

 <b>HAMPTON ROADS TRANSIT</b>  <b>POLICY AND PROCEDURES MANUAL</b>	NUMBER	EFF. DATE
	SAF-122 Rev 0	6/30/2022
SUPERSEDES SAF-122 Rev 0 2/1/2022		
RESPONSIBLE DEPARTMENT <b>Safety Department</b>	KEY SUBJECT <b>Contractor Safety</b>	
TITLE <b>Contractor Safety Manual</b>		
APPLIES TO <b>All HRT Contractors</b>	APPROVAL(S) <b>Sciortino, Harrell</b>	

## Purpose

The Contractor Safety Manual outlines accountability and safety responsibilities of Hampton Roads Transit (HRT) contracted staff.

The HRT Contractor Safety Manual provides guidance to be utilized by HRT contractors to:

- Understand their responsibilities while working on HRT property
- Heighten the level of safety awareness among their employees
- Prevent, to the fullest extent possible, injury and illnesses
- Report and mitigate any identified hazard or unsafe work practice
- Comply with all federal, state, and local safety regulations

**IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE COMPLIANCE WITH THE HRT CONTRACTOR SAFETY MANUAL AND ALL APPLICABLE SAFETY STATUTES, REGULATIONS, ORDINANCES, RULES, STANDARDS, ETC. IN EFFECT AT THE TIME WORK IS PERFORMED. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ITS EMPLOYEES, SUBCONTRACTORS, SUPPLIERS, MATERIALMEN, AGENTS AND/OR ASSIGNS.**

## Scope

The applicability of the HRT Contractor Safety Manual to the individual contractor is based on the overall scope of the project type and services that will be executed on HRT property. This Contractor Safety Manual does not apply to contractors who provide administrative and professional services or contractors that provide services remotely; many requirements listed will only apply to contracted construction projects. However, it is important for each contractor to read and understand their individual responsibilities related to this manual. It is not possible to address all the specific safety-related responsibilities of contractors in a manual of this type; the reader should therefore reference all relevant documents such

In this document, the term "Contractor" shall mean those entities that have contracted either directly or indirectly (i.e, subcontractors) with HRT to perform services related to the property, facilities, or buildings owned or leased by HRT.

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## **Accountability and Responsibilities**

### **Contractor Requirements and Responsibilities**

HRT contractors are responsible for promoting the safety of customers, employees, property, and the public who encounter HRT's transit services. Each contractor shall comply with all safety, fire, and security policies, procedures, and safe work practices, as well as any other appropriate safety or security procedures specified within this document and the project contract. In the event of any discrepancy between the Safety Manual and any federal, state or local safety law or regulation, the federal, state or local safety law or regulation shall control.

Contractor responsibilities include, but are not limited to, the following:

- Each contractor shall conduct all work in accordance with the project rules and regulations.
- Prior to the start of daily work, or if the project site and/or conditions change, each contractor employee shall attend a pre-construction meeting that acknowledges they have inspected the project site, have become familiar with the site limitations and the conditions under which the work will be performed, and has made all allowances for such conditions.
- The Contractor Project Manager, Foreman, Supervisor, and/or Crew Leader is responsible to attend any required meetings associated with the execution of the project to include track allocation meetings or pre-planning meetings.
- The contractor shall conduct daily safety talks, job safety briefings, or on-site briefing prior to start of work.
- If at any time during the performance of your contract, you cannot fully comply with the HRT Contractor Safety Manual and/or any applicable federal, state, or local safety law or regulation, you must immediately cease all work until compliance can be achieved. Failure to fully comply with the HRT Contractor Manual or any applicable safety law or regulation may be considered an immediate and material breach of your contract and may result in termination of the same. Specific procedures may be deemed necessary for the contractor's activity on site (including environmental protection and housekeeping).
- The contractor's Superintendent and/or designated Safety Representative shall be on the site to monitor the work of their subcontractors and whenever the sub-subcontractors are working on site.
- When project related deficiencies or discrepancies are identified, HRT will advise the responsible contractor of the condition verbally and obtain a date from that contractor by which the condition will be abated (to be no more than 24 hours).

