

# Contracting



**C**ontracting for construction, services, design, and maintenance is one of the primary methods for meeting Naval Facilities Engineering Command's (NAVFAC) Mission in Hawaii. Therefore, the contracting community is a major component of the NAVFAC Hawaii Team. Contracts are awarded via a number of avenues by the command's acquisition department. Once awarded, our contractors work closely with the contracting officers and technical oversight personnel. Together, the team ensures that contracts and task orders are performed on schedule and within contract requirements.

From project planning, through acquisition, design, and construction, safety is an integral part of this procurement process. NAVFAC Hawaii personnel have received formal safety training appropriate for their role. NAVFAC contractors are proud to ensure compliance with contract specifications for personnel safety qualifications and safe practices during execution. Contract safety is a complex and sometimes difficult task, but is absolutely essential to the success of the entire NAVFAC Hawaii team.

# Policies & Procedures

## Operational Risk Management (ORM)

ORM is a Navy/Marine Corps term that requires each work phase to be planned out ahead of time with identification of hazards, the controls, and supervision required. ORM can take many forms, but all involve the five primary steps of identifying hazards, assessing risks, making risk decisions, implementing controls, and supervising.

## Specifications and Regulations

The Army Safety Manual EM 385-1-1 is a comprehensive set of safety standards applicable to all NAVFAC Hawaii contracts. The EM385 builds on, the Occupational Safety and Health Administration requirements of 29CFR1926. NAVFAC Hawaii contracts also include a safety specification section. This specification section should be reviewed carefully by contractor management and safety personnel.

## Accident Prevention Plan (APP)

The APP is the written document that defines how you are going to manage your safety program during the contract. The APP must be submitted and approved prior to the performance of any work. The outline for your APP can be found in Appendix A of the EM385.

## Activity Hazard Analysis (AHA)

AHAs are a form of ORM which are based on the specific phases of work and associated hazards. It is important that AHAs be living documents, reviewed and approved at the preparatory inspection meeting, revisited frequently as work progresses, and kept current with any updates or revisions that occur.

## Training & Indoctrination

Contractors must be aware of and comply with many safety training requirements. Training is mandatory in diverse areas such as extensive safety training for designated Safety Personnel, hazard specific training for designated Competent Person, training for workers using safety equipment, weekly safety meetings, and indoctrination of new employees or visitors.

## Designated Safety Personnel

Experience, training, and certification requirements for contract safety personnel are spelled out in the EM385 and the contract specifications, along with their duties and responsibilities. Safety personnel must be present during all job site activities.

## Competent Person (CP)

A CP is an individual designated in a particular area of safety expertise, who can identify hazards, and has authorization to take action to eliminate them. The contract specs and EM385 may call for a contractor to designate a CP in a variety of hazard situations, such as fall protection, or confined spaces.

## Mishaps & Incident rate

When a mishap does occur, it must be reported quickly and correctly. It is important that contractors clearly address the mishap reporting process in their APP, and comply with the specific requirements of Hawaii OSH, the EM385, and the contract specs. Mishap incident rates, along with overall safety assessment, can affect post contract performance ratings and selection for future contract awards.

## Design Build (DB)

Safety requirements for DB contracts are the same as those for Design Bid Build (DBB) contracts. While the Design Phase of a DB contract may not involve the extensive field hazards of the Construction Phase, field work done by Designers may still involve safety.



# Mission

Naval Facilities Engineering Command (NAVFAC) is the systems command that delivers and maintains quality, sustainable facilities, acquires and manages capabilities for the Navy's expeditionary combat forces, provides contingency engineering response, and enables energy security and environmental stewardship.

## Our Health and Safety program is dedicated to:

- Establishing a safety conscious culture throughout the command.
- Integrating Operational Risk Management (ORM) throughout all business lines and processes.
- Ensuring that safe facilities are designed and constructed
- Ensuring that facilities and equipment are maintained in a safe operating condition.
- Eliminating facility, public works, and contract-related injuries.

To learn more about the NAVFAC organization and its safety program, visit:

<http://portal.navfac.navy.mil>



To download the U.S. Army Corps of Engineers Safety Manual EM385-1-1, an iPhone app, and other helpful information for use on Government contracts, visit:

<http://www.usace.army.mil/CESO/Pages/Home.aspx>

# 2015 Targets



## Lock Out/Tag Out; Arc Flash

When applicable, contractors must follow a hazardous energy control plan, including provisions for lock out/tag out (LOTO) and arc flash protection. Workers must be trained and comply with the LOTO and arc flash requirements of the EM385 and NFPA 70E.

## Musculoskeletal Injury Prevention

Employees should receive training in the avoidance of all musculoskeletal injuries, and back sprains in particular. Supervisors should ensure that workers use safe lifting and reaching practices, and warm up as required prior to any exertions.

## Crane Safety; OSHA Crane Rule

Contractors must comply with the completely revised Occupational Safety and Health Administration (OSHA) Crane Rule, which was effective Nov. 8, 2010. Contractors must ensure that operators and riggers are properly licensed and certified, and that training for all employees on Weight Handling Equipment (WHE) is properly documented. Mandatory WHE inspections must be performed and documented. Lift plans should be prepared, reviewed, and approved.

## Safety Incentives

For a safety program to be successful, all hands must participate. One way to encourage worker involvement is through the recognition and reward of top safety performers. NAVFAC Hawaii highly recommends that contractors have a program in place to provide employees with incentives for good safety practices.

Updated by NAVFAC Hawaii on Dec. 7, 2015



# Contract Safety

**NAVFAC Hawaii Safety Office**

400 Marshall Road Bldg. 75  
Pearl Harbor, HI 96860-3139  
(808) 474-3953