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*Health and Safety Plan*

**In Situ Soil Treatment  
Oconomowoc Electroplating Company, Inc. Site  
Ashippun, Wisconsin**

WA No. 160-RARA-05M8/Contract No. EP-S5-06-01

Prepared for



March 2013

**CH2MHILL®**

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**ATTACHMENTS**

- Attachment 1 Employee Signoff Form – Health and Safety Plan
- Attachment 2 Chemical Inventory/Register Form
- Attachment 3 Chemical-Specific Training Form
- Attachment 4 Project Activity Self-Assessment Checklists/Forms/Permits
- Attachment 5 Key Target Zero Program Elements
- Attachment 6 Fact Sheets
- Attachment 7 Observed Hazard Form
- Attachment 8 Stop Work Order Form
- Attachment 9 Agency Inspection Target Zero Bulletin
- Attachment 10 Completed CH2M HILL AHAs
- Attachment 11 Material Safety Data Sheets

# Approval

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This site-specific Health and Safety Plan (HSP) has been written for use by CH2M HILL only. CH2M HILL claims no responsibility for its use by others unless that use has been specified and defined in project or contract documents. The plan is written for the specific site conditions and identified scope(s) of work and must be amended if those conditions or scope(s) of work change.

By approving this HSP, the Responsible Health and Safety Manager (RHSM) certifies that the personal protective equipment has been selected based on the project-specific hazard assessment.

## Original Plan

**RHSM Approval:** Mark Orman

**Date:** 7 Dec 2012

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**Project Manager Approval:** Matt Boekenhauer

**Date:** 8 Dec 2012

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## Revisions

**Revisions Made By:**

**Date:**

**Description of Revisions to Plan:**

**Revisions Approved By:**

**Date:**

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# 1.0 Introduction



## Health, Safety, and Environment Policy Commitment

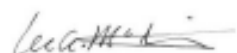
Protection of people and the environment is a CH2M HILL core value. It is our vision to create a culture that empowers employees to drive this value into all global operations and achieve excellence in health, safety, and environment (HSE) performance.


CH2M HILL deploys an integrated, enterprise-wide behavior based HSE management system to fulfill our mission and the expectations of our clients, staff, and communities based on the following principles:

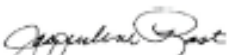
- We require all management and supervisory personnel to provide the leadership and resources to inspire and empower our employees to take responsibility for their actions and for their fellow employees to prevent injuries, illnesses, and adverse environmental impacts, and create a safe, healthy, and environmentally-responsible workplace.
- We provide value to clients by tailoring HSE processes to customer needs and requiring CH2M HILL employees and subcontractors to deliver projects that identify HSE requirements and commit to compliance with applicable HSE laws and regulations, company standards, and external requirements.
- We are committed to pollution prevention in conjunction with our Sustainability Policy and by offering our clients sustainable solutions.
- We aspire to continually improve our performance and influence others to redefine world-class HSE excellence.
- We evaluate our design engineering and physical work environment to verify safe work conditions and practices are established, followed, and corrected as needed.
- We assess and continually improve our HSE program to achieve and maintain world-class performance by setting and reviewing objectives and targets, reporting performance metrics, and routinely evaluating our program.
- We expect all employees to embrace our Target Zero culture, share our core value for the protection of people and the environment, understand their obligations, actively participate, take responsibility, and “walk the talk” on and off the job.

The undersigned pledge our leadership, commitment, and accountability for making this Policy a reality at CH2M HILL.

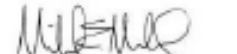
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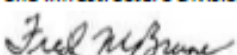
  
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Lee McIntire  
Chief Executive Officer


  
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Margaret McLean  
Chief Legal Officer


  
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Jacqueline Rast  
President, International Division

  
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John Madia  
Chief Human Resources Officer

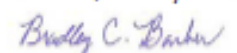
  
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Mike McKelvy  
President, Government, Environment,  
and Infrastructure Division

  
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Fred Brune  
Chief Administrative Officer

  
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Mike Lucki  
Chief Financial Officer

  
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Bob Card  
President, Energy, Water and Facilities Division

  
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Gene Lúpia  
President, Delivery Excellence

  
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Brad Barber  
Director, Health, Safety, and Environment

## 1.1 CH2M HILL Policy and Commitment

### 1.1.1 Safe Work Policy

It is the policy of CH2M HILL to perform work in the safest manner possible. Safety must never be compromised. To fulfill the requirements of this policy, an organized and effective safety program must be carried out at each location where work is performed.

CH2M HILL believes that all injuries are preventable, and we are dedicated to the goal of a safe work environment. To achieve this goal, every employee on the project must assume responsibility for safety.

Every employee is empowered to:

- Conduct their work in a safe manner;
- Stop work immediately to correct any unsafe condition that is encountered; and
- Take corrective actions so that work may proceed in a safe manner.

Safety, occupational health, and environmental protection will not be sacrificed for production. These elements are integrated into quality control, cost reduction, and job performance, and are crucial to our success.

### 1.1.2 Health and Safety Commitment

CH2M HILL has embraced a philosophy for health and safety excellence. The primary driving force behind this commitment to health and safety is simple: employees are CH2M HILL's most significant asset and CH2M HILL management values their safety, health, and welfare. Also, top management believes that all injuries are preventable. CH2M HILL's safety culture empowers employees at all levels to accept ownership for safety and take whatever actions are necessary to eliminate injury. Our company is committed to world-class performance in health and safety and also understands that world-class performance in health and safety is a critical element in overall business success.

CH2M HILL is committed to the prevention of personal injuries, occupational illnesses, and damage to equipment and property in all of its operations; to the protection of the general public whenever it comes in contact with the Company's work; and to the prevention of pollution and environmental degradation.

Company management, field supervisors, and employees plan safety into each work task in order to prevent occupational injuries and illnesses. The ultimate success of CH2M HILL's safety program depends on the full cooperation and participation of each employee.

CH2M HILL management extends its full commitment to health and safety excellence.

### 1.1.3 Project-Specific Health, Safety, and the Environment Goals

All management and employees are to strive to meet the project-specific Health, Safety, and the Environment (HSE) goals outlined below. The team will be successful only if everyone makes a concerted effort to accomplish these goals. The goals allow the project to stay focused on optimizing the health and safety of all project personnel and, therefore, making the project a great success.

The Project has established eleven specific goals and objectives:

- Create an injury-free environment;
- Have zero injuries or incidents;
- Provide management leadership for HSE by communicating performance expectations, reviewing and tracking performance, and leading by example;



- Ensure effective implementation of the HSP through education, delegation, and team work;
- Ensure 100 percent participation in HSE compliance;
- Continuously improve our safety performance;
- Maintain free and open lines of communication;
- Make a personal commitment to safety as a value;
- Focus safety improvements on high-risk groups;
- Continue strong employee involvement initiatives; and
- Achieve health and safety excellence.

## 2.0 Applicability

This HSP applies to:

- All CH2M HILL staff, including subcontractors and tiered subcontractors of CH2M HILL working on the site; and
- All visitors to the construction site in the custody of CH2M HILL (including visitors from the Client, the Government, the public, and other staff of any CH2M HILL company).

This HSP does not apply to the third-party contractors, their workers, their subcontractors, their visitors, or any other persons not under the direct control or custody of CH2M HILL.

This HSP defines the procedures and requirements for the health and safety of CH2M HILL staff and visitors when they are physically on the work site. The work site includes the project area (as defined by the contract documents) and the project offices, trailers, and facilities thereon.

This HSP will be kept onsite during field activities and will be reviewed as necessary. The HSP will be amended or revised as project activities or conditions change or when supplemental information becomes available. The HSP adopts, by reference, the Enterprise-wide Core Standards and Standard Operating Procedures (SOPs), as appropriate. In addition, the HSP may adopt procedures from the project Work Plan and any governing regulations. If there is a contradiction between this HSP and any governing regulation, the more stringent and protective requirement shall apply.

All CH2M HILL staff and subcontractors must sign the employee sign-off form included in this document as Attachment 1 to acknowledge review of this document. Copies of the signature page will be maintained onsite by the Safety Coordinator (SC).

## 3.0 General Project Information

### 3.1 Project Information and Background

**Project Number:** 430009

**Client:** USEPA

**Project/Site Name:** Oconomowoc Electroplating Company, Inc.

**Site Address:** 2573 Oak Street, Ashippun, WI

**CH2M HILL Project Manager:** Matt Boekenhauer/MKE

**CH2M HILL Office:** MKE

**DATE HSP Prepared:** 12/5/2012

**Date(s) of Site Work:** January 2013 to June 2013

### 3.2 Site Background and Setting

The 10-acre OECI site (WID006100275) comprises 4-acres formerly occupied by the OECI facility. Davy Creek flows through the adjacent wetland approximately 500 feet south of the treatment facility. The area immediately surrounding the OECI site is a mixture of light industrial, commercial, and residential parcels. Figure 1 shows the general site plan.

Prior to 1972 untreated wastewater was discharged directly into the wetland area south of the OECI property. OECI also constructed two unlined settling lagoons to supplement their wastewater treatment system. Over the years, both lagoons accumulated large volumes of plating sludge and supernatant, which overflowed the lagoons and accumulated in the wetlands between the OECI facility and Davy Creek.

EPA investigated the site in May 1983. OECI received a Hazard Ranking System score of 31.86 and was placed on the National Priorities List on September 21, 1984. In 1990 EPA issued a Record of Decision (ROD) that identified four Operable Units (OUs) at the site.

The remedial actions carried out under the 1990 ROD and two subsequent Explanations of Significant Differences comprised multiple removal activities to eliminate the source of contamination from the site. The 1990 ROD also required the extraction and treatment of contaminated groundwater from OU-3 to restore subsurface conditions to Wisconsin groundwater quality standards. The OECI groundwater extraction and treatment system was built in 1996, and it ran until USEPA authorized its shutdown in July 2004.

In May 2011 EPA issued an Amended Record of Decision (AROD) changing the remedy for OU-3 from extraction and treatment to source area removal (via excavation or in situ treatment) and monitored natural attenuation (MNA). Due to limited historical data regarding the potential source areas, delineation of the source areas was conducted to characterize the vertical and horizontal extent of volatile organic compound (VOC) contamination in the southeast area of the site in January 2012.

### 3.3 Description of Tasks

All CH2M HILL and Subcontractor employees engaging in hazardous waste operations (HAZWOPER) or emergency response shall receive appropriate training as required by 29 CFR 1910.120 and 29 CFR 1926.65 (or if required by Subcontract). Personnel who have not met these training requirements shall not be allowed to engage in hazardous waste operations or emergency response activities. See the following tasks that fall under HAZWOPER requirements.

### 3.3.1 HAZWOPER-Regulated Tasks

- Remedial Construction Oversight
- IDW and RDW Management and Disposal
- In Place Density Testing (Nuclear)
- Excavation
- In Situ Soil Mixing
- Site Backfill/compaction

### 3.3.2 Non-HAZWOPER-Regulated Tasks

Under specific circumstances, the training and medical monitoring requirements of federal or state Hazwoper regulations are not applicable. The following tasks do not involve exposure to safety or health hazards associated with the hazardous waste operations. Hazwoper training or medical requirements do not apply for the tasks listed below.

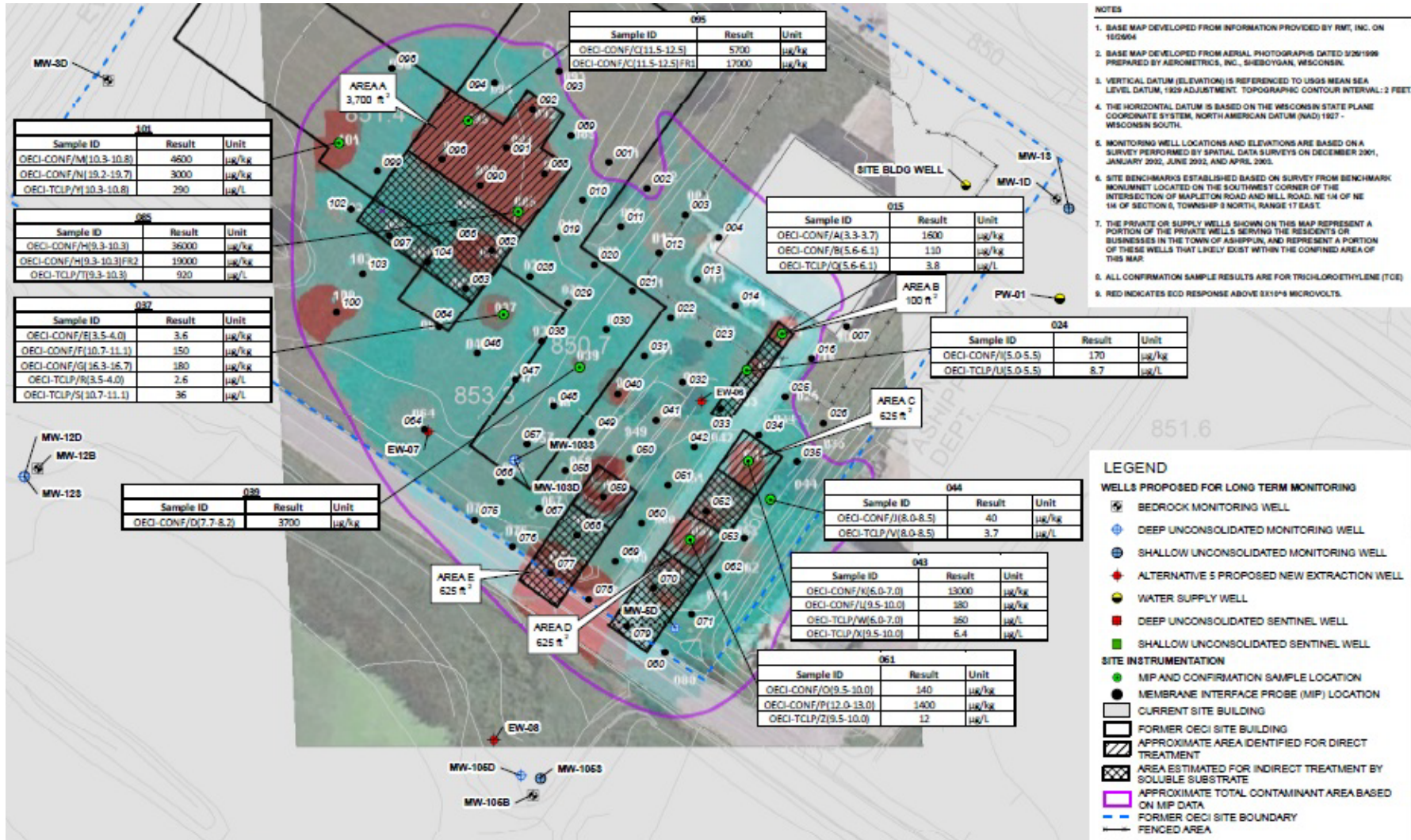
#### **TASKS**

- Surveying - non contact w/contaminated media
- Utility Locating

#### **CONTROLS**

- Brief on hazards, limits of access, and emergency procedures.
- Post areas of contamination as appropriate.

# Site Map



## 4.0 Project Organization and Responsibilities

### 4.1 Client

Contact Name: William (Bill) Ryan

Phone: (312) 353-4374

Facility Contact Name: NA

Phone: NA

### 4.2 CH2M HILL

#### 4.2.1 Project Manager

PM Name: Matt Boekenhauer

CH2M HILL Office: MKE

Telephone Number: (414) 847-0437

Cellular Number: (414) 426-2136

The project manager (PM) is responsible for providing adequate resources (budget and staff) for project-specific implementation of the HSE management process. The PM has overall management responsibility for the tasks listed below. The PM may explicitly delegate specific tasks to other staff, as described in sections that follow, but retains ultimate responsibility for completion of the following in accordance with this document:

- Incorporate standard terms and conditions, and contract-specific HSE roles and responsibilities in contract and subcontract agreements (including flow-down requirements to lower-tier subcontractors).
- Select safe and competent subcontractors by:
  - Choosing potential subcontractors based on technical ability and HSE performance;
  - Implementing the subcontractor prequalification process;
  - Ensuring that acceptable certificates of insurance, including CH2M HILL as named additional insured, are secured as a condition of subcontract award; and
  - Ensuring HSE submittals, subcontract agreements, and appropriate site-specific safety procedures are in place and accepted prior field mobilization.
- Ensure copies of training and medical monitoring records, and site-specific safety procedures are being maintained in the project file accessible to site personnel.
- Provide oversight of subcontractor HSE practices per the site-specific safety plans and procedures.
- Manage the site and interfacing with 3<sup>rd</sup> parties in a manner consistent with the contract and subcontract agreements and the applicable standard of reasonable care.
- Ensure that the overall, job-specific, HSE goals are fully and continuously implemented.
- Provide visible support and motivation for HSE programs, rules, procedures, processes, and training, leading by example and encouraging CH2M HILL employees to take ownership of HSE issues.
- Intervene or stop work when an unsafe condition or behavior is observed, and/or when an environmentally compromising condition is encountered.
- Make available to and require CH2M HILL employees to complete required HSE training within established timelines and provide project numbers for such training.

- Consistently and even-handedly enforce HSE rules, procedures, and requirements at the office and/or on project work sites.
- Promptly report all work-related HSE incidents or near misses.
- Wear any required personal protective equipment.
- Ensure CH2M HILL employees complete required HSE training within established timelines.
- Conduct, cooperate, or assist with HSE incident investigations.
- Consult with the Human Resources Delivery Partner before taking any disciplinary action (other than verbal counseling) associated with CH2M HILL Policy 203 and/or HSE programs rules, procedures, processes and training.

#### 4.2.2 CH2M HILL Responsible Health and Safety Manager

RHSM Name: Mark Orman

CH2M HILL Office: MKE

Telephone Number: (414) 847-0597

Cellular Number: (414) 712-4138

The RHSM is responsible for the following:

- Review and evaluate subcontractor HSE performance using the pre-qualification process;
- Approve HSP and its revisions as well as Activity Hazard Analyses (AHA);
- Review and evaluate subcontractor site-specific safety procedures for adequacy prior to start of subcontractor's field operations;
- Support the oversight (or SC's direct oversight) of subcontractor and tiered subcontractor HSE practices;
- Permit upgrades and downgrades in respiratory protection after reviewing analytical data;
- Conduct audits as determined by project schedule and coordination with PM; and
- Participate in incident investigations, lessons learned, loss and near loss reporting.

#### 4.2.3 CH2M HILL Project Environmental Manager

EM Name: Terri Gerrish

CH2M HILL Office: NJO

Telephone Number: +1 (973) 316-3516

Cellular Number: +1 (973) 632-0238

The Project EM is responsible for the following:

- Provide environmental program support in areas such as training, auditing, planning, permit tracking, and subcontractor oversight as needed or as specified in the project environmental plan;
- Review and evaluate qualifications for subcontractors with a history of environmental non-compliance and for waste transportation and disposal subcontractors;
- Evaluate any spills, releases, or environmental permit incidents for appropriate follow-up actions, notifications, and recordkeeping requirements; and
- Provide environmental compliance and environmental management expertise and advice to the project team as needed during the course of the project.

#### 4.2.4 CH2M HILL Safety Coordinator

SC Name: TBD

CH2M HILL Office: TBD

Telephone Number: TBD

Cellular Number: TBD

The SC is responsible for verifying that the project is conducted in a safe manner including the following specific obligations:

- Verify this HSP is current and amended when project activities or conditions change;
- Verify CH2M HILL site personnel and subcontractor personnel read the HSP and sign the Employee Sign-Off Form, prior to commencing field activities;
- Verify CH2M HILL site personnel have completed any required specialty training (for example, fall protection, confined space entry, among others) and medical surveillance as identified in this HSP;
- Verify that project files include copies of subcontractor training and medical monitoring records, and accepted site-specific safety procedures prior to start of subcontractor's field operations;
- Act as the project "Hazard Communication Coordinator" and perform the responsibilities outlined in the HSP;
- Act as the project "Emergency Response Coordinator" and perform the responsibilities outlined in the HSP;
- Post the Occupational Safety and Health Administration (OSHA) job-site poster; the poster is required at sites where project field offices, trailers, or equipment-storage boxes are established. If you work in a state with an OSHA State Plan, make sure the State Plan poster is posted, if required;
- Hold and/or verify that safety meetings are conducted and documented in the project file initially and as needed throughout the course of the project (as tasks or hazards change);
- Verify that project health and safety forms and permits are being used as outlined this HSP;
- Perform oversight and assessments of subcontractor HSE practices per the site-specific safety plan and verify that project activity self-assessment checklists are being used as outlined this HSP;
- Coordinate with the RHSM regarding CH2M HILL and subcontractor operational performance, and 3<sup>rd</sup> party interfaces;
- Verify appropriate personal protective equipment (PPE) use, availability, and training;
- Ensure that the overall, job-specific, HSE goals are fully and continuously implemented;
- Conduct accident investigations including root cause analysis;
- Calibrate and conduct air monitoring in accordance with the HSP; maintain all air monitoring records in project file;
- Maintain HSE records and documentation;
- Facilitate OSHA or other government agency inspections including accompanying inspector and providing all necessary documentation and follow-up;
- Deliver field HSE training as needed based on project-specific hazards and activities;
- Consistently and even-handedly enforce HSE rules, procedures, and requirements at the office and/or on project work sites;
- Wear any required personal protective equipment;



- Conduct, cooperate, or assist with HSE incident investigations;
- Contact the PM and RHSM when standards of conduct or CH2M HILL Policy 203 has been violated by a CH2M HILL employee;
- Contact the RHSM and PM in the event of an incident;
- Contact the RHSM and Project EM in the event of a spill or release immediately so evaluation of reportable quantity requirements and whether agency reporting is required;
- When an apparent imminent danger exists, immediately remove all affected CH2M HILL employees and subcontractors, notify subcontractor safety representative, stop affected work until adequate corrective measures are implemented, and notify the PM and RHSM as appropriate; and
- Document all verbal health and safety-related communications in project field logbook, daily reports, or other records.

### 4.3 CH2M HILL Subcontractors

(Reference CH2M HILL SOP HSE-215, *Contracts and Subcontracts*)

Subcontractor: TBD (survey, utility locate, In Situ Soil Mixing)

Subcontractor Contact Name:

Telephone:

Subcontractor: TBD (IDW Disposal)

Subcontractor Contact Name:

Telephone:

Subcontractors must comply with the following activities, and are responsible to:

- Comply with all local, state, and federal safety standards;
- Comply with project and owner safety requirements;
- Actively participate in the project safety program and either hold or attend and participate in all required safety meetings;
- Provide a qualified safety representative to interface with CH2M HILL;
- Maintain safety equipment and PPE for their employees;
- Maintain and replace safety protection systems damaged or removed by the subcontractor's operations;
- Notify the SC of any accident, injury, or incident (including spills or releases) immediately and submit reports to CH2M HILL within 24 hours;
- Install contractually required general conditions for safety (for example, handrail, fencing, fall protection systems, floor opening covers);
- Conduct and document weekly safety inspections of project-specific tasks and associated work areas;
- Conduct site-specific and job-specific training for all subcontractor employees, including review of the CH2M HILL HSP, subcontractor HSPs, and subcontractor AHAs and sign appropriate sign-off forms; and
- Determine and implement necessary controls and corrective actions to correct unsafe conditions.

The subcontractors listed above may be required to submit their own site-specific HSP and other plans such as lead or asbestos abatement compliance plans. Subcontractors are responsible for the health and

safety procedures specific to their work, and are required to submit their plans to CH2M HILL for review and acceptance before the start of field work.

Subcontractors are also required to prepare AHAs before beginning each activity posing hazards to their personnel. The AHA shall identify the principle steps of the activity, potential health and safety hazards for each step and recommended control measures for each identified hazard. In addition, a listing of the equipment to be used to perform the activity, inspection requirements, and training requirements for the safe operation of the equipment listed must be identified.

## 4.4 Employee Responsibilities

All personnel are assigned responsibility for safe and healthy operations. This concept is the foundation for involving all employees in identifying hazards and providing solutions. For any operation, individuals have full authority to stop work and initiate immediate corrective action or control. In addition, each worker has a right and responsibility to report unsafe conditions or practices. This right represents a significant facet of worker empowerment and program ownership. Through shared values and a belief that all accidents are preventable, our employees accept personal responsibility for working safely.

Each employee is responsible for the following performance objectives:

- Understanding and abiding by CH2M HILL and client HSE programs, rules, procedures, processes, and training, including any that are project-specific;
- Completing all required HSE training made available and accessible within established timelines;
- Always wearing any required personal protective equipment;
- Intervening or stopping work for you or other CH2M HILL employees when an unsafe condition or behavior is encountered or observed, and/or when an environmentally compromising condition exists;
- Promptly notifying a supervisor, PM, SC, or RHSM when an unsafe condition or behavior is observed, and/or when an environmentally compromising condition exists;
- Promptly reporting a supervisor, PM, SC, or RHSM all work-related health, safety, and environmental incidents or near misses;
- Attending required project HSE pre-task briefings and meeting prior to performing work; and
- Cooperating or assisting with HSE incident investigations.

### 4.4.1 Employee Authority

Each employee on the project has the obligation and authority to shut down any perceived unsafe work and during employee orientation, each employee will be informed of their authority to do so.

## 4.5 Client Contractors

(Reference CH2M HILL SOP HSE-215, *Contracts, Subcontracts and HSE Management Practices*)

Contractor: TBD

Contact Name:

Telephone:

Contractor Task(s):

This HSP does not cover contractors that are contracted directly to the client or the owner. CH2M HILL is not responsible for the health and safety or means and methods of the contractor's work, and we must never assume such responsibility through our actions (such as advising on health and

safety issues). In addition to these instructions, CH2M HILL team members should review contractor safety plans so that we remain aware of appropriate precautions that apply to us. Self-assessment checklists are to be used by the SC and CH2M HILL team members to review the contractor's performance only as it pertains to evaluating CH2M HILL exposure and safety. The RHSM is the only person who is authorized to comment on or approve contractor safety procedures.

Health and safety-related communications with contractors should be conducted as follows:

- Request the contractor to brief CH2M HILL team members on the precautions related to the contractor's work;
- When an apparent contractor non-compliance or unsafe condition or practice poses a risk to CH2M HILL team members:
  - Notify the contractor safety representative;
  - Request that the contractor determine and implement corrective actions;
  - If necessary, stop affected CH2M HILL work until contractor corrects the condition or practice; and
  - Notify the client, PM, and RHSM as appropriate.

If apparent contractor non-compliance or unsafe conditions or practices are observed, inform the contractor safety representative (CH2M HILL's obligation is limited strictly to informing the contractor of the observation; the contractor is solely responsible for determining and implementing necessary controls and corrective actions).

If an apparent imminent danger is observed, immediately warn the contractor employee(s) in danger and notify the contractor safety representative (CH2M HILL's obligation is limited strictly to immediately warning the affected individual(s) and informing the contractor of the observation; the contractor is solely responsible for determining and implementing necessary controls and corrective actions).

All verbal health and safety-related communications will be documented in project field logbook, daily reports, or other records.

## 5.0 Standards of Conduct

All individuals associated with this project must work injury-free and drug-free and must comply with the following standards of conduct, the HSP, and the safety requirements of CH2M HILL. Commonly accepted standards of conduct help maintain good relationships between people. They promote responsibility and self-development. Misunderstandings, frictions, and disciplinary action can be avoided by refraining from thoughtless or wrongful acts.

### 5.1 Standards of Conduct Violations

All individuals associated with this project are expected to behave in a professional manner. Violations of the standards of conduct would include, but not be limited to:

- Failure to perform work;
- Inefficient performance, incompetence, or neglect of work;
- Willful refusal to perform work as directed (insubordination);
- Negligence in observing safety regulations, poor housekeeping, or failure to report on-the-job injuries or unsafe conditions;
- Unexcused or excessive absence or tardiness;
- Unwillingness or inability to work in harmony with others;
- Discourtesy, irritation, friction, or other conduct that creates disharmony;
- Harassment or discrimination against another individual;
- Failure to be prepared for work by wearing the appropriate construction clothing or bringing the necessary tools; or
- Violation of any other commonly accepted reasonable rule of responsible personal conduct.

### 5.2 Disciplinary Actions

The Environmental Services (ES) business group employees, employees working on ES business group projects, and subcontractor employees are subject to disciplinary action for not following HSE rules and requirements. Potential disciplinary action is equally applicable to all employees including management and supervision. Disciplinary action may include denial of access to the worksite, warnings, reprimands, and other actions up to and including termination depending on the specific circumstances.

### 5.3 Subcontractor Safety Performance

CH2M HILL should continuously endeavor to observe subcontractors' safety performance and adherence to their plans and AHAs. This endeavor should be reasonable, and include observing for hazards or unsafe practices that are both readily observable and occur in common work areas. CH2M HILL is not responsible for exhaustive observation for hazards and unsafe practices. CH2M HILL oversight does not relieve subcontractors of their responsibility for effective implementation and compliance with the established plan(s).

### 5.3.1 Observed Hazard Form

When apparent non-compliance or unsafe conditions or practices are observed, notify the subcontractor's supervisor or safety representative verbally, and document using the Observed Hazard Form, included as an attachment to this HSP, and require corrective action.

If necessary, stop subcontractor's work using the Stop Work Order Form until corrective actions is implemented for observed serious hazards or conditions. Update the Observed Hazard Form to document corrective actions have been taken. The subcontractor is responsible for determining and implementing necessary controls and corrective actions.

### 5.3.2 Stop Work Order

CH2M HILL has the authority, as specified in the contract, and the responsibility to stop work in the event any CH2M HILL employee observes unsafe conditions or failure of the subcontractor to adhere to its safe-work practices, or observes a condition or practice that may result in a release or violation of an environmental requirement. This authority and action does not in any way relieve the subcontractor of its responsibilities for the means and methods of the work or, therefore, of any corrective actions. Failure to comply with safe work practices can be the basis for restriction or removal of the subcontractor staff from the job site, termination of the subcontract, restriction from future work, or all three.

When an apparent imminent danger is observed, immediately stop work and alert all affected individuals. Remove all affected CH2M HILL employees and subcontractor staff from the danger, notify the subcontractor's supervisor or safety representative, and do not allow work to resume until adequate corrective measures are implemented. Notify the PM, Contract Administrator (KA) and RHSM.

When repeated non-compliance or unsafe conditions are observed, notify the subcontractor's supervisor or safety representative and stop affected work by completing and delivering the Stop Work Order Form (attached to this HSP) until adequate corrective measures are implemented. Consult the KA to determine what the contract dictates for actions to pursue in event of subcontractor non-compliance including work stoppage, back charges, progress payments, removal of subcontractor manager, monetary penalties, or termination of subcontractor for cause.

## 5.4 Incentive Program

Each project is encouraged to implement a safety incentive program that rewards workers for exhibiting exemplary safety behaviors. Actions that qualify are those that go above and beyond what is expected. Actions that will be rewarded include spotting and correcting a hazard, bringing a hazard to the attention of your foreman, telling your foreman about an incident, coming up with a safer way to get the work done, or stopping a crew member from doing something unsafe. The program will operate throughout the project, covering all workers. The incentive program will be communicated to all employees during the project employee orientation and project safety meetings.

## 5.5 Reporting Unsafe Conditions/Practices

Responsibility for effective health and safety management extends to all levels of the project and requires good communication between employees, supervisors, and management. Accident prevention requires a pro-active policy on near misses, close calls, unsafe conditions, and unsafe

practices. All personnel must report any situation, practice, or condition which might jeopardize the safety of our projects. All unsafe conditions or unsafe practices will be corrected immediately. CH2M HILL has zero tolerance of unsafe conditions or unsafe practices.

No employee or supervisor will be disciplined for reporting unsafe conditions or practices. Individuals involved in reporting the unsafe conditions or practices will remain anonymous.

The following reporting procedures will be followed by all project employees:

- Upon detection of any unsafe condition or practice, the responsible employee will attempt to safely correct the condition;
- The unsafe condition or practice will be brought to the attention of the worker's direct supervisor, unless the unsafe condition or practice involves the employee's direct supervisor. If so, the SC needs to be notified at once by the responsible employee;
- Either the responsible employee or responsible employee's direct supervisor is responsible for immediately reporting the unsafe condition or practice to the SC;
- The SC will act promptly to correct the unsafe condition or practice; and
- Details of the incident or situation will be recorded by the SC in the field logbook or use the Observed Hazard Form if subcontractor was involved.

## 6.0 Safety Planning and Change Management

### 6.1 Daily Safety Meetings and Pre-Task Safety Plans

Daily safety meetings are to be held with all project personnel in attendance to review the hazards posed and required HSE procedures and AHAs that apply for each day's project activities. The Pre-Task Safety Plans (PTSPs) serve the same purpose as these general assembly safety meetings, but the PTSPs are held between the crew supervisor and their work crews to focus on those hazards posed to individual work crews.

At the start of each day's activities, the crew supervisor completes the PTSP, provided as an attachment to this HSP, with input from the work crew, during their daily safety meeting. The day's tasks, personnel, tools and equipment that will be used to perform these tasks are listed, along with the hazards posed and required HSE procedures, as identified in the HSP and AHA. The use of PTSPs promotes worker participation in the hazard recognition and control process while reinforcing the task-specific hazard and required HSE procedures with the crew each day.

### 6.2 Change Management

This HSP addresses all known activities and associated hazards. As work progresses, if significant changes are identified which could affect health and safety at the site, coordinate with the RHSM to determine whether a HSP update is necessary.

