

## APPENDIX H

## ACCIDENT PREVENTION PROGRAM - SAFETY PREWORK CONFERENCES

1. An Accident Prevention Program is required for each construction contract, A-E contracts requiring field work, for contracts for the lease of dredges or other floating plant, and for each comparable hired labor project. A complete Accident Prevention Program will include an Administrative Plan and a Job Hazard Analysis: POD Forms 248-R and 184 will be used to prepare the Administrative Plans and the Job Hazard Analyses. The contractor's program should be developed by the prime contractor. It must be submitted, reviewed, and accepted, or accepted with minor revisions, by the appropriate Area/Resident or Project Engineer prior to acceptance by the Contracting Officer. It must be acceptable to the Contracting Officer prior to scheduling the Safety Prework Conference. The acceptance authority may be delegated to the Contracting Officer's Representative. An Accident Prevention Program is required prior to the beginning of any work. Hired Labor Accident Prevention Programs will be developed by the project's manager.
2. The Job Hazard Analysis (JHA) must include each major phase or activity of work. Only those hazards which may cause a fatality or permanent disability are intended to be included in the JHA. On large or complex jobs, a complete outline listing the anticipated phases of the work may be included with the original submission of the Accident Prevention Program in lieu of a complete JHA. However, the contractor must submit an analysis to the Contracting Officer, or his representative, for acceptance prior to the beginning of each phase of construction.
3. The Area, Resident or Project Engineer will review the existing Accident Prevention Programs at least quarterly or at the beginning of each phase of work and the review noted. An entry giving the date of the review and the initials of the reviewer is considered as adequate notation. Changes determined necessary as a result of the review will be included as an amendment to the appropriate document by the contractor or his representative.
4. Hired labor supervisors, construction engineers, and inspectors should make frequent job checks for compliance with the program. Prompt action should be taken as may be necessary to require compliance. Deficiencies observed and action taken to correct the deficiencies should be noted on the daily inspection reports or logs.
5. The Safety Prework Conference agenda should be developed to meet the specific problems and unusual features of the job. Consideration should be given to any previous experience of the contractor on Corps work. The following are suggested for the agenda where applicable:
  - a. The establishment of a mutual understanding relating to the purpose and function of a job hazard analysis.
  - b. A review and discussion of the hazards and remedies submitted by the contractor, leading to an agreement upon the methods to be used in eliminating the hazards.
  - c. A list of the purpose and advantages of the Safety Program.

d. A review of the Accident Prevention clause of the contract and the General and Special Conditions of the specifications with special emphasis on: (1) The contractor's regular safety inspections and records required by General and Special Provisions of the contract; (2) The necessity of the contractor's participation in Safety Prewrite Conferences for subcontractors not in attendance during the original conference.

e. A list of the local installation requirements which must be complied with.

f. How the contractor proposes controlling and coordinating work of his subcontractors.

g. Discussion of overstatements, omissions, and irrelevant items in the contractor's proposals. Where not clearly indicated in the proposal, the following applicable items should be developed as a minimum:

(1) Plans for dust control.

(2) Methods that the contractor, or activity, proposes using to control and coordinate work with others having operations at the same location.

(3) Plans for layout of temporary construction buildings and facilities, including how contractor plans to control those of his subcontractors.

(4) Plans for initial indoctrination and continued safety education for all employees.

(5) Plans for traffic control and marking of hazards to cover haul roads, highways, intersections, railroads, utilities, bridges, restricted areas, etc.

(6) Plans for maintaining continued job cleanup.

(7) Plans for fire protection and dealing with emergencies (ambulance service, fires, man overboard, etc.).

(8) Arrangements for providing adequate lighting, ventilation, personal protective equipment, and medical care.

(9) Plans for prompt action by the contractor to correct deficiencies reported by Government representatives.

6. To facilitate staff reviews of accident prevention activities, the following items should be kept on file and readily available at the work site:

a. A copy of the accepted contractor's Accident Prevention Program.

b. A copy (signed by the contractor and the CO and COR) of the minutes and/or agreements of the Safety Prewrite Conference.

c. Evidence of program review. Minimum review should be quarterly.

d. Contractor's daily inspection records.