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## **Compliance with Required Safety Programs and Federal, State, and Local Requirements**

All contractors for HRT must comply with applicable rules, regulations, and requirements of Virginia Occupational Safety and Health (VOSH), Virginia Department of Transportation (VDOT), Federal Transit Administration (FTA), HRT, and local municipalities. VOSH distinctly holds Virginia employers and contractors responsible for complete compliance with the provisions of the VOSH Program (Standard Number 1952.21). VOSH standards, the general duty clause and all other specific regulatory standards are applicable to, and must be adhered to by, HRT and its contractors. Safe behaviors and practices are required on all jobs and during all work-related activities. Failure to work safely could affect the offending individual, coworkers, the environment, or HRT assets. The Safety Department is authorized to stop unsafe work practices, if necessary, until risks of injury or illness are adequately mitigated. Contractor personnel who violate site safety requirements will not be considered qualified to perform the contracted services or work and as such, will be denied site access. Contractors who fail to control personnel actions regarding safety shall have their contract terminated.

Applicable VOSH, federal, state, and local safety requirements include, but are not limited to:

- Have VOSH-compliant programs in place as applicable to the work required by the contract.
- Include documentation of required programs as part of the contract submission process.
- Ensure that its employees comply with HRT and VOSH regulations, rules, and procedures.
- Submit VOSH-compliant certifications for all of its personnel as required by the contract.

As required by federal guidelines, procurement procedures require HRT contractors who perform safety sensitive duties be compliant with a drug and alcohol testing policy in accordance with 49 CFR Part 40 and Part 655. Applicable Drug and Alcohol requirements under 49 CFR Part 40 and Part 655 to include, but not limited to, the following:

- HRT contractors who perform safety sensitive duties are required to be compliant with a drug and alcohol testing policy in accordance with 49 CFR Part 40 and Part 655.
- HRT contractors should immediately notify their direct supervisor of any occurrence in which another contractor is witnessed using drugs or alcohol on HRT property.

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## **Electronic Devices**

Contractors are prohibited from using personal electronic devices (audio or video to include cell phones, smart phones with music players, smart watches, and cameras) while performing safety sensitive duties. The use of any unauthorized electronic devices while operating machinery, rolling stock, train control equipment and nonrevenue vehicles are prohibited. The use of Bluetooth, wireless or wired headphones or similar devices that may impair hearing is strictly prohibited while working on HRT property. All electronic devices must be silenced and out of sight while performing safety sensitive duties. Electronic devices can be used while on a break and in a safe area. In the event of an emergency where access to an HRT radio is unavailable cellphones are permitted to contact emergency services, the Radio Communication Center, Operations Control Center, Project Manager, Safety and Security Departments. Cellphone use and electronic devices are permitted on the operating right of way for the performance of duty as a reference, inspection, and investigative tool. Contractors must ensure they are positioned in a safe area to minimize the risk of injury.

## **Project Manager/Foreman/Supervisor/Crew Leader Responsibilities Include:**

- Implementing and enforcing the Site-Specific Work Plan (SSWP) for all assignments within their scope of work.
- They shall be held responsible for the overall safety of the employees under their supervision.
- They shall set a good example by complying with the SSWP and performing all duties in a safe manner.
- Be knowledgeable of the SSWP and any applicable federal and state regulations and capably implement them in the work environment.
- Be knowledgeable in proper safety practices that pertain to the work to be performed and the environment in which it is to be performed.
- Ensure all employees under their supervision are adequately trained, certified, and qualified to perform their jobs prior to commencing work.
- Be capable of identifying unsafe acts, unsafe conditions and implement immediate corrective action(s).
- Ensure that their employees are trained on the use of Personal Protective Equipment (PPE), issued the appropriate PPE for the job tasks and utilized by the employees to perform their duties.
- Ensure that first aid supplies and emergency equipment are immediately available at the worksite, that there is someone within the crew who is trained in first aid, and there is a means of communication to obtain professional emergency response personnel if needed.
- Ensure that their employees are trained in procedures to reduce and control employee exposure to bloodborne pathogens during normal and emergency conditions.