The following are examples of changes that may require a revision to the plan:

- Change in CH2M HILL staff;
- New subcontractor to perform work;
- New chemicals brought to site for use;
- Change in scope or addition of new tasks;
- Change in contaminants of concern (COCs) or change in concentrations of COCs; and
- New hazards or hazards not previously identified that are not addressed in this HSP.

### 6.3 Agency Inspection Guidance

(Reference CH2M HILL SOP HSE-201, *Agency Inspections and Communications*)

Agency inspections (e.g., OSHA, EPA, other regulatory agencies) are on the rise. CH2M HILL implements safety and environmental programs in order to ensure safety to workers, the public, and the environment. This plan addresses things like labeling containers, completing the hazard communication training using the attachments to this HSP, listing training requirements and PPE requirements, and addressing project-specific hazards. Field personnel need to contact the RHSM to update this plan if hazards are encountered that are not addressed.

[SOP HSE-201](#) addresses agency inspections in detail, and the attached **Target Zero Bulletin on Agency Inspections** provides a good summary of the inspection process and what to do if an agency such as OSHA or EPA shows up at the site. It is critical to make immediate notification to the RHSM if an inspector arrives (and EM if it is environmental-related); they can help facilitate and make additional notifications.

Review the Target Zero Bulletin and keep it with your Health and Safety Plan/Environmental Plan. Make it a topic at a safety meeting and keep it readily available in the event of an inspection.

## 7.0 Project Hazard Analysis

A health and safety risk analysis (Table 1) has been performed for each task. In the order listed below, the RHSM considers the various methods for mitigating the hazards. Employees are trained on this hierarchy of controls during their hazardous waste training and reminded of them throughout the execution of projects:

- Elimination of the hazards (use remote sampling methodology to avoid going into a confined space);
- Substitution (reduce exposure to vapors by using of a geoprobe instead of test pitting);
- Engineering controls (ventilate a confined space to improve air quality);
- Warnings (establish exclusion zones to keep untrained people away from hazardous waste work);
- Administrative controls (implement a work-rest schedule to reduce chance of heat stress); or
- Use of PPE (use of respirators when action levels are exceeded).

The hazard controls and safe work practices are summarized in the following sections of this HSP:

- General hazards and controls;
- Project-specific hazards and controls;
- Physical hazards and controls;
- Biological hazards and controls; and
- Contaminants of concern.

### 7.1 Activity Hazard Analysis

An AHA must be developed for each CH2M HILL job activity. The AHA shall define the work tasks required to perform each activity, along with potential HSE hazards and recommended control measures for each hazard. In addition, a listing of the equipment to be used to perform the activity, inspection requirements to be performed and training requirements for the safe operation of the equipment listed must be identified. Workers are briefed on the AHA before performing the work and their input is solicited prior, during, and after the performance of work to further identify the hazards posed and control measures required. The AHA shall identify the work tasks required to perform each activity, along with potential HSE hazards and recommended control measures for each hazard.

The following hazard controls and applicable CH2M HILL core standards and SOPs should be used as a basis for preparing AHAs.

AHAs prepared for CH2M HILL activities are included as an attachment to this HSP.

### 7.2 Subcontractor Activity Hazard Analysis

CH2M HILL subcontractors are required to provide AHAs specific to their scope of work on the project for acceptance by CH2M HILL. Each subcontractor shall submit AHAs for their field activities, as defined in their scope of work, along with their project-specific safety plan and procedures. Additions or changes in field activities, equipment, tools, or material used to perform work or hazards not addressed in existing AHAs requires either a new AHA to be prepared or an existing AHA to be revised.



Table 1 – General Activity Hazard Analysis

Potential Hazard	Project Activity	Construction Oversight/Survey/Utility locate	Excavation	In Situ Soil Mixing	Site Backfill	IDW Mgmt/ Disposal	Density Testing (Nuclear)
Biological Hazards		X	X	X	X	X	X
Chemical Hazard		X	X	X		X	X
Chemical Injections (remediation)				X			
Compressed Gas Cylinders		X		X			
Cranes				X			
Drilling				X			
Drum Handling				X		X	
Drum Sampling						X	
Earthmoving Equipment		X	X	X	X		X
Electrical Safety		X		X			
Excavations		X	X	X	X		X
Field Vehicles		X	X	X	X	X	X
Fire Prevention		X	X	X	X	X	X
Forklifts		X		X		X	
Hand & Power Tools		X	X	X	X	X	X
Haul Truck Operations		X	X	X	X	X	
Knife Use		X	X	X	X	X	
Lockout /Tagout				X			
Manual Lifting		X	X	X	X	X	X
Noise		X	X	X	X	X	X
Portable Generators		X		X			
Pressurized Lines/Equipment				X			
Pressure Washing Equipment/ Decontamination			X	X			
Stairways and Ladders				X			
Temperature Extremes		X	X	X	X	X	X
Traffic Control			X	X			
Ultraviolet Light exposure (sunburn)		X	X	X	X		X
Utilities (underground/overhead)			X	X	X		
Welding and Cutting				X			

<b>Potential Hazard</b> <b>Project Activity</b>	Construction Oversight/Survey/Utility locate	Excavation	In Situ Soil Mixing	Site Backfill	IDW Mgmt/ Disposal	Density Testing (Nuclear)
Working around Material Handling Equipment	X		X	X	X	

## 8.0 General Hazards and Controls

This section provides safe work practices and control measures used to reduce or eliminate potential hazards. It is a summarized list of requirements. Always consult the appropriate CH2M HILL SOP to ensure all requirements are implemented.

### 8.1 Bloodborne Pathogens

(Reference CH2M HILL SOP HSE-202, *Bloodborne Pathogens*)

Exposure to bloodborne pathogens may occur when rendering first aid or cardiopulmonary resuscitation (CPR), or when coming into contact with landfill waste or waste streams containing potentially infectious material (PIM).

Employees trained in first-aid/CPR or those exposed to PIM must complete CH2M HILL's 1-hour bloodborne pathogens computer-based training module annually. When performing first-aid/CPR the following shall apply:

- Observe universal precautions to prevent contact with blood or other PIMs. Where differentiation between body fluid types is difficult or impossible, consider all body fluids to be potentially infectious materials;
- Always wash your hands and face with soap and running water after contacting PIMs. If washing facilities are unavailable, use an antiseptic cleanser with clean paper towels or moist towelettes; and
- If necessary, decontaminate all potentially contaminated equipment and surfaces with chlorine bleach as soon as possible. Use one part chlorine bleach (5.25 percent sodium hypochlorite solution) diluted with 10 parts water for decontaminating equipment or surfaces after initially removing blood or other PIMs. Remove contaminated PPE as soon as possible before leaving a work area.

CH2M HILL will provide exposed employees with a confidential medical examination should an exposure to PIM occur. This examination includes the following procedures:

- Documenting the exposure;
- Testing the exposed employee's and the source individual's blood (with consent); and
- Administering post-exposure prophylaxis.

### 8.2 Chemical Storage

The following are general guidelines for storing chemicals and other hazardous materials:

- Keep acids away from bases;
- Keep oxidizers (nitric acid, nitrates, peroxides, chlorates) and organics away from inorganic reducing agents (metals);
- Keep flammables and corrosives in appropriate storage cabinets;
- Do not store paper or other combustibles near flammables;
- Use secondary containment and lipped shelving that is secured; and
- Have a fire suppression system available.

#### 8.2.1 Storage of Flammable/Combustible Liquids

- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.

- Approved safety cans shall be used for the handling and use of flammable liquids in quantities of 5 gallons (19 liters) or less. Do not use plastic gas cans.
- For quantities of 1 gallon (3.78 liters) or less, the original container may be used for storage and use of flammable liquids.
- Flammable or combustible liquids shall not be stored in areas used for stairways or normally used for the passage of people.

### 8.2.2 Indoor Storage of Flammable/Combustible Liquids

- No more than 25 gallons (95 liters) of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet.
- Quantities of flammable and combustible liquids in excess of 25 gallons (95 liters) shall be stored in an acceptable or approved cabinet.
- Cabinets shall be conspicuously lettered: "FLAMMABLE: KEEP FIRE AWAY."
- Not more than 60 gallons (228 liters) of flammable or 120 gallons (456 liters) of combustible liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area.

### 8.2.3 Outside Storage of Flammable/Combustible Liquids

- Storage of containers (not more than 60 gallons [228 liters] each) shall not exceed 1,100 gallons (4180 liters) in any one area. No area shall be within 20 feet (6.1 meters) of any building.
- Storage areas shall be graded to divert spills away from buildings and surrounded by an earthen dike.
- Storage areas may not be located near a storm drain. Overflow and spills must be diverted away from storm drains or surface waters.
- Storage areas shall be free from weeds, debris, and other combustible materials.
- Outdoor portable tanks shall be provided with emergency vent devices and shall not be closer than 20 feet (6.1 meters) to any building.
- Signs indicating no smoking shall be posted around the storage area.

### 8.2.4 Storage of Hazardous Waste

- All facilities storing ignitable and combustible liquids and hazardous wastes must be designed, constructed, maintained, and operated to minimize the possibility of a fire, explosion, or any release of hazardous constituents.
- Flammable wastes should be stored more than 50 feet from the property line.

### 8.2.5 Storage of Chemical Injection Chemicals/Materials

When chemical injection remediation technologies are being used at a site, the following storage guidelines must be followed:

- Some injection chemicals, such as strong oxidizers, may have stringent storage requirements per local or National Fire Codes. Verify that appropriate storage provisions are in place prior to starting work.

**NOTE:** Counties and cities may have requirements specific to storing these chemicals. Also, storage and use of certain chemicals such as potassium permanganate and hydrogen peroxide may be subject to the new Chemical Facility Anti-Terrorism Standards of the Department of Homeland Security – the applicability depends on the chemical, quantity/concentration, and type of facility.

Please contact the project Environmental Manager to determine whether chemicals are subject to these standards.

- Injection chemicals must be stored in a designated, secured area with spill prevention capabilities. Review MSDS or other information to determine potential incompatible materials. Incompatible materials shall not be stored together. Ensure all containers are labeled.

### 8.3 Driving Safety

(Reference CH2M HILL HSE Policy 205, Distracted Driving – Wireless Devices, Vehicle Safety Core Standard)

All CH2M HILL employees are prohibited from using Wireless Devices while operating a Motor Vehicle when conducting company business regardless of the location or vehicle ownership and whether or not during regular working hours.

All CH2M HILL contractors and subcontractors are prohibited from using Wireless Devices while operating a CH2M HILL- or CH2M HILL client-owned, leased, or rented Motor Vehicle, or while operating any other Motor Vehicle on the project site.

- Prohibited use includes the following:
  - Dialing or speed dialing
  - Using a hands-free or voice recognition (blue tooth) device to dial or speed dial
  - Engaging in conversation or listening to a conversation using a Wireless Device
  - Checking emails or surfing the internet using a Wireless Device
  - Texting or e-mailing (reading, sending, or screening) with a Wireless Device
  - Programming or entering coordinates into a global positioning system (GPS) device (following directions by a GPS is permitted)
  - Using a Wireless Device for voice recording or dictation
- Employees, contractors, and subcontractors who need to use a wireless device must pull off the road to a safe location, with the vehicle securely stopped and emergency flashers on, or wait until they reach their destination.
- Avoid distractions from mobile phones, smart phones, voice recognition systems, PDAs, notebook, tablets (or similar devices), or laptops, by turning off or silencing the wireless devices before operating a motor vehicle.

Follow the guidelines below when operating a vehicle:

- Obey speed limits; be aware of blind spots or other hazards associated with low visibility. Practice defensive driving techniques, such as leaving plenty of room between your vehicle and the one ahead of you;
- Do not drive while drowsy. Drowsiness can occur at any time, but is most likely after 18 hours or more without sleep;
- Maintain focus on driving. Eating, drinking, smoking, adjusting controls can divert attention from the road. Take the time to park and perform these tasks when parked rather than while driving; and
- Ensure vehicle drivers are familiar with the safe operation of vehicles of the type and size to be operated. Large vehicles such as full size vans and pick-ups have different vision challenges and handling characteristics than smaller vehicles.

## 8.4 Electrical Safety

(Reference CH2M HILL SOP HSE-206, *Electrical Safety*)

Below are the hazard controls and safe work practices to follow when using electrical tools, extension cords, and/or other electrical-powered equipment or when exposed to electrical hazards. Ensure the requirements of the referenced SOP are followed:

- Only qualified personnel are permitted to work on unprotected energized electrical systems;
- Only authorized personnel are permitted to enter high-voltage areas;
- CH2M HILL employees who might from time to time work in an environment influenced by the presence of electrical energy must complete Awareness Level Electrical Safety Training located on the CH2M HILL Virtual Office;
- Do not tamper with electrical wiring and equipment unless qualified to do so. All electrical wiring and equipment must be considered energized until lockout/tagout procedures are implemented;
- Inspect electrical equipment, power tools, and extension cords for damage prior to use. Do not use defective electrical equipment, remove from service;
- CH2M HILL has selected Ground Fault Circuit Interrupters (GFCIs) as the standard method for protecting employees from the hazards associated with electric shock;
  - GFCIs shall be used on all 120-volt, single phase 15 and 20-ampere receptacle outlets which are not part of the permanent wiring of the building or structure.
- An assured equipment grounding conductor program may be required under the following scenarios:
  - GFCIs cannot be utilized;
  - Client requires such a program to be implemented; or
  - Business group decides to implement program in addition to GFCI protection.
- Extension cords must be equipped with third-wire grounding. Cords passing through work areas must be covered, elevated or protected from damage. Cords should not be routed through doorways unless protected from pinching. Cords should not be fastened with staples, hung from nails, or suspended with wire;
- Electrical power tools and equipment must be effectively grounded or double-insulated and Underwriters Laboratory (UL) approved;
- Operate and maintain electric power tools and equipment according to manufacturers' instructions;
- Maintain safe clearance distances between overhead power lines and any electrical conducting material unless the power lines have been de-energized and grounded, or where insulating barriers have been installed to prevent physical contact. Maintain at least 10 feet (3 meters) from overhead power lines for voltages of 50 kV or less, and 10 feet (3 meters) plus 0.4 inches (1.0 cm) for every 1 kV over 50 kV;
- Temporary lights shall not be suspended by their electric cord unless designed for suspension. Lights shall be protected from accidental contact or breakage; and
- Protect all electrical equipment, tools, switches, and outlets from environmental elements.

## 8.5 Field Vehicles

- Field vehicles may be personal vehicles, rental vehicles, fleet vehicles, or project vehicles.

- Maintain a first aid kit, bloodborne pathogen kit, and fire extinguisher in the field vehicle at all times.
- Utilize a rotary beacon on vehicle if working adjacent to active roadway.
- Familiarize yourself with rental vehicle features prior to operating the vehicle:
  - Vision Fields and Blind Spots
  - Vehicle Size
  - Mirror adjustments
  - Seat adjustments
  - Cruise control features, if offered
  - Pre-program radio stations and Global Positioning System (GPS), if equipped
- Always wear seatbelt while operating vehicle.
- Adjust headrest to proper position.
- Tie down loose items if utilizing a van or pick-up truck.
- Close car doors slowly and carefully. Fingers can get pinched in doors.
- Park vehicle in a location where it can be accessed easily in the event of an emergency. If not possible, carry a phone.
- Have a designated place for storing the field vehicle keys when not in use.
- Ensure back-up alarms are functioning, if equipped. Before backing a vehicle, take a walk around the vehicle to identify obstructions or hazards. Use a spotter when necessary to back into or out of an area.
- See the Vehicle Accident Guidance attached to this HSP, if a vehicle incident is experienced in a rental or fleet vehicle.

## 8.6 Fire Prevention

(Reference CH2M HILL SOP HSE-403, *Hazardous Material Handling*)

Follow the fire prevention and control procedures listed below.

### 8.6.1 Fire Extinguishers and General Fire Prevention Practices

- Fire extinguishers shall be provided so that the travel distance from any work area to the nearest extinguisher is less than 100 feet (30.5 meters). When 5 gallons (19 liters) or more of a flammable or combustible liquid is being used, an extinguisher must be within 50 feet (15.2 meters). Extinguishers must:
  - be maintained in a fully charged and operable condition;
  - be visually inspected each month; and
  - undergo a maintenance check each year.
- The area in front of extinguishers must be kept clear.
- Post “Exit” signs over exiting doors, and post “Fire Extinguisher” signs over extinguisher locations.
- Combustible materials stored outside should be at least 10 feet (3 meters) from any building.
- Solvent waste and oily rags must be kept in a fire resistant, covered container until removed from the site.

- Keep areas neat. Housekeeping is important.

### 8.6.2 Dispensing of Flammable/Combustible Liquids

- Areas in which flammable or combustible liquids are dispensed in quantities greater than 5 gallons (22.7 liters) (shall be separated from other operations by at least 25 feet (7.6 meters).
- Drainage away from storm drains or surface waters or other means of containment shall be provided to control spills.
- Adequate natural or mechanical ventilation shall be provided to maintain the concentration of flammable vapor at or below 10 percent of the lower flammable limit.
- Dispensing of flammable liquids from one container to another shall be done only when containers are electrically interconnected (bonded).
- Dispensing flammable or combustible liquids by means of air pressure on the container or portable tanks is prohibited.
- Dispensing devices and nozzles for flammable liquids shall be of an approved type.

### 8.7 General Practices and Housekeeping

The following are general requirements applicable to all portions of the work:

- Site work should be performed during daylight hours whenever possible;
- Good housekeeping must be maintained at all times in all project work areas;
- Common paths of travel should be established and kept free from the accumulation of materials;
- Keep access to aisles, exits, ladders, stairways, scaffolding, and emergency equipment free from obstructions;
- Provide slip-resistant surfaces, ropes, or other devices to be used;
- Specific areas should be designated for the proper storage of materials;
- Tools, equipment, materials, and supplies shall be stored in an orderly manner;
- As work progresses, scrap and unessential materials must be neatly stored or removed from the work area;
- Containers should be provided for collecting trash and other debris and shall be removed at regular intervals;
- All spills shall be quickly cleaned up; oil and grease shall be cleaned from walking and working surfaces;
- Review the safety requirements of each job you are assigned to with your supervisor. You are not expected to perform a job that may result in injury or illness to yourself or to others;
- Familiarize yourself with, understand, and follow jobsite emergency procedures;
- Do not fight or horseplay while conducting the firm's business;
- Do not use or possess firearms or other weapons while conducting the firm's business;
- Report unsafe conditions or unsafe acts to your supervisor immediately;
- Report emergencies, occupational illnesses, injuries, vehicle accidents, and near misses immediately;
- Do not remove or make ineffective safeguards or safety devices attached to any piece of equipment;



- Report unsafe equipment, defective or frayed electrical cords, and unguarded machinery to your supervisor;
- Shut down and lock out machinery and equipment before cleaning, adjustment, or repair. Do not lubricate or repair moving parts of machinery while the parts are in motion;
- Do not run in the workplace;
- When ascending or descending stairways, use the handrail and take one step at a time;
- Do not apply compressed air to any person or clothing;
- Do not wear steel taps or shoes with metal exposed to the sole at any CH2M HILL project location;
- Do not wear finger rings, loose clothing, wristwatches, and other loose accessories when within arm's reach of moving machinery;
- Remove waste and debris from the workplace and dispose of in accordance with federal, state, and local regulations;
- Note the correct way to lift heavy objects (secure footing, firm grip, straight back, lift with legs), and get help if needed. Use mechanical lifting devices whenever possible; and
- Check the work area to determine what problems or hazards may exist.

## 8.8 Hazard Communication

(Reference CH2M HILL SOPs HSE-107, *Hazard Communication* and HSE-403, *Hazardous Material Handling*)

The hazard communication coordinator is to perform the following:

- Complete an inventory of chemicals brought on site by CH2M HILL using the chemical inventory form included as an attachment to this HSP;
- Confirm that an inventory of chemicals brought on site by CH2M HILL subcontractors is available;
- Request or confirm locations of material safety data sheets (MSDSs) from the client, contractors, and subcontractors for chemicals to which CH2M HILL employees potentially are exposed;
- Before or as the chemicals arrive on site, obtain an MSDS for each hazardous chemical and include on the chemical inventory sheet (attached to this HSP) and add the MSDS to the MSDS attachment section of this HSP;
- Label chemical containers with the identity of the chemical and with hazard warnings, and store properly;
- Give employees required chemical-specific HAZCOM training using the chemical-specific training form included as an attachment to this HSP; and
- Store all materials properly, giving consideration to compatibility, quantity limits, secondary containment, fire prevention, and environmental conditions.

## 8.9 Knife Use

Open-bladed knives (for example, box cutters, utility knives, pocket knives, machetes, and multi-purpose tools with fixed blades such as a Leatherman™) are prohibited at worksites except where the following three conditions are met:

- The open-bladed knife is determined to be the best tool for the job;
- An approved Activity Hazard Analysis (AHA) or written procedure is in place that covers the necessary safety precautions (work practices, PPE, and training); and

- Knife users have been trained and follow the AHA.

## 8.10 Lighting

Lighting shall be evaluated when conducting work inside buildings, confined spaces, or other areas/instances where supplemental light may be needed (e.g., work before sunrise or after sunset). A light meter can be used to evaluate the adequacy of lighting. The following are common requirements for lighting and the conditions/type of work being performed:

- While work is in progress outside construction areas shall have at least 33 lux (lx);
- Construction work conducted inside buildings should be provided with at least 55 lux light;
- The means of egress shall be illuminated with emergency and non-emergency lighting to provide a minimum 11 lx measured at the floor. Egress illumination shall be arranged so that the failure of any single lighting unit, including the burning out of an electric bulb will not leave any area in total darkness.

## 8.11 Manual Lifting

(Reference CH2M HILL SOP HSE-112, *Manual Lifting*)

Back injuries are the leading cause of disabling work and most back injuries are the result of improper lifting techniques or overexertion. Use the following to mitigate the hazards associated with lifting:

- When possible, the task should be modified to minimize manual lifting hazards;
- Lifting of loads weighing more than 40 pounds (18 kilograms) shall be evaluated by the SC using the Lifting Evaluation Form contained in SOP HSE-112;
- Using mechanical lifting devices is the preferred means of lifting heavy objects such as forklifts; cranes, hoists, and rigging; hand trucks; and trolleys;
- Personnel shall seek assistance when performing manual lifting tasks that appear beyond their physical capabilities;
- In general, the following steps must be practiced when planning and performing manual lifts: Assess the situation before you lift; ensure good lifting and body positioning practices; ensure good carrying and setting down practices; and
- All CH2M HILL workers must have training in proper manual lifting training either through the New Employee Orientation or through Manual Lifting module located on the VO.

## 8.12 Personal Hygiene

Good hygiene is essential for personal health and to reduce the potential of cross-contamination when working on a hazardous waste site. Implement the following:

- Keep hands away from nose, mouth, and eyes during work;
- Keep areas of broken skin (chapped, burned, etc.) covered; and
- Wash hands with soap and water prior to eating, smoking, or applying cosmetics.

## 8.13 Personal Security

Follow the guidelines below for personal security measures. The RHSM and Firm-Wide Security Office can be contacted if additional, specific measures are needed (e.g., such as evaluating the needs for security service).

## General Safety and Security Guidelines

CH2M Hill Corporate Security Department recommends the following guidelines for workers in the United States:

- Stay alert and be aware of your surroundings. Avoid pre-occupations with mobile devices, while in an unfamiliar area.
- Whenever possible use the buddy system with another employee or client or subcontractor employee.
- Trust your intuition; if a situation appears strange or wrong, it probably is.
- Be confident in your walk or stride; do not give the appearance you are new in town.
- Avoid carrying and displaying large sums of cash.
- If you sense or see dangerous situations along your route, change your route and depart the area quickly. If you feel that you are being followed, go to the nearest police station or safe location and file a complaint with the police. Provide a description of the person, their vehicle, license plate number and any other useful information.
- Only walk short distances that are safe and secure while visiting an unfamiliar city or location.
- Take host approved transportation for long distances.
- “Fight or Flight?” Leaving the possible or dangerous area is always better than staying to fight.
- Always report suspicious activity to the nearest local law enforcement agency.
- Locate emergency exits in your hotel or where you are staying to ensure you know where to go in case of a fire or a natural or man-made disaster.
- Secure your electronic devices when left in your room or take them with you if you are not able to secure them properly.
- If you feel your life is in danger, call 911. Be sure to speak clearly, concisely and give the dispatcher a good description of where you are physically located.

## Operating or Riding in Vehicles

- When waiting for public transportation or a taxi, remain in a store or restaurant as long as possible before catching your ride and never wait by yourself in an isolated area.
- Approach your vehicle with keys firmly in your hand and ready to unlock the car.
- Quickly check your car before entering it to determine damage or presence of an intruder.
- Vulnerable times can be stopping to find your keys to enter your vehicle or stepping out of your vehicle in an isolated area. Be aware of your surroundings before you perform these activities.
- Always keep your doors locked during transit and when the vehicle is parked.
- Never leave your vehicle unlocked, even when performing a quick task such as checking in a hotel, getting gas or going picking up food.
- If confronted by an individual inside a vehicle pointing a weapon at you, run the opposite way from where the vehicle is facing and scream as loud as you can. This evasive action will probably cause the individual to drive away.

- If an individual in a passing car points at your tires or engine to indicate a malfunction, only pull over in a well-lit and populated gas or rest stop. Never pull over in an isolated or dimly lit area. You may have a malfunction or the passing motorist may be attempting to rob you.
- Always park your vehicle in a well-lit and secure area. If your vehicle is parked in a dimly lit or isolated area in a parking garage; ask an attendant or friend to accompany you to your vehicle.
- Secure your valuables in the trunk, or place them out of sight or cover them with a blanket or coat if there is no secure storage area in the vehicle. The would-be-perpetrator likes to see what to steal and not knowing what you have concealed will normally prevent a break in.

## Emergency Numbers and Information

- Leave your itinerary and emergency contact numbers where you can be reached with family members and only those that have a need to know.
- Pre-program emergency numbers in the mobile device you are traveling with.
- Carry a list of current medications and specific doses in your purse or wallet.
- Record medical emergency information on a document that can be readily available if you are unable to speak or unconscious.
- Have a photo copy of your driver's license, passport, and credit card information separately in case your wallet or purse is stolen.

## 8.14 Shipping and Transportation of Hazardous Materials

(Reference CH2M HILL SOP HSE-417, *Hazardous Materials Transportation*)

The U.S. Department of Transportation (DOT) has specific regulations governing shipping of hazardous materials (also called dangerous goods). Chemicals brought to the site might be defined as hazardous materials by the U.S. DOT. Hazardous wastes that may be shipped offsite are also defined as hazardous materials by U.S. DOT. Other wastes may also be U.S. DOT hazardous materials. To confirm whether a material or a waste is a U.S. DOT hazardous material, check with the ESG Waste Coordinator (Lisa Schwan/ATL), the project EM, or the CH2M HILL Dangerous Goods Shipping Coordinators (John Blasco/BAO or Rob Strehlow/MKW).

All staff who affect shipment of hazardous materials, including receiving hazardous materials, preparing profiles or manifests, packaging hazardous wastes, labeling, or transporting hazardous materials by road, are called HazMat employees (note CH2M HILL cannot transport hazardous wastes by public road). HazMat employees must receive CH2M HILL online training in shipping dangerous goods. CH2M HILL's online Dangerous Goods Shipping course can be found on the CH2M HILL HSSE website.

All hazardous materials that are shipped (e.g., via Federal Express) or are transported by road must be properly identified, labeled, packed, and documented by trained staff. If the material is a product that is being shipped (e.g., calibration gas), use the HazMat ShipRight tool on the CH2M HILL virtual office (under Company Resources - Online Shipping). Contact the Dangerous Goods Shipping coordinators, the ESG Waste Coordinator or the project EM for additional information.

49 CFR 172 requires that all hazmat employees be aware of potential transportation security concerns. Hazardous materials security is addressed in CH2M HILL's Hazardous Materials SOP (HSE-403). The following points are provided as an overview of security measures to increase awareness of this important matter:

- It is essential that each employee understand the security risks involved with transporting hazardous materials;
- All transporters of hazardous materials must be prequalified by a Contracts Administrator who evaluate the carrier's safety rating, security measures, and employee screening procedures;
- When shipping hazardous materials, check driver credentials and ask about shipping details;
- When receiving a hazardous materials shipment, inspect packages for signs of tampering or damage to the contents. Verify the drivers and company information on the form with the driver; and
- If there is suspicious or unusual behavior (e.g., driver without credentials, evasive answers) or any discrepancies identified, do not offer or accept the shipment, and immediately notify the project manager or the RHSM.

Employees responsible for shipping hazard materials must also review the CH2M HILL Transportation Security Plan (HSE-417 Appendix A).

## 8.15 Substance Abuse

(Reference CH2M HILL SOP HSE-105, *Drug-Free Workplace*)

Employees who work under the influence of controlled substances, drugs, or alcohol may prove to be dangerous or otherwise harmful to themselves, other employees, clients, the company, the company's assets and interests, or the public. CH2M HILL does not tolerate illegal drug use, or any use of drugs, controlled substances, or alcohol that impairs an employee's work performance or behavior.

Prohibitions onsite include:

- Use or possession of intoxicating beverages while performing CH2M HILL work;
- Abuse of prescription or nonprescription drugs;
- Use or possession of illegal drugs or drugs obtained illegally;
- Sale, purchase, or transfer of legal, illegal or illegally obtained drugs; and
- Arrival at work under the influence of legal or illegal drugs or alcohol.

Drug and/or alcohol testing is applicable under CH2M HILL Constructors, Inc. and munitions response projects performed in the United States. In addition, employees may be required to submit to drug and/or alcohol testing as required by clients. When required, this testing is performed in accordance with SOP HSE-105, *Drug-Free Workplace*. Employees who are enrolled in drug or alcohol testing are required to complete annual training located on the CH2M HILL Virtual Office (VO).

## 8.16 Unknown or Suspect Objects/Materials

If unknown or suspect objects/materials are encountered (i.e. exposed or partially buried drums, biological waste, cylinders, munitions of explosive concern, unexpected stained/discolored soil) are encountered during site operations, ongoing activities shall be immediately suspended. CH2M HILL or subcontractor personnel encountering unknown or suspect objects materials shall:

- 1) Secure the area and identify the location of the object/material to the extent possible, without causing bodily injury to yourself or others and without disturbing the object,
- 2) evacuate the work area,
- 3) Immediately notify the project manager/HSM of the encountered condition and
- 4) Not provide additional disturbance or otherwise handle the suspect object/material.

The site supervisor or SC shall contact the Project Manager and the HSM to evaluate potential hazards associated with the specific situation encountered. The project team will then address the need for the

use of special procedures, engineering controls, PPE or specialized subcontract personnel to safely mitigate the situation.

## 9.0 Project-Specific Hazard Controls

This section provides safe work practices and control measures used to reduce or eliminate potential hazards. These practices and controls are to be implemented by the party in control of either the work or the particular hazard. Each person onsite is required to abide by the hazard controls. Always consult the appropriate CH2M HILL SOP to ensure all requirements are implemented. CH2M HILL employees and subcontractors must remain aware of the hazards affecting them regardless of who is responsible for controlling the hazards. CH2M HILL employees and subcontractors who do not understand any of these provisions should contact the RHSM for clarification.

### 9.1 Chemical Soil Mixing

The remedial action objectives for this project will be facilitated via the subsurface mixing of Daramend via excavator with mixing head or mixing auger. Where these chemical mixing remediation technologies are engaged within the site target areas, the procedures and handling practices identified below must be implemented. Chemical/compound -specific hazards and controls associated with the Daramend mixing are discussed after these general bullets.

#### Pre-Mixing

1. Review the Material Safety Data Sheets (MSDSs) for the materials which are expected to be utilized in the chemical mixing processes for this contract task order and:
  - Document training in accordance with the Hazard Communication section of this plan.
  - Ensure that appropriate spill response materials are present as specified by mfg. or MSDS.
2. Evaluate potential for “daylighting” of chemical mixing in the work area:
  - Evaluation should identify known or potential pathways such as existing monitoring wells screened at the same depth interval as the planned mixing, wells that were not properly abandoned, and utility corridors.
  - Identify potential surface release areas such as nearby sensitive areas (e.g., wetlands) storm drains, ditches, or streams, and ensure that mitigation measures are in place (e.g., temporarily blocking storm sewer drains).
  - Contact the project Environmental Manager for assistance in identifying release scenarios and mitigation measures.

#### Mixing Operations

- Operate and maintain pressure vessels, pumps and hosing in accordance with the manufacturer’s recommendations.
- Do not exceed the rated pressure of the vessels and associated piping or hoses of the system.
- The system must be provided with a pressure relief valve/controller that safely reduces the system pressure to within the system rated pressure.
- The pressure relief valve must be rated at no more than 110% the rated pressure of the system and must be tested at regular intervals.
- Each vessel must be equipped with a functioning pressure gauge to monitor pressure.
- For PPE and air monitoring requirements, refer to the PPE section and Site Monitoring section of this plan. PPE shall be used to minimize potential exposure to identified site contaminants of

concern and mixing solutions during site mixing operations. In addition, good personal hygiene practices and procedures must be practiced.