7. Continuous follow-up should be conducted by all Government on-site personnel to ensure that the contractor is conducting his safety program in accordance with contract requirements and the proposals and agreements reached at the Prework Safety Conference.

**ACTIVITY HAZARD ANALYSIS**  
(Pre-Construction Hazards Control Report)

Date Submitted: May 20, 1983

Contract No: DACA 83-C-0003 Name of Project: MILITARY AFFILIATE RADIO STATION

Activity Start Date: May 25, 83 Date of Pre-Phase Mtg: 3 Submitted by Contractor: THOHT CONSTRUCTION  
Signature and Title

Accepted by Govt Rep \_\_\_\_\_ Signature and Title \_\_\_\_\_  
Comments by Govt Rep: \_\_\_\_\_

PHASE NO.	ACTIVITY	POTENTIAL HAZARDS	PRECAUTIONARY ACTION & CONTROL TO BE TAKEN
3	LIFTING & PLACING PRECAST PLANKS	1. Dropping planks on workmen.  2. Workmen being caught between or struck by equipment.	1.a. No one will be permitted to stand under overhead load. 1.b. Crane operator will be instructed not to swing load over personnel. 1.c. Rigging will not be released until planks are secured in places and properly supported. 2.a. Equipment will be equipped with backup alarms. 2.b. Signal man will be provided as required by EM 385-1-1.

<p><b>ACTIVITY HAZARD ANALYSIS</b> (Pre-Construction Hazards Control Report)</p>			
<p>Contract No: <u>DACA 83-C-0003</u></p>	<p>Name of Project: <u>MILITARY AFFILIATE RADIO STATION</u></p>	<p>Date Submitted: <u>May 20, 83</u></p>	
<p>Activity Start Date: <u>May 20, 83</u></p>	<p>Date of Pre-Phase Mtg: _____</p>	<p>Submitted by Contractor: <u>THOHT CONSTRUCTION</u> Signature and Title _____</p>	
<p>Accepted by Govt Rep _____</p>	<p>Signature and Title _____</p>	<p>Comments by Govt Rep: _____</p>	
PHASE NO.	ACTIVITY	POTENTIAL HAZARDS	PRECAUTIONARY ACTION & CONTROL TO BE TAKEN
4	<p>1. Placing reinforcement steel and pouring concrete on roof. Completing installation of roof.</p>	<p>1. Falling from roof. 2. Employees being struck by concrete bucket. 3. Electrical shocks from concrete vibrator or temporary electrical wiring. 4. Scalded by hot roofing tar.</p>	<p>1. Scaffolding, with proper guardrails, will be placed around the building's perimeter. 2. One workman will be identified as signalman to warn others of incoming or outgoing bucket. 3.a. Vibrators will be inspected and tested daily to assure that they're in safe condition. 3.b. Temporary wiring will be guarded or elevated to prevent damage. 4.a. Hot tar will not be carried on ladders. 4.b. Containers for hot substances shall not be filled higher than 4" from the top.</p>

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Accepted by Govt Rep: Signature and Title  
Comments by Govt Rep:

PHASE NO.	ACTIVITY	POTENTIAL HAZARDS	PRECAUTIONARY ACTION & CONTROL TO BE TAKEN
7	PLUMBING	<ol style="list-style-type: none"> <li>Employee suffocating due to collapse of excavated material.</li> <li>Employees caught between or struck by equipment or loads.</li> <li>Electrocution due to excavating into energized conductors.</li> </ol>	<ol style="list-style-type: none"> <li>All trenches more than 5' deep will be shored in accordance with EM 385-1-1, or the banks laid back to the angle of repose.</li> <li>Excavated materials will be placed at least 2' back from the open trenches banks.</li> <li>Equipment will be equipped with backup alarms.</li> <li>Signalman will be provided as required by EM 385-1-1.</li> <li>Crane operator will be instructed not to swing materials over workmen.</li> <li>No one will be permitted to stand under overhead load.</li> <li>Efforts will be made to locate all underground conductors prior to excavating.</li> </ol>