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- Ensure that when hot work is scheduled on any HRT facility an operational fire extinguisher is present at the worksite and staff is trained on the use of fire extinguishers.
- Notify 911 when there is an emergency that requires immediate medical attention or emergency response.
- Investigate all safety and/or security events, complete the necessary paperwork in a timely manner, and submit it to the proper personnel for review and disposition.

### **Site-Specific Work Plan (Contractor to provide)**

HRT Contractors are required to have a written, Site-Specific Work Plan (SSWP) in accordance with their contract, which addresses the services or work to be performed under such contract. Prior to contractors receiving their Notice to Proceed (NTP), the HRT Project Manager and Safety Department will review and approve the SSWP and associated SOP. The SSWP provides a means through which the Contractor will accomplish the administration and implementation of project and contract specifications. Minimum requirements for the SSWP are delineated on page 14 of this document.

### **Safety Event and Hazard Reporting**

All HRT Contractors are responsible to report all events (accident, incident, occurrence) to the responsible HRT Project Manager who will notify the Safety Department. In some cases, the contractor will be the sole authority responsible for investigating those events that are reported to the National Transit Database (NTD). Final investigation reports conducted by the contracted staff must be shared with the HRT Safety and Risk Management Department. Contractors must work with the Safety Department to ensure that all safety events are managed in accordance with HRT policy SAF-100 Accident Incident Reporting-Investigation Policy.

All hazards must be reported to the HRT Safety Department. HRT encourages all contractors to report unsafe conditions, safety concerns and suggestions to maintain workplace safety. HRT Anonymous Safety hotline (757) 222-6161 is a third party recorded line where hazards can be reported anonymously. Hazards are reviewed, assessed, and assigned a risk rating. The Safety Department, in coordination with the Project Manager and applicable staff, will investigate all reports of unacceptable hazards. Unacceptable hazards identified on the Light Rail mode are investigated and reported to VDRPT. All hazards, including those that do not rise to the level of "unacceptable", will be tracked on applicable HRT Safety Department logs and tracked to closure.

### **Confined Space**

When project scope includes the probability that contracted staff will enter a confined space, HRT requires that the Contractor submit a Confined Space Plan, in addition to the SSWP, prior to performing work. This plan should be submitted with, or as part of, the SSWP and must include information related to how the Contractor will adhere to VOSH

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confined space requirements (which may have unique standards). Additionally, the Contractor will be responsible for submitting a Confined Space Entry Permit that will be reviewed and approved by the HRT Project Manager and Safety Department prior to confined space entry. A permit must be completed, reviewed, and approved by the Safety Department each time a confined space entry is required.

## **Welding-Cutting-Brazing**

It is required that the Contractor follow the requirements delineated 29 CFR Part 1910 subpart Q, and review the HRT policy SAF-107 Welding, Cutting, and Brazing Policy, when project scope includes the probability that contracted staff will perform welding, cutting, and/or brazing activities. This policy meets OSHA requirements and establishes HRT's safety requirements for performing welding, cutting, and/or brazing work, including fire watch, PPE, proper storage, inspections, training, safety precautions, and permitting. The HRT Project Manager and Safety Department will coordinate to ensure work practices related to welding, cutting, and brazing are in accordance with OSHA regulations, and that appropriate permitting has been attained.

## **Safety Training**

Contractors are required to ensure that appropriate training is provided to each employee relative to the scope of work defined within the project contract. Contractors should ensure all employees under their supervision are adequately trained, certified, and qualified to perform their jobs prior to commencing work; this includes ensuring all employees are trained in general safety and health work practices and emergency procedures including emergency response, communication, and evacuation. Contractor training records should be made available to HRT upon request.

## **On-site Briefings and Job Safety Briefings**

HRT requires that On-site Safety Briefings or Job Safety Briefings (JSB) must be held daily for each shift, at a minimum, to ensure that employees are aware of current job site conditions. The On-site Safety Briefing form is used while working on the Tide alignment must be completed entirely prior to commencing work then submitted to the Rail Operation Control Center at the end of each workday. Job Safety Briefings should be site specific and include information that details the job/task that is being completed. The contractor may choose to utilize their own JSB form, or the JSB form found on page 18. Each employee working at the site should participate in a JSB or the on-site briefing prior to commencement of work for the day. The contractor is responsible for conducting, documenting, and retaining signature confirmation of employee understanding from each employee in attendance. JSB documentation should be made available to HRT upon request for verification of compliance with this requirement.