- Use face shields in combination with safety glasses or goggles when the potential for exposure to chemical splashes or product dust release may exist.
- If repairs to mixing delivery system components are necessary after the subsurface mixing operations have been initiated, the mixing lines must be relieved of pressure and drained before conducting repair work. See also the Lockout/Tagout section of this HSP.
- Drums shall be moved using a drum “dolly” or other appropriate material handling equipment where the weight of the drum can be properly managed and secured during the movement.
- Empty containers may require special preparation/rinsing prior to disposal. Verify requirements with the project Environmental Manager.
- Only qualified personnel, by prior training or experience, may operate the mixing system delivery components/array(s).
- Appropriate spill response materials for all chemicals must be present at the job site. Only qualified (by training and previous experience) who have proper PPE and equipment available shall provide spill response operations.
- Station a portable eye wash in the immediate work area where chemical mixings are occurring, along with wash facilities for hygienic practices and PPE decontamination.
- If PPE becomes saturated and may potentially impact work clothing, dermal surfaces, or mucous membranes, change PPE immediately.
- Verify the competency and integrity of the chemical mixing hoses/piping and connection points
- Confirm hose/piping rated for minimum 110% maximum pressure.
- Verify the any cam-lock fitting on the mixing hose/piping, well head, or direct push technology (DPT) rods are structurally sound and free of defects. Where hoses are used, ensure fittings have been secured to the hose surface via mechanical banding equipment to prevent whipping.
- When injecting under pressure, stand at a sufficient distance (i.e. ~ 20 feet) from the mixing head/point. Keep unessential project personnel away from the mixing system, array, and well head(s) during mixing operations.
- Remove/stow all unnecessary equipment and material in the area.
- The mixing system/array must be monitored/attended at all times during the mixing process and when not in use, components must be properly secured, de-energized, or stowed. If the system will operate without an attendant, plans for operating unattended must be in place and approved by the PM or HSM/EM.
- All pressured lines and fittings should be ‘tethered’ or otherwise secured to minimize whipping or ‘launching’ of lines in the event of an equipment failure. Any “quick connect” type fittings (compressed air or fluid) should be secured with appropriate pins, clips to prevent accidental disengagement of the fitting during operation.
- Inspect all equipment, hoses, pressure lines, and fittings daily and prior to pressurizing.

## Air Monitoring

In addition to monitoring for determination of employee exposure (as referenced in section 13), perimeter monitoring will be performed 4 times per day at locations closest to occupied facilities/residence by the Subcontractor while work is occurring. If an action level is reached/exceeded



during employee monitoring this will be increased to full time perimeter monitoring to verify effectiveness of controls. Subcontractor will be required to implement engineering controls to maintain perimeter readings to 50% of identified action levels. If this is ineffective work will cease until effective engineering controls can be implemented. Subcontractor monitoring results will be provided to CH2M HILL the following day. It is suggested that Subcontractor utilize air monitoring equipment capable of data logging.

## Chemical Storage

- Some mixing chemicals, such as strong oxidizers, may have stringent storage requirements per local or National Fire Codes. Verify that appropriate storage provisions are in place prior to starting work.

## 9.2 Compressed Gas Cylinders

(Reference CH2M HILL SOP HSE-403, *Hazardous Materials Handling*)

Below are the hazard controls and safe work practices to follow when working around or using compressed gas cylinders. Ensure the requirements in the referenced SOP are followed.

- Cylinders and pressure-controlling apparatus shall be inspected for defects and leakage prior to use. Damaged or defective items shall not be used. If a cylinder is found to be defective, the gas distributor shall be notified and subsequent instructions followed. If a leak should develop at a fuse plug or other safety device, the cylinder shall be removed from the work area.
- Cylinders shall be labeled with the identity of the contents. Cylinders not labeled shall be sent back to the cylinder distributor. The color of the cylinder shall not be used exclusively to identify cylinder contents.
- Valve caps must be in place when cylinders are transported, moved, or stored.
- Cylinders must be secured in an upright position at all times.
- Cylinder valves must be closed when cylinders are not being used and when cylinders are being moved.
- Cylinders must be secured on a cradle, basket, or pallet when hoisted; they may not be hoisted by choker slings.
- Eye protection (safety glasses or goggles) shall be worn when using cylinders.
- Cylinders must be shielded from welding and cutting operations and positioned to avoid being struck or knocked over; contacting electrical circuits; or exposed to extreme heat sources.
- Cylinders inside buildings shall be stored in dry, well-ventilated locations at least 20 feet (6.1 meters) from highly combustible materials. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage areas shall be located where cylinders will not be knocked over or damaged.
- Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials by a minimum of 20 feet (6.1 meters) or by a noncombustible barrier at least 5 feet (1.5 meters) high, having a fire resistance rating of at least 0.5 hour.
- Signs indicating no smoking shall be provided for storage areas containing flammable gas cylinders.
- Complete the self-assessment checklist for compressed gas cylinders are being used.

## 9.3 Cranes

(Reference CH2M HILL SOP HSE-303, *Cranes*)

Below are the hazard controls and safe work practices to follow when working around or operating cranes. Ensure the requirements in the referenced SOP are followed.

- Crane operators are prohibited from using any wireless device while operating a crane. Equipment must be stopped before using devices such as two way radios or cell phones.
- Cranes shall be operated by a certified crane operator. After November 10, 2014, only operators possessing a certificate from a nationally accredited testing organization, an audited employer training program, or U.S. military or state-issuing agency will be authorized to operate cranes.
- The crane's operations manual and load chart specifically designed for the crane shall be in the crane at all times.
- The crane must have a current annual inspection to include load test certification (within the last 12 months) that meets all state and federal safety standards. Documentation of this inspection must be available for review.
- A competent person will inspect the crane daily to ensure it is in safe operating condition. The daily crane inspection log provided within the crane manufacturer's operations manual shall be used. See also the requirements for monthly inspections, among others, in SOP HSE-303.
- All rigging equipment must be inspected by a competent person prior to use for signs of excessive wear; equipment found to be damaged will be tagged and removed from service.
- A qualified and competent Assembly/Disassembly (A/D) Director shall be assigned when cranes must be assembled onsite. The A/D Director is responsible for ensuring the crane is assembled and disassembled according to manufacturer requirements; performing training for the A/D crew; and ensuring sufficient ground conditions exist for crane placement; among other responsibilities (see SOP HSE-303).
- The assembly/disassembly process must comply with requirements in HSE-303, including having an AHA for the task.
- A critical lift plan shall be prepared when the lift is estimated to be greater than 75% of the crane capacity or when two cranes will be used to make a lift.
- A pre-lift meeting will be conducted to include all parties involved in that day's crane operation.
- Only one qualified person shall be designated to signal the crane operator. This person shall be thoroughly familiar with the ANSI standard method of hand signals and an illustration of these signals shall be posted at the job site.
- No personnel shall be permitted under the load at any time.
- Tag lines shall be attached to every load being made by the crane.
- The swing radius of the rear rotating superstructure (counterweight) of the crane shall be barricaded and no entrance allowed.
- Suspended loads shall not pass over workers or occupied buildings at any time.
- Complete the self-assessment checklist for crane-suspended personnel platforms whenever they are being used.
- CH2M HILL employees exposed to hazards posed by crane operations, must be trained in hazards awareness and control procedures. See requirements for training in HSE-303.

## Power Line Safety

It must be determined whether equipment operations including assembly/disassembly, positioning, and crane operation (including traveling with a load) will occur in proximity to power lines within 20 feet (6.1 meters) for line voltage up to 350 kilo volts (kV), and within 50 feet (15.2 meters) for line voltage between 350 kV to 1000 kV. For power lines over 1000 kV, the distance must be determined by the utility/operator or qualified registered professional engineer in electrical power transmission and distribution.

If equipment operations are within proximity of aforementioned distances to power lines, one of the following options must be implemented to prevent encroachment and electrocution:

- **Option 1:** Deenergize and ground the power. Confirm from the utility/operator that the power line has been deenergized and visibly grounded at the worksite
- **Option 2:** If the voltage is not determined, ensure that no part of the equipment, load line, or load (including rigging and lifting accessories), gets closer than 20 feet (6.1m) by:
  - Conduct a planning meeting with the operator and other workers in the area to review the actions that will be taken to prevent encroachment and electrocution. Training requirements for working around energized power lines are described in Section 6.0, Training.
  - Use non-conductive tag lines.
  - Erect and maintain an elevated warning line, barricade or line of signs in view of the operator, either with flags or other high-visibility markings at 20 feet (1.6m) from the power line. A spotter must be used when the operator does not have clear line of sight to the elevated warning line.
  - To prevent encroachment, the operator can use a proximity alarm, or position a dedicated spotter with visual aids to demarcate the encroachment and constant communication access to the operator.

If the line voltage can be determined, and if any part of the equipment, line load or load (including rigging and lifting accessories) would encroach within that specified distance listed in Table 1, then the requirements listed in Option 2 must be implemented.

<b>Table 1 - Minimum Clearance Distances</b>	
<b>Voltage (nominal, kV, alternating current)</b>	<b>Minimum Clearance - Feet (meters)</b>
Up to 50	10
Over 50 to 200	15
Over 200 to 350	20
Over 350 to 500	25
Over 500 to 750	35
Over 750 to 1000	45
Over 1000	Established by the utility owner/operator or by a qualified registered professional engineer in electrical power transmission and distribution

For equipment traveling within 20 feet (6.1m), under or near power lines without a load, the clearance distances described in Table 2 must be maintained and the following actions implemented.

- A dedicated spotter is assigned during equipment travel, positioned to effectively gauge the clearance distance, and is in continuous communication with the operator.
- During equipment travel, the boom/mast and support system are sufficiently lowered to ensure clearance distances are maintained, along with taking into consideration of the effects of speed and terrain.

<b>Table 2 - Minimum Clearance Distances While Traveling With No Load</b>	
<b>Voltage (nominal, kV, alternating current)</b>	<b>Minimum Clearance - Feet (meters)</b>
Up to 0.75	4
Over 0.75 to 50	6
Over 50 to 345	10
Over 345 to 750	16
Over 750 to 1000	20
Over 1000	Established by the utility owner/operator or by a qualified registered professional engineer in electrical power transmission and distribution

## 9.4 Drilling Safety

(Reference CH2M HILL SOP HSE-204, *Drilling*)

Below are the hazard controls and safe work practices to follow when working around or performing drilling. Ensure the requirements in the referenced SOP are followed.

- The drill rig is not to be operated in inclement weather.
- The driller is to verify that the rig is properly leveled and stabilized before raising the mast.
- Personnel should be cleared from the sides and rear of the rig before the mast is raised.
- The driller is not to drive the rig with the mast in the raised position.
- The driller must check for overhead power lines before raising the mast. Maintain a minimum distance of 10 feet (3 meters) between mast and overhead lines (<50 kV) and an additional 0.4 inches for every 1 kV over 50kV. Verify the voltage of nearby overhead power lines to determine the minimum distance.
- If the project site is suspected of munitions or explosives of concern (MEC) contamination, requirements of the *Explosives Usage and Munitions Response (MR)* SOP HSE-610 shall be followed. MECs include unexploded ordnance (UXO), discarded military munitions, materials that present a potential explosive hazard, chemical warfare materials, munitions constituents, and contaminated soil or groundwater. "Down-hole" avoidance support may be required to prevent accidental contact with UXO. Safety requirements will be based on the risk assessment identified within the MR (safety) ORE (Opportunity Risk Evaluation).
- Personnel should stand clear before rig startup.
- The driller is to verify that the rig is in neutral when the operator is not at the controls.
- Become familiar with the hazards associated with the drilling method used (cable tool, air rotary, hollow-stem auger, etc.).
- Do not wear loose-fitting clothing, watches, etc., that could get caught in moving parts.

- Do not smoke or permit other spark-producing equipment around the drill rig.
- The drill rig must be equipped with a kill wire or switch, and personnel are to be informed of its location.
- Be aware and stand clear of heavy objects that are hoisted overhead.
- The driller is to verify that the rig is properly maintained in accordance with the drilling company's maintenance program.
- The driller is to verify that all machine guards are in place while the rig is in operation.
- The driller is responsible for housekeeping (maintaining a clean work area).
- The drill rig should be equipped with at least one fire extinguisher.
- If the drill rig comes into contact with electrical wires and becomes electrically energized, do not touch any part of the rig or any person in contact with the rig, and stay as far away as possible. Notify emergency personnel immediately.
- Use the drilling self-assessment checklist attached to this HSP to evaluate drilling operations.

## 9.5 Drum and Portable Tank Handling

Below are the hazard controls and safe work practices to follow when overseeing the movement of drums or when handling drums:

- Ensure that personnel are trained in proper lifting and moving techniques to prevent back injuries;
- Ensure drum or tank bungs and lids are secured and are labeled prior to moving;
- Ensure that drums and tanks remain covered except when removing or adding material or waste. Covers and/or lids will be properly secured at the end of each workday;
- Provide equipment to keep the operator removed from the drums to lessen the likelihood of injury. Such equipment might include: a drum grappler attached to a hydraulic excavator; a small front-end loader, which can be either loaded manually or equipped with a bucket sling; a rough terrain forklift; Roller conveyor equipped with solid rollers; drum carts designed specifically for drum handling;
- Make sure the vehicle selected has sufficient rated load capacity to handle the anticipated loads, and make sure the vehicle can operate smoothly on the available road surface;
- Ensure there are appropriately designed Plexiglas cab shields on loaders, backhoes, etc., when handling drums containing potentially explosive materials;
- Equipment cabs should be supplied with fire extinguishers, and should be air-conditioned to increase operator efficiency;
- Supply operators with appropriate respiratory protective equipment when needed;
- Ensure that drums are secure and are not in the operator's view of the roadway;
- Prior to handling, all personnel should be warned about hazards of handling;
- Before moving anything, determine the most appropriate sequence in which the various drums, portable tanks, and other containers should be moved (e.g. small containers may have to be removed first to permit heavy equipment to enter and move the drums);
- Overpack drums and an adequate volume of absorbent should be kept near areas where minor spills may occur;

- Use containers or overpacks that are compatible with the waste or materials;
- Drums containing liquids or hazardous waste will be provided with secondary containment and may not be located near a storm water inlet or conveyance;
- Allow enough aisle space between drum pallets and between drums and other equipment that the drums can be easily accessed (at least 2 to 3 feet) by fire control equipment and similar equipment.; and
- Make sure that a spill kit is available in drum or tank storage areas (or where liquids are transferred from one vessel to another).

## 9.6 Drum Sampling Safety

Personnel are permitted to handle and/or sample drums containing certain types of waste (drilling waste, investigation-derived waste, and waste from known sources) only. Handling or sampling drums with unknown contents requires a plan revision or amendment approved by the RHSM. The following control measures will be taken when sampling drums:

- Minimize transportation of drums;
- Sample only labeled drums or drums from a known waste stream;
- Do not sample bulging or swollen drums. Contact the RHSM;
- If drums contain, or potentially contain, flammable materials, use non-sparking tools to open;
- Use the proper tools to open and seal drums;
- Reseal bung holes or plugs whenever possible;
- Avoid mixing incompatible drum contents;
- Sample drums without leaning over the drum opening;
- Transfer/sample the content of drums using a method that minimizes contact with material;
- Use the PPE and perform air monitoring as specified in the PPE and Site Monitoring sections of this HSP;
- Take precautions to prevent contaminated media from contacting the floor or ground, such as having plastic under the sampling area, having a spill kit accessible during sampling activities; and
- If transferring/sampling drums containing flammable or combustible liquids, drums and liquid transfer equipment should be grounded and bonded to reduce the potential of a static discharge.

## 9.7 Earthmoving Equipment

(Reference CH2M HILL, SOP HSE-306, *Earthmoving Equipment*)

Below are the hazard controls and safe work practices to follow when working around or operating heavy equipment. Ensure the requirements in the referenced SOP are followed.

- CH2M HILL authorizes only those employees qualified by training or previous experience to operate material handling equipment.
- CH2M HILL employees must be evaluated prior to operating earthmoving equipment by a CH2M HILL earthmoving equipment operator evaluation designated person. This evaluation will be documented according to SOP HSE-306, *Earthmoving Equipment*.
- Heavy equipment operators are prohibited from using any wireless device while operating equipment. Equipment must be stopped before using devices such as two way radios or cell phones.

- Equipment must be checked at the beginning of each shift to ensure the equipment is in safe operating condition and free of apparent damage. The check should include: service brakes, parking brakes, emergency brakes, tires, horn, back-up alarm, steering mechanism, coupling devices, seat belts and operating controls. All defects shall be corrected before the equipment is placed in service. Documentation of this inspection must be maintained onsite at all times (use the Earthmoving Equipment Inspection form if operated by CH2M HILL).
- Equipment must be on a stable foundation such as solid ground or cribbing; outriggers are to be fully extended.
- Equipment must not be used to lift personnel; loads must not be lifted over the heads of personnel.
- Equipment, or parts thereof, which are suspended must be substantially blocked or cribbed to prevent shifting before personnel are permitted to work under or between them. All controls shall be in a neutral position, with the motors stopped and brakes set.
- Equipment which is operating in reverse must have a reverse signal alarm distinguishable from the surrounding noise or a signal person when the operators view is obstructed.
- When equipment is used near energized power lines, the closest part of the equipment must be at least 10 feet (3 meters) from the power lines less than 50 kilovolts (kV). Provide an additional 4 feet (1.2 meters) for every 10 kV over 50 kV. A person must be designated to observe clearances and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means. All overhead power lines must be considered to be an energized until the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded.
- Underground utility lines must be located before excavation begins; refer to the Utilities (underground) section.
- Operators loading and unloading from vehicles are responsible for seeing that vehicle drivers are in the vehicle cab or in a safe area.
- The parking brake shall be set whenever equipment is parked; wheels must be chocked when parked on inclines.
- When not in operation, the blade or bucket must be blocked or grounded; the master clutch must be disengaged when the operator leaves the cab. When equipment is unattended, power must be shut off, brakes set, blades or buckets landed and shift lever in neutral.

## 9.8 Excavation Activities

(Reference CH2M HILL SOP HSE-307, *Excavation and Trenching Safety*)

The requirements in this section shall be followed whenever excavation is being performed. Refer to the Earthmoving Equipment section and SOP for additional requirements applicable to operating/oversight of earthmoving equipment. Below are the hazard controls and safe work practices to follow when working around or performing excavation. Ensure the requirements in the referenced SOP are followed.

- If the project site is suspected of munitions or explosives of concern (MEC) contamination, requirements of the *Explosives Usage and Munitions Response (MR)* SOP HSE-610 shall be followed. MECs include unexploded ordnance (UXO), discarded military munitions, materials that present a potential explosive hazard, chemical warfare materials, munitions constituents, and contaminated soil or groundwater. "Down-hole" avoidance support may be required to prevent accidental contact with UXO. Safety requirements will be based on the risk assessment identified within the MR (safety) ORE (Opportunity Risk Evaluation).

- Do not enter the excavations unless completely necessary, and only after the excavation competent person has completed their daily inspection and has authorized entry. An inspection shall be conducted by the competent person prior to the start of work, as needed throughout the shift, after every rainstorm, and after any hazard increasing occurrence. Documentation of the inspection must be maintained onsite at all times.
- Follow all excavation entry requirements established by the excavation competent person and any excavation permit being used.
- Sloping, benching, shoring, shielding, or other protective systems are required to protect personnel from cave-ins except when the excavation is made entirely in stable rock or is less than 5 feet deep (1.5 meters) and there is no indication of possible cave-in, as determined by the excavation competent person. Protective systems for excavations deeper than 20 feet (6.1 meters) must be designed or approved by a registered professional engineer.
- Trenches greater than 4 feet (1.2 meters) deep shall be provided with a ladder, stairway, or ramp positioned so that the maximum lateral travel distance is no more than 25 feet (7.6 meters).
- The atmosphere of excavations greater than 4 feet (1.2 meters) deep shall be tested prior to entry when a hazardous atmosphere exists or could reasonably be expected to exist, such as excavating landfills, hazardous waste dumps; or areas containing sewer or gas utility systems, petroleum distillates, or areas where hazardous substances are stored nearby.
- Spoil piles, material, and equipment must be kept at least 2 feet (61 centimeters) from the edge of the excavation, or a retaining device must be used to prevent the material from falling into the excavation.
- Excavations shall not be entered when:
  - Protective systems are damaged or unstable;
  - Objects or structures above the work location may become unstable and fall into the excavation;
  - The potential for a hazardous atmosphere exists, unless the air has been tested and found to be at safe levels; or
  - Accumulated water exists in the excavation, unless precautions have been taken to prevent excavation cave-in.
- The excavation self-assessment checklist shall be used to evaluate excavations prior to entry.

## 9.9 Forklift Operations

(Reference CH2M HILL, SOP HSE-309, *Forklifts*)

Below are the hazard controls and safe work practices to follow when working around or operating forklifts. Ensure the requirements in the referenced SOP are followed.

- Forklift operators are prohibited from using any wireless device while operating forklifts.
- A rated lifting capacity must be posted in a location readily visible to the operator.
- A forklift truck must not be used to elevate employees unless a platform with guardrails, a back guard, and a kill switch is provided on the vehicle. When guardrails are not possible, fall arrest protection is required.
- The subcontractor operating the forklift must post and enforce a set of operating rules for forklift trucks.



- Only certified forklift operators shall operate forklifts.
- Stunt driving and horseplay are prohibited.
- Employees must not ride on the forks.
- Employees must never be permitted under the forks (unless forks are blocked).
- The driver must inspect the forklift once a shift and document this inspection.
- The operator must look in the direction of travel and must not move the vehicle until all persons are clear of the vehicle.
- Forks must be carried as low as possible.
- The operator must lower the forks, shut off the engine, and set the brakes (or block the wheels) before leaving the forklift operator's position unless maintenance or safety inspections require the forklift to be running.
- Trucks must be blocked and have brakes set when forklifts are driven onto their beds.
- Extreme care must be taken when tilting elevated loads.
- Every forklift must have operable brakes capable of safely stopping it when fully loaded.
- Forklifts must have parking brakes and an operable horn.
- When the operator is exposed to possible falling objects, industrial trucks must be equipped with overhead protection (canopy).
- If using certified CH2M HILL forklift operators – forklifts must be inspected and documented daily using the forklift inspection form.

## 9.10 Hand and Power Tools

(Reference CH2M HILL, SOP HSE-210, *Hand and Power Tools*)

Below are the hazard controls and safe work practices to follow when personnel or subcontractors are using hand and power tools. Ensure the requirements in the referenced SOP are followed:

- Tools shall be inspected prior to use and damaged tools will be tagged and removed from service;
- Hand tools will be used for their intended use and operated in accordance with manufacturer's instructions and design limitations;
- Maintain all hand and power tools in a safe condition;
- Use PPE (such as gloves, safety glasses, earplugs, and face shields) when exposed to a hazard from a tool;
- Do not carry or lower a power tool by its cord or hose;
- Portable power tools will be plugged into GFCI protected outlets;
- Portable power tools will be Underwriters Laboratories (UL) listed and have a three-wire grounded plug or be double insulated;
- Disconnect tools from energy sources when they are not in use, before servicing and cleaning them, and when changing accessories (such as blades, bits, and cutters);
- Safety guards on tools must remain installed while the tool is in use and must be promptly replaced after repair or maintenance has been performed;

- Store tools properly in a place where they will not be damaged or come in contact with hazardous materials;
- If a cordless tool is connected to its recharge unit, both pieces of equipment must conform strictly with electrical standards and manufacturer's specifications;
- Tools used in an explosive environment must be rated for work in that environment (that is, intrinsically safe, spark-proof, etc.); and
- Working with manual and pistol-grip hand tools may involve highly repetitive movement, extended elevation, constrained postures, and/or awkward positioning of body members (for example, hand, wrist, arm, shoulder, neck, etc.). Consider alternative tool designs, improved posture, the selection of appropriate materials, changing work organization, and sequencing to prevent muscular, skeletal, repetitive motion, and cumulative trauma stressors.

### Machine Guarding

- Ensure that all machine guards are in place to prevent contact with drive lines, belts, chains, pinch points or any other sources of mechanical injury.
- Unplugging jammed equipment will only be performed when equipment has been shut down, all sources of energy have been isolated and equipment has been locked/tagged and tested.
- Maintenance and repair of equipment that results in the removal of guards or would otherwise put anyone at risk requires lockout of that equipment prior to work.

### 9.11 Haul Trucks

Below are the hazard controls and safe work practices to follow when working around or operating haul trucks:

- Haul truck operators are prohibited from using any wireless device while operating trucks on site. Trucks must be stopped before using devices such as two way radios or cell phones.
- Haul truck operators should be familiar with their equipment and inspect all equipment before use;
- Haul truck operators should ensure all persons are clear before operating truck or equipment. Before moving operators should sound horn or alarm, all equipment should be equipped with a working back up alarm;
- Haulage trucks or equipment with restricted visibility should be equipped with devices that eliminate blind spots;
- Employees should stay off haul roads. When approaching a haul area, employees should make eye contact and communicate their intentions directly with the equipment operator;
- If possible minimize steep grades on haul roads;
- Where grades are steep provide signage indicating the actual grade as well as measures for a runaway truck;
- Trucks are to be operated within the manufacturer's recommendations (for example- retarder charts indicate the combination of loads, grades and speeds that should not be exceeded if the truck's retarder is to work properly - to ensure the truck does not descend grade at speeds greater than listed);
- Haul roads should be well lit, sufficiently wide (at least 50% of the width of the equipment on both sides of road) and equipped with reflectors to indicate access points;
- Haul roads should have adequate right-of-way signs indicating haul directions;

- Haul trucks will follow designated haul roads; and
- Haul trucks will comply with posted speed limits.

## 9.12 Lockout/Tagout Activities

(Reference CH2M HILL SOP HSE-310, *Lockout and Tagout*)

Lockout/tagout (LO/TO) shall be performed whenever service or maintenance is necessary on equipment that could cause injury to personnel from the unexpected equipment energizing or start-up or unexpected release of stored energy. Energy sources requiring lockout/tagout may include electrical, pneumatic, kinetic, and potential.

If work on energized electrical systems is necessary – contact the RHSM. Specific training and procedures are required to be followed before any work on energized electrical systems can be performed and are NOT covered in this section. Energized electrical work is defined as work performed **on or near** energized electrical systems or equipment with exposed components operating at 50 volts or greater. Working near energized live parts is any activity inside a Limited Approach Boundary (anywhere from 3.5 feet to 24 feet [1 meter 7.3 meters] depending on voltage). Examples of energized electrical work include using a voltmeter to troubleshoot electrical systems and changing out controllers.

When lockout/tagout is necessary to perform maintenance/repair of a system, all the requirements of SOP HSE-310, Lockout and Tagout, shall be met including the following bulleted items:

- When CH2M HILL controls the work, CH2M HILL must verify that subcontractors affected by the unexpected operation of equipment develop a written lockout/tagout program, provide training on lockout/tagout procedures and coordinate its program with other affected subcontractors. This may include compliance with the owner or facility lockout/tagout program.
- When CH2M HILL personnel are affected by the unexpected operation of equipment they must complete the electrical safety awareness module on the VO. Authorized personnel shall inform the affected personnel of the LO/TO. Affected personnel shall not tamper with LO/TO devices.
- Standard lockout/tagout procedures include the following six steps: 1) notify all personnel in the affected area of the lockout/tagout, 2) shut down the equipment using normal operating controls, 3) isolate all energy sources, 4) apply individual lock and tag to each energy isolating device, 5) relieve or restrain all potentially hazardous stored or residual energy, and 6) verify that isolation and deenergization of the equipment has been accomplished. Once verified that the equipment is at the zero energy state, work may begin.
- All safe guards must be put back in place, all affected personnel notified that lockout has been removed and controls positioned in the safe mode prior to lockout removal. Only the individual who applied the lock and tag may remove them.
- CH2M HILL authorized employees shall complete the LO/TO training module on the VO and either the electrical safety training module on the VO or 10-hour construction training. The authorized employee must also be trained and qualified on the system they are working on (e.g., qualified electrician for working on electrical components of a system).
- When equipment-specific LO/TO procedures are not available or when existing procedures are determined to be insufficient, CH2M HILL authorized employees shall also complete the Equipment-Specific LO/TO Procedure Development Form, provided as an attachment to this HSP, to create an equipment-specific lockout/tagout procedure.

## 9.13 Portable Generator Hazards

(Reference CH2M HILL SOP HSE-206, Electrical Safety)

- Portable generators are useful when temporary or remote electric power is needed, but they also can be hazardous. The primary hazards to avoid when using a generator are carbon monoxide (CO) poisoning from the toxic engine exhaust, electric shock or electrocution, and fire.
- NEVER use a generator indoors or in similar enclosed or partially-enclosed spaces. Generators can produce high levels of carbon monoxide (CO) very quickly. When you use a portable generator, remember that you cannot smell or see CO. Even if you can't smell exhaust fumes, you may still be exposed to CO.
- If you start to feel sick, dizzy, or weak while using a generator, get to fresh air RIGHT AWAY. DO NOT DELAY. The CO from generators can rapidly lead to full incapacitation and death.
- If you experience serious symptoms, get medical attention immediately. Inform project staff that CO poisoning is suspected. If you experienced symptoms while indoors have someone call the fire department to determine when it is safe to re-enter the building.
- Follow the instructions that come with your generator. Locate the unit outdoors and away from doors, windows, and vents that could allow CO to come indoors.
- Ensure the generator is grounded in accordance with the manufacturer's operation manual.
- Keep the generator dry and do not use in rain or wet conditions. To protect from moisture, operate it on a dry surface under an open, canopy-like structure. Dry your hands if wet before touching the generator.
- Plug appliances directly into the generator. Or, use a heavy duty, outdoor-rated extension cord that is rated (in watts or amps) at least equal to the sum of the connected appliance loads. Check that the entire cord is free of cuts or tears and that the plug has all three prongs, especially a grounding pin.
- Most generators come with Ground Fault Circuit Interrupters (GFCI). Test the GFCIs daily to determine whether they are working
- If the generator is not equipped with GFCI protected circuits plug a portable GFCI into the generator and plug appliances, tools and lights into the portable GFCI.
- Never store fuel near the generator or near any sources of ignition.
- Before refueling the generator, turn it off and let it cool down. Gasoline spilled on hot engine parts could ignite.

## 9.14 Pressure Washing Operations

Below are the hazard controls and safe work practices to follow when working around or performing pressure washing.

- Only trained, authorized personnel may operate the high-pressure washer.
- Follow manufacturer's safety and operating instructions.
- Inspect pressure washer before use and confirm deadman trigger is fully operational
- The wand must always be pointed at the work area.
- The trigger should never be tied down
- Never point the wand at yourself or another worker.

- The wand must be at least 42 inches (1.1 meter) from the trigger to the tip and utilize greater than 10 degree tips.
- The operator must maintain good footing.
- Non-operators must remain a safe distance from the operator.
- No unauthorized attachment may be made to the unit.
- Do not modify the wand.
- All leaks or malfunctioning equipment must be repaired immediately or the unit taken out-of-service.
- Polycoated Tyvek or equivalent, 16-inch-high steel-toed rubber boots, safety glasses, hard hat with face shield, and inner and outer nitrile gloves will be worn, at a minimum.

## 9.15 Slips, Trips and Falls

### General

- Institute and maintain good housekeeping practices.
- Designate foot traffic paths in and out of sites, when necessary, to ensure paths are kept free from slip, trip, and fall hazards or to deter personnel from taking “shortcuts” where slip, trip, hazards may be.
- Mitigate icy conditions by keeping foot traffic paths clear of ice and snow.
- Watch footing as you walk to avoid trip hazards, animal holes, or other obstacles, especially in tall grassy areas.

### Muddy Conditions

- Muddy conditions present a slipping hazard. Use mats or other similar surface to work from if footing cannot be stabilized.
- Take shortened steps across muddy areas.
- Use a walking staff or other similar means to assist with balance.

### Steep Slopes/Uneven Ground/Rock and Vertical Slopes

- Be aware that escarpments can slough. Avoid these areas.
- Exercise caution in relying on rocks and trees/tree stumps to support yourself – many times they are loose.
- Whenever possible, switchback your way up/down steep areas, and maintain a slow pace with firm footing.
- Employees walking in ditches, swales and other drainage structures adjacent to roads or across undeveloped land must use caution to prevent slips and falls which can result in twisted or sprained ankles, knees, and backs.
- Whenever possible observe the conditions from a flat surface and do not enter a steep ditch or side of a steep road bed.
- If steep terrain must be negotiated coordinate with RHSM to evaluate the need for ladders or ropes to provide stability.

## 9.16 Utilities (underground)

An assessment for underground utilities must be conducted where there is a potential to contact underground utilities or similar subsurface obstructions during intrusive activities. Intrusive activities include excavation, trenching, drilling, hand augering, soil sampling, or similar activities.

The assessment must be conducted before any intrusive subsurface activity and must include at least the following elements:

1. A background and records assessment of known utilities or other subsurface obstructions.
2. Contacting and using the designated local utility locating service.
3. Conducting an independent field survey to identify, locate, and mark potential underground utilities or subsurface obstructions. *Note: This is independent of, and in addition to, any utility survey conducted by the designated local utility locating service above.*
4. A visual survey of the area to validate the chosen location.

When any of these steps identifies an underground utility within 5 feet (1.5 meters) of intrusive work, then non-aggressive means must be used to physically locate the utility before a drill rig, backhoe, excavator or other aggressive method is used.

Aggressive methods are never allowed within 2 feet of an identified high risk utility (see paragraph below).

Any deviation from these requirements must be approved by the Responsible HS Manager and the Project Manager.

