

**NOTE: IF YOU ARE ALREADY JEA SAFETY QUALIFIED  
– YOU ARE NOT REQUIRED TO RESUBMIT THE  
FOLLOWING JEA QUALIFICATION FORMS**

RE: JEA Responsible Bidder's List

Dear Responsible Bidder:

JEA is committed to providing a safe and healthy workplace for its employees, contractor personnel, and subcontract personnel, suppliers and the general public. With that intent in mind, JEA will require contractors, including subcontractors, to become safety qualified at JEA for all future bids consisting of safety sensitive work, such as construction, maintenance and repair work. Contractors may qualify as part of the JEA Responsible Bidders List or at the time bids are advertised. Contractors must be safety qualified before their bid will be opened for any scope of work deemed to be safety sensitive. The Invitation for Bid will specify whether or not safety qualification is necessary for both contractors and subcontractors for that particular project.

In that you are a Responsible Bidder for JEA, you may take the time now to fill out the attached form to become safety qualified pursuant to JEA's safety criterion. Should you qualify now, this will preclude you from needing to qualify prior to any bid opening. Please take the time to fill out the attached qualification questionnaire and forward it to JEA.

Safety is a major criteria utilized in the selection of Contractors performing work for JEA. Please ensure all information submitted is accurate and complete. JEA's first process will be to ensure compliance with OSHA minimum standards; however, JEA's ultimate goal will be "ZERO ACCIDENTS".

**Thoroughly review all portions of the JEA Contractor Safety Management Process and return the completed safety qualification packet (Pages 4 through 8) with all required attached documentation, along with signature page 19, to:**

JEA  
Brenda Cooper  
21 West Church Street, CC-4  
Jacksonville, FL 32202

Telephone - (904) 665-6276  
Fax - (904) 665-4345

Thank you for your cooperation in this matter.

Sincerely,

John P. McCarthy  
Director Procurement Services  
Chief Purchasing Officer

# JEA CONTRACTOR SAFETY MANAGEMENT PROCESS

In 1995 JEA initiated a mission to improve safety for its employees, contractors, subcontractors visitors, and general public. The JEA Contractor Safety Management Process (CSMP) was developed to reduce incidents on JEA funded projects and ultimately achieve our goal of “Zero Injuries”. Internally, the JEA commitment to safety has resulted in a 75 % reduction of OSHA recordable accidents since 1999.

Over the years JEA has experienced several contractor accidents on its projects, some with tragic results. Many of these resulted in detailed investigations by OSHA and litigation. As JEA goes forward to build community in Northeast Florida we want to ensure that we build it safely.

## Why the Focus on Contractor Safety?

The JEA considers all contractors and subcontractors who work on our projects to be part of the JEA extended family. We desire all employees who work on our sites, both JEA and contractor employees, to return daily to their homes and families free of injury or illness.

A comprehensive Contractor Safety program is a win-win for the contractor, the JEA, and the community. Accidents and injuries raise the price of projects by increasing the contractors’ cost of doing business. This includes direct and indirect medical costs, increased Workers’ Compensation and liability insurance premiums, delayed schedules, damaged equipment, higher employee turnover with associated training and recruiting costs, regulatory liability, and damaged customer relations.

JEA realizes that many of our contractors have excellent safety programs already in place. The JEA Contractor Safety Management Process requirements will ensure consistency among all contractors, “level the competitive playing field”, and provide opportunities for continued safety improvement by all contractors wishing to work on JEA projects. It will also provide an opportunity for small and minority business owners to excel by providing opportunities and resources to establish quality safety programs.