Additional JSBs may be required as work site conditions change. These changes may include, but are not limited to, the following:

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- Working environment changes
- Location change
- Equipment changes
- Tool changes
- Changes in required PPE
- Weather changes
- Employee shift change
- Introduction of newly identified hazard(s)
- Upon realization that employees are not adhering to site safety protocols
- As requested by employee

### **Track Access/Track Allocation (as required)**

Contractors have primary responsibility for developing and implementing their own safety programs with the concurrence of the Project Manager and HRT Safety Department. HRT contractors working within, or adjacent to, (if work has the potential to access the HRT Right of Way (ROW)) HRT controlled property are monitored to ensure compliance with HRT established rules and procedures. Contractors are required to follow the requirements that are delineated within the Rail Operations Standard Operating Procedure OPS-LRTP 101.13 Work Performed on the Tide Right of Way.

Contractors are responsible for following HRT's Track Allocation requirements to submit a work permit including a detailed work plan for approval prior to accessing the ROW. Contractors are also required to attend Track Allocation meetings weekly while work is in progress. Once approved, the temporary work permit will be provided to the contractor, who must make it available at the work site to confirm permission to occupy the ROW. Requestors of the approved work permit are responsible for ensuring that the designated flagger, Competent Person, and work crew members are fully aware of the work plan prior to reporting to the project site. Contractors are required to follow the requirements that are delineated within the Rail Operations Standard Operating Procedure OPS-LRTP 101.12 Permit Numbers and Track Allocation.

All communication with the Rail Operation Control Center when working on the Tide Right of Way must be completed via the radio channel. The Rail Operation Control Center will issue a radio to the flag person, any hi-rail vehicle operators and the Foreman/Superintendent of the Person in Charge. Prior to the contracted work crew being allowed to access the ROW to commence work, the HRT Rail Controller/Dispatcher must receive confirmation from the flag person that the track signs are properly placed and that all members of the crew are wearing appropriate PPE. Contractor flag person(s) are required to successfully complete track access training level I and II training and have in their possession a current qualification card. Contractors are required to follow the requirements that are delineated within the Rail Operations Standard Operating Procedure OPS-LRTP 103.03- Flag Person Duties.

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Contract personnel, who may be required to access the Tide light rail system right of way as part of the contract scope of work are required to take at a minimum Track Access Level I Training. Track Access Level II training will be provided to all contractors who are assigned to be flag person(s) within the work area. Any contractor who will be required to operate a hi-rail vehicle on the Tide operating right of way will be required to complete track access level I, II and III training or be accompanied by a qualified HRT pilot. Contractors are required to pass the Track Access Training course with a minimum of 85 percent before being certified. HRT contractors shall adhere to HRT's Track Access safety training when working within HRT ROW and/or if work has the potential to access the HRT rail system ROW. Recertification Track Access safety training is required on a yearly basis for any track access ID card holder who may access the ROW. It is the responsibility of the contractor to ensure their employees track certification is maintained. Track Access training provides an understanding of all safety components of the rail operating system, to include but not limited to:

- Safety requirements when assessing or working within the roadway.
- Protection for the public, safety devices, maintenance of traffic devices.
- Hazards of energized catenary, work area restrictions on the right of way.
- Procedure for communication with rail vehicle operators and Operation Control Center (OCC).
- Fouling the track - request track allocation from OCC.
- Procedures for placement and removal of work limits.

## **PERSONAL PROTECTIVE EQUIPMENT**

It is the responsibility of all HRT contractors to wear the appropriate forms of PPE, as defined by work procedures and safety policies, while performing their daily duties. It is the responsibility of all contractor supervisors and managers to ensure that all personnel under their supervision wear and use the appropriate PPE while performing their job duties.

