and written procedures been completed?		
20	If operating near electric power lines, are the rules and guidelines understood and adhered to?		
21	Is the lift a critical lift?		
22	If so, are all regulations understood and check-off sheets initialed and signed off?		
Contractor:		Subcontractor:	
Location:		Date:	
Notes:			