## Elements of the Contractor Safety Process:

**Drug and Alcohol Free Workplace** - The JEA wants to ensure that all employees working on JEA projects and facilities are fully able to do their job and are not impaired by drug or alcohol use - a major cause of work site accidents. Our program requires the contractor employer provide pre-employment, random, post-accident and for cause testing for drugs and alcohol. Each contractor and subcontractor employee in a safety sensitive position or performing a safety sensitive task is subject to this requirement. “Safety-sensitive” positions are those, including supervisory or management positions, in which a drug or alcohol impairment would constitute an immediate and direct threat to safety or public health. Likewise, “safety sensitive” tasks are those that, if performed with a drug or alcohol impairment, would constitute an immediate and direct threat to safety or public health. With the exception of those few contractor employees, if any, whose jobs are not safety-sensitive and who perform no safety sensitive tasks, contractor employees at work on JEA job sites are recognized as being in safety-sensitive positions or performing safety sensitive tasks due to the hazards of such job sites. *In accordance with JEA’s zero tolerance program, any contractor employee who tests positive or refuses to take a test is to be immediately dismissed and is not to work on any JEA project.*

**Safety Orientation Training** - The JEA wants to ensure that all contractor and subcontractor employees who will work on JEA projects or facilities have been oriented in the basics of work site safety, in addition to JEA specific requirements. Two programs have been approved by the JEA, the NCCER 8-hour Contractor Safety Orientation, and the OSHA 10-Hour for Construction

Outreach Program. Both programs provide the essential training elements required by OSHA and are transportable among states and employers. Specific projects may require the contractor to provide more in-depth training as required by regulation.

The JEA recognizes that many contractors already have excellent safety training programs in place, however we must ensure consistency among all our contractors and will require attendance at one of these programs as a pre-requisite for working on JEA projects or facilities.

**Safety Leadership Development Program** - The on-site supervisor is the key to safety performance - from the working foreman to the Project Superintendent. The JEA has developed an 8-hour safety leadership program that will be required of all contractor personnel who supervise others. The program will provide the essential knowledge, skills, and abilities to allow supervisors to effectively manage safety at the job site. Equivalent programs from recognized training providers might be accepted based on course content.

**Qualification Requirements** - Contractors presently under contract to JEA, and those who wish to work for JEA in the future, will be required to complete a qualification questionnaire which focuses on your company's past safety experience. The Contractor shall be responsible to insure any Subcontractor(s) used on a JEA Project, Site or Facility has met JEA Safety Qualification requirements prior to being assigned work. The forms will be reviewed by the JEA Safety & Health Services and will be evaluated according to specified criteria. Companies not fully meeting the desired standards may be qualified on a provisional basis.

**On-Site Consultation and Assistance** - Companies who may not fully meet all of the identified qualification criteria are eligible for assistance by JEA in locating resources to improve their company's safety program. Additionally, JEA representatives will periodically visit job sites to ensure safety programs are being followed. These visits will not be in the role of "safety police" but rather to assist our contractor family in continuous safety improvement.

## **It's the Right Thing to Do!**

JEA has developed this process in Contractor Safety because we feel that ensuring workplaces free of occupational illnesses and injuries is the right thing to do - FOR EVERYONE! We all benefit, including our ratepayers.

This effort has been developed with the diligent assistance of area trade groups such as the Associated General Contractors, Underground Contractors Utility Association, N.E Florida Builders Association, and many others. Similar programs have been successful elsewhere in the country and have shown success in the reduction of insurance and business costs, improved productivity, and increased employee retention. Our hope is that the JEA Contractor Safety Management Process will provide the emphasis and leadership to have Florida's First Coast recognized as one of the safest communities in the nation for both the construction and manufacturing industries.

### **Questions**

If you have questions regarding the JEA Contractor Safety Management Process please contact Brenda Cooper at (904) 665-6276 or e-mail at [coopbm@jea.com](mailto:coopbm@jea.com).