### Background and Records Assessment of Known Utilities

Identify any client- or location-specific permit and/or procedural requirements (e.g., dig permit or intrusive work permit) for subsurface activities. For military installations, contact the Base Civil Engineer and obtain the appropriate form to begin the clearance process.

Obtain available utility diagrams and/or as-built drawings for the facility.

Review locations of possible subsurface utilities including sanitary and storm sewers, electrical lines, water supply lines, natural gas lines, fuel tanks and lines, communication lines, lighting protection systems, etc. Note: Use caution in relying on as-built drawings as they are rarely 100 percent accurate.

Request that a facility contact with knowledge of utility locations review and approve proposed locations of intrusive work.

### Designated Local Utility Locating Service

Contact your designated local utility locating service (e.g., Dig-Safe, Blue Stake, One Call) to identify and mark the location of utilities. Call 811 in the US or go to [www.call811.com](http://www.call811.com) to identify the appropriate local service group. Contacting the local utility locating service is a legal requirement in most jurisdictions.

### Independent Field Survey (Utility Locate)

The organization conducting the intrusive work (CH2M HILL or subcontractor) shall arrange for an independent field survey to identify, locate, and mark any potential subsurface utilities in the work area. This survey is in addition to any utility survey conducted by the designated local utility locating service.

The independent field survey provider shall determine the most appropriate instrumentation/technique or combinations of instrumentation/techniques to identify subsurface utilities based on their experience and expertise, types of utilities anticipated to be present, and specific site conditions.

A CH2M HILL or subcontractor representative must be present during the independent field survey to observe the utility locate and verify that the work area and utilities have been properly identified and marked. If there is any question that the survey was not performed adequately or the individual was not qualified, then arrangements must be made to obtain a qualified utility locate service to re-survey the area. Obtain documentation of the survey and clearances in writing and signed by the party conducting the clearance. Maintain all documentation in the project file.

If the site owner (military installation or client) can provide the independent field survey, CH2M HILL or the subcontractor shall ensure that the survey includes:

- Physically walking the area to verify the work location and identify, locate, and mark underground utility locations:
- Having qualified staff available and instrumentation to conduct the locate;
- Agreeing to document the survey and clearances in writing.
- Should any of the above criteria not be met, CH2M HILL or subcontractor must arrange for an alternate independent utility locate service to perform the survey.
- The markings from utility surveys must be protected and preserved until the markings are no longer required. If the utility location markings are destroyed or removed before intrusive work commences or is completed, the PM, SC, or designee must notify the independent utility locate service or the designated local utility locating service to resurvey and remark the area.

### **Visual Assessment before and during Intrusive Activities**

Perform a "360 degree" assessment. Walk the area and inspect for utility-related items such as valve caps, previous linear cuts, patchwork in pavement, hydrants, manholes, utility vaults, drains, and vent risers in and around the dig area.

The visual survey shall include all surface landmarks, including manholes, previous liner cuts, patchwork in pavement, pad-mounted transformers, utility poles with risers, storm sewer drains, utility vaults, and fire hydrants.

If any unanticipated items are found, conduct further research before initiating intrusive activities and implement any actions needed to avoid striking the utility or obstruction.

### **Subsurface Activities within 5 feet of an Underground Utility or if there is Uncertainty**

When aggressive intrusive activities will be conducted within 5 feet (1.5 meters) of an underground utility or when there is uncertainty about utility locations, locations must be physically verified by non-aggressive means such as air or water knifing, hand digging, or human powered hand augering. Non-conductive tools must be used if electrical hazards may be present. If intrusive activities are within 5 feet (1.5 meters) and parallel to a marked existing utility, the utility location must be exposed and verified by non-aggressive methods every 100 feet (30.5 meters). Check to see if the utility can be isolated during intrusive work.

## Intrusive Activities within 2 feet of an Underground Utility

Use non-aggressive methods (hand digging, vacuum excavation, etc.) to perform intrusive activities within 2 feet of a high risk utility (i.e., a utility that cannot be de-energized or would cause significant impacts to repair/replace). Hazardous utilities shall be de-energized whenever possible.

### Spotter

A spotter shall be used to monitor for signs of utilities during advancement of intrusive work (e.g., sudden change in advancement of auger or split spoon, presence of pea gravel or sand in soils, presence of concrete or other debris in soils, refusal of auger or excavating equipment). If any suspicious conditions are encountered stop work immediately and contact the PM or RHSM to evaluate the situation. The spotter must have a method to alert an operator to stop the intrusive activity (e.g., air horn, hand signals).

## 9.17 Utilities (overhead)

### Proximity to Power Lines

It must be determined whether equipment operations including, positioning, and traveling will occur in proximity to power lines within 20 feet (6.1 meters) for line voltage up to 350 kilo volts (kV), and within 50 feet (15.2 meters) for line voltage between 350 kV to 1000 kV. For power lines over 1000 kV, the distance must be determined by the utility/operator or qualified registered professional engineer in electrical power transmission and distribution.

**Operations adjacent to overhead power lines are PROHIBITED unless one of the following conditions is satisfied:**

- Power has been shut off, positive means (such as lockout) have been taken to prevent the lines from being energized, lines have been tested to confirm the outage, and the utility company has provided a signed certification of the outage.
- The minimum clearance from energized overhead lines is as shown in the table below, or the equipment will be repositioned and blocked to ensure that no part, including cables, can come within the minimum clearances shown in the table.

**MINIMUM DISTANCES FROM POWERLINES**

Powerlines Nominal System Kv	Minimum Required Distance, Feet (Meters)
0-50	10 (3.0)
50-200	15 (4.6)
201-350	20 (6.1)
351-500	25 (7.6)
501-750	35 (10.7)
751-1000	45 (13.7)
Over 1000	Established by utility owner/operator or by a professional engineer in electrical power transmission/distribution

*(These distances have been determined to eliminate the potential for arcing based on the line voltage.)*

- The power line(s) has been isolated through the use of insulating blankets which have been properly placed by the utility. If insulating blankets are used, the utility will determine the



minimum safe operating distance; get this determination in writing with the utility representative's signature.

- All inquiries regarding electric utilities must be made in writing and a written confirmation of the outage/isolation must be received by the PM prior to the start of work.

## 9.18 Working Around Material Handling Equipment

When CH2M HILL personnel are exposed to material handling equipment, the following safe work practices/hazard controls shall be implemented:

- Never approach operating equipment from the rear. Always make positive contact with the operator, and confirm that the operator has stopped the motion of the equipment.
- Never approach the side of operating equipment; remain outside of the swing and turning radius.
- Maintain distance from pinch points of operating equipment.
- Never turn your back on any operating equipment.
- Never climb onto operating equipment or operate contractor/subcontractor equipment.
- Never ride contractor/subcontractor equipment unless it is designed to accommodate passengers and equipped with firmly attached passenger seat.
- Never work or walk under a suspended load.
- Never use equipment as a personnel lift; do not ride excavator buckets or crane hooks.
- Always stay alert and maintain a safe distance from operating equipment, especially equipment on cross slopes and unstable terrain.
- Wear a high visibility safety vest or high visibility clothing

## 10.0 Physical Hazards and Controls

Physical hazards include exposure to temperature extremes, sun, noise, and radiation. If you encounter a physical hazard that has not been identified in this plan, contact the RHSM so that a revision to this plan can be made.

### 10.1 Noise

(Reference CH2M HILL SOP HSE-108, *Hearing Conservation*)

CH2M HILL is required to control employee exposure to occupational noise levels of 85 decibels, A-weighted, (dBA) and above by implementing a hearing conservation program that meets the requirements of the OSHA Occupational Noise Exposure standard, 29 CFR 1910.95. A noise assessment may be conducted by the RHSM or designee based on potential to emit noise above 85 dBA and also considering the frequency and duration of the task.

- Areas or equipment emitting noise at or above 90dBA shall be evaluated to determine feasible engineering controls. When engineering controls are not feasible, administrative controls can be developed and appropriate hearing protection will be provided.
- Areas or equipment emitting noise levels at or above 85 dBA, hearing protection must be worn.
- Employees exposed to 85 dBA or a noise dose of 50% must participate in the Hearing Conservation program including initial and annual (as required) audiograms.
- The RHSM will evaluate appropriate controls measures and work practices for employees who have experienced a standard threshold shift (STS) in their hearing.
- Employees who are exposed at or above the action level of 85 dBA are required to complete the online Noise Training Module located on CH2M HILL's virtual office.
- Hearing protection will be maintained in a clean and reliable condition, inspected prior to use and after any occurrence to identify any deterioration or damage, and damaged or deteriorated hearing protection repaired or discarded.
- In work areas where actual or potential high noise levels are present at any time, hearing protection must be worn by employees working or walking through the area.
- Areas where tasks requiring hearing protection are taking place may become hearing protection required areas as long as that specific task is taking place.
- High noise areas requiring hearing protection should be posted or employees must be informed of the requirements in an equivalent manner and a copy of the OSHA standard 29 CFR 1910.95 shall be posted in the workplace.

### 10.2 Ultraviolet Radiation (sun exposure)

Health effects regarding ultraviolet (UV) radiation are confined to the skin and eyes. Overexposure can result in many skin conditions, including erythema (redness or sunburn), photoallergy (skin rash), phototoxicity (extreme sunburn acquired during short exposures to UV radiation while on certain medications), premature skin aging, and numerous types of skin cancer. Implement the following controls to avoid sunburn.

#### Limit Exposure Time

- Rotate staff so the same personnel are not exposed all of the time.

- Limit exposure time when UV radiation is at peak levels (approximately 2 hours before and after the sun is at its highest point in the sky).
- Avoid exposure to the sun, or take extra precautions when the UV index rating is high.

### Provide Shade

- Take lunch and breaks in shaded areas.
- Create shade or shelter through the use of umbrellas, tents, and canopies.
- Fabrics such as canvas, sailcloth, awning material and synthetic shade cloth create good UV radiation protection.
- Check the UV protection of the materials before buying them. Seek protection levels of 95 percent or greater, and check the protection levels for different colors.

### Clothing

- Reduce UV radiation damage by wearing proper clothing; for example, long sleeved shirts with collars, and long pants. The fabric should be closely woven and should not let light through.
- Head protection should be worn to protect the face, ears, and neck. Wide-brimmed hats with a neck flap or “Foreign Legion” style caps offer added protection.
- Wear UV-protective sunglasses or safety glasses. These should fit closely to the face. Wrap-around style glasses provide the best protection.

### Sunscreen

- Apply sunscreen generously to all exposed skin surfaces at least 20 minutes before exposure, allowing time for it to adhere to the skin.
- Re-apply sunscreen at least every 2 hours, and more frequently when sweating or performing activities where sunscreen may be wiped off.
- Choose a sunscreen with a high sun protection factor (SPF). Most dermatologists advocate SPF 30 or higher for significant sun exposure.
- Waterproof sunscreens should be selected for use in or near water, and by those who perspire sufficiently to wash off non-waterproof products.
- Check for expiration dates, because most sunscreens are only good for about 3 years. Store in a cool place out of the sun.
- No sunscreen provides 100 percent protection against UV radiation. Other precautions must be taken to avoid overexposure.

## 10.3 Temperature Extremes

(Reference CH2M HILL SOP HSE-211, *Heat and Cold Stress*)

Each employee is responsible for the following:

- Recognizing the symptoms of heat or cold stress;
- Taking appropriate precautionary measures to minimize their risk of exposure to temperature extremes (see following sections); and
- Communicating any concerns regarding heat and cold stress to their supervisor or SC.

### 10.3.1 Heat

Heat-related illnesses are caused by more than just temperature and humidity factors.

**Physical fitness** influences a person's ability to perform work under heat loads. At a given level of work, the more fit a person is, the less the physiological strain, the lower the heart rate, the lower the body temperature (indicates less retained body heat—a rise in internal temperature precipitates heat injury), and the more efficient the sweating mechanism.

**Acclimatization** is a gradual physiological adaptation that improves an individual's ability to tolerate heat stress. Acclimatization requires physical activity under heat-stress conditions similar to those anticipated for the work. With a recent history of heat-stress exposures of at least two continuous hours per day for 5 of the last 7 days to 10 of the last 14 days, a worker can be considered acclimatized. Its loss begins when the activity under those heat-stress conditions is discontinued, and a noticeable loss occurs after 4 days and may be completely lost in three to four weeks. Because acclimatization is to the level of the heat-stress exposure, a person will not be fully acclimatized to a sudden higher level; such as during a heat wave.

**Dehydration** reduces body water volume. This reduces the body's sweating capacity and directly affects its ability to dissipate excess heat.

The ability of a body to dissipate heat depends on the ratio of its surface area to its mass (surface area/weight). **Heat dissipation** is a function of surface area, while heat production depends on body mass. Therefore, overweight individuals (those with a low ratio) are more susceptible to heat-related illnesses because they produce more heat per unit of surface area than if they were thinner. Monitor these persons carefully if heat stress is likely.

When wearing **impermeable clothing**, the weight of an individual is not as important in determining the ability to dissipate excess heat because the primary heat dissipation mechanism, evaporation of sweat, is ineffective.

SYMPTOMS AND TREATMENT OF HEAT STRESS					
	Heat Syncope	Heat Rash	Heat Cramps	Heat Exhaustion	Heat Stroke
Signs and Symptoms	Sluggishness or fainting while standing erect or immobile in heat.	Profuse tiny raised red blister-like vesicles on affected areas, along with prickling sensations during heat exposure.	Painful spasms in muscles used during work (arms, legs, or abdomen); onset during or after work hours.	Fatigue, nausea, headache, giddiness; skin clammy and moist; complexion pale, muddy, or flushed; may faint on standing; rapid thready pulse and low blood pressure; oral temperature normal or low	Red, hot, dry skin; dizziness; confusion; rapid breathing and pulse; high oral temperature.
Treatment	Remove to cooler area. Rest lying down. Increase fluid intake. Recovery usually is prompt and complete.	Use mild drying lotions and powders, and keep skin clean for drying skin and preventing infection.	Remove to cooler area. Rest lying down. Increase fluid intake.	Remove to cooler area. Rest lying down, with head in low position. Administer fluids by mouth. Seek medical attention.	Cool rapidly by soaking in cool—but not cold—water. Call ambulance, and get medical attention immediately!

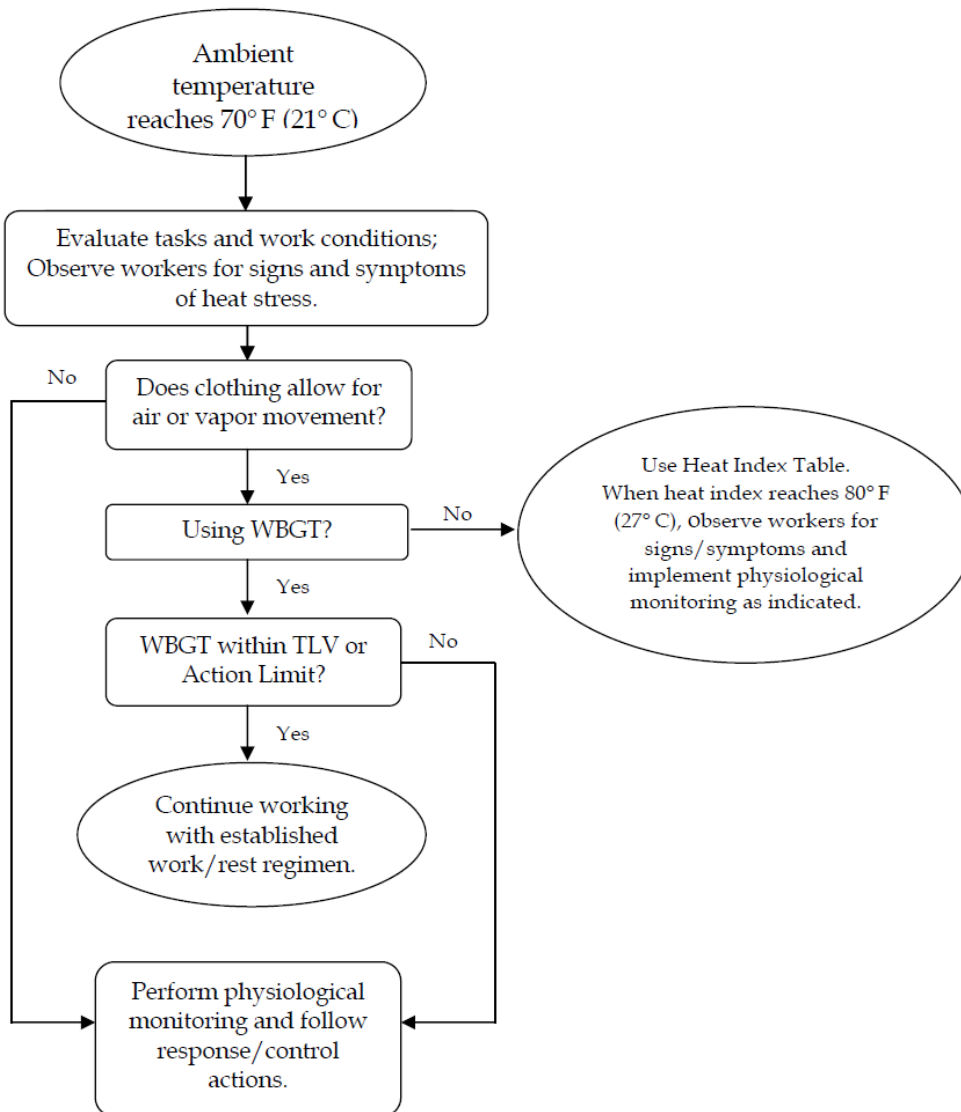
#### Precautions

- Drink 16 ounces of water before beginning work. Disposable cups and water maintained at 50°Fahrenheit (10 degrees Celsius [C]) to 60°Fahrenheit (F) (15.6 degrees C) should be available. Under severe conditions, drink 1 to 2 cups every 20 minutes, for a total of 1 to 2 gallons (7.5 liters) per day. Remind employees to drink water throughout their work shift.

- Do not use alcohol in place of water or other nonalcoholic fluids. Decrease your intake of coffee and caffeinated soft drinks during working hours.
- Acclimate to site work conditions by slowly increasing workloads; for example, do not begin site work with extremely demanding activities. Closely monitor employees during their first 14 days of work in the field.
- Supervisors and SCs must continually observe employees throughout the work shift for signs and symptoms of heat stress or illness. Employees must monitor themselves for heat stress as well as observe their co-workers.
- Effective communication must be maintained with employees throughout the work shift either by voice, observation, or electronic device.
- Use cooling devices, such as cooling vests, to aid natural body ventilation. These devices add weight, so their use should be balanced against efficiency.
- Use mobile showers or hose-down facilities to reduce body temperature and cool protective clothing.
- Conduct field activities in the early morning or evening and rotate shifts of workers, if possible.
- Avoid direct sun whenever possible, which can decrease physical efficiency and increase the probability of heat stress. Take regular breaks in a cool, shaded area. Use a wide-brim hat or an umbrella when working under direct sun for extended periods.
- Provide adequate shade to protect personnel against radiant heat (sun, flames, hot metal).
- Use portable fans for convection cooling or in extreme heat conditions, an air-conditioned rest area when needed.
- In hot weather, rotate shifts of workers.
- Maintain good hygiene standards by frequent changes of clothing and showering. Clothing should be permitted to dry during rest periods. Persons who notice skin problems should consult medical personnel.
- Brief employees initially before the project work begins and routinely as part of the daily safety briefing, on the signs and symptoms, of heat-relatedness illnesses, precautions to measures and emergency procedures to follow as described in this plan.
- Observe one another for signs of heat stress. PREVENTION and communication is key.

## Thermal Stress Monitoring

### Thermal Stress Monitoring Flow Chart



### Thermal Stress Monitoring – Permeable or Impermeable Clothing

When **permeable work clothes** are worn (street clothes or clothing ensembles over street clothes), regularly observe workers for signs and symptoms of heat stress and implement physiological monitoring as indicated below. This should start when the heat index reaches 80° F (27° C) [see Heat Index Table below], or sooner if workers exhibit symptoms of heat stress indicated in the table above. These heat index values were devised for shady, light wind conditions; exposure to full sunshine can increase the values by up to 15° F (8° C). Also, strong winds, particularly with very hot, dry air, can be extremely hazardous.

When wearing **impermeable clothing** (e.g., clothing doesn't allow for air or water vapor movement such as Tyvek), physiological monitoring as described below shall be conducted when the ambient temperature reaches 70° F (21° C) or sooner when climatic conditions may present greater risk of heat stress combined with wearing unique variations of impermeable clothing, or workers exhibit symptoms of heat stress

## Heat Index Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

### Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution     
  Extreme Caution     
  Danger     
  Extreme Danger

Heat Index	Possible Heat Disorders	Minimum Frequency of Physiological Monitoring
80°F - 90°F (27°C - 32°C)	Fatigue possible with prolonged exposure and/or physical activity	Conduct initial monitoring as baseline and observe workers for signs of heat stress and implement physiological monitoring if warranted.
90°F - 105°F (32°C - 41°C)	Sunstroke, heat cramps, or heat exhaustion possible with prolonged exposure and/or physical activity	Conduct initial monitoring as baseline, then at least every hour, or sooner, if signs of heat stress are observed.
105°F - 130°F (41°C - 54°C)	Sunstroke, heat cramps, or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity.	Conduct initial monitoring as baseline, then every 30 minutes or sooner if signs of heat stress are observed.
130°F or Higher (54°C or Higher)	Heat/Sunstroke highly likely with continued exposure.	Conduct initial monitoring as baseline, then every 15 minutes or sooner if signs of heat stress are observed.

Source: National Weather Service

### Physiological Monitoring and Associated Actions

For employees wearing permeable clothing, follow the minimum frequency of physiological monitoring listed in the Heat Index Table.

For employees wearing impermeable clothing, physiological monitoring should begin initially at a 15 minute interval, then if the employee's heart rate or body temperature is within acceptable limits, conduct the subsequent physiological monitoring at 30 minutes, and follow the established regimen protocol below.

The following physiological monitoring protocol below, using either radial pulse or aural temperature, will occur when the heat index is 80 degrees F or greater (or when personnel exhibit signs of heat stress), the following will be performed:

- The sustained heart rate during the work cycle should remain below 180 beats per minute (bpm) minus the individual's age (e.g. 180 - 35 year old person = 145 bpm). The sustained heart rate can be estimated by measuring the heart rate at the radial pulse for 30 seconds as quickly as possible prior to starting the rest period.
- The heart rate after one minute rest period should not exceed 120 beats per minute (bpm).
- If the heart rate is higher than 120 bpm after the FIRST minute into the rest period, the next work period should be shortened by 33 percent, while the length of the rest period stays the same.
- If the pulse rate still exceeds 120 bpm at the beginning of the next rest period, the following work cycle should be further shortened by 33 percent.
- Continue this procedure until the rate is maintained below 120 bpm after the FIRST minute into the rest period.

Alternately, the body temperature can be measured, either oral or aural (ear), before the workers have something to drink.

- If the oral or aural temperature exceeds 99.6° F (37.6 ° F) at the beginning of the rest period, the following work cycle should be shortened by 33 percent.
- Continue this procedure until the oral or aural (ear) temperature is maintained below 99.6 ° F (37.6° C). While an accurate indication of heat stress, oral temperature is difficult to measure in the field, however, a digital aural (aural) thermometer is easy to obtain and inexpensive to purchase.
- Use the form attached to this HSP to track workers' measurements and actions taken.

### Procedures for when Heat Illness Symptoms are Experienced

- **Always** contact the RHSM when any heat illness related symptom is experienced so that controls can be evaluated and modified, if needed.
- In the case of cramps, reduce activity, increase fluid intake, move to shade until recovered.
- In the case of all other heat-related symptoms (fainting, heat rash, heat exhaustion), and if the worker is a CH2M HILL worker, contact the occupational physician at 1-866-893-2514 and immediate supervisor.
- In the case of heat stroke symptoms, call 911, have a designee give location and directions to ambulance service if needed, follow precautions under the emergency medical treatment of this HSP.
- Follow the Incident Notification, Reporting, and Investigation section of this HSP.

### 10.3.2 Cold

#### General

Low ambient temperatures increase the heat lost from the body to the environment by radiation and convection. In cases where the worker is standing on frozen ground, the heat loss is also due to conduction.



Wet skin and clothing, whether because of water or perspiration, may conduct heat away from the body through evaporative heat loss and conduction. Thus, the body cools suddenly when chemical protective clothing is removed if the clothing underneath is perspiration soaked.

Movement of air across the skin reduces the insulating layer of still air just at the skin’s surface. Reducing this insulating layer of air increases heat loss by convection.

Non-insulating materials in contact or near-contact with the skin, such as boots constructed with a metal toe or shank, conduct heat rapidly away from the body.

Certain common drugs, such as alcohol, caffeine, or nicotine, may exacerbate the effects of cold, especially on the extremities. These chemicals reduce the blood flow to peripheral parts of the body, which are already high-risk areas because of their large surface area to volume ratios. These substances may also aggravate an already hypothermic condition.

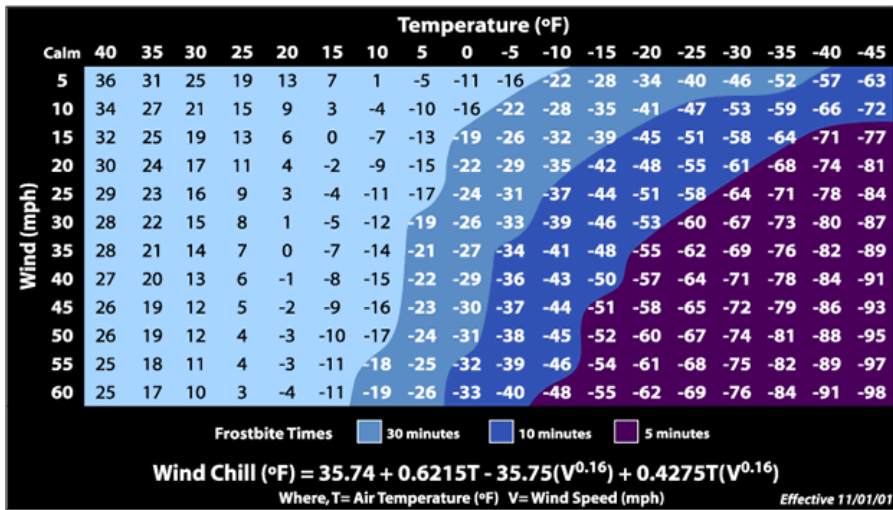
### Precautions

- Be aware of the symptoms of cold-related disorders, and wear proper, layered clothing for the anticipated fieldwork. Appropriate rain gear is a must in wet weather.
- Consider monitoring the work conditions and adjusting the work schedule using guidelines developed by the U.S. Army (wind-chill index) and the National Safety Council (NSC).
- Wind-Chill Index (below) is used to estimate the combined effect of wind and low air temperatures on exposed skin. The wind-chill index does not take into account the body part that is exposed, the level of activity, or the amount or type of clothing worn. For those reasons, it should only be used as a guideline to warn workers when they are in a situation that can cause cold-related illnesses.
- Persons who experience initial signs of immersion foot, frostbite, and/or hypothermia should report it immediately to their supervisor/PM to avoid progression of cold-related illness.
- Observe one another for initial signs of cold-related disorders.
- Obtain and review weather forecast – be aware of predicted weather systems along with sudden drops in temperature, increase in winds, and precipitation.

SYMPTOMS AND TREATMENT OF COLD STRESS			
	Immersion (Trench) Foot	Frostbite	Hypothermia
Signs and Symptoms	Feet discolored and painful; infection and swelling present.	Blanched, white, waxy skin, but tissue resilient; tissue cold and pale.	Shivering, apathy, sleepiness; rapid drop in body temperature; glassy stare; slow pulse; slow respiration.
Treatment	Seek medical treatment immediately.	Remove victim to a warm place. Re-warm area quickly in warm—but <b>not</b> hot–water. Have victim drink warm fluids, but <b>not</b> coffee or alcohol. Do not break blisters. Elevate the injured area, and get medical attention.	Remove victim to a warm place. Have victim drink warm fluids, but <b>not</b> coffee or alcohol. Get medical attention.



# Wind Chill Chart



## 10.4 Radiological Hazards

Refer to CH2M HILL's Core Standard, Radiological Control and Radiological Controls Manual for additional requirements.

### Hazards

None Known

### Controls

None Required

## 11.0 Biological Hazards and Controls

Biological hazards are everywhere and change with the region and season. During project planning stages, ask the site Point of Contact if there are insect or other biological hazards have been noted in any of the work sites.

Biological hazards are everywhere and change with the region and season. If you encounter a biological hazard that has not been identified in this plan, contact the RHSM so that a revision to this plan can be made. Whether it is contact with a poisonous plant, a poisonous snake, or a bug bite, do not take bites or stings lightly. If there is a chance of an allergic reaction or infection, or to seek medical advice on how to properly care for the injury, contact the occupational nurse at 1-866-893-2514.

### 11.1 Bees and Other Stinging Insects

Bees and other stinging insects may be encountered almost anywhere and may present a serious hazard, particularly to people who are allergic.

Precautions include:

- Watching for and avoiding nests.
- Keep exposed skin to a minimum.
- Carry a kit if you have had allergic reactions in the past, and inform your supervisor and/or a buddy. When working at a remote location, ensure that first-aid kits contain over-the-counter allergy and itch medication (e.g., Benadryl, Claritin, etc) as well as other over-the-counter medications that may not be available to aid in symptom treatment.
- If bees or other stinging insects are known to be present, determine whether additional protective clothing should be donned before entering/working in brushy areas.
- Before entering a heavily vegetated or brushy area, observe the area for several minutes to see if bees or other stinging insects may be present. If nests or individual insects are observed, retreat and inquire whether a specialist or a client service can be contacted to clear the area before work proceeds.
- Consider if heavy-weight clothing or tyvek, or head netting would provide additional protection in areas where wasps/bees are known or suspected. Be aware of heat stress conditions additional clothing may cause.
- Use insect repellent on clothing. Wear light-colored clothing and remove bright reflective safety-colored clothing if not working near a roadway as these may attract the wasps.
- Wear fragrance-free or lightly-scented sunscreen, and body lotions. Bees are attracted to sweet scents. Avoid using floral scented soaps, shampoos, or conditioners.
- Move slowly and calmly through vegetated areas and try to avoid major disturbance of vegetation as wasps/bees often react to aggressive movement.
- If you encounter a wasp, back away slowly and calmly, do not run or swat at the insect. Wait for it to leave, or gently move or brush it off gently with a piece of paper or other light object. Do not use your hand.

If you are stung, contact the occupational nurse at 1-866-893-2514, no matter how minor it may seem. If a stinger is present, remove it as soon as possible using something with a thin, hard edge (e.g., credit card) to scrape the stinger out. Be sure to sanitize the object first with hand sanitizer, alcohol or soap and water. Wash and disinfect the wound, cover it, and apply ice. Watch for an allergic reaction if you have never been stung before. Call 911 if the reaction is severe.

## 11.2 Feral Dogs

Avoid all dogs – both leashed and stray. Do not disturb a dog while it is sleeping, eating, or caring for puppies. If a dog approaches to sniff you, stay still. An aggressive dog has a tight mouth, flattened ears and a direct stare. If you are threatened by a dog, remain calm, do not scream and avoid eye contact. If you say anything, speak calmly and firmly. Do not turn and run, try to stay still until the dog leaves, or back away slowly until the dog is out of sight or you have reached safety (e.g. vehicle). If attacked, retreat to vehicle or attempt to place something between you and the dog. If you fall or are knocked to the ground, curl into a ball with your hands over your head and neck and protect your face. If bitten, contact the occupational nurse at 1-866-893-2514. Report the incident to the local authorities.

## 11.3 Mosquito Bites

Due to the recent detection of the West Nile Virus in the southwestern United States it is recommended that preventative measures be taken to reduce the probability of being bitten by mosquitoes whenever possible. Mosquitoes are believed to be the primary source for exposure to the West Nile Virus as well as several other types of encephalitis. The following guidelines should be followed to reduce the risk of these concerns for working in areas where mosquitoes are prevalent:

- Stay indoors at dawn, dusk, and in the early evening;
- Wear long-sleeved shirts and long pants whenever you are outdoors;
- Spray clothing with repellents containing permethrin or N,N-diethyl-meta-toluamide (DEET) since mosquitoes may bite through thin clothing;
- Apply insect repellent sparingly to exposed skin. An effective repellent will contain 35% DEET. Repellents may irritate the eyes and mouth, so avoid applying repellent to the hands; and
- Whenever you use an insecticide or insect repellent, be sure to read and follow the manufacturer's DIRECTIONS FOR USE, as printed on the product.

Vitamin B and "ultrasonic" devices are NOT effective in preventing mosquito bites.

### Symptoms of Exposure to the West Nile Virus

Most infections are mild, and symptoms include fever, headache, and body aches, occasionally with skin rash and swollen lymph glands. More severe infection may be marked by headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, paralysis, and, rarely, death.

The West Nile Virus incubation period is from 3 to 15 days.

Contact the project RHSM with questions, and immediately report any suspicious symptoms to your supervisor, PM, and contact the occupational nurse at 1-866-893-2514.

## 11.4 Poison Ivy, Poison Oak, and Poison Sumac

Poison ivy, poison oak, and poison sumac typically are found in brush or wooded areas. They are more commonly found in moist areas or along the edges of wooded areas. Shrubs are usually 12 to 30 inches high, or can also be a tree-climbing vine, with triple leaflets and short, smooth hair underneath. Plants are red and dark green in spring and summer, with yellowing leaves anytime especially in dry areas. Leaves may achieve bright reds in fall, but plants lose its (yellowed, then brown) leaves in winter, leaving toxic stems. All parts of the plant remain toxic throughout the seasons. These plants contain urushiol a colorless or pale yellow oil that oozes from any cut or crushed part of the plant, including the roots, stems and leaves and causes allergic skin reactions when contacted. The oil is active year round.