Contractors should include detailed information within the project SSWP regarding the PPE requirements that are to be followed by employees working at the project site. PPE requirements should, at a minimum, meet those delineated within the Hampton Roads Transit PPE Policy, which has been developed to meet the requirements of 29 CFR 1910 Subpart I.

## **Hampton Roads Transit (HRT) Requirements and Responsibilities**

All HRT Project Managers serve as a technical expert regarding matters pertaining to the contracts they oversee and are responsible for monitoring the performance of a contractor in his/her performance of the contract including complying with the technical requirements of the contract with applicable federal, state, local, and HRT rules, regulations, policies, and procedures. HRT is committed to providing a safe and secure workplace for all its



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employees, contractors, and visitors, and is committed to maintaining the highest level of safety and health on construction job sites, without fear of reprisal.

## **HRT Review of Contractor Site-Specific Work Plan**

Upon receipt of the Contractor SSWP, the HRT Project Manager and Safety Department will perform a review and approval of the plan and associated operating procedures. If HRT has concerns and/or requires additional information related to SSWP content, HRT will provide comments to the Contractor. Upon acceptable resolution of outstanding comments/concerns, the Contractor will receive plan approval. In the event of changes to the project scope of work, HRT may require revisions to the original project SSWP to ensure all safety related conditions/requirements have been addressed based on scope of work changes. HRT will review all SSWPs and associated actions using the following criteria:

- Is the submitted Site-Specific Work Plan comprehensive?
- Does the plan include an appropriate description of the scope of work to be completed?
- Does the plan include safety requirements related to project elements that have the potential to introduce hazards?
- Does the plan appropriately describe job site safety requirements based on the scope of work?
- Are activities related to the identification, reporting, and correction of accidents/incidents/occurrences/hazards?
- Are appropriate personnel listed, responsibilities assigned, and contact information present?
- Are all responsible persons trained and certificates included in the safety plan as an attachment?
- Does the plan include requirements related to Track Access/Track Allocation?

## **HRT Contractor Work Site Inspections**

HRT may make frequent and regular inspections of each of the contractor work sites to ensure compliance with local, state, and federal safety regulations and the requirements of this manual. OCC observations are conducted to monitor radio communication, rail maintenance mechanical and safety issues reporting and response, safety event (accident/incident/occurrence) reporting and response, review of daily operating clearance and track access allocation schedules. In addition, Safety staff complete quarterly work zone safety observations. Each Safety staff member performs two (2) checks per quarter, on a rotating basis, of the various rail departments and contractors. During the work zone safety observations, the Safety Department reviews the onsite briefing process and ensures all sections of the form is accurately completed. Additionally, the Safety Department conducts random bi-weekly review of all completed on site briefing

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forms and any deficiencies are communicated with the appropriate department or contractor. The Safety Department conducts random review of red tag permits to verify compliance with the Lock-out/Tag-out process.

Observations and findings captured on checklists are tracked on appropriate Safety Department logs and shared with the HRT Project Manager, Safety Manager and CSO. If there are any major findings/safety critical violations during an observation or inspection, the project manager and contractor will be notified immediately. Safety requirements may include the need for corrective actions or the need for retraining of employees. Corrective actions are generated in conjunction with the project manager and contractor.

## **HRT Security Access Control Policies**

### **BADGES**

- Contractors who are issued an HRT contractor badge must have it in plain sight at all times.
- Upon completion or termination of contract work, the contractor will return any issued badges to the HRT Security Department.

### **TAILGATING**

- Contractors operating vehicles through facility entrances should not tailgate for any reason whatsoever.
- All contractors should stop and scan their badges or present their badge to the Security Guard.
- Contractors entering facilities should not closely follow another badge holder through open doors or gates. It is a violation of HRT security policy to leave doors in the open position.

### **DOORS/OPENINGS**

- Contractors should close, latch, and/or lock any doors and gates behind themselves while on HRT property during and when work is complete.
- Contractors should not enter an area if there is visible tampering or vandalism.
- Contractors should report findings to HRT Project Manager and security personnel for further investigation and permission to enter.