***JEA- Building Community and Building It Safer!!!***

**CONTRACTOR SAFETY QUALIFICATION QUESTIONNAIRE**

Revised 01/05/11

<b>Company Name:</b>	
<b>Mailing Address:</b>	
<b>Name &amp; Title of Highest Ranking Safety Professional:</b>	
<b>Telephone:</b>	<b>Fax:</b>
<b>Total # of full time employees:</b>	<b>Total # of part time employees:</b>
<b>Who maintains the OSHA 300 log:</b>	<b>Email address:</b>

**OSHA 300 SAFETY INFORMATION** [HTTP://WWW.OSHA.GOV/RECORDKEEPING/INDEX.HTML](http://www.osha.gov/recordkeeping/index.html)

ENTIRE COMPANY

	<u>2008</u>	<u>2009</u>	<u>2010</u>
A. Recordable Injury/Illness <u>Cases</u> (TCIR) <i>(total of columns G through J on 300 log)</i>	_____	_____	_____
B. Days Away Injury/Illness <u>Cases</u> (DAFWII) <i>(total of column H on 300 log)</i>	_____	_____	_____
C. Days Away, Restricted & Transfer <u>Cases</u> (DART) <i>(total of columns H &amp; I on 300 log)</i>	_____	_____	_____
D. Number of Fatalities <i>(total of column G on 300 log)</i>	_____	_____	_____
E. Days away from work <i>(total of column K on 300 log)</i>	_____	_____	_____
F. Days on job transfer or restriction <i>(total of column L on 300 log)</i>	_____	_____	_____
G. <sup>1</sup> Total Case Incident Rate <i>(use formula below)</i>	_____	_____	_____
H. <sup>1</sup> DAFWII Rate <i>(use formula below)</i>	_____	_____	_____
I. <sup>1</sup> DART Rate <i>(use formula below)</i>	_____	_____	_____
J. Total Hours Worked by All Employees	_____	_____	_____

BRANCH/LOCAL OFFICE PERFORMING WORK FOR JEA

A. Recordable Injury/Illness <u>Cases</u> (TCIR) <i>(total of columns G through J on 300 log)</i>	_____	_____	_____
B. Days Away Injury/Illness <u>Cases</u> (DAFWII) <i>(total of column H on 300 log)</i>	_____	_____	_____
C. Days Away, Restricted & Transfer <u>Cases</u> (DART) <i>(total of columns H &amp; I on 300 log)</i>	_____	_____	_____
D. Number of Fatalities <i>(total of column G on 300 log)</i>	_____	_____	_____
E. Days away from work <i>(total of column K on 300 log)</i>	_____	_____	_____
F. Days on job transfer or restriction <i>(total of column L on 300 log)</i>	_____	_____	_____
G. <sup>1</sup> Total Case Incident Rate <i>(use formula below)</i>	_____	_____	_____
H. <sup>1</sup> DAFWII Rate <i>(use formula below)</i>	_____	_____	_____
I. <sup>1</sup> DART Rate <i>(use formula below)</i>	_____	_____	_____
J. Total Hours Worked by All Employees	_____	_____	_____

<sup>1</sup> Formula: # of cases x 200,000 / Total Hours Worked by all employees

**DAFWII - Days Away From Work Injury and Illness Rate (formerly called Lost Time Incident Rate)**  
**DART – Days Away Restricted Transfer Time Rate (all cases except medical only)**

**EXPERIENCE MODIFICATION RATE (EMR)**

List corporate workers' compensation Experience Modification Rate for the most recent 3 years **and provide documentation as ATTACHMENT A.**

	<b>2008</b>	<b>2009</b>	<b>2010</b>
Corporate:	_____	_____	_____
Local (if available)	_____	_____	_____

**OSHA CITATIONS**

Has your company received any OSHA citations in the last 3 years? **If yes, ATTACHMENT B.**

- Yes       No

**SAFETY GOALS AND OBJECTIVES**

Do you have corporate safety goals and objectives? **Provide as ATTACHMENT C.**

- Yes       No

**WRITTEN SAFETY PROGRAM ELEMENTS**

A. Do you have a written occupational safety and health manual? **Provide only the Table of Contents indicating section titles and page numbers as ATTACHMENT D.**

