

**NNL07186436R**  
**ATTACHMENT L-1**  
**ADDITIONAL SAFETY AND HEALTH PLAN INSTRUCTIONS**

Additional Safety and Health Plan Instructions - The offeror shall submit a detailed safety and occupational health plan, which shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract. The offeror's safety and health plan shall address how the company implements the safety and health plan internally as well as how these requirements are effectively implemented in any subcontracts. This plan, as approved by the Contracting Officer, will be included in any resulting contract. The Contractor shall continually update the safety and health plan when necessary. As a minimum, the plan shall address the items required in NFS 1852.223-73, Safety and Health Plan, and the following areas:

- A. Contract Identification - Provide contract number, period of performance and identification of all option periods and a brief summary of the scope of work.
- B. Points of Contact and Responsibility - Provide organizational flowchart, including the area responsible for safety. The safety organization shall include identification of the Contract Manager and the Safety Representative, and describe responsibilities of each employee in the safety organization.
- C. Safety Regulations - Provide a statement of compliance to applicable OSHA, Federal, State, Local, and Langley Research Center Safety Regulations.
- D. Accident, Injury, and Close Call Reporting and Recordkeeping - Address process for immediate reporting of all serious accidents, injuries, and close calls to the NASA LaRC Safety Office at 757-864-7233. Identify the process for initiating and maintaining appropriate records concerning accidents, injuries and close calls, including the investigation process, implementation of corrective actions to prevent recurrence, and compliance with the recordkeeping requirements of OSHA 29 CFR 1904. Submission of documented accident, injury and close call reports shall provided to the NASA LaRC Safety Office within 24 hours of the accident, injury or close call.
- E. Quarterly Safety Report - Provide a statement and schedule of compliance for submission of quarterly safety reports to the LaRC Safety Officer. The Quarterly Safety Reports submitted by the contractor shall include the hours worked on the contract and the number of fatalities, lost time cases, OSHA recordable incidents and first aid cases which have occurred during the past quarter (if total performance is less than ninety days, then during the contract's period of performance).

NOTE: The NASA LaRC Safety and Facility Assurance Office (SFAO) has developed a web-based system entitled "Contractor Monthly Accident Reporting" (CMAR) located at <http://cmar.larc.nasa.gov/login.cfm>. If you choose to submit your information electronically via CMAR, no additional hard-copy Reports are required. Please contact the responsible NASA official identified at the site for additional information regarding access to the system.

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- F. Notice of Violations - Describe the response process to any Notice of Violation (NOV) issued for safety violations to the Contractor or its subcontractors. The response process shall address the following: cause for violation; mitigation of impact, if applicable; planned prevention of recurrence; timing of response to ensure compliance within LaRC's three working day response time requirement; and the process for delivery of the response to the issuer of the NOV.
- G. Subcontractor Compliance - Address how the prime contractor ensures subcontractor compliance to the approved Safety Plan.
- H. NASA LaRC Lockout/Tagout System - Describe plan for compliance with LPR 1710.10, "Safety Clearance Procedures (Lockout/Tagout)" located at <http://ldms.larc.nasa.gov/procedures.html>.
- I. Ionizing and Non-Ionizing Radiation - Describe employee awareness training of radiation symbols and when they are used. (Reference LPR 1710.5 and LPR 1710.8 located at <http://ldms.larc.nasa.gov/procedures.html>.)
- J. Potentially Hazardous Materials (LPR 1710.12) - Describe employee awareness training for LaRC's hazardous materials program. (Reference LPR 1710.12 located at <http://ldms.larc.nasa.gov/procedures.html>.)
- K. Hazardous Communications Program - Describe the hazardous communications program as defined in 29 CFR Part 1910.1200. Include process for compliance with and updating of Material Safety Data Sheets (MSDS) for each chemical, oil, lubricant, solvent, etc., used on the job-site.
- L. Bloodborne Pathogens - Describe blood-borne pathogen awareness training program.
- M. Asbestos Awareness - Describe asbestos awareness training program.
- N. Other Safety Considerations - Identify any other safety considerations unique to the performance of this contract.
- O. Safety Meetings - Identify plan for conduct of regular safety meetings in accordance with LaRC Policy as described in LPR 1740.3, "Facility Safety Head and Facility Coordinator Guide" located at <http://ldms.larc.nasa.gov/procedures.html>.
- P. Confined Space Entry - Describe plan for training personnel in confined space entry and obtaining a Confined Space Entry Permit. Describe process for initial and hourly readings in accordance with 29 CFR 1910.146.
- Q. Employee Safety Training, Certification and Programs - Provide detailed information on employee safety training, certification and programs. Describe types of safety training required per duties performed, parties responsible for certification, and provide

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an outline of applicable regulations. Describe safety programs and how the programs emphasize safety and motivate employees to be safety conscious.

- R. Hazardous Operations - Identify hazardous operations involved in performance of the contract and provide a plan for apprising employees of all hazards to which they may be exposed. Include the qualification standards for personnel involved in the hazardous operations.
  
- S. Crane Certification - Describe process for ensuring that all mobile/truck-mounted cranes brought on site by the prime or subcontractors have a current "Annual Certification of Load Test." Include crane location identification for crane certifications to facilitate inspections upon request by NASA Inspector or Office of Safety and Facility Assurance employees. Address the process by which the contractor and subcontractors notify the Office of Safety and Facility Assurance (757-864-5594 or 864-7233) that a mobile/truck mounted crane is being or has been brought onto the Center.
  
- T. Scaffolding - Describe plan to ensure scaffolding designed, constructed and assembled in accordance with 29 CFR 1926.450 through 454.
  
- U. Excavations and Trenching - Define process for obtaining a "Digging Permit" and ensuring compliance to applicable OSHA standards at 29 CFR 1926.650-652 when performing surface penetrations of 6 inches or more.
  
- V. Fall Protection - Address requirements for fall protection systems and compliance with 29 CFR 1926.500 through 1926.503, which defines the types of fall protection devices and systems.
  
- W. Personal Protective Equipment - Describe personal protective equipment program and usage requirements in accordance with 29 CFR 1926 Subpart E.
  
- X. Hot Work Permit - Describe process for obtaining Hot Work Permits from the Fire Department, and location of approved and posted Permit. Address process for written deviation or waiver requests to be submitted for approval by the LaRC Fire Chief.