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Comments by Govt Rep: \_\_\_\_\_

PHASE NO.	ACTIVITY	POTENTIAL HAZARDS	PRECAUTIONARY ACTION & CONTROL TO BE TAKEN
8	INSTALLING NEW ELECTRICAL EQUIPMENT AND CONNECTING TO EXISTING POWER SUPPLY.	1. Electrical shock or electrocution.  2. Falls from poles or towers, etc.	1.a. Mobile cranes and derricks will be effectively grounded while near energized lines. 1.b. An accepted lock-out procedure will be implemented. 1.c. During connections with energized lines, the power will be turned off and positive means taken to prevent re-energizing. 1.d. Mobile cranes will not operate within the minimum required clearances given in para 15.E.08, EM 385-1-1. 2. Each workman working from poles or towers will be protected from falling at all times by either nets, safety belts, or approved work platforms.

ACCIDENT PREVENTION PROGRAM  
ADMINISTRATIVE PLAN

WILLINGNESS TO CORRECT SAFETY HAZARDS DETECTED BY THE CORPS IS COMMENDABLE, BUT A POOR SUBSTITUTE FOR A POSITIVE PROGRAM THAT PREVENTS OR DETECTS AND CORRECTS HAZARDS.

1. CONTRACTOR <b>Far East Contractors</b>		2. CONTRACT NAME AND NO. <b>Construct Barracks, F.S. DACA 83-84-C-0000</b>		3. DATE <b>1 May 1986</b>
4. PROJECT SUPERINTENDENT: <b>John Goforth</b>		5. SHIFTS/DAY <b>1</b>	5a. HOURS/SHIFT <b>8</b>	5b. MAXIMUM EMPLOYEE/SHIFT <b>100</b>
6. SUPERINTENDENT'S TRAINING IN CORPS' SAFETY REQUIREMENTS. <b>Former Construction Representative with Ft. Worth Dist USACE</b>			6a. SUPERINTENDENT'S PREVIOUS EXPERIENCE WITH CORPS <b>Maile Point Breakwater Makua Radio Tower</b>	
7. MAJOR UNITS OF EQUIPMENT CONTRACTOR WILL USE <b>1 - 50 Ton Crane 1 - D8 Dozer 6 - Welding Machines 1 - Front end loader</b>			7a. MAJOR UNITS OF EQUIPMENT SUBCONTRACTOR WILL USE <b>1 - Paving machine</b>	
8. NAME OF PERSON(S) WHO WILL INSPECT EQUIPMENT <b>Jack Spencer</b>		8a. INSPECTOR'S QUALIFICATIONS <b>Master Mechanic</b>		8b. INSPECTION FREQUENCY <b>Daily by operator Weekly by mechanic</b>
9. NAME OF PERSON(S) RESPONSIBLE FOR OPERATORS' PHYSICALS <b>Arthur Morrison</b>		10. LOCATION OF SAFETY RELATED RECORDS <b>In office at jobsite</b>		11. DAY AND HOUR WEEKLY SAFETY MEETING <b>Monday, 0700</b>
12. NAME OF PERSON(S) RESPONSIBLE FOR EMPLOYEE SAFETY TRAINING <b>Arthur Morrison</b>			13. NAME OF PERSON(S) WHO WILL ORIENT NEW EMPLOYEES <b>John Goforth</b>	
14. NAME OF PERSON(S) RESPONSIBLE FOR DAILY CLEAN UP AND HOUSEKEEPING <b>Sam Greenleaf, Labor Foreman</b>			15. WHERE WILL DRINKING WATER BE OBTAINED AND HOW WILL IT BE DISPENSED <b>Honolulu city water supply Paper cups &amp; cooler</b>	
16. NAME OF PERSON(S) WHO WILL INVESTIGATE ACCIDENTS <b>Arthur Morrison John Goforth</b>			17. NAME OF PERSON(S) RESPONSIBLE FOR PROVIDING PERSONAL PROTECTIVE EQUIPMENT <b>Alex Smith, Asst Superintendent</b>	
NAME AND TELEPHONE NO. OF DOCTORS, HOSPITALS AND AMBULANCE SERVICES WITH WHOM ARRANGEMENTS HAVE BEEN MADE FOR THIS CONTRACT				
18. DOCTOR <b>Dr. Chaney Lau 538-1111</b>		18a. HOSPITAL <b>Queen's Medical Center 1301 Punchbowl 538-9011</b>		18b. AMBULANCE <b>Emergency Ambulance Service 911</b>
18c. WHAT FORM OF COMMUNICATION WILL BE USED TO SUMMON AMBULANCE? IF TELEPHONE IS TO BE USED, WHERE EXACTLY IS IT LOCATED? <b>Telephone in office Each foreman carries walkie talkie.</b>				