- Yes       No

B. Do you have a written Hazard Communication Program? **Provide as ATTACHMENT E.**

- Yes       No

**SAFETY MEETINGS**

A. Do you hold safety meetings for supervisors?

- Yes       No

If yes, how often? \_\_\_\_\_

Who conducts the safety meetings (title)? \_\_\_\_\_

B. Do you hold documented safety briefings (ie tailgates, STAs) prior to starting each task?

- Yes       No

Who conducts these daily safety briefings (title)? \_\_\_\_\_

**SAFETY INSPECTIONS**

A. Do you conduct field safety inspections to determine compliance with applicable federal, state, local and company regulations/procedures?

- Yes       No

If yes, **provide a sample copy of the inspection form as ATTACHMENT F.**

Who conducts the inspection? (Please provide position/title)  
\_\_\_\_\_

B. Are inspection reports generated?

- Yes       No

If yes, what is the distribution of the inspection reports?  
\_\_\_\_\_

C. Do you have a follow-up system to track items identified during safety inspections?

- Yes       No

If so, explain follow-up system procedures:  
\_\_\_\_\_  
\_\_\_\_\_

**SAFETY TRAINING AND ORIENTATION**

A. Do you have a documented new employee occupational safety & health orientation program?  Yes  No

How many hours of occupational safety & health orientation/training are conducted? \_\_\_\_\_

What is the frequency of this training? \_\_\_\_\_

Who conducts this training (name, title)? \_\_\_\_\_

*Does the training/orientation include the following?*

	Yes	No	*Last Date
Company Safety Policy	_____	_____	_____
Company Safety Rules	_____	_____	_____
Company Safety Record	_____	_____	_____
Concrete/Masonry Const.	_____	_____	_____
Confined Space	_____	_____	_____
Demolition	_____	_____	_____
Driving Safety	_____	_____	_____
Electrical Safety	_____	_____	_____
Emergency Procedures	_____	_____	_____
Excavations	_____	_____	_____
Fire Protection	_____	_____	_____
First Aid	_____	_____	_____
Hazard Communication	_____	_____	_____
Housekeeping	_____	_____	_____
Injury Reporting	_____	_____	_____
Job Safety Analysis	_____	_____	_____
MSDS	_____	_____	_____
Personal Protective Equip.	_____	_____	_____
Power Trans/Distribution	_____	_____	_____
Respiratory Protection	_____	_____	_____
Rigging Safety	_____	_____	_____
Safety Meeting Attendance	_____	_____	_____
Scaffolding	_____	_____	_____
Steel Erection	_____	_____	_____
Toxic Substances	_____	_____	_____
Use of Explosives	_____	_____	_____
Welding & Cutting	_____	_____	_____
Work Hazard Recognition	_____	_____	_____
Other, Specify	_____	_____	_____

\*Indicate last date this training was provided or place "NA" if training is not applicable for contracted work.

B. Do you have a documented occupational safety & health training program for newly hired or promoted first line supervisors or foremen?

Yes  No

Who conducts training (name, title)? \_\_\_\_\_

Does the new foreman safety-training program include the following?

Yes       No

Injury/Incident/Near-Miss Investigation	_____	_____
Emergency Procedures	_____	_____
First Aid Procedures	_____	_____
Hazard Communication	_____	_____
Hazard Recognition	_____	_____
Incident Reporting	_____	_____
Job Safety Analysis	_____	_____
New Employee Orientation	_____	_____
Respiratory Protection	_____	_____
Safe Work Practices	_____	_____
Tailgate/Tool Box Safety Meeting	_____	_____
Other, specify _____	_____	_____

C. Does your company hold regularly scheduled safety meetings for employees?

Yes       No

If "Yes", how often? \_\_\_\_\_

Who conducts these meetings (title)? \_\_\_\_\_

Who documents these meetings? \_\_\_\_\_

D. Is the content and attendance at these meetings documented?

Yes       No

Where is the documentation filed? \_\_\_\_\_

E. Does your company conduct job safety analysis or other similar programs?

Yes       No

Who conducts these programs (name, title) \_\_\_\_\_

Does your company document that appropriate employees are certified and/or adequately trained in the following areas?