Become familiar with the identity of these plants (see below). Wear protective clothing that covers exposed skin and clothes. Avoid contact with plants and the outside of protective clothing. If skin contacts a plant, wash the area with soap and water immediately. If the reaction is severe or worsens, seek medical attention.

*Poison Ivy*



*Poison Sumac*



*Poison Oak*



Contamination with poison ivy, sumac or oak can happen through several pathways, including:

- Direct skin contact with any part of the plant (even roots once above ground foliage has been removed).
- Contact with clothing that has been contaminated with the oil.
- Contact from removing shoes that have been contaminated (shoes are coated with urushiol oil).
- Sitting in a vehicle that has become contaminated.
- Contact with any objects or tools that have become contaminated.
- Inhalation of particles generated by weed whacking, chipping, vegetation clearing.

If you must work on a site with poison ivy, sumac or oak the following precautions are necessary:

- Do not drive vehicles onto the site where it will come into contact with poison ivy, sumac or oak. Vehicles which need to work in the area, such as drill rigs or heavy equipment must be washed as soon as possible after leaving the site.
- All tools used in the poison ivy, sumac or oak area, including those used to cut back poison oak, surveying instruments used in the area, air monitoring equipment or other test apparatus must be decontaminated before they are placed back into the site vehicle. If on-site decontamination is not possible, use plastic to wrap any tools or equipment until they can be decontaminated.
- Personal protective equipment, including Tyvek coveralls, gloves, and boot covers must be worn. PPE must be placed into plastic bags and sealed if they are not disposed immediately into a trash receptacle.
- As soon as possible following the work, shower to remove any potential contamination. Any body part with suspected or actual exposure should be washed with Zanfel, Tecnu or other product designed for removing urushiol. If you do not have Zanfel or Tecnu wash with cold water. Do not take a bath, as the oils can form an invisible film on top of the water and contaminate your entire body upon exiting the bath.
- Tecnu may also be used to decontaminate equipment.

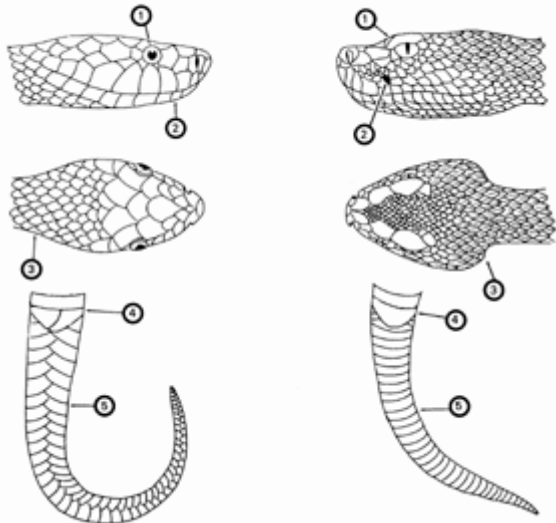
- Use IvyBlock or similar products to prevent poison oak, ivy and sumac contamination. Check with the closest CH2M HILL warehouse to see if these products are available. Follow all directions for application.

If you do come into contact with one of these poisonous plants and a reaction develops, contact your supervisor and the occupational nurse 1-866-893-2514.

## 11.5 Snakes

Snakes typically are found in underbrush and tall grassy areas. If you encounter a snake, stay calm and look around; there may be other snakes. Turn around and walk away on the same path you used to approach the area. If bitten by a snake, wash and immobilize the injured area, keeping it lower than the heart if possible. Call the occupational nurse at 1-866-893-2514 immediately. Do not apply ice, cut the wound, or apply a tourniquet. Try to identify the type of snake: note color, size, patterns, and markings. Below is a guide to identifying poisonous snakes from non-poisonous snakes.

### Identification of Poisonous Snakes

Major Identification Features Non-venomous Snake	Major Identification Features Venomous Snake
<ol style="list-style-type: none"> <li>1. Round pupils</li> <li>2. No sensing pit</li> <li>3. Head slightly wider than neck</li> <li>4. Divided anal plate</li> <li>5. Double row of scales on the underside of the tail</li> </ol>	<ol style="list-style-type: none"> <li>1. Elliptical pupils</li> <li>2. Sensing pit between eye and nostril</li> <li>3. Head much wider than neck</li> <li>4. Single anal plate</li> <li>5. Single scales on the underside of the tail</li> </ol>
	

## 11.6 Spiders - Brown Recluse and Widow

The Brown Recluse spider can be found most anywhere in the United States. It varies in size in shape, but the distinguishing mark is the violin shape on its body. They are typically non-aggressive. Keep an eye out for irregular, pattern-less webs that sometimes appear almost tubular built in a protected area

such as in a crevice or between two rocks. The spider will retreat to this area of the web when threatened.

The Black Widow, Red Widow and the Brown Widow are all poisonous. Most have globose, shiny abdomens that are predominantly black with red markings (although some may be pale or have lateral stripes), with moderately long, slender legs. These spiders are nocturnal and build a three-dimensional tangled web, often with a conical tent of dense silk in a corner where the spider hides during the day.

### Hazard Controls

- Inspect or shake out any clothing, shoes, towels, or equipment before use.
- Wear protective clothing such as a long-sleeved shirt and long pants, hat, gloves, and boots when handling stacked or undisturbed piles of materials.
- Minimize the empty spaces between stacked materials.
- Remove and reduce debris and rubble from around the outdoor work areas.
- Trim or eliminate tall grasses from around outdoor work areas.
- Store apparel and outdoor equipment in tightly closed plastic bags.
- Keep your tetanus boosters up-to-date (every 10 years). Spider bites can become infected with tetanus spores.

If you think you have been bit by a poisonous spider, immediately call the occupational nurse at 1-866-893-2514 and follow the guidance below:

- Remain calm. Too much excitement or movement will increase the flow of venom into the blood;
- Apply a cool, wet cloth to the bite or cover the bite with a cloth and apply an ice bag to the bite;
- Elevate the bitten area, if possible;
- Do not apply a tourniquet, do not try to remove venom; and
- Try to positively identify the spider to confirm its type. If the spider has been killed, collect it in a plastic bag or jar for identification purposes. Do not try to capture a live spider – especially if you think it is a poisonous spider.

Black Widow



Red Widow



Brown Widow



Brown Recluse



## 11.7 Ticks

Every year employees are exposed to tick bites at work and at home putting them at risk of illness. Ticks typically are in wooded areas, bushes, tall grass, and brush. Ticks are black, black and red, or brown and can be up to one-quarter inch (6.4 mm) in size.

In some geographic areas exposure is not easily avoided. Wear tightly woven light-colored clothing with long sleeves and pant legs tucked into boots; spray only outside of clothing with permethrin or permanone and spray skin with only DEET; and check yourself frequently for ticks.

Where site conditions (vegetation above knee height, tick endemic area) or when tasks (having to sit or kneel in vegetation) diminish the effectiveness of the other controls mentioned above, bug-out suits (check with your local or regional warehouse) or Tyvek shall be used. Bug-out suits are more breathable than Tyvek.

Take precautions to avoid exposure by including pre-planning measures for biological hazards prior to starting field work. Avoid habitats where possible, reduce the abundance through habitat disruption or application of acaricide. If these controls aren't feasible, contact your local or regional warehouse for preventative equipment such as repellants, protective clothing and tick removal kits. Use the buddy system and perform tick inspections prior to entering the field vehicle. If ticks were not planned to be encountered and are observed, do not continue field work until these controls can be implemented.

See Tick Fact Sheet attached to this HSP for further precautions and controls to implement when ticks are present. If bitten by a tick, follow the removal procedures found in the tick fact sheet, and call the occupational nurse at 1-866-893-2514.

Be aware of the symptoms of Lyme disease or Rocky Mountain spotted fever (RMSF). Lyme disease is a rash that might appear that looks like a bull's eye with a small welt in the center. RMSF is a rash of red spots under the skin 3 to 10 days after the tick bite. In both RMSF and Lyme disease, chills, fever, headache, fatigue, stiff neck, and bone pain may develop. If symptoms appear, again contact the occupational nurse at 1-866-893-2514.

Be sure to complete an Incident Report (either use the Hours and Incident Tracking System [HITS] system on the VO) if you do come in contact with a tick.



## 12.0 Contaminants of Concern

The table below summarizes the potential contaminants of concern (COC) and their occupational exposure limit and signs and symptoms of exposure. The table also includes the maximum concentration of each COC and the associated location and media that was sampled (groundwater, soil boring, surface soil). These concentrations were used to determine engineering and administrative controls described in the "Project-Specific Hazard Controls" section of this HSP, as well as PPE and site monitoring requirements.

## 12.1 Contaminants of Concern

(Refer to Project Files for more detailed contaminant information.)

Contaminant	Location and Maximum <sup>a</sup> Concentration (ppm)	Exposure Limit <sup>b</sup>	IDLH <sup>c</sup>	Symptoms and Effects of Exposure	PIP <sup>d</sup> (eV)
Arsenic	GW: 0.0046 MW-14D	0.01 mg/m <sup>3</sup>	5 Ca	Ulceration of nasal septum, respiratory irritation, dermatitis, gastrointestinal disturbances, peripheral neuropathy, hyperpigmentation	NA
Barium	GW: 590 MW-103D	500 µg/m <sup>3</sup>	50 mg/m <sup>3</sup>	Muscle spasms, slow pulse, bronchial irritation	NA
Cadmium	GW: 0.0019 MW-4D	0.005 mg/m <sup>3</sup>	9 Ca	Pulmonary edema, coughing, chest tightness/pain, headache, chills, muscle aches, nausea, vomiting, diarrhea, difficulty breathing, loss of sense of smell, emphysema, mild anemia	NA
Carbon Disulfide	GW: <33 MW-105D	4 ppm	500 ppm	Nervousness, anorexia, psychosis fatigue, sleep disturbance	10.10
Chlorobenzene	GW: 7.1 EW-5	10 ppm	1,000 ppm	Skin & eye irritation, incoordination, drowsiness	9.10
Hexavalent Chromium (as chromium compounds)	GW: < 2.5 All wells	500 µg/m <sup>3</sup>	250 mg/m <sup>3</sup>	Lung damage, skin sensitization	Dust
Copper	GW: 130 2603 Elm	1 mg/m <sup>3</sup>	NE	Nasal perforation, metal taste	Dust
Cyanides	GW: 4.0 MW-103S	10 ppm	50	Asphyxia; lassitude (weakness, exhaustion), headache, confusion; nausea, vomiting; increased rate and depth of respiration or respiration slow and gasping; thyroid, blood changes	13.6
Iron (oxides)	GW: 14000 MW-16S	5 mg/m <sup>3</sup>	2,500 mg/m <sup>3</sup>	Benign pneumoconiosis, cough	Dust
Manganese	GW: 540 MW-103S	0.2 mg/m <sup>3</sup>	500 mg/m <sup>3</sup>	Dead face", dry throat, cough metal fume fever, pneumonia	Dust

## 12.1 Contaminants of Concern

(Refer to Project Files for more detailed contaminant information.)

Contaminant	Location and Maximum <sup>a</sup> Concentration (ppm)	Exposure Limit <sup>b</sup>	IDLH <sup>c</sup>	Symptoms and Effects of Exposure	PIP <sup>d</sup> (eV)
Mercury	GW: <0.2 All wells	25 µg/m <sup>3</sup>	10 mg/m <sup>3</sup>	Severe abdominal pain tremors, weakness, GI irritation, fatigue	10.40
1,1,1-Trichloroethane	GW: 550 MW-103D	350 ppm	700 ppm	Headache, CNS depression, loss of balance, eye irritation	11.00
1,1-Dichloroethane	GW: 470 MW-105D	100 ppm	3,000	CNS depression, skin irritation; liver, kidney, and lung damage	11.06
1,2-Dichloroethane (Ethylene Dichloride)	GW: 1.2 MW-12D	1 ppm	50 Ca	CNS depression, nausea, vomiting, dermatitis, eye irritation, liver, kidney, and CNS damage; corneal opacity	11.05
Lead	GW: 24 2550 Oak (DNR)	0.05 mg/m <sup>3</sup>	100	Weakness lassitude, facial pallor, pal eye, weight loss, malnutrition, abdominal pain, constipation, anemia, gingival lead line, tremors, paralysis of wrist and ankles, encephalopathy, kidney disease, irritated eyes, hypertension	NA
Methylene Chloride	GW: <22 MW-105D	25 ppm	2,300 ppm	Weakness, tingling & numbness, vertigo, nausea	11.35
Styrene	GW: 25 MW-105S	20 ppm	700 ppm	Irritated eyes & nose, drowsiness, weakness, unsteady gait	8.47
Tetrachloroethylene (PCE)	GW: 14 EW-4	25 ppm	150 Ca	Eye, nose, and throat irritation; nausea; flushed face and neck; vertigo; dizziness; sleepiness; skin redness; headache; liver damage	9.32
1,1,2-Trichloroethane	GW: <21 MW-105D	10 ppm	100 Ca	Eye and nose irritation, CNS depression, liver damage, dermatitis	11.00
Trichloroethylene (TCE)	GW: 4000 MW-105D SB: 36 ppm at 085	10 ppm	1,000 Ca	Headache, vertigo, visual disturbance, eye and skin irritation, fatigue, giddiness, tremors, sleepiness, nausea, vomiting, dermatitis, cardiac arrhythmia, paresthesia, liver injury	9.45

## 12.1 Contaminants of Concern

(Refer to Project Files for more detailed contaminant information.)

Contaminant	Location and Maximum <sup>a</sup> Concentration (ppm)	Exposure Limit <sup>b</sup>	IDLH <sup>c</sup>	Symptoms and Effects of Exposure	PIP <sup>d</sup> (eV)
Vinyl Chloride	GW: 58 MW-105S  SB: 0.0087 ppm at 061	1 ppm	NL  Ca	Weakness, abdominal pain, gastrointestinal bleeding, enlarged liver, pallor or cyanosis of extremities	9.99
<p>Footnotes:</p> <p><sup>a</sup> Specify sample-designation and media: SB (Soil Boring), A (Air), D (Drums), GW (Groundwater), L (Lagoon), TK (Tank), S (Surface Soil), SL (Sludge), SW (Surface Water).</p> <p><sup>b</sup> Appropriate value of PEL, REL, or TLV listed.</p> <p><sup>c</sup> IDLH = immediately dangerous to life and health (units are the same as specified "Exposure Limit" units for that contaminant); NL = No limit found in reference materials; CA = Potential occupational carcinogen.</p> <p><sup>d</sup> PIP = photoionization potential; NA = Not applicable; UK = Unknown.</p>					
Potential Routes of Exposure					
Dermal: Contact with contaminated media. This route of exposure is minimized through proper use of PPE, as specified in Section 4.		Inhalation: Vapors and contaminated particulates. This route of exposure is minimized through proper respiratory protection and monitoring, as specified in Sections 4 and 5, respectively.		Other: Inadvertent ingestion of contaminated media. This route should not present a concern if good hygiene practices are followed (e.g., wash hands and face before drinking or smoking).	

## 13.0 Site Monitoring

(Reference CH2M HILL SOP HSE-207, *Exposure Monitoring for Airborne Chemical Hazards*)

When performing site monitoring, record all the information, such as in a field logbook. Note date and time, describe monitoring location (for example, in breathing zone, at source and site location), and what the reading is. If any action levels are reached, note it in the field logbook and note the action taken.

Exposure records (air sampling) must be preserved for the duration of employment plus thirty years. Ensure that copies of the field log book are maintained in the project file.

Copies of all project exposure records (e.g., copies of field logbook pages where air monitoring readings are recorded and associated calibration) shall be sent to the regional SPA for retention and maintained in the project files.

### 13.1 Direct Reading Monitoring Specifications

Instrument	Tasks	Action Levels <sup>a</sup>	Action to be Taken when Action Level reached	Frequency <sup>b</sup>	Calibration
<b>PID:</b> MiniRAE PID with 11.7 eV lamp or equivalent	Intrusive	0-5 ppm >5 ppm	Level D Level C	Initially and periodically during task	Daily
<b>Colormetric Tube:</b> Vinyl chloride specific (0.5 to 30 ppm range) with pre-tube, or equivalent	Intrusive	<0.5 ppm 0.5-10 ppm >10 ppm	Level D Level C (verify cartridge availability/compatibility) Level B	Initially and periodically when PID/FID >1 ppm	Not applicable
<b>Noise-Level Monitor<sup>d</sup></b>	All	<85 dB(A) 85-120 dB(A) 120 dB(A)	No action required Hearing protection required Stop; re-evaluate	Initially and periodically during task	Daily

<sup>a</sup> Action levels apply to sustained breathing-zone measurements above background.

<sup>b</sup> The exact frequency of monitoring depends on field conditions and is to be determined by the SC; generally, every 5 to 15 minutes if acceptable; more frequently may be appropriate.

<sup>c</sup> If the measured percent of O<sub>2</sub> is less than 10, an accurate LEL reading will not be obtained. Percent LEL and percent O<sub>2</sub> action levels apply only to ambient working atmospheres, and not to confined-space entry. More-stringent percent LEL and O<sub>2</sub> action levels are required for confined-space entry.

<sup>d</sup> Noise monitoring and audiometric testing also required.

### 13.2 Calibration Specifications

(Refer to the respective manufacturer's instructions for proper instrument-maintenance procedures)

Instrument	Gas	Span	Reading	Method
<b>PID:</b> MiniRAE, 11.7 eV bulb	100 ppm isobutylene	CF = 100	100 ppm	1.5 lpm reg T-tubing

Calibrate air monitoring equipment daily (or prior to use) in accordance with the instrument's instructions. Document the calibration in the field logbook (or equivalent) and include the following information:

- Instrument name
- Serial Number
- Owner of instrument (for example, CH2M HILL, HAZCO)

- Calibration gas (including type and lot number)
- Type of regulator (for example, 1.5 lpm)
- Type of tubing (for example, direct or T-tubing)
- Ambient weather condition (for example, temperature and wind direction)
- Calibration/instrument readings
- Operator's name and signature
- Date and time

### 13.3 Integrated Personal Air Sampling

Sampling, in addition to real-time monitoring, may be required by other OSHA regulations where there may be exposure to certain contaminants. Air sampling typically is required when site contaminants include lead, cadmium, arsenic, asbestos, and certain volatile organic compounds. Contact the RHSM immediately if these contaminants are encountered.

#### Method Description

Not applicable, assuming action limit for Vinyl Chloride isn't reached.

#### Personal Breathing Zone and Area Samples

Personal breathing zone and area sampling results must be sent immediately to the RHSM.

Employees potentially exposed to the substances for which air sampling is being performed shall be given the opportunity to observe the exposure measurements, and records shall be made available to all affected employees upon request or when they are required to be provided by a specific regulation. Employees may also receive a copy of their exposure records from the Medical Surveillance Program Administrator (MSPA).

# 14.0 Personal Protective Equipment

(Reference CH2M HILL- SOP HSE-117, *Personal Protective Equipment*)

## 14.1 Required Personal Protective Equipment

PPE must be worn by employees when actual or potential hazards exist and engineering controls or administrative practices cannot adequately control those hazards.

A PPE assessment has been conducted by the RHSM based on project tasks (see PPE specifications below). Verification and certification of assigned PPE by task is completed by the RHSM that approved this plan. Below are items that need to be followed when using any form of PPE:

- Employees must be trained to properly wear and maintain the PPE;
- Employees must be trained in the limitations of the PPE;
- In work areas where actual or potential hazards are present at any time, PPE must be worn by employees working or walking through the area;
- Areas requiring PPE should be posted or employees must be informed of the requirements in an equivalent manner;
- PPE must be inspected prior to use and after any occurrence to identify any deterioration or damage;
- PPE must be maintained in a clean and reliable condition;
- Damaged PPE shall not be used and must either be repaired or discarded; and
- PPE shall not be modified, tampered with, or repaired beyond routine maintenance.

The table below outlines PPE to be used according to task based on project-specific hazard assessment. If a task other than the tasks described in this table needs to be performed, contact the RHSM so this table can be updated.

### Project-Specific Personal Protective Equipment Requirements<sup>a</sup>

Task	Level	Body	Head	Respirator <sup>b</sup>
All – contact w/clean material	D	Work clothes; safety toed leather work boots and gloves	Hardhat <sup>c</sup> Safety glasses with side shields Ear protection <sup>d</sup>	None required
Excavation/backfill IDW Mgmt.	Modified D	<b>Boots:</b> Safety-toe, chemical-resistant boots OR Safety -toe, leather work boots with outer rubber boot covers <b>Gloves:</b> Inner surgical-style nitrile & outer chemical-resistant nitrile gloves.	Hardhat <sup>c</sup> Safety glasses with side shields Ear protection <sup>d</sup>	None required
		Work Clothes or Coveralls. SC to determine body protection based on potential contact with site contaminants. If outer layer of personal clothing cannot be kept clean, then outer cotton coveralls or uncoated Tyvek coveralls shall be worn. (Polycoated Tyvek when there is potential to contact contaminated groundwater or free liquids from drums.)		

Soil Mixing	Modified D	<b>Coveralls:</b> Uncoated Tyvek® <b>Boots:</b> Safety -toe, chemical-resistant boots OR Safety -toe, leather work boots with outer rubber boot covers <b>Gloves:</b> Inner surgical-style nitrile & outer chemical-resistant nitrile gloves.	Hardhat <sup>c</sup> Splash shield <sup>c</sup> Safety glasses with side shields Ear protection <sup>d</sup>	None required.
Work near vehicular traffic ways or earth moving equipment.	All	Appropriate level of ANSI/ISEA 107-2010 high-visibility safety vests.	Work near vehicular traffic ways or earth moving equipment.	
Equipment decontamination if using pressure washer	Modified D with splash protection	<b>Coveralls:</b> Polycoated Tyvek® <b>Boots:</b> 16-inch-high steel-toed rubber boots <b>Gloves:</b> Inner surgical-style nitrile & outer chemical-resistant nitrile gloves.	Hardhat <sup>c</sup> Splash shield <sup>c</sup> over safety glasses with side shields or splash goggles Ear protection <sup>d</sup>	None required.
Upgrade	C	<b>Coveralls:</b> Polycoated Tyvek® <b>Boots:</b> Safety -toe, chemical-resistant boots OR Safety -toe, leather work boots with outer rubber boot covers <b>Gloves:</b> Inner surgical-style nitrile & outer chemical-resistant nitrile gloves.	Hardhat <sup>c</sup> Splash shield <sup>c</sup> Ear protection <sup>d</sup> Spectacle inserts	APR, full face, MSA Ultratwin or equivalent <sup>e</sup> .

## Reasons for Upgrading or Downgrading Level of Protection (with approval of the RHSM)

Upgrade <sup>f</sup>	Downgrade
<ul style="list-style-type: none"> <li>Request from individual performing tasks.</li> <li>Change in work tasks that will increase contact or potential contact with hazardous materials.</li> <li>Occurrence or likely occurrence of gas or vapor emission.</li> <li>Known or suspected presence of dermal hazards.</li> <li>Instrument action levels in the "Site Monitoring" section exceeded.</li> </ul>	<ul style="list-style-type: none"> <li>New information indicating that situation is less hazardous than originally thought.</li> <li>Change in site conditions that decrease the hazard.</li> <li>Change in work task that will reduce contact with hazardous materials.</li> </ul>

<sup>a</sup> Modifications are as indicated. CH2M HILL will provide PPE only to CH2M HILL employees.

<sup>b</sup> No facial hair that would interfere with respirator fit is permitted.

<sup>c</sup> Hardhat and splash-shield areas are to be determined by the SC.

<sup>d</sup> Ear protection should be worn when conversations cannot be held at distances of 3 feet (1 meter) or less without shouting.

<sup>e</sup> See cartridge change-out schedule.

<sup>f</sup> Performing a task that requires an upgrade to a higher level of protection (e.g., Level D to Level C) is permitted only when the PPE requirements have been approved by the RHSM, and an SC qualified at that level is present.

## 14.2 Respiratory Protection

(Reference CH2M HILL SOP HSE-121, *Respiratory Protection*)

Implement the following when using respiratory protection:

- Respirator users must have completed appropriate respirator training within the past 12 months. Level C training is required for air-purifying respirators (APR) use and Level B training is required for supplied-air respirators (SAR) and self-contained breathing apparatus (SCBA) use. Specific training is required for the use of powered air-purifying respirators (PAPR);
- Respirator users must complete the respirator medical monitoring protocol and been approved for the specific type of respirator to be used;
- Tight-fitting facepiece respirator (negative or positive pressure) users must have passed an appropriate fit test within past 12 months;



- Respirator use shall be limited to those activities identified in this plan. If site conditions change that alters the effectiveness of the specified respiratory protection, the RHSM shall be notified to amend the written plan;
- Tight-fitting facepiece respirator users shall be clean-shaven and shall perform a user seal check before each use;
- Canisters/cartridges shall be replaced according to the change-out schedule specified in this plan. Respirator users shall notify the SC or RHSM of any detection of vapor or gas breakthrough. The SC shall report any breakthrough events to the RHSM for schedule upgrade;
- Respirators in regular use shall be inspected before each use and during cleaning;
- Respirators in regular use shall be cleaned and disinfected as often as necessary to ensure they are maintained in a clean and sanitary condition;
- Respirators shall be properly stored to protect against contamination and deformation;
- Field repair of respirators shall be limited to routine maintenance. Defective respirators shall be removed from service;
- When breathing air is supplied by cylinder or compressor, the SC or RHSM shall verify the air meets Grade D air specifications; and
- The SC or designee shall complete the Self-Assessment Checklist – Respiratory Protection included in as attachment to this plan to verify compliance with CH2M HILL’s respiratory protection program.

#### Respirator Change-Out Schedule

Contaminant	Change-Out Schedule
TBD	TBD

## 15.0 Worker Training and Qualification

### 15.1 CH2M HILL Worker Training

(Reference CH2M HILL SOP HSE-110, *Training*)

#### 15.1.1 Hazardous Waste Operations Training

All employees engaging in hazardous waste operations or emergency response shall receive appropriate training as required by 29 CFR 1910.120 and 29 CFR 1926.65. At a minimum, the training shall have consisted of instruction in the topics outlined in 29 CFR 1910.120 and 29 CFR 1926.65. Personnel who have not met these training requirements shall not be allowed to engage in hazardous waste operations or emergency response activities.

##### 15.1.1.1 Initial Training

General site workers engaged in hazardous waste operations shall, at the time of job assignment, have received a minimum of 40 hours of initial health and safety training for hazardous waste site operations, unless otherwise noted in the above-referenced standards.

Employees who may be exposed to health hazards or hazardous substances at treatment, storage, and disposal (TSD) operations shall receive a minimum of 24 hours of initial training to enable the employee to perform their assigned duties and functions in a safe and healthful manner.

Employees engaged in emergency response operations shall be trained to the level of required competence in accordance with 29 CFR 1910.120.

##### 15.1.1.2 Three-Day Actual Field Experience

General site workers for hazardous waste operations shall have received three days of actual experience (on-the-job training) under the direct supervision of a trained, qualified supervisor and shall be documented. If the field experience has not already been received and documented at a similar site, this supervised experience shall be accomplished and documented at the beginning of the assignment of the project.

##### 15.1.1.3 Refresher Training

General site workers and TSD workers shall receive 8-hours of refresher training annually (within the previous 12-month period) to maintain qualifications for fieldwork. Employees engaged in emergency response operations shall receive annual refresher training of sufficient content and duration to maintain their competencies or shall demonstrate competency in those areas at least annually.

##### 15.1.1.4 Eight-Hour Supervisory Training

On site management or supervisors who will be directly responsible for, or supervise employees engaged in hazardous waste site operations, will have received at least 8 hours of additional specialized training on managing such operations. Employees designated as Safety Coordinator – Hazardous Waste are considered 8-hour HAZWOPER Site Safety Supervisor trained.

### 15.1.2 First Aid/Cardiopulmonary Resuscitation

First aid and CPR training consistent with the requirements of a nationally recognized organization such as the American Red Cross Association or National Safety Council shall be administered by a certified trainer. A minimum of two personnel per active field operation will have first aid and CPR training. Bloodborne pathogen training located on CH2M HILL's Virtual Office is also required for those designated as first aid/CPR trained.

### 15.1.3 Safety Coordinator Training

SCs are trained to implement the HSE program on CH2M HILL field projects. A qualified SC is required to be identified in the site-specific HSP for CH2M HILL field projects. SCs must also meet the requirements of the worker category appropriate to the type of field project (construction or hazardous waste). In addition, the SCs shall have completed additional safety training required by the specific work activity on the project that qualifies them to implement the HSE program (for example, fall protection, excavation).

### 15.1.4 Site-Specific Training

Prior to commencement of field activities, all field personnel assigned to the project will have completed site-specific training that will address the contents of applicable HSPs, including the activities, procedures, monitoring, and equipment used in the site operations. Site-specific training will also include site and facility layout, potential hazards, risks associated with identified emergency response actions, and available emergency services. This training allows field workers to clarify anything they do not understand and to reinforce their responsibilities regarding safety and work operations for their particular activity.

### 15.1.5 Project-Specific Training Requirements

Project-specific training for this project includes:

- HSPs/AHAs

## 16.0 Medical Surveillance and Qualification

(Reference CH2M HILL SOP HSE-113, *Medical Surveillance*)

All site workers participating in hazardous waste operations or emergency response (HAZWOPER) will maintain an adequate medical surveillance program in accordance with 29 CFR 1910.120 or 29 CFR 1926.65 and other applicable OSHA standards. Documentation of employee medical qualification (e.g., physician's written opinion) will be maintained in the project files and made available for inspection.

### 16.1 Hazardous Waste Operations and Emergency Response

CH2M HILL personnel expected to participate in on site HAZWOPER tasks are required to have a current medical qualification for performing this work. Medical qualification shall consist of a qualified physician's written opinion regarding fitness for duty at a hazardous waste site, including any recommended limitations on the employee's assigned work. The physician's written opinion shall state whether the employee has any detected medical conditions that would place the employee at increased risk of material impairment of the employee's health from work in hazardous waste operations or emergency response, or from respirator use.

### 16.2 Job or Site-Specific Medical Surveillance

Due to the nature of hazards for a particular job or work site, specialized medical surveillance may be necessary. This surveillance could include biological monitoring for specific compounds, or specialized medical examinations.

Site-specific medical surveillance includes:

- None

### 16.3 Respirator User Qualification

Personnel required to wear respirators must have a current medical qualification to wear respirators. Medical qualification shall consist of a qualified physician's written opinion regarding the employee's ability to safely wear a respirator in accordance with 29 CFR 1910.134.

### 16.4 Hearing Conservation

Personnel working in hazardous waste operations or operations that fall under 29 CFR 1910.95 and exposed to noise levels in excess of the 85dBA time-weighted average shall be included in a hearing conservation program that includes annual audiometric testing.

## 17.0 Site-Control Plan

### 17.1 Site-Control Procedures

(Reference CH2M HILL SOP HSE-218, *Hazardous Waste Operations*)

Site control is established to prevent the spread of contamination throughout the site and to ensure that only authorized individuals are permitted into potentially hazardous areas.

The SC will implement site control procedures including the following bulleted items.

- Establish support, contamination reduction, and exclusion zones. Delineate with flags or cones as appropriate. Support zone should be upwind of the site. Use access control at entry and exit from each work zone.
- Establish onsite communication consisting of the following:
  - Line-of-sight and hand signals;
  - Air horn; and
  - Two-way radio or cellular telephone if available.
- Establish offsite communication.
- Establish and maintain the “buddy system.”

### 17.2 Remediation Work Area Zones

(Reference CH2M HILL SOP HSE-218 Hazardous Waste Operations)

A three-zone approach will be used to control areas where site contaminants exist. Access will be allowed only after verification of appropriate training and medical qualification. The three-zone approach shall include an EZ, Contamination Reduction Zone (CRZ) and a Support Zone (SZ). The three-zone approach is not required for construction work performed outside contaminated areas where control of site contamination is not a concern.

Specific work control zones shall be established as necessary during task planning. Site work zones should be modified in the field as necessary, based on such factors as equipment used, air monitoring results, environmental conditions, or alteration of work plans. The following guidelines shall be used for establishing and revising these preliminary zone designations.

#### 17.2.1 Support Zone

The SZ is an uncontaminated area (trailers, offices, field vehicles, etc.) that will serve as the field support area for most operations. The SZ provides field team communications and staging for emergency response. Appropriate sanitary facilities and safety and emergency response equipment will be located in this zone. Potentially contaminated personnel/materials are not allowed in this zone. The only exception will be appropriately packaged and decontaminated materials, or personnel with medical emergencies that cannot be decontaminated.

#### 17.2.2 Contamination Reduction Zone

The CRZ is established between the EZ and the SZ, upwind of the contaminated area where possible. The CRZ provides an area for decontamination of personnel, portable handheld equipment and tools, and heavy equipment. In addition, the CRZ serves as access for heavy equipment and emergency support services.

### 17.2.3 Exclusion Zone

The EZ is where activities take place that may involve exposure to site contaminants and/or hazardous materials or conditions. This zone shall be demarcated to prevent unauthorized entry. More than one EZ may be established if there are different levels of protection to be employed or different hazards that exist in the same work area. The EZ shall be large enough to allow adequate space for the activity to be completed, including field personnel and equipment, as well as necessary emergency equipment.