### **HRT ESCORT REQUIREMENT**

- Escort is required for entry into restricted areas
  - Contractor should contact the Rail Operation Control Center (OCC) or the Bus Radio Communication Center (RCC)
  - Contractor should request an escort
  - HRT staff will document escort name, contractor contact information and arrival time

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## Definitions

**Accident:** An event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause.

**Contractor:** The person or entity that has been awarded a Contract for goods or services.

**Corrective Action Plan (CAP):** a plan developed that describes the actions that a department or contractor of HRT will take to minimize, control, correct, or eliminate hazards, and the schedule for implementing those actions.

**Chief Safety Officer:** means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's Chief Executive Officer, General Manager, President, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

**Event:** accident, incident, or occurrence.

**FTA:** means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

**Hazard:** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

**Incident:** An event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency.

**Injury:** any damage or harm to persons that requires immediate medical attention away from the scene because of a reportable event. Agencies must report each person transported away from the scene for medical attention as an injury, whether or not the person appears to be injured.

**Occurrence:** An event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.

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**Policy Statement:** a statement establishing senior management commitment to continual safety improvement, signed by the executive accountable for the operation of the agency and the board of directors.

**Public Transportation Agency Safety Plan:** means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

**Safety Assurance:** means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

**Safety Management Policy:** a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

**Safety Management System (SMS):** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

**Safety Promotion:** a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

**Safety Risk Management:** a process within a Transit Agency's Safety Plan for identifying hazards, assessing the hazards, and mitigating safety risk.

**VDRPT-SSO:** The Virginia Department of Rail and Public Transportation (VDRPT) is Virginia's designated State Safety Oversight Agency (SSOA). 49 CFR Part 674 requires VDRPT to develop program rules and standards for the safe and secure operations of rail fixed guideway systems within Virginia.

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### **Cross Reference (documents)**

SAF-100 Accident Incident Reporting and Investigation Policy  
SAF-107 Welding, Cutting, and Brazing Policy  
OPS-LRTP 101.13 Work Performed on the Tide Right of Way  
OPS-LRTP 101.12 Permit Numbers and Track Allocation  
OPS-LRTP 103.03 Flag Person Duties

### **Cross Reference (codes, standards, regulations)**

29 CFR Part 1926  
29 CFR Part 1910  
49 CFR Part 40  
49 CFR Part 655  
49 CFR Part 673  
49 CFR Part 674

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## **CONTRACTOR SITE-SPECIFIC WORK PLAN**

Contractors should, at a minimum, include the following information in the Site-Specific Work Plan.

### *PROJECT DETAILS*

- *Name and ID#*
- *Address and Location (bus, train, station)*

### *MANAGEMENT STRUCTURE*

### *COMPETENT PERSONS*

- *Along with their project specific areas of expertise*

### *CREW SIZE*

- *Provide all necessary training certifications for each crew member*

### *SCOPE OF WORK*

- *The type of work you will be performing on-site, which can usually be copied from your written contract*

### *DESCRIPTION OF WORK*

- *Provide detail work specific activities, list of materials, equipment to include Hi-Rail vehicles and tools*

### *SITE SAFETY / SECURITY REQUIREMENTS*

- *Safety requirements specified by the project owner, construction managers or general contractors*
- *Security requirements specified by the project owner, construction managers or general contractors*

### *SAFETY ROLES & RESPONSIBILITIES*

### *ESCORT NEED*

- *Align with HRT Track Access/Track Allocation requirement*

### *SITE PREPARATION*

- *Access*
- *Mobilization*

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- *Staging*
- *Equipment*
- *Storage (if needed)*

#### **INSTALLATION**

- *Materials*
- *Pre-Installation Setup and Check*
- *Post Installation breakdown and Checks*

#### **TESTING REQUIREMENTS**

- *Calibration Certs - provide all calibration certifications prior to the use of all relevant equipment*
- *Equipment Inspection - provide a copy of all inspections along with the daily reports*
- *Measurements*
- *Testing result submitted - within 12hrs/24hrs after the test was performed*