	Yes	No	N/A
Asbestos Abatement	_____	_____	_____
Crane Operator	_____	_____	_____
Commercial Driver's License	_____	_____	_____
Confined Spaces	_____	_____	_____
Electrician/Lineman	_____	_____	_____
Fork Lift Operator	_____	_____	_____
Hazwoper	_____	_____	_____
Heavy Equipment Operator	_____	_____	_____
Instrument Technician	_____	_____	_____
Lock Out/Tag Out (Energy Control)	_____	_____	_____
Scaffolding	_____	_____	_____
Trenching, Shoring, Excavation	_____	_____	_____
Welder	_____	_____	_____
Other, specify: _____	_____	_____	_____

**SUPERVISOR/FOREMAN ACCOUNTABILITY**

During foreman performance reviews, do you use safety as a criterion for rating purposes?

- Yes             No

If so, **provide** the safety criteria used in these reviews as **ATTACHMENT G**.

**SAFETY INCENTIVES**

Does your company have a safety incentive program?

- Yes             No

If so, **provide** a description of program as **ATTACHMENT H**.

**ALCOHOL/SUBSTANCE ABUSE PROGRAM (Required for all JEA Contractors and Subcontractors seeking safety qualification)**

Does your company have an existing Alcohol/Substance Abuse Program?

(Must be company-wide, not just for the purposes of JEA work)

- Yes             No

If so, **provide** a copy of the program as **ATTACHMENT I**.

**INJURY/INCIDENT INVESTIGATION**

Is it your policy to conduct injury, incidents, and near-miss analyses/investigations?

- Yes             No

Who conducts investigations (name, title)\_\_\_\_\_

**INJURY/INCIDENT REPORTS**

Is it your policy to circulate any injury/incident reports to field supervision and responsible managers?

- Yes             No

If so, designate levels.

\_\_\_\_\_  
\_\_\_\_\_

Please **provide a copy** of your company’s incident analysis form as **ATTACHMENT J**. A workers’ compensation claim form is *not* acceptable.

# JEA SAFETY REQUIREMENTS

Revised 02/05/10

## OVERVIEW

JEA is committed to providing a safe and healthy workplace for its employees, contractor personnel, sub-contract personnel, vendors and the general public. With that intent in mind the following safety criteria will be reviewed and evaluated to ensure the best qualified organizations are selected to assist JEA in its quest for "ZERO INCIDENTS". Safety is a major criteria utilized in the selection of Contractors performing work for JEA.

Important Definitions:

**Competent Person** - means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, **AND** who has the authorization to take prompt corrective measures to eliminate them.

NOTE: Contractor will be expected to provide a completed copy identifying the appropriate "Competent Person" for each activity requiring that determination. E.g.: Excavation, fall protection, scaffolds, assured grounding, etc. Documentation of training or qualification is required prior to start of work.

**Qualified** - means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work or the project.

## STATISTICAL INFORMATION

Each contractor must submit a fully executed Contractor Safety Qualification Questionnaire and required documentation in order to remain on or be placed on the JEA Responsible Bidders List (RBL). It will also be a requirement that this information be updated annually in March of each year, beginning with March 2001. Failure by a Contractor to provide annual statistical data will result in loss of their JEA Safety Qualification status and the opportunity bid any work at JEA that is deemed to be safety sensitive. This annual information will be reviewed and approved prior to bid award and those contractors who do not meet the qualification criteria will be required to submit a written plan of action, with dates, to assure compliance.