18. NAMES OF CERTIFIED FIRST AID AND CPR ATTENDANTS	19a. TYPE OF CERTIFICATE, ISSUING AGENCY AND EXPIRATION DATE	19c. NAMES OF U.S.C.G. LICENSED BOAT OPERATORS TYPE LICENSE AND EXPIRATION DATE.
Paul Rogers FA/CPR Tommy Smith FA/CPR John E. Jones FA	Am Red Cross Mar 88/Feb 87 Am Red Cross Mar 88/Feb 87 Am Red Cross Aug 86	Not applicable

21. FIRE FIGHTING EQUIPMENT				22. FIRST AID KITS		23. WASH FACILITIES	
NO.	NUMERICAL RATING	TYPE (WATER, CO2 DRY CHEM)	SPECIFIC LOCATION	NO.	TYPE (16 UNITS REQUIRED)	NO.	TYPE AND LOCATION
1	5-B:C	Dry Chem	50 T Crane	1	16 unit IAW NSC Data Sheet #202	2	Lavatory in rest-room at office
1	5-B:C	Dry Chem	D8 Dozer				
6	5-B:C	Dry Chem	Each weld unit				
1	5-B:C	Dry Chem	Front end loader				
1	2A	water	Office				
2	20-B:C	Dry Chem	Flammable storage area				
				24. TOILETS			
				NO.	TYPE AND LOCATION		
				3	Portable at work site		

25. WHAT FLAMMABLE OR COMBUSTIBLE LIQUIDS OR GASES WILL BE ON JOB SITE (BLOCKS 25 & 26 SHOULD COINCIDE WITH BLOCK 7)?

15000 gal diesel fuel  
5000 gal gasoline

26. WHERE WILL FLAMMABLES AND COMBUSTIBLES BE STORED? WHAT KIND OF CONTAINERS WILL BE USED?

Metal tanks in flammable storage area. See attached layout of construction site.

27. NAME OF PERSON(S) RESPONSIBLE FOR INSPECTION AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT

Jack Spencer

IF THE COMPANY HAS A PUBLISHED STATEMENT OF SAFETY POLICY, PLEASE RETURN A COPY WITH YOUR ACCIDENT PREVENTION PROGRAM.

ON A SEPARATE SHEET SUBMIT YOUR PROPOSED LAYOUT OF TEMPORARY BUILDINGS AND FACILITIES (INCLUDING SUBCONTRACTORS) AND TRAFFIC PATTERNS INCLUDING ACCESS ROADS, HAUL ROADS, RAILROADS, UTILITIES, ETC.

28. THE Far East Contractors WILL PURSUE A POSITIVE PROGRAM  
(COMPANY)

OF TRAINING, INSPECTIONS AND HAZARD CONTROL THROUGHOUT THE TERM OF THIS CONTRACT.

MR. ~~MR~~ John Goforth HAS THE RESPONSIBILITY AND AUTHORITY FOR ENFORCING THEM.

CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ C.O. OR C.O.R. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_