#### **SAFETY REQUIREMENTS**

- *PPE and Other Safety Equipment*
- *Hazard Communication*
- *Accident & Injury Protection*
- *Construction Equipment Safety*
- *Emergency Action Plan & First Aid*
- *Fall Protection*
- *Traffic Management Plan (if needed)*
- *Welding, Cutting and Brazing Plan (if needed)*
- *Lock out Tag Out Policy (if needed)*
- *Lift Plan (if needed)*
- *Traffic Control Plan (if needed)*
- *Tree Removal Plan (if needed)*
- *Confined Space Plan (if needed)*

#### **JOB SITE REQUIREMENTS**

- *Work Zone Safety*
  - *Job Hazard Analysis (JHA)*
  - *Safety Meetings*

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- Attendance and acknowledgement of safety requirements daily using the job safety briefing
- Onsite briefing forms must be completed entirely and submitted to the Rail Operation Control Center daily
- *Track Access (All contractors accessing the Tide Right of Way must be track access certified and have their track qualification card in their possession when on site)*
- *Drawings Review*
- *Miss Utility*
- *Confined Space*

#### **SAFETY DATA SHEET PROCEDURES**

- *SDS and Chemical Lists*
- *The Chemical Purchaser must obtain an SDS for each new chemical ordered.*
- *Contractor is responsible for providing HRT Safety Department a copy of the SDS for each chemical that will be used on HRT property.*
- *The contractor will be responsible to maintain the SDS at their worksite for the duration of the project. SDS must be reviewed and approved for use on HRT property by HRT Safety Department prior to arrival at the worksite.*
- *HRT utilizes MSDS Online software where all current SDS are kept by location and organized by chemical name for employee access. SDS will be entered into MSDS Online software as required.*

#### **CONTINGENCY PLANS**

- *Weather*
- *Traffic*
- *Tree removal*
- *Overhead Obstacles*

#### **WORKSITE CONTACTS INFO**



## ON-SITE BRIEFING FORM (RAIL)



### HAMPTON ROADS TRANSIT

#### On-Site Job Briefing Acknowledgement *(All Sections must be completed entirely)*

HRT Temporary Work Permit #: \_\_\_\_\_  
 Daily Operating Clearance #: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of Flag Person/Lookout Person: \_\_\_\_\_
2. Name of Foreman (if applicable, if none select N/A): \_\_\_\_\_
3. Work Limits: Start and end catenary pole locations: \_\_\_\_\_
4. Light Rail Station Name (if applicable): \_\_\_\_\_

5. List equipment/tools that will be used in the work area  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Power Down Required: Yes:  No:

*Note: Ground straps will be applied by Systems Maintenance Personnel following red tag permit for all power down operation. Contractors/HRT personnel will be provided copy of red tag permit.*

7. Conditions  Trains on Adjacent Track,  High Winds,  Rain,  Fog,  
 Noise,  No Train Clearance (check all that apply)  Normal

8. Number of employees/contractors in work crew:   
 9. Are contractors accessing the track: Yes:  No:  if yes, how many? \_\_\_\_\_

10. Check the box to confirm you verified that all contractors/employees accessing the Right of Way have a valid track access qualification card or track access badge.

*Note: All contractors/employees without valid track access qualification will not be permitted to access the Right of Way. Flaggers/Look Out person requires track access level II qualification. Pilot/Contractor operating on track equipment requires track access level III qualification.*

11. Check the box to confirm you verified that the Flagger/Look out person will not be involved in the work.

12. PPE required to perform job task (Check all that applies)  Work Gloves  Safety Vest  
 Electrical Gloves  Safety Boots  Eye Protection  ARC Flash Suit  Hard Hat Other: \_\_\_\_\_

13. HRT Cellphone Policy reviewed with all personnel/contractors (no cellphones permitted on ROW).

14. An operational radio is in the possession of the foreman, all employees/contractors assigned as flaggers/look out, pilot/contractor operating on track equipment on the Tide Right of Way.

15. I understand all aspects of the track safety briefing and feel that I am adequately protected against trains and/or track equipment.

Each member of the work crew must print and initial below.