Desired qualifications for Contractors AND THEIR SUBCONTRACTORS are as follows:

1. Workers' Compensation Experience Modification Rate (EMR) of 1.0 or less for Contractors' current insurance.
2. Documented Recordable Incidence Rate (RIR) of 5.0 or less
3. Documented Lost Time Incidence Rate (LTIR) of 1.0 or less

NOTE: Completed and signed OSHA 300 forms for the last three years are required to be submitted with the questionnaire. All Incidence Rate calculations (TCIR, DAFWII & DART) will be determined using the information provided on the Contractor Safety Qualification Questionnaire form. (Rates in excess of the desired

rates may cause a contractor or subcontractor to be placed in the provisional or rejected category).

For contractors and subcontractors who are NOT required to file OSHA 300 forms (non-US), a review of their workers' compensation frequency and severity records for the last three years will be required to meet the statistical evaluation. They will automatically be referred to the provisional evaluation process to determine JEA acceptance. For US companies with less than 10 employees for the entire year, this information should still be provided on the questionnaire but the OSHA 300 log does not need to accompany the submittal.

All Contractors must include copies of the table of contents for their safety manual, EMR ratings and a minimum of the following programs for review: Hazard Communication (HAZCOM), Substance Abuse Program (Drug & Alcohol) and an incident analysis form. Depending upon scope of work, the following information *may* also be requested for review: Crane Operator Training with proficiency program, Respirator Program, Lead Program, Asbestos Program, Competent Person Designation Procedure, and other Programs that may be deemed necessary by the work scope.

### **ACCEPTED STATUS**

Company appears to fully meet the requirements, expectations, and safety history desired by JEA of all its contractors.

### **PROVISIONAL STATUS**

Company generally meets the requirements and expectations but may have difficulty in meeting a certain area such as statistical requirements. Provisional contractors may upgrade to an "accepted" status by making designated improvements in their program or resubmitting their application after 12 months once any statistical improvements have occurred or OSHA citations have fallen off their 3 year history.

### **REJECTED STATUS**

Company has not met the requirements of the program, has demonstrated difficulty in certain areas such as OSHA citations, injury history, program management, etc. A company in rejected status can apply again in 12 months.

### **WRITTEN PROGRAM REVIEW**

The written program review will include safety manual review for availability, applicability and complete content. If this document does not contain all the necessary information to support the work activity the contractor is attempting to bid; then a review process and determination of ability to bid will be required. This may also be necessary if the statistics do not meet the requirements above. The following items are expected to be contained within the written documentation. ***NOTE: only those sections that apply to the specific bid or minimum OSHA requirement will apply.*** EXAMPLES include hazard communication, excavation, continuous fall protection, personal protective equipment, ladder use, scaffold use, respirator/breathing air applications, confined space requirements, hazardous waste activities, equipment operation standards (crane, forklift, self propelled aerial lifts, bucket trucks, derricks, backhoes, trenchers, cable and wire pulling equipment, powder actuated tools), substance abuse program, accident reporting procedures, craft training, supervisor training, competent person requirements, Process

Safety Management (PSM) training, DOT maintenance of traffic or any other safety related processes.

The written review, AND the statistical evaluation will determine a Contractor's ability to qualify for JEA work. Any deficiencies or program enhancements will be reviewed and discussed individually with JEA and contractors.

### **DESIGNATED SAFETY REPRESENTATIVE**

Each contractor is required to designate a responsible safety representative for each JEA site. This individual may be a supervisor or a full time safety representative. In either case, this employee will have the authority and responsibility to immediately correct any safety deficiencies. The designated person should be able to demonstrate at a minimum general knowledge in the safety requirements of a project and have completed an OSHA 500 course or equivalent.

### **FIRST AID AND CPR**

Each job site shall have an assigned individual who is knowledgeable and has current certification in CPR and First Aid techniques, along with adequate medical supplies on site.