The EZ shall be demarcated with some form of physical barrier or signage. The physical barrier or signage shall be placed so that they are visible to personnel approaching or working in the area. Barriers and boundary markers shall be removed when no longer needed.

### 17.2.4 Other Controlled Areas

Other work areas may need to be controlled due to the presence of an uncontrolled hazard, to warn workers of requirements, or to prevent unauthorized entry. Examples include general construction work areas, open excavations, high noise areas, vehicle access areas, and similar activities or limited access locations. These areas shall be clearly demarcated with physical barriers (fencing, cones, reinforced caution tape or rope) as necessary and posted with appropriate signage.

## 18.0 Decontamination

(Reference CH2M HILL SOP HSE-218, *Hazardous Waste Operations*)

Decontamination areas will be established for work in potentially contaminated areas to prevent the spread of contamination. Decontamination areas should be located upwind of the exclusion zone where possible and should consider any adjacent or nearby projects and personnel. The SC must establish and monitor the decontamination procedures and their effectiveness. Decontamination procedures found to be ineffective will be modified by the SC. The SC must ensure that procedures are established for disposing of materials generated on the site.

No eating, drinking, or smoking is permitted in contaminated areas and in exclusion or decontamination zones. The SC should establish areas for eating, drinking, and smoking.

### 18.1 Contamination Prevention

Preventing or avoiding contamination of personnel, tools, and equipment will be considered in planning work activities at all field locations. Good contamination prevention and avoidance practices will assist in preventing worker exposure and result in a more efficient decontamination process. Procedures for contamination prevention and avoidance include the following:

- Do not walk through areas of obvious or known contamination;
- Do not directly handle or touch contaminated materials;
- Make sure there are no cuts or tears in PPE;
- Fasten all closures in suits and cover them with duct tape, if appropriate;
- Take particular care to protect any skin injuries;
- Stay upwind of airborne contamination, where possible;
- Do not eat or drink in contaminated work areas;
- Do not carry food, beverages, tobacco, or flame-producing equipment into contaminated work areas;
- Minimize the number of personnel and amount of equipment in contaminated areas to that necessary for accomplishing the work;
- Choose tools and equipment with nonporous exterior surfaces that can be easily cleaned and decontaminated;
- Cover monitoring and sampling equipment with clear plastic, leaving openings for the sampling ports, as necessary; and
- Minimize the amount of tools and equipment necessary in contaminated areas.

### 18.2 Personnel and Equipment Decontamination

Personnel exiting an EZ must ensure that they are not spreading potential contamination into clean areas or increasing their potential for ingesting or inhaling potential contaminants. Personal decontamination may range from removing outer gloves as exiting the EZ, to proceeding through an outer layer doffing station including a boot and glove wash and rinse, washing equipment, etc. Equipment that has come into contact with contaminated media must also be cleaned/decontaminated when it is brought out of the EZ.

### **18.3 Decontamination During Medical Emergencies**

Standard personnel decontamination practices will be followed whenever possible. For emergency life saving first aid and/or medical treatment, normal decontamination procedures may need to be abbreviated or omitted. In this situation, site personnel shall accompany contaminated victims to advise emergency response personnel on potential contamination present and proper decontamination procedures.

Outer garments may be removed if they do not cause delays, interfere with treatment, or aggravate the problem. Protective clothing can be cut away. If the outer garments cannot be safely removed, a plastic barrier between the individual and clean surfaces should be used to help prevent contaminating the inside of ambulances or medical personnel. Outer garments can then be removed at the medical facility.

### **18.4 Waste Collection and Disposal**

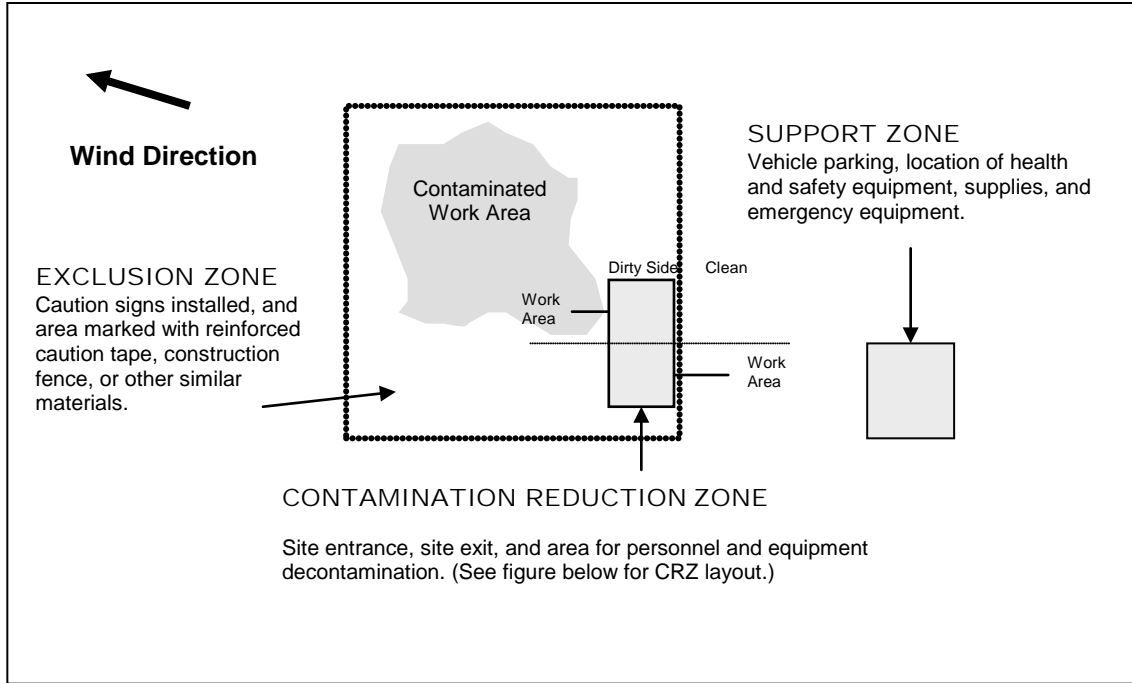
All contaminated material generated through the personnel and equipment decontamination processes (e.g., contaminated disposable items, gross debris, liquids, sludges) will be properly containerized and labeled, stored at a secure location, and disposed in accordance with the project plans.

### **18.5 Diagram of Personnel-Decontamination Line**

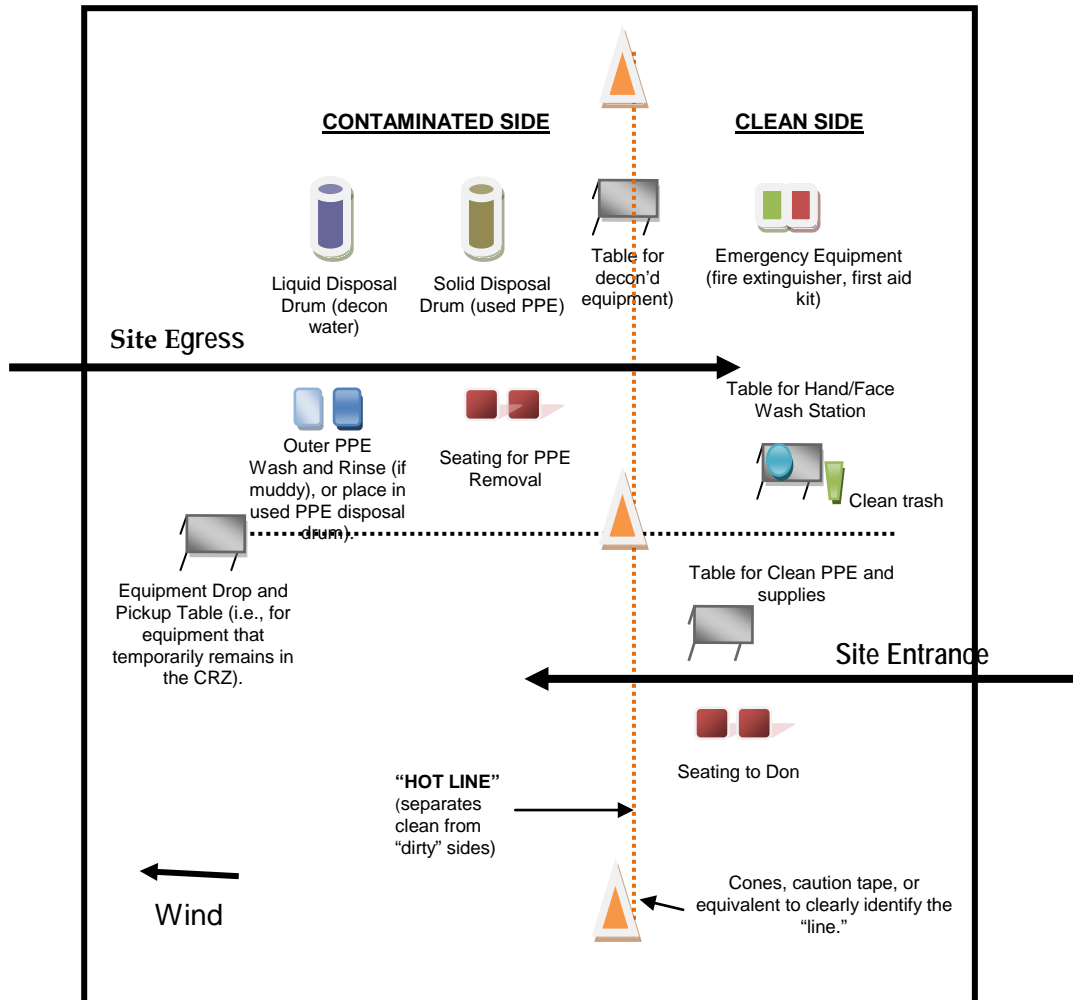
The following figure illustrates a conceptual establishment of work zones, including the decontamination line. Work zones are to be modified by the SC to accommodate task-specific requirements.



Work Area - Set up appropriately based on wind direction



### Typical Contamination Reduction Zone



# 19.0 Emergency Response Plan

(Reference CH2M HILL SOP HSE-106, *Emergency Planning*)

## 19.1 Pre-Emergency Planning

The Emergency Response Coordinator (ERC), typically the SC or designee, performs the applicable pre-emergency planning tasks before starting field activities and coordinates emergency response with CH2M HILL onsite parties, the facility, and local emergency-service providers as appropriate. Pre-Emergency Planning activities performed by the ERC include:

- Review the facility emergency and contingency plans where applicable;
- Determine what onsite communication equipment is available (two-way radio, air horn);
- Determine what offsite communication equipment is needed (nearest telephone, cell phone);
- Confirm and post the “Emergency Contacts” page and route to the hospital located in this section in project trailer(s) and keep a copy in field vehicles along with evacuation routes and assembly areas. Communicate the information to onsite personnel and keep it updated;
- Field Trailers: Post “Exit” signs above exit doors, and post “Fire Extinguisher” signs above locations of extinguishers. Keep areas near exits and extinguishers clear;
- Review changed site conditions, onsite operations, and personnel availability in relation to emergency response procedures;
- Where appropriate and acceptable to the client, inform emergency room and ambulance and emergency response teams of anticipated types of site emergencies;
- Inventory and check site emergency equipment, supplies, and potable water;
- Communicate emergency procedures for personnel injury, exposures, fires, explosions, and releases;
- Rehearse the emergency response plan before site activities begin. This may include a “tabletop” exercise or an actual drill depending on the nature and complexity of the project. Drills should take place periodically but no less than once a year;
- Brief new workers on the emergency response plan; and
- The ERC will evaluate emergency response actions and initiate appropriate follow-up actions.

## 19.2 Emergency Equipment and Supplies

The ERC shall ensure the following emergency equipment is on the site. Verify and update the locations of this equipment as needed. The equipment will be inspected in accordance with manufacturer’s recommendations. The inspection shall be documented in a field logbook or similar means to be kept in the project files.

<b>Emergency Equipment and Supplies</b>	<b>Location</b>
5lb class A,B,C fire extinguisher	Vehicle/Equipment
First aid kit	Vehicle
Eye wash	Vehicle
Potable water	Vehicle
Bloodborne-pathogen kit	Vehicle
Additional equipment (specify):Cell Phone	FTL/SSC

## 19.3 Incident Response

In fires, explosions, or chemical releases, actions to be taken include the following:

- Notify appropriate response personnel;
- Shut down CH2M HILL operations and evacuate the immediate work area;
- Account for personnel at the designated assembly area(s);
- Assess the need for site evacuation, and evacuate the site as warranted;
- Implement HSE-111, Incident Notification, Reporting and Investigation; and
- Notify and submit reports to clients as required in contract.

Small fires or spills posing minimal safety or health hazards may be controlled with onsite spill kits or fire extinguishers without evacuating the site. When in doubt evacuate. Follow the incident reporting procedures in the "Incident Notification, Reporting, and Investigation" section of this HSP.

## 19.4 Emergency Medical Treatment

Emergency medical treatment is needed when there is a life-threatening injury (such as severe bleeding, loss of consciousness, breathing or heart has stopped). When in doubt if an injury is life-threatening or not, treat it as needing emergency medical treatment.

- Notify 911 or other appropriate emergency response authorities as listed in the "Emergency Contacts" page located in this section.
- The ERC will assume charge during a medical emergency until the ambulance arrives or until the injured person is admitted to the emergency room.
- Prevent further injury, perform decontamination (if applicable) where feasible; lifesaving and first aid or medical treatment takes priority.
- Initiate first aid and CPR where feasible.
- Notify supervisor and if the injured person is a CH2M HILL employee, the supervisor will call the occupational nurse at 1-866-893-2514 and make other notifications as required by HSE SOP-111, *Incident Notification, Reporting and Investigation*.
- Make certain that the injured person is accompanied to the emergency room.
- Follow the Serious Incident Reporting process in HSE SOP-111, Incident Notification, Reporting and Investigation, and complete incident report using the HITS system on the VO or if not feasible, use the hard copy forms provided as an attachment to this HSP.
- Notify and submit reports to client as required in contract.

## 19.5 Evacuation

- Evacuation routes, assembly areas, and severe weather shelters (and alternative routes and assembly areas) are to be specified on the site map.
- Evacuation route(s) and assembly area(s) will be designated by the ERC or designee before work begins.
- Personnel will assemble at the assembly area(s) upon hearing the emergency signal for evacuation.
- The ERC and a "buddy" will remain on the site after the site has been evacuated (if safe) to assist local responders and advise them of the nature and location of the incident.

- The ERC will account for all personnel in the onsite assembly area.
- A designated person will account for personnel at alternate assembly area(s).
- The ERC will follow the incident reporting procedures in the “Incident Notification, Reporting and Investigation” section of this HSP.

## 19.6 Evacuation Signals

Signal	Meaning
Grasping throat with hand	Emergency-help me.
Thumbs up	OK; understood.
Grasping buddy's wrist	Leave area now.
Continuous sounding of horn	Emergency; leave site now.

## 19.7 Inclement Weather

Sudden inclement weather can rapidly encroach upon field personnel. Preparedness and caution are the best defenses. Field crew members performing work outdoors should carry clothing appropriate for inclement weather. Personnel are to take heed of the weather forecast for the day and pay attention for signs of changing weather that indicate an impending storm. Signs include towering thunderheads, darkening skies, or a sudden increase in wind. If stormy weather ensues, field personnel should discontinue work and seek shelter until the storm has passed.

Protective measures during a lightning storm include seeking shelter; avoiding projecting above the surrounding landscape (don't stand on a hilltop--seek low areas); staying away from open water, metal equipment, railroad tracks, wire fences, and metal pipes; and positioning people several yards apart. Some other general precautions include:

- Know where to go and how long it will take to get there. If possible, take refuge in a large building or vehicle. Do not go into a shed in an open area;
- The inclination to see trees as enormous umbrellas is the most frequent and most deadly mistake. Do not go under a large tree that is standing alone. Likewise, avoid poles, antennae, and towers;
- If the area is wide open, go to a valley or ravine, but be aware of flash flooding;
- If you are caught in a level open area during an electrical storm and you feel your hair stand on end, drop to your knees, bend forward and put your hands on your knees or crouch. The idea is to make yourself less vulnerable by being as low to the ground as possible and taking up as little ground space as possible. Lying down is dangerous, since the wet earth can conduct electricity. Do not touch the ground with your hands; and
- Do not use telephones during electrical storms, except in the case of emergency.

Remember that lightning may strike several miles from the parent cloud, so work should be stopped and restarted accordingly. The lightning safety recommendation is 30-30: Seek refuge when thunder sounds within 30 seconds after a lightning flash; and do not resume activity until 30 minutes after the last thunder clap.

High winds can cause unsafe conditions, and activities should be halted until wind dies down. High winds can also knock over trees, so walking through forested areas during high-wind situations should be avoided. If winds increase, seek shelter or evacuate the area. Proper body protection should be worn in case the winds hit suddenly, because body temperature can decrease rapidly.

### 19.7.1 Tornado Safety

Recognizing imminent tornado signs include seeing an unusually dark sky, possibly with some green or yellow clouds. You may hear a roaring or rumbling sound like a train, or a whistling sound like a jet. Large hail may also be falling. You may be able to see funnels, or they may be hidden by rain or hail.

Listen to your radio for tornado warnings during bad thunderstorms. If a tornado warning is issued, don't panic. Instead, listen and look. Quickly but calmly follow directions for getting to shelter.

Take cover. Indoors you should go down into the basement and crouch down under the stairs, away from windows. Do not take an elevator. If you can't get to a basement, go into a closet or bathroom and pull a mattress over you or sit underneath a sturdy piece of furniture on the ground floor near the center of the building. Pull your knees up under you and protect your head with your hands.

A bad place to be in a tornado is in a building with a large freestanding roof such as a gymnasium, arena, auditorium, church or shopping mall. If you are caught in such a building, take cover under something sturdy.

More than half of tornado deaths occur in mobile homes. If a tornado threatens, get out and go to a building with a good foundation, or lay down in a ditch away from vehicles and other objects.

If you are driving, get to a shelter, lie down in a ditch or seek cover up under the girders of an overpass or bridge. Stay as close to the ground as you can. Protect your head and duck flying debris.

Stay away from metal and electrical equipment because lightning accompanies tornadoes.

If you have time before the tornado strikes, secure objects such as garbage cans and lawn furniture which can injure people. While most tornado damage is a result of the violent winds, most injuries and deaths actually result from flying debris.

## Emergency Contacts

**24-hour CH2M HILL Injury Reporting– 1-866-893-2514**

**24-hour CH2M HILL Serious Incident Reporting Contact – 720-286-4911**

<p><b>Medical Emergency – 911</b>  <b>Local Ambulance #: 911</b></p>	<p><b>CH2M HILL- Medical Consultant</b>                  WorkCare                  Dr. Peter Greaney M.D.                  300 S. Harbor Blvd, Suite 600                  Anaheim , CA 92805                  800-455-6155/866-893-2514                  714-978-7488</p>
<p><b>Fire/Spill Emergency – 911</b>  <b>Local Fire Dept #: 920-474-4420</b></p>	<p><b>CH2M HILL Director – Health, Safety, Security &amp; Environment</b>                  Andy Strickland/DEN                  (720) 480-0685 (cell) or (720) 286-2393 (office)</p>
<p><b>Security &amp; Police – 911</b>  <b>Local Police #: 262-567-4401 (City of Oconomowoc)</b></p>	<p><b>CH2M HILL Responsible Health and Safety Manager (RHSM)</b>                  Name: Mark Orman                  Phone: (414) 712-4138 (cell)</p>
<p><b>Utilities Emergency Phone Numbers</b>                  Water: 911                  Gas: 1-800-261-5325 (24 hours)                  Electric: 1800-662-4797 (24 hours)</p>	<p><b>CH2M HILL Human Resources Department</b>                  Phone: Employee Connect toll-free number                  1-877-586-4411                  (U.S. and Canada)</p>
<p><b>CH2M HILL Project Manager</b>                  Name: Matt Boekenhauer                  Phone: 414-847-0437</p>	<p><b>CH2M HILL Worker’s Compensation:</b>                  Contact Business Group HR dept. to have form completed or contact Jennifer Rindahl after hours:                  (720)891-5382</p>
<p><b>CH2M HILL Safety Coordinator (SC)</b>                  Name: TBD                  Phone: TBD</p>	<p><b>Media Inquiries Corporate Strategic Communications</b>                  Name: John Corsi                  Phone: (720) 286-2087</p>
<p><b>CH2M HILL Project Environmental Manager</b>                  Name: Terri Gerrish                  Phone: +1 (973) 632-0238</p>	<p><b>Automobile Accidents</b>                  Rental: Jennifer Rindahl/DEN: 720-286-2449                  CH2M HILL owned vehicle: Linda George/DEN:                  720-286-2057</p>
<p><b>Federal Express Dangerous Goods Shipping</b>                  Phone: 800/238-5355</p>	<p><b>CHEMTEL (hazardous material spills)</b>  <b>Phone: 800/255-3924</b></p>
<p>Facility Alarms: NA</p>	<p>Evacuation Assembly Area(s): Front parking lot.</p>

Facility/Site Evacuation Route(s): Through the front or rear gates or the side pedestrian gate.

## Directions to Local Hospital

### Local Hospital

Oconomowoc Memorial Hospital

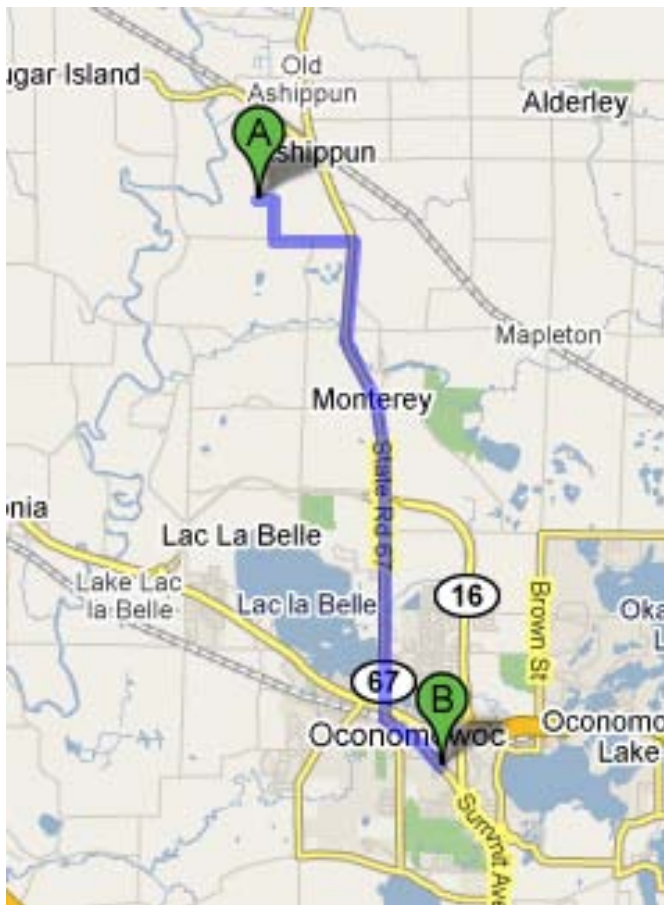
791 Summit Avenue

Oconomowoc, WI 53066

**Main:** 262-569-9400

**Alternate:** 800-242-0313

1. Head **east** on **Oak Rd** toward **Lincoln Rd**
2. Turn **right** at **Lincoln Rd**
3. Turn **left** at **Evergreen Rd**
4. Turn **right** at **State Rd 67/WI-67**  
Continue to follow **WI-67**
5. Turn **left** at **Summit Ave/WI-67**  
Destination will be on the right



## 20.0 Spill Containment Procedures

CH2M HILL and subcontractor personnel working at the project site shall be knowledgeable of the potential health, safety and environmental concerns associated with petroleum and other substances that could potentially be released at the project site.

The following is a list of criteria that must be addressed in CH2M HILL's or the subcontractor's plans in the event of a spill or release. In the event of a large quantity spill notify emergency services. Personnel discovering a spill shall (only if safe to do so):

- Stop or contain the spill immediately (if possible) or note source. Shut off the source (e.g., pump, treatment system) if possible. If unsafe conditions exist, then leave the area, call emergency services, inform nearby personnel, notify the site supervisors, and initiate incident reporting process. The SC shall be notified immediately;
- Extinguish sources of ignition (flames, sparks, hot surfaces, cigarettes);
- Clear personnel from the spill location and barricade the area;
- Use available spill control equipment in an effort to ensure that fires, explosions, and releases do not occur, recur, or spread;
- Use sorbent materials to control the spill at the source;
- Construct a temporary containment dike of sorbent materials, cinder blocks, bricks or other suitable materials to help contain the spill;
- Attempt to identify the character, exact source, amount, and extent of the released materials. Identification of the spilled material should be made as soon as possible so that the appropriate cleanup procedure can be identified;
- Contact the RHSM and Project EM in the event of a spill or release immediately so evaluation of reportable quantity requirements and whether agency reporting is required;
- Assess possible hazards to human health or the environment as a result of the release, fire or explosion; and
- Follow incident notification, reporting, and investigation section of this plan.



## 21.0 Inspections

### 21.1 Management Health, Safety, Security, and Environment Inspections

The Management Inspection Checklist is intended to facilitate PM leadership, provide an opportunity for PM's to mentor field staff on HSE and identify any big picture actions that need to be addressed. Observations that would improve global HSE program should also be included on the form. This Checklist does NOT take the place of a formal HSE audit. The PM shall:

- Complete one checklist per month during field work when visiting the site. The PM may delegate completion to the task lead, field team leader, or construction manager if the project is short duration and a visit is not planned for.
- Complete applicable sections of the checklist (can be typed or hand-written). Address issues with the field team, taking the opportunity to mentor staff by identifying the "root cause" of observation (e.g., why are SBOs not being completed, had this hazard been noted by any other team members?).
- Send completed form to Project Delivery Manager, Sector HSE Lead, and RHSM for tracking and review. Original should be kept in the project files.

### 21.2 Project Activity Self-Assessment Checklists

In addition to the hazard controls specified in this document, Project Activity Self-Assessment Checklists are contained as an attachment to this HSP. The Project-Activity Self-Assessment Checklists are based upon minimum regulatory compliance and some site-specific requirements may be more stringent. The objective of the self-assessment process is to identify gaps in project safety performance, and prompt for corrective actions in addressing these gaps. The self-assessment checklists, including documented corrective actions, shall be made part of the permanent project records and maintained by the SC.

The self-assessment checklists will also be used by the SC in evaluating the subcontractors and any client contractors' compliance on site.

The self-assessment checklists for the following tasks and exposures are required when the task or exposure is initiated and weekly thereafter while the task or exposure is taking place. The checklists shall be completed by the SC or other CH2M HILL representative and maintained in project files.

- Crane
- Drilling
- Excavation
- Earthmoving Equipment
- Forklift
- Rigging

### 21.3 Safe Behavior Observations

Safe Behavior Observations (SBOs) are a tool to be used by supervisors to provide positive reinforcement for work practices performed correctly, while also identifying and eliminating deviations from safe work procedures that could result in a loss.

The SC or designee shall perform at least one SBO each week for any field work performed by subcontractors or when there are at least two CH2M HILL personnel performing field work.

The SC or designee shall complete the SBO form (attached to this HSP) for the task/ operation being observed and submit them weekly.

For Federal projects, SBOs may be submitted electronically by e-mailing them to the address, "CH2M HILL ES FED Safe Behavior Observations" when connected to the network or at [CH2MHILLESFEDSafeBehaviorObservation@ch2m.com](mailto:CH2MHILLESFEDSafeBehaviorObservation@ch2m.com).

## 22.0 Incident Notification, Reporting, and Investigation

(Reference CH2M HILL SOP HSE-111, *Incident Notification, Reporting and Investigation*)

### 22.1 General Information

This section applies to the following:

- All injuries involving employees, third parties, or members of the public;
- Damage to property or equipment;
- Interruptions to work or public service (hitting a utility);
- Incidents which attract negative media coverage;
- Near misses;
- Spills, leaks, or regulatory violations; and
- Motor vehicle accidents.

Documentation, including incident reports, investigation, analysis and corrective measure taken, shall be kept by the SC and maintained onsite for the duration of the project.

### 22.2 Section Definitions

**Incident:** An incident is an event that causes or could have caused undesired consequences. An incident may be caused by natural forces, employees, subcontractors, or third parties in any location associated with CH2M HILL operations, including offices, warehouses, project sites, private property, or public spaces. Incidents include:

- Injury or illness to a CH2M HILL employee or subcontractor employee, or member of the public;
- Property damage;
- Spill or release;
- Environmental requirement or permit violation;
- A “near-miss”; or
- Other (e.g., fire, explosion, bomb threat, workplace violence, threats)**Accident:** an incident involving actual loss through injury, damage to assets, or environmental harm.

**Near Miss:** A near-miss occurs when an intervening factor prevented an injury or illness, property damage, spill or release, permit violation or other event from occurring. Examples of near-miss situations include: a hard hat or other personal protective equipment (PPE) prevented an injury; secondary containment or emergency shutoff prevented a spill; or an alert co-worker prevented an incident.

**Serious Incident:**

A Serious Incident must be immediately reported to senior management includes:

- Work related death, or life threatening injury or illness of a CH2M HILL employee;
- subcontractor, or member of the public;
- Kidnap/missing person;
- Acts or threats of terrorism;

- Event that involves a fire, explosion, or property damage that requires a site evacuation or is estimated to result in greater than \$ 500,000 in damage; or
- Spill or release of hazardous materials or substances that involves a significant threat of imminent harm to site workers, neighboring facilities, the community or the environment.

## 22.3 Reporting Requirements

All employees and subcontractors' employees shall immediately report any incident (including "near misses," as defined in the section above) in which they are involved or witness to their supervisor.

The CH2M HILL or Subcontractor supervisor, upon receiving an incident report, shall inform his immediate superior and the CH2M HILL SC.

The SC shall immediately report the following information to the RHSM and PM by phone and e-mail:

- Project Name and Site Manager;
- Date and time of incident;
- Description of incident;
- Extent of known injuries or damage;
- Level of medical attention; and
- Preliminary root cause/corrective actions

**If the incident was an environmental permit issue (potential permit non-compliance, other situation that result in a notice of violation) or a spill or release, contact the Project EM immediately so evaluation of reportable quantity requirements and whether agency reporting is required;**

The CH2M HILL team shall comply with all applicable statutory incident reporting requirements such as those to OSHA, the police, or state or Federal environmental agency.

Be aware that many OSHA-designated states require reporting to the area OSHA office if one person is admitted to the hospital (e.g., California and Washington); whereas Federal OSHA requires it if three or more are admitted.

## 22.4 HITS System and Incident Report Form

CH2M HILL maintains a HITS entry and/or Incident Report Form (IRF) for all work-related injuries and illnesses sustained by its employees in accordance with recordkeeping and insurance requirements. A HITS entry and/or IRF will also be maintained for other incidents (property damage, fire or explosion, spill, release, potential violation, and near misses) as part of our loss prevention and risk reduction initiative.

The SC shall complete an entry into the Hours and Incident Tracking System (HITS) database system located on CH2M HILL's Virtual Office (or if VO not available, use the hard copy Incident Report Form and Root Cause Analysis Form and forward it to the RHSM) within 24 hours and finalize those forms within 3 calendar days.

## 22.5 Injury Management/Return-to-Work (for US/Puerto Rico based CH2M HILL Staff Only)

(Reference CH2M HILL, SOP HSSE-124, Injury Management/Return-to-Work)

### 22.5.1 Background

The Injury Management Program has been established to provide orderly, effective and timely medical treatment and return-to-work transition for an employee who sustains a work-related injury or illness.

It also provides guidance and assistance with obtaining appropriate treatment to aid recovery, keep supervisors informed of employee status, and to quickly report and investigate work-related injury/illnesses to prevent recurrence.

To implement the Injury Management/Return-to-Work Program successfully, supervisors and/or SC should:

- Ensure employees are informed of the Injury Management/Return-to-Work Program;
- Become familiar with the Notification Process (detailed below); and
- Post the Injury Management/Return-to-Work Notification Poster.

### 22.5.2 The Injury Management/Return-to-Work Notification Process:

- Employee informs their supervisor.
- Employee calls the Injury Management Program toll free number 1-866-893-2514 immediately and speaks with the Occupational Injury Nurse. This number is operable 24 hours per day, 7 days a week.
- Supervisor ensures employee immediately calls the Injury Management Program number. Supervisor makes the call with the injured worker or for the injured worker, if needed.
- Nurse assists employee with obtaining appropriate medical treatment, as necessary schedules clinic visit for employee (calls ahead, and assists with any necessary follow up treatment). The supervisor or SC accompanies the employee if a clinic visit is necessary to ensure that employees receive appropriate and timely care.
- Supervisor or SC completes the HITS entry or Incident Report Form immediately (within 24 hours) and forwards it to the Project Manager and RHSM.
- Nurse notifies appropriate CH2M HILL staff by e-mail (supervisor, Health & Safety, Human Resources, Workers' Compensation).
- Nurse communicates and coordinates with and for employee on treatment through recovery.
- Supervisor ensures suitable duties are identified and available for injured or ill workers who are determined to be medically fit to return to work on transitional duty (temporary and progressive).
- Supervisor ensures medical limitations prescribed (if any) by physician are followed until the worker is released to full duty.