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> <li>7. _____</li> </ol> | <ol style="list-style-type: none"> <li>8. _____</li> <li>9. _____</li> <li>10. _____</li> <li>11. _____</li> <li>12. _____</li> <li>13. _____</li> <li>14. _____</li> </ol> |
|--|---|

Flag person/Look Out Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Foreman Signature (if none, select N/A): \_\_\_\_\_ Date: \_\_\_\_\_

## JOB SAFETY BRIEFING FORM (NON-RAIL)

<b>JOB SAFETY BRIEFING FORM</b>	
Complete with work crew at job-briefing before beginning work. Have all affected personnel sign-off in <b>Section 6</b> of this form.	
<b>(1) JOB INFORMATION</b>	
Company Name:	Date:
Job Number:	Job Name:
Project Manager/Supervisor Name:	
Name of Person Facilitating Briefing:	
<b>(2) EMERGENCY PROCEDURES (List Telephone Numbers and Attach Directions to the Site)</b>	
Are 911 systems functional with cell phone use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HRT Project PM/Cell No.:	HRT Safety Manager/Cell No.:
Evacuation Point:	
<b>(3) JOB/TASK FOR TODAY</b>	
<input type="checkbox"/> Working at Height > 4 Feet <input type="checkbox"/> Electrical <input type="checkbox"/> General Construction <input type="checkbox"/> Civil/Concrete/Masonry <input type="checkbox"/> Scaffolding <input type="checkbox"/> Plumbing <input type="checkbox"/> Paint <input type="checkbox"/> HVAC/Mech. <input type="checkbox"/> Heavy Equipment <input type="checkbox"/> Welding <input type="checkbox"/> Decommissioning <input type="checkbox"/> Other _____	
<b>(4) JOBSITE EXPOSURE</b>	
<b>Hazard Identification: Items checked below relate to existing conditions and/or may be a result of site operations:</b>	
<b>Physical Hazards</b>	<b>Health Hazards</b>
<input type="checkbox"/> Confined Space <input type="checkbox"/> Permit Required <input type="checkbox"/> Electrical <input type="checkbox"/> Elevation/Site Terrain <input type="checkbox"/> Falls from Elevations <input type="checkbox"/> Fire Hazards <input type="checkbox"/> Heavy Equipment <input type="checkbox"/> Struck by/Contact With <input type="checkbox"/> Overhead Work <input type="checkbox"/> Slips, Trips, or Falls <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Vehicle Traffic <input type="checkbox"/> Other	<input type="checkbox"/> Chemical Exposure <input type="checkbox"/> Cold Stress <input type="checkbox"/> EMI/RF/Radiological/Laser <input type="checkbox"/> Heat Stress <input type="checkbox"/> High Noise (>85 dBA) <input type="checkbox"/> Lifting Hazards <input type="checkbox"/> Silica Exposure (Concrete/Stone Cutting) <input type="checkbox"/> Biological Hazards: Animals, Avian, Insects, Microbiological, Etc. <input type="checkbox"/> Asbestos, Lead <input type="checkbox"/> Other
<b>(5) HAZARD CONTROL MEASURES</b>	
<b>PPE and Monitoring Equipment</b> <input type="checkbox"/> Fall Protection <input type="checkbox"/> Gloves <input type="checkbox"/> Hard Hat	<b>Permits:</b> <input type="checkbox"/> Confined Space: Is Permit Required? <input type="checkbox"/> YES    Obtained <input type="checkbox"/> <input type="checkbox"/> Electrical Work: Is a Permit, Outage, or

<input type="checkbox"/> Safety shoes/boots <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Safety Glasses/Goggles/Face Shield <input type="checkbox"/> Safety Vest: Class 1,2,3	Clearance Required? <input type="checkbox"/> YES    Obtained <input type="checkbox"/> <input type="checkbox"/> Welding/Hot Work/Burning: Is a Permit Required? <input type="checkbox"/> YES    Obtained <input type="checkbox"/>
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**(6) SIGNATURES** (Sign to Certify That Employees Below Have Received and Understand the Job Safety Briefing)(Mark all Employees with CPR/First Aid Training)

Name	Company	CPR/First Aid
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>
		YES <input type="checkbox"/>