## 22.6 Serious Incident Reporting Requirements

(Reference CH2M HILL SOP HSE-111, *Incident Reporting, Notification and Investigation*)

The serious incident reporting requirements ensures timely notification and allows for positive control over flow of information so that the incident is handled effectively, efficiently, and in conjunction with appropriate corporate entities. This standard notification process integrates Health, Safety, Security and Environment and Firm Wide Security Operations requirements for the consistent reporting of and managing of serious events throughout our operations.

### 22.6.1 Serious Incident Determination

The following are general criteria for determining whether an incident on CH2M HILL owned or managed facilities or program sites is considered serious and must be immediately reported up to Group President level through the reporting/notification process:

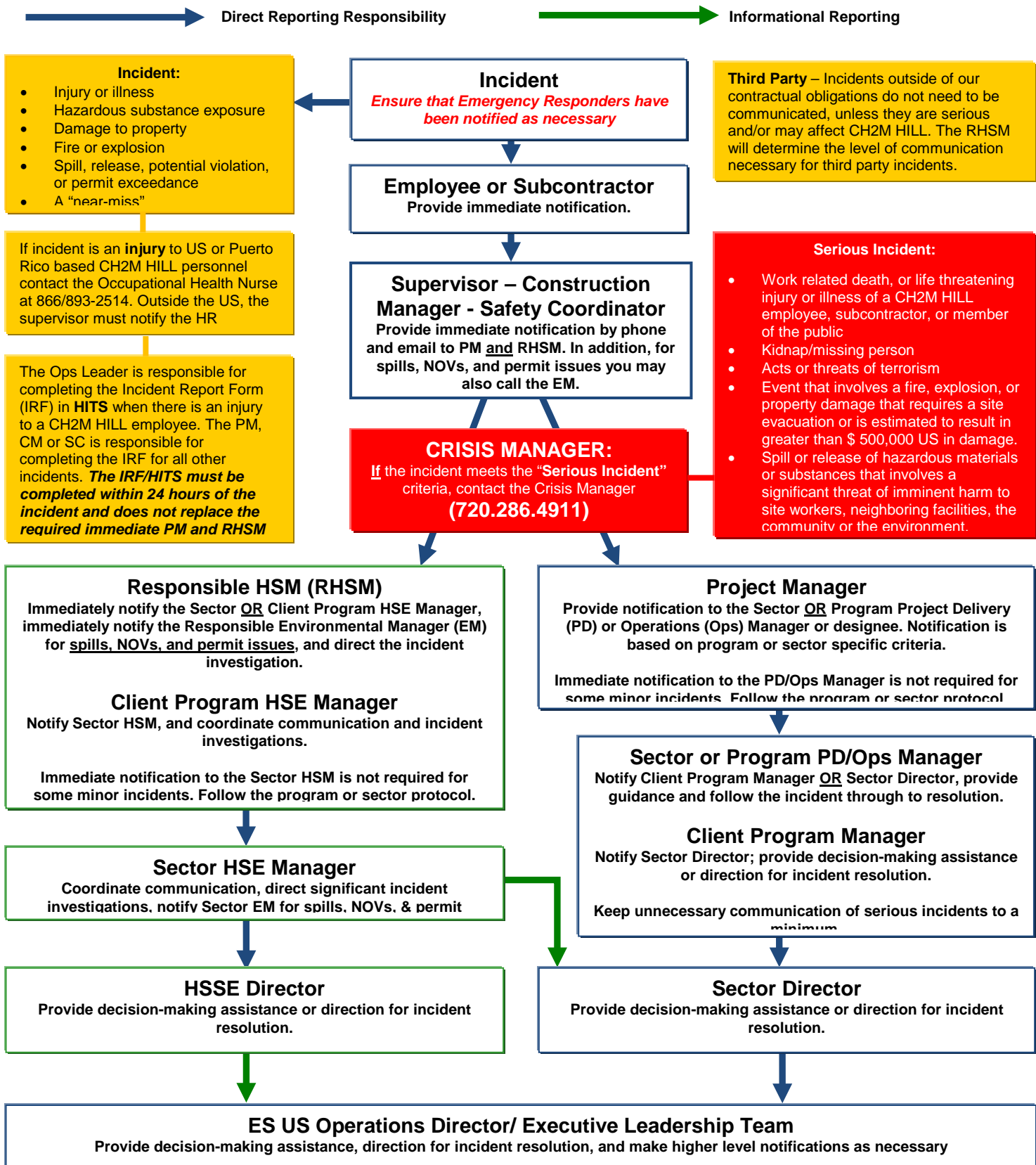
- Work related death, or life threatening injury or illness of a CH2M HILL employee, subcontractor, or member of the public;
- Kidnap or missing person;
- Acts or threats of terrorism;
- Event that involves a fire, explosion, or property damage that requires a site evacuation or is estimated to result in greater than \$ 500,000 in damage; or
- Spill or release of hazardous materials or substances that involves a significant threat of imminent harm to site workers, neighboring facilities, the community or the environment.

#### 22.6.2 Serious Incident Reporting

*If an incident meets the "Serious Incident" criteria, the Project Manager is to immediately contact the Crisis Manager at 720-286-4911, then follow the standard incident reporting procedure.*

For all serious incidents this standard reporting process is implemented immediately so as to ultimately achieve notification to the Business Group President within 2 hours of incident onset or discovery, and notification to appropriate corporate Crisis Management Support Team.

# ESBG US Operations Incident Reporting Flow Diagram



**Post-emergency incident communications regarding serious incidents at a CH2M HILL office or project (regardless of the party involved) shall be considered sensitive in nature and must be controlled in a confidential manner.**

## 22.7 Incident Root Cause Analysis

The accident analysis is essential if all causes of the incident are to be identified for the correct remedial actions to be taken to prevent the same and similar type of incident from recurring. Root Cause Analysis (RCA) shall be completed for all recordable injuries, property damage incidents in excess of \$5000.00 (US), environmental permit violations, spills and releases which are required to be reported to regulatory agencies, and any other incident, including near misses where they RHSM or PM determines an RCA is appropriate. The RHSM/REM is responsible for ensuring it is completed and results entered in the incident report form in HITS. RCA's must be completed using a Team that includes, at least the RHSM or designee, the involved party(ies), a responsible operations representative (e.g. PM, construction manager, crew supervisor, etc.) and an independent management representative not associated with the incident.

The Root Cause Analysis Form must be completed for all Loss Incidents and Near Loss Incidents. This form must be submitted to the investigation team for review.

For minor losses or near losses, the information may be gathered by the supervisor or other personnel immediately following the loss. Based on the complexity of the situation, this information may be all that is necessary to enable the investigation team to analyze the loss, determine the root cause, and develop recommendations. More complex situations may require the investigation team to revisit the loss site or re-interview key witnesses to obtain answers to questions that may arise during the investigation process.

Photographs or videotapes of the scene and damaged equipment should be taken from all sides and from various distances. This point is especially important when the investigation team will not be able to review the loss scene.

The investigation team must follow the Root Cause Analysis Flow Chart (see Attachment 4 of the SOP) to assist in identifying the root cause(s) of a loss. Any loss may have one or more root causes and contributing factors. The root cause is the primary or immediate cause of the incident, while a contributing factor is a condition or event that contributes to the incident happening, but is not the primary cause of the incident. Root causes and contributing factors that relate to the person involved in the loss, his or her peers, or the supervisor should be referred to as "personal factors." Causes that pertain to the system within which the loss or injury occurred should be referred to as "job factors."

Personal factors include:

- Lack of skill or knowledge;
- Correct way takes more time and/or requires more effort;
- Short-cutting standard procedures is positively reinforced or tolerated; or
- Person thinks there is no personal benefit to always doing the job according to standards.

Job Factors include:

- Lack of or inadequate operational procedures or work standards;
- Inadequate communication of expectations regarding procedures or standards; or
- Inadequate tools or equipment.

The root cause(s) could be any one or a combination of these seven possibilities or some other uncontrollable factor. In the vast majority of losses, the root cause is very much related to one or more of these seven factors. Uncontrollable factors should be used rarely and only after a thorough review eliminates all seven other factors.



### 22.7.1 Corrective Actions

Include all corrective actions taken or those that should be taken to prevent recurrence of the incident. Include the specific actions to be taken, the employer and personnel responsible for implementing the actions, and a timeframe for completion. Be sure the corrective actions address the causes.

Once the investigation report has been completed, the PM shall hold a review meeting to discuss the incident and provide recommendations. The responsible supervisors shall be assigned to carry out the recommendations, and shall inform the SC upon successful implementation of all recommended actions.

- Evaluation and follow-up of the IRF will be completed by the type of incident by the RHSM, EM, or FWSO.
- Incident investigations must be initiated and completed as soon as possible but no later than 72 hours after the incident.

## 23.0 Records and Reports

An organized project filing system is essential for good documentation and recordkeeping. There are many benefits to an organized filing system:

- Other CH2M HILL employees can easily and quickly find documents;
- Records are readily available for review;
- Records may be needed during OSHA investigations, audits, or other legal matters;
- Records may be needed on short notice in case of an accident, illness or other emergency; and
- Systematic recordkeeping aids in overall project organization.

The project filing system shall be established at the beginning of the project and maintained throughout all phases of construction and archived in accordance with CH2M HILL's Records Retention Policy. The information contained in the filing system shall be updated regularly and/or as specified in this document. The PM and SC are responsible for collecting documentation, including subcontractor documentation, and maintaining a complete and organized filing system.

Below are examples of records that must be maintained as the project progresses:

- Exposure records includes air monitoring data (including calibration records), MSDSs, exposure modeling results;
- Physical hazard exposure records include noise, ionizing radiation, non-ionizing radiation, vibration, and lasers exposure assessments and measurements;
- Respiratory fit test records;
- Training records;
- Incident reports, investigations and associated back-up information such as agency notifications, calculations, and corrective actions taken;
- Federal or state agency inspection records;
- Other Records:
  - Ergonomic evaluations;
  - HSE audits and assessments;
  - Project-specific HSE plans;
  - Confined space entry permits;
  - Equipment inspections;
  - Equipment maintenance;
  - Emergency equipment inspection records;
  - SBOs;
  - Self-assessment checklists
- The RHSM shall coordinate with the PM or designee to ensure that final project-specific HSE records described in this section, including negative exposure determinations, are maintained with the project files in accordance with the CH2M HILL records retention schedule, or forwarded to the Medical Surveillance Program Administrator, as appropriate. Records retention requirements are detailed in the Recordkeeping and Access to Records SOP, HSE-119.

**CH2M HILL Health and Safety Plan**  
**Attachment 1**

**Health and Safety Plan Employee Sign-off Form**



**CH2M HILL Health and Safety Plan**  
**Attachment 2**

**Chemical Inventory/Register Form**

**CHEMICAL INVENTORY/REGISTER FORM**

---

Refer to SOP HSE-107, Attachment 1, for instructions on completing this form.

Location: HCC: <input type="checkbox"/> Office <input type="checkbox"/> Warehouse <input type="checkbox"/> Laboratory <input type="checkbox"/> Project: Project No.:
---

Regulated Product	Location	Container labeled (✓if yes)	MSDS available (✓if yes)

MSDS for the listed products will be maintained at:
---

**CH2M HILL Health and Safety Plan**  
**Attachment 3**

**Chemical-Specific Training Form**

**CHEMICAL-SPECIFIC TRAINING FORM**

Refer to SOP HSE-107 Attachment 1 for instructions on completing this form.

Location:	Project # :
HCC:	Trainer:

**TRAINING PARTICIPANTS:**

NAME	SIGNATURE	NAME	SIGNATURE

**REGULATED PRODUCTS/TASKS COVERED BY THIS TRAINING:**


The HCC shall use the product MSDS to provide the following information concerning each of the products listed above.

- Physical and health hazards
- Control measures that can be used to provide protection (including appropriate work practices, emergency procedures, and personal protective equipment to be used)
- Methods and observations used to detect the presence or release of the regulated product in the workplace (including periodic monitoring, continuous monitoring devices, visual appearance or odor of regulated product when being released, etc.)

Training participants shall have the opportunity to ask questions concerning these products and, upon completion of this training, will understand the product hazards and appropriate control measures available for their protection.

Copies of MSDSs, chemical inventories, and CH2M HILL's written hazard communication program shall be made available for employee review in the facility/project hazard communication file.



# CH2M HILL Health and Safety Plan

## Attachment 4

### Project Activity Self-Assessment Checklists/Permits/Forms

Heat stress physiological monitoring form

Cranes

Drilling

Forklifts

Earthmoving Equipment

Excavations

Rigging

# HS&E Self-Assessment Checklist—Biological Prevention Measures

## HS&E Self-Assessment Checklist

This checklist shall be used by Navy CLEAN personnel and shall be completed by each crew entering the work area at the frequency of one per day or otherwise specified in the project’s Health and Safety Plan/Field Safety Instruction (HSP/FSI). The checklist should be completed prior to entry and at the end of the day to document that appropriate checks have been completed.

This checklist is to be used at locations where the possibility exists that contact with biological hazards is possible.

Site Safety Coordinator (SSC) will request any CH2M HILL subcontractor to take necessary precautions in eliminating the exposure to biological hazards, but shall not direct the means and methods.

Project Name: _____	Project No.: _____
Location: _____	PM: _____
Auditor: _____	Title: _____ Date: _____

- Check “Yes” if an assessment item is complete or correct.
- Check “No” if an item is incomplete or deficient. Section 2 must be completed for all items checked “No.”
- Check “N/A” if an item is not applicable.
- Check “N/O” if an item is applicable but was not observed during the assessment.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>N/O</u>
<b><u>SECTION 1 – PRE-ENTRY</u></b>				
<b>SITE HAZARD EVALUATION</b>				
1. Inform field members of hazards (types, symptoms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Can work be completed without entering the work zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have controls been implemented where possible (clearing vegetation, spraying)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has an inspection been made to identify nests, hives or areas where insects may concentrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Will working at different time will reduce exposure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SENSITIVITIES</b>				
6. Does any staff have existing reactions to stings or bites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If yes to #6, is special required and medication available on site (epi-pen)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has anyone with an existing condition briefed other team members about symptoms and first aid which may be required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EMERGENCY RESPONSE</b>				
9. Are first aid kits, along with tick removal kits, readily available to all staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does each member of the field staff have ability to communicate (phone, radios, and visual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are emergency contacts available (base emergency, local police, or local EMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If working in remote areas, is transport readily available (less than 5 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you planned an emergency exit from the site in the event of a swarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION 2 - PPE</b>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>N/O</u>
<b>SELECTION OF PPE</b>				
14. Will weather (heat, rain, ice) impact the safety of workers wearing protective suits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Will visibility be limited to unacceptable levels if a hood is worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Will the use of equipment be difficult if a suit is worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will heavy vegetation be encountered that could rip or damage a suit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Will a Bug-Out suit or Tyvek suit be used by staff (if not, please give additional rationale in writing in Section 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TYPE OF PPE USED OTHER THAN BUG-OUT OR TYVEK SUIT</b>				
19. Is staff wearing light-colored clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is staff wearing long sleeve shirts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are pant legs tucked into socks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Are shirts tucked into pants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Has tape been placed around sock/pant leg line and around waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Have hand and wrist areas been sealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Are hats being worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Have clothes been pre treated with Permethrin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Has team member inspected coworker's suits or clothing to ensure no spaces exist for insects to penetrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION 3 – CHECKS AND DECONTAMINATION</b>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>N/O</u>
<b>DAILY CHECKS (TO BE COMPLETED DURING AND AT END OF DAY)</b>				
28. Were tick/insect checks performed during the day (if not, please provide reason in Section 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Was one unclothed tick check completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Were ticks found on the outerwear (if yes, please note the number in Section 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Were ticks found inside the Bug-Out, Tyvek, or personal clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Were suits turned inside out and inspected prior to putting away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Were showers taken by field staff immediately upon arrive from the field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Were clothing placed in a garbage bag and sealed to prevent any insects from spreading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. If ticks were found embedding in skin, were they properly removed and saved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Have vehicles been inspected for ticks on a daily basis and before the vehicle is turned in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>REPORTING</b>				
37. If a tick was found on your skin, could you tell where it entered so that it could be addressed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. If a tick was found embedded, did you contact the PM, complete a HITS form and contact the Occupational Physician at 1-866-893-2514	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Did you contact field staff on the project to provide potential corrective measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Did you follow the IM/RTW procedure to ensure you received the proper medical attention (if not, provide an explanation in Section 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# **CH2M HILL Health and Safety Plan**

## **Attachment 5**

### **Key Target Zero Program Elements**

**(blank forms for field use)**

**Activity Hazard Analysis**

**Pre-Task Safety Plans**

**Safe Behavior Observation**

**Incident Report and Investigation**

**(use electronic form when possible)**

[HITS](#)

**Lessons Learned Template**

## ACTIVITY HAZARD ANALYSIS

<b>Activity:</b>	<b>Date:</b>
<b>Description of the work:</b>	<b>Project Name:</b>
	<b>Site Supervisor:</b>
	<b>Site Safety Officer:</b>
	<b>Review for latest use: Before the job is performed</b>

<b>Work Activity Sequence</b> (Identify the principal steps involved and the sequence of work activities)	<b>Potential Health and Safety Hazards</b> (Analyze each principal step for potential hazards)	<b>Hazard Controls</b> (Develop specific controls for each potential hazard)

## ACTIVITY HAZARD ANALYSIS

Work Activity Sequence (Identify the principal steps involved and the sequence of work activities)	Potential Health and Safety Hazards (Analyze each principal step for potential hazards)	Hazard Controls (Develop specific controls for each potential hazard)

<b>Equipment to be used</b> (List equipment to be used in the work activity)	<b>Inspection Requirements</b> (List inspection requirements for the work activity)	<b>Training Requirements</b> (List training requirements including hazard communication)



**ACTIVITY HAZARD ANALYSIS**

PRINT NAME

SIGNATURE

Supervisor Name: \_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

Safety Officer Name: \_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

Employee Name(s): \_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

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Date/Time: \_\_\_\_\_

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Date/Time: \_\_\_\_\_

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Date/Time: \_\_\_\_\_

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Date/Time: \_\_\_\_\_

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Date/Time: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

**Pre-Task Safety Plan (PTSP) and Safety Meeting Sign-in Sheet**

Project: _____ Location: _____ Date: _____		
Supervisor: _____ Job Activity: _____		
Attendees:	Print Name	Sign Name
List Tasks and verify that applicable AHAs have been reviewed:		
Tools/Equipment Required for Tasks (ladders, scaffolds, fall protection, cranes/rigging, heavy equipment, power tools):		
Potential H&S Hazards, including chemical, physical, safety, biological and environmental (check all that apply):		
<input type="checkbox"/> Chemical burns/contact	<input type="checkbox"/> Trench, excavations, cave-ins	<input type="checkbox"/> Ergonomics
<input type="checkbox"/> Pressurized lines/equipment	<input type="checkbox"/> Overexertion	<input type="checkbox"/> Chemical splash
<input type="checkbox"/> Thermal burns	<input type="checkbox"/> Pinch points	<input type="checkbox"/> Poisonous plants/insects
<input type="checkbox"/> Electrical	<input type="checkbox"/> Cuts/abrasions	<input type="checkbox"/> Eye hazards/flying projectile
<input type="checkbox"/> Weather conditions	<input type="checkbox"/> Spills	<input type="checkbox"/> Inhalation hazard
<input type="checkbox"/> Heights/fall > 6 feet	<input type="checkbox"/> Overhead Electrical hazards	<input type="checkbox"/> Heat/cold stress
<input type="checkbox"/> Noise	<input type="checkbox"/> Elevated loads	<input type="checkbox"/> Water/drowning hazard
<input type="checkbox"/> Explosion/fire	<input type="checkbox"/> Slips, trip and falls	<input type="checkbox"/> Heavy equipment
<input type="checkbox"/> Radiation	<input type="checkbox"/> Manual lifting	<input type="checkbox"/> Aerial lifts/platforms
<input type="checkbox"/> Confined space entry	<input type="checkbox"/> Welding/cutting	<input type="checkbox"/> Demolition
<input type="checkbox"/> Underground Utilities	<input type="checkbox"/> Security	<input type="checkbox"/> Poor communications
Other Potential Hazards (Describe):		

Hazard Control Measures (Check All That Apply):			
<b>PPE</b> <input type="checkbox"/> Thermal/lined <input type="checkbox"/> Eye <input type="checkbox"/> Dermal/hand <input type="checkbox"/> Hearing <input type="checkbox"/> Respiratory <input type="checkbox"/> Reflective vests <input type="checkbox"/> Flotation device <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety-Toed Boots	<b>Protective Systems</b> <input type="checkbox"/> Sloping <input type="checkbox"/> Shoring <input type="checkbox"/> Trench box <input type="checkbox"/> Barricades <input type="checkbox"/> Competent person <input type="checkbox"/> Locate buried utilities <input type="checkbox"/> Daily inspections <input type="checkbox"/> Entry Permits/notification	<b>Fire Protection</b> <input type="checkbox"/> Fire extinguishers <input type="checkbox"/> Fire watch <input type="checkbox"/> Non-spark tools <input type="checkbox"/> Grounding/bonding <input type="checkbox"/> Intrinsically safe equipment	<b>Electrical</b> <input type="checkbox"/> Lockout/tagout <input type="checkbox"/> Grounded <input type="checkbox"/> Panels covered <input type="checkbox"/> GFCI/extension cords <input type="checkbox"/> Power tools/cord inspected <input type="checkbox"/> Overhead line clearance <input type="checkbox"/> Underground utils ID'd
<b>Fall Protection</b> <input type="checkbox"/> Harness/lanyards <input type="checkbox"/> Adequate anchorage <input type="checkbox"/> Guardrail system <input type="checkbox"/> Covered opening <input type="checkbox"/> Fixed barricades <input type="checkbox"/> Warning system	<b>Air Monitoring</b> <input type="checkbox"/> PID/FID <input type="checkbox"/> Detector tubes <input type="checkbox"/> Radiation <input type="checkbox"/> Personnel sampling <input type="checkbox"/> LEL/O2 <input type="checkbox"/> No visible dust <input type="checkbox"/> Other	<b>Proper Equipment</b> <input type="checkbox"/> Aerial lift/ladders/scaffolds <input type="checkbox"/> Forklift/heavy equipment <input type="checkbox"/> Backup alarms <input type="checkbox"/> Hand/power tools <input type="checkbox"/> Crane with current inspection <input type="checkbox"/> Proper rigging <input type="checkbox"/> Operator qualified	<b>Welding &amp; Cutting</b> <input type="checkbox"/> Cylinders secured/capped <input type="checkbox"/> Cylinders separated/upright <input type="checkbox"/> Flash-back arrestors <input type="checkbox"/> No cylinders in CSE <input type="checkbox"/> Flame retardant clothing <input type="checkbox"/> Appropriate goggles
<b>Confined Space Entry</b> <input type="checkbox"/> Isolation <input type="checkbox"/> Air monitoring <input type="checkbox"/> Trained personnel <input type="checkbox"/> Permit completed <input type="checkbox"/> Rescue	<b>Medical/ER</b> <input type="checkbox"/> First-aid kit <input type="checkbox"/> Eye wash <input type="checkbox"/> FA-CPR trained personnel <input type="checkbox"/> Route to hospital	<b>Heat/Cold Stress</b> <input type="checkbox"/> Work/rest regime <input type="checkbox"/> Rest area <input type="checkbox"/> Liquids available <input type="checkbox"/> Monitoring <input type="checkbox"/> Training	<b>Vehicle/Traffic</b> <input type="checkbox"/> Traffic control <input type="checkbox"/> Barricades <input type="checkbox"/> Flags <input type="checkbox"/> Signs
<b>Permits</b> <input type="checkbox"/> Hot work <input type="checkbox"/> Confined space <input type="checkbox"/> Lockout/tagout <input type="checkbox"/> Excavation <input type="checkbox"/> Demolition <input type="checkbox"/> Energized work	<b>Demolition</b> <input type="checkbox"/> Pre-demolition survey <input type="checkbox"/> Structure condition <input type="checkbox"/> Isolate area/utilities <input type="checkbox"/> Competent person <input type="checkbox"/> Hazmat present	<b>Inspections:</b> <input type="checkbox"/> Ladders/aerial lifts <input type="checkbox"/> Lanyards/harness <input type="checkbox"/> Scaffolds <input type="checkbox"/> Heavy equipment <input type="checkbox"/> Drill rigs/geoprobe rigs <input type="checkbox"/> Cranes and rigging <input type="checkbox"/> Utilities marked	<b>Training:</b> <input type="checkbox"/> Hazwaste (current) <input type="checkbox"/> Construction <input type="checkbox"/> Competent person <input type="checkbox"/> Task-specific <input type="checkbox"/> FA/CPR <input type="checkbox"/> Confined Space <input type="checkbox"/> Hazcom
<b>Underground Utilities</b> <input type="checkbox"/> Dig alert called <input type="checkbox"/> 3 <sup>rd</sup> Party locator <input type="checkbox"/> As-builts reviewed <input type="checkbox"/> Interview site staff <input type="checkbox"/> Client review <input type="checkbox"/> soft locate necessary?	<b>Incident Communications</b> <input type="checkbox"/> Work stops until cleared by TM/CM <input type="checkbox"/> Immediate calls to TM/CM <input type="checkbox"/> Client notification <input type="checkbox"/> 24 hour notification setup <input type="checkbox"/> Clear communications	<b>AHA' s</b> <input type="checkbox"/> reviewed and approved by HSM <input type="checkbox"/> on site and current <input type="checkbox"/> applicable for this day's work <input type="checkbox"/> Communication and incident processes included?	
<b>Field Notes (including observations from prior day, etc.):</b> <hr/> <hr/> <hr/>			

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Safe Behavior Observation Form			
<input type="checkbox"/> Federal <input type="checkbox"/> Commercial    (check one)		<input type="checkbox"/> Construction or <input type="checkbox"/> Consulting (check one)	
<input type="checkbox"/> International			
Project Number (required):		Client/Program:	
Project Name:		Observer:	Date:
Position/Title of worker observed:		Background Information/ comments:	
Task/Observation Observed: _____			
<ul style="list-style-type: none"> <li>❖ Identify and reinforce safe work practices/behaviors</li> <li>❖ Identify and improve on at-risk practices/acts</li> <li>❖ Identify and improve on practices, conditions, controls, and compliance that eliminate or reduce hazards</li> <li>❖ Proactive PM support facilitates eliminating/reducing hazards (do you have what you need?)</li> <li>❖ Positive, corrective, cooperative, collaborative feedback/recommendations</li> </ul>			
Actions & Behaviors	Safe	At-Risk	Observations/Comments
Current & accurate Pre-Task Planning/Briefing (Project safety plan, STAC, AHA, PTSP, tailgate briefing, etc., as needed)			<b>Positive Observations/Safe Work Practices:</b>
Properly trained/qualified/experienced			
Tools/equipment available and adequate			
Proper use of tools			<b>Questionable Activity/Unsafe Condition Observed:</b>
Barricades/work zone control			
Housekeeping			
Communication			
Work Approach/Habits			
Attitude			
Focus/attentiveness			<b>Observer's Corrective Actions/Comments:</b>
Pace			
Uncomfortable/unsafe position			
Inconvenient/unsafe location			
Position/Line of fire			
Apparel (hair, loose clothing, jewelry)			<b>Observed Worker's Corrective Actions/Comments:</b>
Repetitive motion			
Other...			

For ES Federal Sector projects please email completed forms to: [CH2M HILL ES FED Safe Behavior Observation](#)

# HITS Incident Report Hardcopy (Phase 1 – Initial Entry)

## Phase 1 – Initial Entry

### Type of Incident (May select more than one)

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> Injury/Illness  | <input type="checkbox"/> Spill/Release      | <input type="checkbox"/> Near Miss |
| <input type="checkbox"/> Property Damage | <input type="checkbox"/> Environment/Permit | <input type="checkbox"/> Other     |

### General Information Section

Preparer's Name: \_\_\_\_\_ Preparer's Phone Number: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM / PM

What Business Group is accountable for this incident: \_\_\_\_\_

What Business Group SubGroup is accountable for this incident: \_\_\_\_\_

What CH2M HILL Company is accountable for this incident: \_\_\_\_\_

#### Where did the Incident occur?

- United States, Geographic Region: \_\_\_\_\_
- Canada, Province/Territory: \_\_\_\_\_
- International, County: \_\_\_\_\_

#### Location of Incident?

- Company Premises, CH2M HILL Office (use 3 letter office code if available): \_\_\_\_\_
- Project, Project name: \_\_\_\_\_
- In Transit
- Traveling from: \_\_\_\_\_
- Traveling to: \_\_\_\_\_
- At Home
- Other, Specify: \_\_\_\_\_

Describe the incident: \_\_\_\_\_

Describe how this event could have been prevented: \_\_\_\_\_

#### Provide Witness Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Personnel Notified of Incident (Provide name, date and time):

CH2M HILL Personnel:

Client Personnel:

#### Additional Comments:

### Injury/Illness Section [Complete only if Injury/Illness Incident type selected]

#### Who was injured?

- CH2M HILL Employee or CH2M HILL Temp Employee
- Subcontractor to CH2M HILL (Non-LLC Joint Venture Project)
- LLC Joint Venture Partner Employee
- LLC Joint Venture Project Subcontractor/Contractor
- Other

Name of Injured: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Supervisor of Employee: \_\_\_\_\_

#### Complete for CH2M HILL Employee Injuries

Business Group of Injured Employee: \_\_\_\_\_

Has the employee called the Injury Management Administrator (1-866-893-2514)?

Yes  No  Not Sure

Has the injured employee's supervisor been notified of this incident?

Yes       No       Not Sure

**Complete for Non-CH2M HILL Employee Injuries**

Has the project safety coordinator been notified of this incident?

Yes       No       Not Sure

Project Safety Coordinator: \_\_\_\_\_

Body Part Affected: \_\_\_\_\_

Injury/Illness (Result): \_\_\_\_\_

Describe treatment provided (if medication provided, identify whether over-the-counter or prescription): \_\_\_\_\_

Describe any work restriction prescribed (include dates and number of days): \_\_\_\_\_

**Physician/Health Care Provider Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Was treatment provided away from the worksite?

No  
 Yes

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Was injured treated in an emergency room?

No       Yes

Was injured hospitalized overnight as an in-patient?

No       Yes

**General Information Environmental Section [Complete only if Environment/Permit or Spill/Release Incident type selected]**

Who had control of the area during the incident?

- CH2M HILL, Company: \_\_\_\_\_
- Subcontractor, Company: \_\_\_\_\_
- Joint Venture Partner/Contractor/Subcontractor, Company: \_\_\_\_\_
- Other, Company: \_\_\_\_\_  
Relationship to CH2M HILL: \_\_\_\_\_

**Property Damage Section [Complete only if Property Damage Incident type selected]**

Property Damaged: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Damage Description: \_\_\_\_\_

Estimated US Dollar Amount: \_\_\_\_\_

**Spill or Release Section [Complete only if Spill/Release Incident type selected]**

Substance: \_\_\_\_\_

Estimated Quantity: \_\_\_\_\_

Did the spill/release move off the property?: \_\_\_\_\_

Spill/Release From: \_\_\_\_\_

Spill/Release To: \_\_\_\_\_

**Environment/Permit Section [Complete only if Environment/Permit Incident type selected]**

Describe Environmental or Permit Issue: \_\_\_\_\_

Permit Type: \_\_\_\_\_

Permitted Level or Criteria (e.g., discharge limit): \_\_\_\_\_

Permit Name and Number (e.g., NPDES No. ST1234): \_\_\_\_\_

Substance and Estimated Quantity: \_\_\_\_\_

Duration of Permit Exceedance: \_\_\_\_\_



# Lessons Learned

[Date] ESBG LL-11-xx

<b>Subject</b>	[Insert Descriptive Name of Lessons Learned]
<b>CH2M HILL Project?</b>	[Yes or No]
<b>Situation</b>	[Describe incident or situation that occurred in general terms. Try to be brief and avoid unnecessary details such as names of people or projects, business groups, divisions, dates, location, etc.]
<b>Lessons Learned (Recommendations and Comments)</b>	<ul style="list-style-type: none"><li>• Bullet out any lessons learned, recommendations or other important “take away” information that would benefit others. Tie the recommendations to the incident or event, and avoid including information that is not directly tied to the event.</li></ul>
<b>Submitted By</b>	[Name/Office Location/Phone]
<b>Additional Information Contact</b>	[Name/Office Location/Phone]
<b>Keywords/Categories</b>	[Insert any keywords or incident categories that would aid in a search for this lessons learned]

Send completed Lessons Learned to the ESBG HSSE Director for posting and distribution. Please include a recommended distribution list.

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**CH2M HILL Health and Safety Plan**  
**Attachment 6**

**Fact Sheets**  
**Tick Fact Sheet**  
**Vehicle Accident Guidance**  
**Working Alone**



## Tick-Borne Pathogens — A Fact Sheet

Most of us have heard of Lyme disease or Rocky Mountain Spotted Fever (RMSF), but there are actually six notifiable tick-borne pathogens that present a significant field hazard. In some areas, these account for more than half of our serious field incidents. The following procedures should be applied during any field activity—even in places that are predominantly paved with bordering vegetation.

### Hazard Recognition

An important step in controlling tick related hazards is understanding how to identify ticks, their habitats, their geographical locations, and signs and symptoms of tick-borne illnesses.

### Tick Identification

There are five varieties of hard-bodied ticks that have been associated with tick-borne pathogens. These include:

- Deer (Black Legged) Tick (eastern and pacific varieties)
- Lone Star Tick
- Dog Tick
- Rocky Mountain Wood Tick

These varieties and their geographical locations are illustrated on the following page.

### Tick Habitat

In eastern states, ticks are associated with deciduous forest and habitat containing leaf litter. Leaf litter provides a moist cover from wind, snow, and other elements. In the north-central states, is generally found in heavily wooded areas often surrounded by broad tracts of land cleared for agriculture.

On the Pacific Coast, the bacteria are transmitted to humans by the western black-legged (deer) tick and habitats are more diverse. For this region, ticks have been found in habitats with forest, north coastal scrub, high brush, and open grasslands. Coastal tick populations thrive in areas of high rainfall, but ticks are also found at inland locations.

### Illnesses and Signs & Symptoms

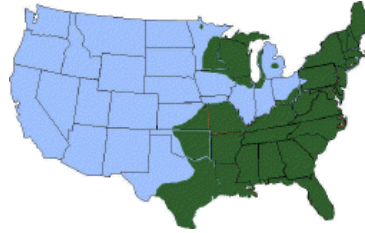
There are six notifiable tick-borne pathogens that cause human illness in the United States. These pathogens may be transmitted during a tick bite—normally hours after attachment. The illnesses, presented in approximate order of most common to least, include:

- Lyme (bacteria)
- RMSF (bacteria)
- Ehrlichiosis (bacteria)
- STARI (Southern Tick-Associated Rash Illness) (bacteria)
- Tularemia (Rabbit Fever) (bacteria)
- Babesia (protozoan parasite)

Symptoms will vary based on the illness, and may develop in infected individuals typically between 3 and 30 days after transmission. Some infected individuals will not become ill or may develop only mild symptoms. These illnesses present with some or all of the following signs & symptoms: fever, headache, muscle aches, stiff neck, joint aches, nausea, vomiting, abdominal pain, diarrhea, malaise, weakness, small solid, ring-like, or spotted rashes. The bite site may be red, swollen, or develop ulceration or lesions. For Lyme disease, the bite area will sometimes resemble a target pattern. A variety of long-term symptoms may result if the illness is left untreated, including debilitating effects and death.



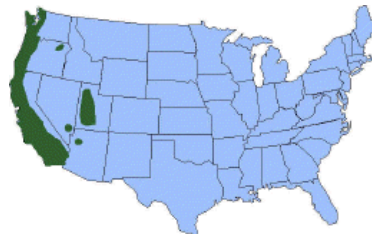
Deer Tick



Distribution of Deer Tick (dark green)



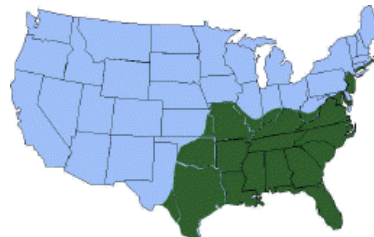
From Left: adult female, adult male, nymph, and larvae Deer Tick (cm scale)



Distribution of Pacific Deer Tick (dark green)



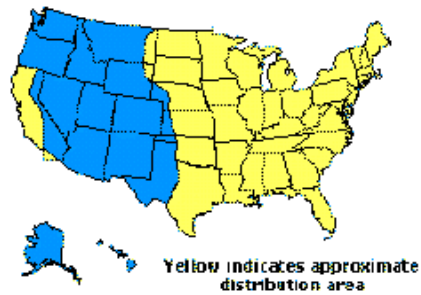
Lone Star Tick



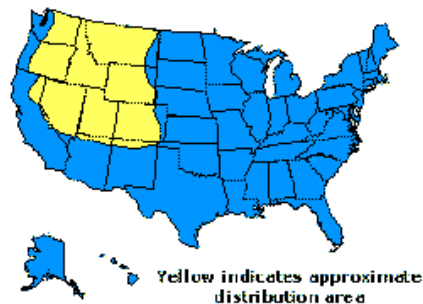
Distribution of Lone Star Tick (Green)



Dog Tick



Rocky Mountain Wood Tick



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### Hazard Control

The methods for controlling exposure to ticks include, in order of most- to least-preferred:

- Avoiding tick habitats and ceasing operations in heavily infested areas
- Reducing tick abundance through habitat disruption or application of acaricide
- Personal protection through use of repellants and protective clothing
- Frequent tick inspections and proper hygiene

Vaccinations are not available and preventative antibiotic treatment after a bite is generally not recommended.

### Avoidance and Reduction of Ticks

To the extent practical, tick habitats should be avoided. In areas with significant tick infestation, consider stopping work and withdrawing from area until adequate tick population control can be achieved. Stopping and withdrawing should be considered as seriously as entering an area without proper energy control or with elevated airborne contaminants—tick-borne pathogens present risk of serious illness!

In areas where significant population density or infestation exists, tick reduction should be considered. Tick reduction can be achieved by disrupting tick habitats and/or direct population reduction through the use of tick-toxic pesticides (Damminix, Dursban, Sevin, etc.).

Habitat disruption may include only simple vegetative maintenance such as removing leaf litter and trimming grass and brush. Tick populations can be reduced by between 72 and 100 percent when leaf litter alone is removed. In more heavily infested areas, habitat disruption may include grubbing, tree trimming or removal, and pesticide application (Damminix, Dursban, Sevin, etc.). This approach is practical in smaller, localized areas or perimeter areas that require occasional access. Habitat controls are to be implemented with appropriate health and safety controls, in compliance with applicable environmental requirements, and may be best left to the property owner or tenant or to a licensed pesticide vendor. Caution should be exercised when using chemical repellents or pesticides in or around areas where environmental or industrial media samples will be collected for analysis.

### Personal Protection

After other prevention and controls are implemented, personal protection is still necessary to control exposure to ticks. Personal protection must include all of the following steps:

- So that ticks may be easily seen, wear light-colored clothing. Full-body New Tyvek (paper-like disposable coveralls) may also be used
- To prevent ticks from getting underneath clothing tuck pant legs into socks or tape to boots
- Wear long-sleeved shirts, a hat, and high boots
- Apply DEET repellent to exposed skin or clothing per product label
- Apply permethrin repellent to the outside of boots and clothing before wearing, per product label
- Frequently check for ticks and remove from clothing
- At the end of the day, search your entire body for ticks (particularly groin, armpits, neck, and head) and shower

- To prevent pathogen transmission through mucous membranes or broken/cut skin, wash or disinfect hands and/or wear surgical-style nitrile gloves any time ticks are handled

Pregnant individuals and individuals using prescription medications should consult with their physician and/or pharmacists before using chemical repellents. Because human health effects may not be fully known, use of chemical repellents should be kept to a minimum frequency and quantity. Always follow manufacturers' use instructions and precautions. Wash hands after handling, applying, or removing protective gear and clothing. Avoid situations such as hand-to-face contact, eating, drinking, and smoking when applying or using repellents.

Remove and wash clothes per repellent product label. Chemical repellents should not be used on infants and children.

Vaccinations are generally not available for tick-borne pathogens. Although production of the LYMERix™ Lyme disease vaccination has been ceased, vaccination may still be considered under specific circumstances and with concurrence from the consulting physician.

#### Tick Check

A tick check should be performed after field survey before entering the field vehicle (you do not want to infest your field vehicle with ticks). Have your field partner check your back; the backs of your legs, arms, and neck; and your hairline. Shake off clothing as thorough as possible before entering the vehicle. Once the field day is complete, repeat this procedure and perform a thorough self check.

If a tick has embedded itself into the skin, remove the tick as described below.

#### Tick Removal

1. Use the tick removal kit obtained through the CH2M HILL Milwaukee warehouse, or a fine-tipped tweezers or shield your fingers with a tissue, paper towel, or nitrile gloves.

**Error! Objects cannot be created from editing field codes.**

2. Grasp the tick as close to the skin surface as possible and pull upward with steady, even pressure. Do not twist or jerk the tick; this may cause the mouthparts to break off and remain in the skin. If this happens, remove mouthparts with tweezers. Consult your healthcare provider if infection occurs.



3. Avoid squeezing, crushing or puncturing the body of the tick because its fluids (saliva, hemolymph, gut contents) may contain infectious organisms. Releasing these organisms to the outside of the tick's body or into the bite area may increase the chance of infectious organism transmission.

4. Do not handle the tick with bare hands because infectious agents may enter through mucous membranes or breaks in the skin. This precaution is particularly directed to individuals who remove ticks from domestic animals with unprotected fingers. Children, elderly persons, and immunocompromised persons may be at greater risk of infection and should avoid this procedure.

5. After removing the tick, thoroughly disinfect the bite site and wash your hands with soap and water.

6. Should you wish to save the tick for identification, place it in a plastic bag, with the date of the tick bite, and place in your freezer. It may be used at a later date to assist a physician with making an accurate diagnosis (if you become ill).

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**Note:** Folklore remedies such as petroleum jelly or hot matches do little to encourage a tick to detach from skin. In fact, they may make matters worse by irritating the tick and stimulating it to release additional saliva, increasing the chances of transmitting the pathogen. These methods of tick removal should be avoided. In addition, a number of tick removal devices have been marketed, but none are better than a plain set of fine tipped tweezers.

#### First-Aid and Medical Treatment

Tick bites should always be treated with first-aid. Clean and wash hands and disinfect the bite site after removing embedded tick. Individuals previously infected with Lyme disease does not confer immunity—re-infection from future tick bites can occur even after a person has contracted a tick-borne disease.

The employee should contact the Injury Management/Return To Work provider (IMRTW), WorkCare using the toll-free number 866-893-2514 to report the tick bite. WorkCare will follow-up with each CH2M Hill employee who reports a tick bite and is at risk of developing Lyme disease by monitoring for symptoms up to 45 days, and will refer the employee to a medical provider for evaluation and treatment as necessary.



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## 2011 Vehicle Accident Guidance – ESBG

Remember that if you are **renting** a non-CH2M HILL owned vehicle (short-term rental) in the U.S., you should carry the [insurance card](#) from the state where your driver's license is issued.

If you operate a **fleet vehicle**, carry the [insurance card](#) where the vehicle is registered.

### **For ALL Vehicles if you are in an accident:**

1. If you are injured, call 911 for emergency medical treatment or 1-866-893-2514 to contact the CH2M HILL Occupational Nurse/Physician for minor injuries. If you feel you have not been injured, contact the RHSM for guidance on whether calling the CH2M HILL Occupation Nurse/Physician is applicable.
2. **Call the Police**--For any vehicle accident/damage, it is recommended that the local police (or site security/emergency services if working on a client site that provides such services) be called to determine if a report needs to be filed. In some instances, a report may not be required (during accident alerts, or in public parking lots). Document that the authorities were called and follow up with any guidance they give you. State requirements vary. If a report is filed, obtain a copy.
3. Notify Supervisor, (and PM/RHSM if working on a project site)
4. Complete a HITS report on the VO.

### **Additional Steps**

To report an auto accident, and before a claim can be taken by telephonic reporting, have available your name (the company name alone is no longer accepted, a driver's name must be provided even for fender benders), location of accident and your office address if different than the accident location, business group and project number. A claim cannot be taken without your name, address, business group and your project number. By location the state where the accident occurred, and which office you are aligned to, i.e., accident occurs in Idaho, but you are out of the Denver office. Advise the claim recorder the accident occurred in ID, but that your office location is Denver. This will assist the claim intake person in identifying location coding for the claims.

### **Auto accidents involve two different sections of an Auto policy:**

- 1) Liability to others due to Bodily Injury and Property Damage
- 2) Physical Damage - Comprehensive and Collision - damage to the vehicle CH employee is driving

CH2M Hill has Liability coverage for any auto - our policy will respond on either a primary or excess basis.

Refer to the table below for additional notifications to make based on the type of accident experienced and type of vehicle being used.





### Liability - Bodily Injury or Property Damage to Others

Scenario	Which Coverage Responds	What to do if in an accident
CH2M Hill fleet, pool or project vehicle - long term lease - lower 48	CH2M Hill - Primary	Contact Broadspire (1-800-753-6737); Jennifer Rindahl/DEN (720-286-2449); Linda George/DEN (720-286-2057)
CH2M Hill fleet, pool or project vehicle - long term lease - Alaska (North Slope)	CH2M Hill - Primary	Contact Jennifer Rindahl/DEN (720-286-2449)
Client vehicle driven by CH2M Hill employee	Client's auto policy unless client has made CH2M Hill responsible for vehicle	Contact Broadspire (1-800-753-6737); Contact Jennifer Rindahl/DEN (720-286-2449); contact client;
Short term lease (30 days or less)	Rental car company if rented through Enterprise, Budget or Hertz; CH2M Hill excess	Contact Broadspire (1-800-753-6737); Contact local branch of rental car company where vehicle leased (ERAC includes 24 hour roadside assistance) and Jennifer Rindahl/DEN (720-286-2449)
Short term lease (30 days or less)	CH2M Hill - Primary if rented through company other than our national agreements; \$100,000 deductible	Contact Broadspire (1-800-753-6737); Contact rental car company and Jennifer Rindahl/DEN (720-286-2449)
Personal vehicle used on business	Employee's personal auto policy; CH2M Hill on an excess basis	Contact personal auto insurance company; contact Jennifer Rindahl/DEN (720-286-2449)

### Physical Damage - damage to vehicle CH employee was driving

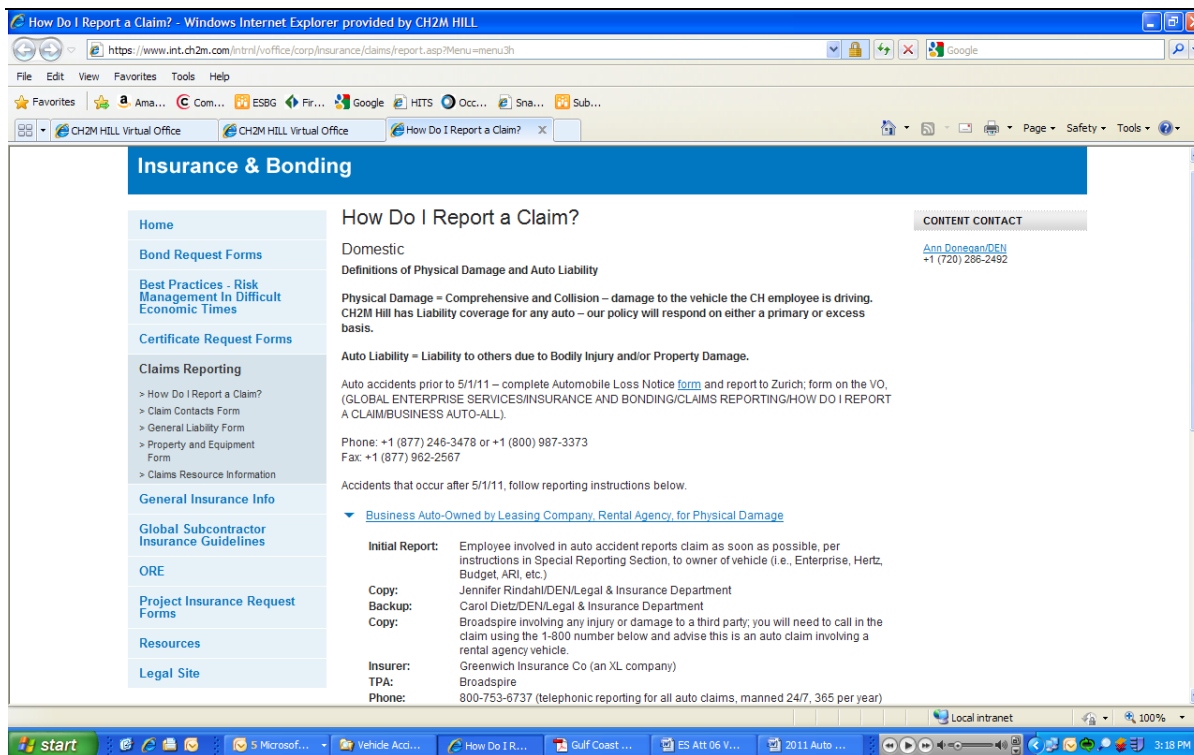
Scenario	Which Coverage Responds	What to do if in an accident
CH2M Hill fleet, pool or project vehicle - long term lease - lower 48	CH2M Hill ONLY if vehicle is scheduled on policy - \$5,000 deductible	Contact Broadspire (1-800-753-6737); Jennifer Rindahl/DEN (720-286-2449); Linda George/DEN (720-286-2057)
CH2M Hill fleet, pool or project vehicle - long term lease - Alaska (North Slope)	CH2M Hill Equipment Schedule if scheduled on policy	Contact Jennifer Rindahl/DEN (720-286-2449)
CH2M Hill fleet, pool or project vehicle - long term lease	ARI if physical damage coverage purchased - \$500 deductible	Contact Jennifer Rindahl/DEN 720.286.2449; call ARI at 1-800-221-1645 give them Client Code and ARI fleet vehicle number; and notify Linda George/DEN - Fleet Coordinator - 720-286-2057
Client vehicle CH2M Hill Employee is driving	Client's auto policy unless client has made CH2M Hill contractually responsible for vehicle	Contact Jennifer Rindahl/DEN (720-286-2449); contact client; contact Broadspire (1-800-753-6737)
Short term lease (30 days or less) using corporate VISA	VISA if corporate credit card used and vehicle is not a pickup, truck, cargo van or used off-road	Contact VISA - 1-800-847-2911 or <a href="http://www.visa.com/eclaim">http://www.visa.com/eclaim</a>
Short term lease (30 days or less) through Enterprise (ERAC) and vehicle is used off-road and physical damage coverage included when vehicle leased	ERAC up to \$3,000 in damage; CH2M Hill's coverage is excess	Notify Rental Car Company; contact Jennifer Rindahl/DEN (720-286-2449) if damage over \$5,000
Short term lease (30 days or less) did <b>not</b> use corporate VISA	CH2M Hill - \$5,000 deductible (project responsibility)	Contact Broadspire (1-800-753-6737); Contact Jennifer Rindahl/DEN 720-286-2449; contact VISA - 1-800-847-2911 or <a href="http://www.visa.com/eclaim">http://www.visa.com/eclaim</a>
Personal vehicle used on business	CH will reimburse the amount of the deductible carried on the employee's policy up to \$500 whichever is less	Contact Jennifer Rindahl/DEN (720-286-2449); contact client; contact Broadspire (1-800-753-6737)

Details for reporting a claim on the CH2M Hill VO are accessed by going to the VO home page and clicking:

GLOBAL ENTERPRISE SERVICES/INSURANCE & BONDING/CLAIMS REPORTING

HOW DO I REPORT A CLAIM TAB or access the following URL:

<https://www.int.ch2m.com/intrnl/voffice/corp/insurance/claims/report.asp?Menu=menu3h>



**Insurance & Bonding**

**How Do I Report a Claim?**

Domestic

Definitions of Physical Damage and Auto Liability

Physical Damage = Comprehensive and Collision – damage to the vehicle the CH employee is driving. CH2M Hill has Liability coverage for any auto – our policy will respond on either a primary or excess basis.

Auto Liability = Liability to others due to Bodily Injury and/or Property Damage.

Auto accidents prior to 5/1/11 – complete Automobile Loss Notice [form](#) and report to Zurich; form on the YO, (GLOBAL ENTERPRISE SERVICES/INSURANCE AND BONDING/CLAIMS REPORTING/HOW DO I REPORT A CLAIM/BUSINESS AUTO-ALL).

Phone: +1 (877) 246-3478 or +1 (800) 987-3373  
Fax: +1 (877) 962-2567

Accidents that occur after 5/1/11, follow reporting instructions below.

Business Auto-Owned by Leasing Company, Rental Agency, for Physical Damage

**Initial Report:** Employee involved in auto accident reports claim as soon as possible, per instructions in Special Reporting Section, to owner of vehicle (i.e., Enterprise, Hertz, Budget, ARI, etc.)

**Copy:** Jennifer Rindahl/DEN/Legal & Insurance Department

**Backup:** Carol Dietz/DEN/Legal & Insurance Department

**Copy:** Broadspire involving any injury or damage to a third party; you will need to call in the claim using the 1-800 number below and advise this is an auto claim involving a rental agency vehicle.

**Insurer:** Greenwich Insurance Co (an XL company)

**TPA:** Broadspire

**Phone:** 800-753-6737 (telephonic reporting for all auto claims, manned 24/7, 365 per year)

**For Personally Owned Vehicles (POVs):**

CH2M HILL does not provide auto insurance for POVs, it is responsibility of the owner. If you are in a vehicle accident conducting company business, contact the police as above, supervisor, and 911 or CH2M HILL’s occupational nurse/physician as stated above. Complete a HITS report. Contact Jennifer Rindahl/DEN for assistance for meeting personal insurance deductibles (up to \$500) with proof of insurance and deductible.

If using your POV for extended project use, notify the PM to make sure a rental car is not needed. Check your insurance policy for guidance on using the POV for business use.

**Additional Resources:**

[Claims Resource Manual](#)



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**WORKING ALONE PROTOCOL  
CALL - IN CONTACT FORM**

Date of site work: \_\_\_\_\_ Expected start time: \_\_\_\_\_

Name of CH2M HILL employee in the field: \_\_\_\_\_

Name of CH2M HILL employee responsible to receive contact:

Client Emergency Contact (if any):

CH2M HILL employee's contact numbers:

Radio # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Address and Location of work: \_\_\_\_\_

Directions/Map:

Planned Activity: \_\_\_\_\_

Specified Frequency and time for call in: \_\_\_\_\_

Time

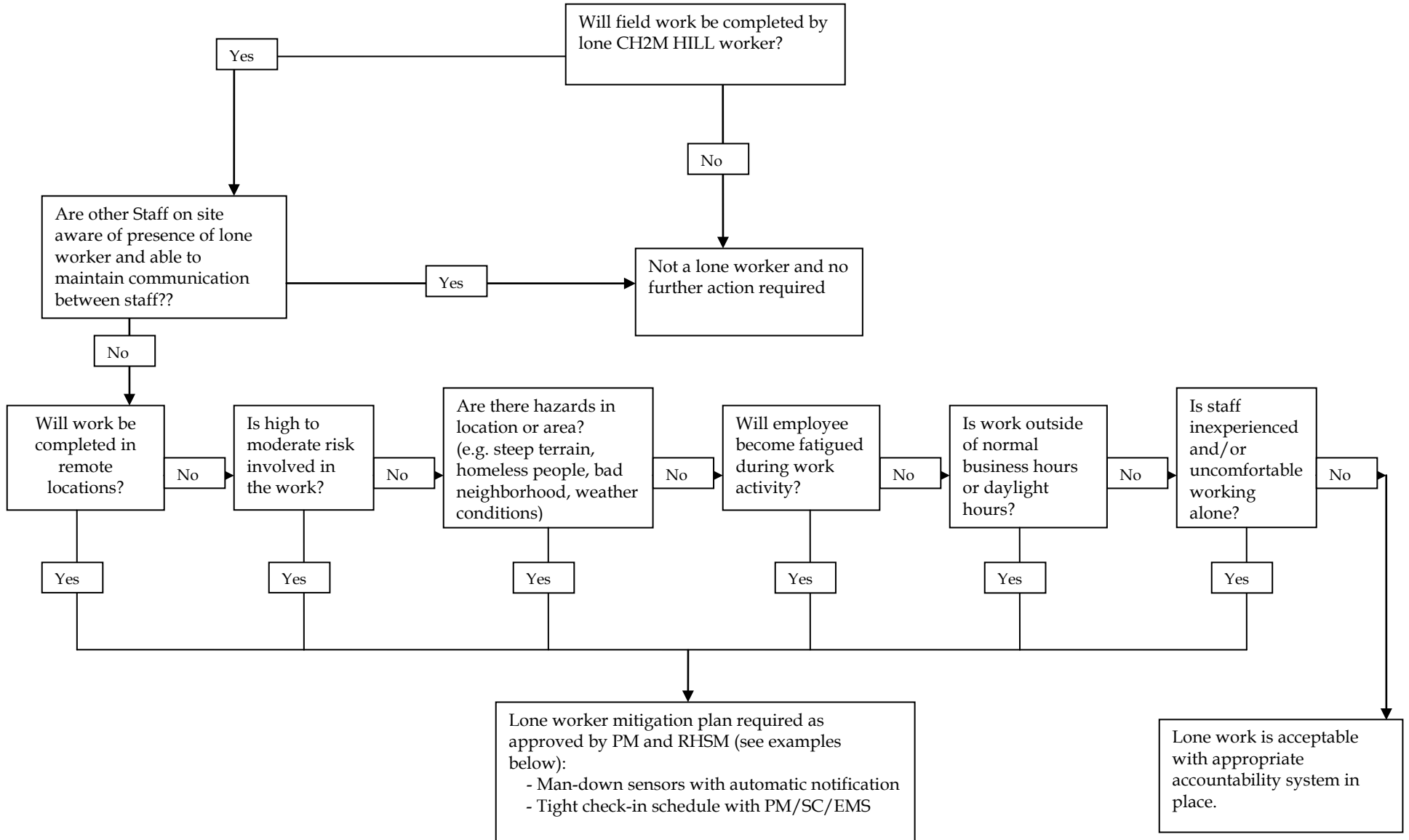
Verified

Location

If lone worker fails to call in at specified frequency/time:

- 1) Call worker's radio and cell to determine if an emergency exists.
- 2) If no reply, immediately call Client security/emergency service if there is one at the site.
- 3) If there is no client security call Emergency Services (911). Inform the dispatcher there is a lone worker that cannot be contacted and there may be an emergency on site. Provide the lone worker's name, their last known location, and your contact information.
- 4) After Emergency Services have been contacted, call the other emergency contacts, Project Manager, and Responsible Health and Safety Manager.

# Lone Worker Protocol



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# **CH2M HILL HEALTH AND SAFETY PLAN**

## **Attachment 7**

### **Observed Hazard Form**

**OBSERVED HAZARD FORM**

Name/Company of Observer (*optional*):

Date reported: \_\_\_\_\_

Time reported: \_\_\_\_\_

Contractor/s performing unsafe act or creating unsafe condition:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Unsafe Act or Condition:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Unsafe Act or Condition:

**Name of CH2M HILL Representative:**

\_\_\_\_\_

Corrective Actions Taken: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Safety Committee Evaluation: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# **CH2M HILL HEALTH AND SAFETY PLAN**

## **Attachment 8**

### **Stop Work Order Form**

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**CH2MHILL**

# Stop Work Order

**REPORT PREPARED BY:**

Name:	Title:	Signature:	Date:

---

**ISSUE OF NONPERFORMANCE:**

Description:	Date of Nonperformance:

**SUBCONTRACTOR SIGNATURE OF NOTIFICATION:**

Name:	Title:	Signature:	Date:

---

*\* Corrective action is to be taken immediately. Note below the action taken, sign and return to CCI.\* Work may not resume until authorization is granted by CH2M HILL Constructors, Inc. Representative,*

**SUBCONTRACTOR'S CORRECTIVE ACTION**

Description:	Date of Nonperformance:

**SUBCONTRACTOR SIGNATURE OF CORRECTION**

Name:	Title:	Signature:	Date:

---

# **CH2M HILL HEALTH AND SAFETY PLAN**

## **Attachment 9**

### **Agency Inspection Target Zero Bulletin**

# TARGET ZERO Bulletin

## Subject: HSSE Agency Inspections (OSHA, EPA, DOT, State Health Department)

### Do you know what YOU would do if an agency inspector arrived at your site unannounced?

Recently, a State Occupational Safety and Health Administration (OSHA) inspector made an unannounced visit to one of our Federal project sites. OSHA, U.S. Environmental Protection Agency (EPA), and authorized state or local agencies have authority to inspect any facility that is subject to health, safety, and environmental legislation. Inspections may be announced or unannounced. This particular inspector indicated that the project was targeted for an inspection because the work was funded by the American Recovery and Reinvestment Act (ARRA).

Enterprise Standard Operating Procedure (SOP) HSE-201, *Agency Inspections and Communications*, describes the responsibilities, procedures, and requirements associated with inspections conducted by external regulatory agencies, as well as the methods for communicating information to key individuals. This Target Zero Bulletin is a brief summary of what to do in the event of an agency inspection at your site. Refer to the SOP for more specific guidance.

### Notification of Inspections

- If the inspection is an announced regulatory agency inspection, the Project Manager (PM) should notify the Responsible Health and Safety Manager (RHSM) and Responsible Environmental Manager (REM) well in advance of the inspection.
- If an unannounced agency inspector visits one of our projects, Field personnel must immediately notify the project Emergency Response Coordinator (ERC). Typically the ERC is the Safety Coordinator (SC).
- The **ERC must immediately notify the RHSM/REM**, as appropriate, of unannounced inspections, or designate someone to call the RHSM/REM. The RHSM/REMs can provide guidance to the field staff and PM.

### Inspector Credential Verification

- Upon arrival, the ERC must request the inspector to provide official credentials. Record the inspector's name and office phone number or obtain the inspector's business card.
- The inspector shall sign the visitors log and be given a site-specific health, safety, and environmental protection briefing.
- The inspector shall meet any site access requirements associated with security clearances, specialized training, and medical monitoring. The CH2M HILL representative shall verify that the inspector possesses these requirements; access will only be granted to those areas where appropriate access requirements are met. Some inspectors have the authority to gain access to any work area at any time, such as an inspector with a search warrant. In these cases, we can stop work operations as necessary to protect the safety of the inspector(s).

### Opening Conference

- The CH2M HILL Project Manager, ERC, RHSM, or REM, and the inspector shall determine attendees for the opening conference. The RHSM (for OSHA and other worker health and safety inspections) or REM (for environmental inspections) shall join the opening conference via conference call.
- The inspector shall inform CH2M HILL of the purpose of the inspection and provide a copy of the complaint, if applicable.
- The inspector shall outline the scope of the inspection, including employee interviews conducted in private, physical inspection of the workplace and records, possible referrals, discrimination complaints, and the closing conference(s).

### Requests for OSHA Logs

- An OSHA inspector may request to review the project OSHA Injury/Illness log, better known as the OSHA 300 Log. Contact your RHSM for assistance in obtaining the OSHA 300 Log.



- 
- Field projects with a continuous duration of one year or longer are considered to be separate establishments and are required to maintain an OSHA 300 log specific to the project. The project OSHA 300 log should be maintained onsite and kept current.
  - Recordable injuries and illnesses sustained on field projects less than one year in duration are maintained on the CH2M HILL office log where the injured employee is based.

### **The Inspection**

- The scope of the inspection shall be limited to that indicated by the inspector in the opening conference. The inspector shall be escorted to relevant areas only. The ERC or other designated by the RHSM or REM must accompany the inspector during the inspection.
- Ensure that the inspection is limited to the scope that the inspector disclosed during the opening conference. The ERC should always take notes which identify: areas inspected, machinery or equipment and materials examined, employees or other persons interviewed, and photographs taken by the inspector.
- The inspector will observe safety, health, and environmental conditions and practices and document the inspection process. The inspector may also take photos and instrument readings, examine records, collect air samples, measure noise levels, survey existing engineering controls, and monitor employee exposure to toxic vapors, gases, and dusts.
- CH2M HILL should gather duplicate information (photographs, readings, samples) in the same manner and condition as the inspector. If the equipment needed to take duplicate samples is not onsite, ask the inspector if the sampling can wait until the equipment is available. If samples are taken, request a description of the tests that the agency intends to perform on the samples and request results as soon as they are available.
- Employees may be questioned during the inspection tour. The employee can refuse to speak to an inspector, can speak to the inspector with a company representative (including management) present, or can speak to the inspector privately. It is CH2M HILL policy that employees who wish to speak to the inspector are not discriminated against, intimidated, or otherwise mistreated for exercising their rights during compliance inspections.
- Copies of documents should not be provided to the inspector without the approval of the RHSM or REM or Legal Insurance Department (LID). **DO NOT** voluntarily release documents. Respond only to inspection team requests.
- During the course of the inspection, the inspector may point out violations. For each violation, the CH2M HILL representative should ask the inspector to discuss possible corrective action. Where possible, violations detected by the inspector should be corrected immediately and noted by the inspector as corrected.
- For those items which cannot be corrected immediately, an action plan shall be formulated for timely correction. In any instance, employees exposed to hazards shall be removed from the area.

### **Closing Conference**

After the inspection, a closing conference is normally held as follows:

- The CH2M HILL PM, ERC, RHSM or REM shall be involved via conference call in the closing conference, at a minimum;
- The inspector shall describe the apparent violations found during the inspection and other pertinent issues as deemed necessary by the inspector. CH2M HILL shall be advised of their rights to participate in any subsequent conferences, meetings or discussions. Any unusual circumstances noted during the closing conference shall be documented by the ERC;
- The inspector shall discuss violations observed during the inspection and indicate for which violations a citation and a proposed penalty may be issued or recommended;
- The ERC shall request receipts for all samples and approved documents photocopied by the inspector, request a photocopy of the inspector's photograph log, and request a copy of the final inspection report; and
- Any documentation from an agency inspection must be transmitted immediately to the RHSM or REM, and LID.

**Unannounced regulatory agency inspections may happen at any time on our projects -**

**Get your RHSM/REM and PM involved immediately if an Inspector arrives.**

# **CH2M HILL HEALTH AND SAFETY PLAN**

## **Attachment 10**

**Completed CH2M HILL AHAs**

# **CH2M HILL HEALTH AND SAFETY PLAN**

## **Attachment 11**

### **Material Safety Data Sheets**