### **SUBSTANCE ABUSE (CONTROLLED SUBSTANCES & ALCOHOL)**

Contractors are required to implement their own, mandatory drug-testing program. This program must require, as a minimum, the following: pre-employment, random, post-incident, for cause and DOT testing, if required, for the specific work activity (e.g.: commercial drivers license). *While working on JEA sites or infrastructure, contractors shall demonstrate they conduct the required monthly random substance abuse testing for 10% of their employees assigned to JEA by sending proof of testing to the fax number on the first page of this document by the 10<sup>th</sup> of each month.* The minimum acceptable level of testing is a 7-panel screen conducted by a third party. Samples will be tested for the following substances: Amphetamines/Methamphetamines, Barbiturates, Benzodiazepines, Marijuana, Cocaine, Phencyclidine, and Opiates.

Contractor employees must pass a drug screen within 30 days prior to beginning work on a JEA site or project. The Contractor may be required to provide verification of these tests upon request of JEA or its representatives. Refusal to submit to this test, or to any other drug or alcohol test request, will be considered a failure and that employee will be permanently barred from future work on JEA projects and contracts. A confirmed positive result, degrading, diluting, switching, altering or tampering with a test sample will also be considered a failure and that employee will be permanently prohibited from future work on JEA projects and contracts.

Each contractor and subcontractor employee in a safety sensitive position or performing a safety sensitive task shall be subject to these requirements. "Safety-sensitive" positions are those, including supervisory or management positions, in which a drug or alcohol impairment would constitute an immediate and direct threat to safety or public health. Likewise, "safety sensitive" tasks are those that, if performed with a drug or alcohol impairment, would constitute an immediate and direct threat to safety or public health. With the exception of those few contractor employees, if any, whose jobs are not safety-sensitive and who perform no safety sensitive tasks, contractor employees at work on JEA job sites are recognized as being in safety-sensitive positions or performing safety sensitive tasks due to the hazards of such job sites.

## **CONTRACTOR TRAINING**

ALL contractor and subcontractor employees will be required to attend and successfully complete Contractors' Orientation and Safety Leadership Development (SLD for supervisors only) training **prior** to the **start** of any work activities. This is a condition of employment for contractors and subcontractors who perform work for JEA. There will be at least three categories of training mandated:

1) Orientation, 2) Supervisor and 3) Competent Person.

**ORIENTATION** - Required one day training class for **ALL** personnel working at JEA sites. Acceptable training will be **EITHER** attendance at an OSHA 10 Hour for Construction class (will require an OSHA issued card for proof) or attend the NCCER Contractor 8 hour Orientation. Contractor personnel utilizing the OSHA 10 Hour class must also attend the JEA 2-Hour Operations Specific training.

**SUPERVISOR** - Orientation **AND** the JEA 8 hour Safety Leadership Development Class (SLD). This requirement is for ALL employees paid as a foreman, general foreman, superintendent or any contractor employee that directs or is expected to direct contractor personnel on any JEA project work site.

**COMPETENT PERSON** - All contractor activities requiring the CFR 1926 Competent Person designation will be expected to provide a form identifying the following: Competent Person activity as identified in CFR 1926, name of individual, social security number of individual, specialized training provided to meet this designation, date of appropriate training, name of person making this determination, title of person making this determination and date when determination was made.

**NOTE:** OSHA 10 hour classes are available from the following: Authorized OSHA Instructors, Consultants, Safety Councils, etc. Other training mandated by JEA has been developed and approved by the National Center for Construction Education and Research (NCCER). This training will be available from Certified Master Instructors, Northeast Florida Safety Council or other approved sources and will be tracked in the form of an individual transcript for each employee by NCCER.

For certain scopes of work, OSHA mandated Sub-Station Entry classes will be required. This training is available only through JEA. Contact Andy Motsinger at (904) 665-7243 to check the schedule of classes.

## **TEMPORARY LABOR**

All temporary labor used on JEA job sites must have completed the training requirements identified above in addition to being part of a drug free work place. Contractors shall ensure that all temporary and subcontractor employees have all the necessary personal protective equipment, required training and participate in a substance abuse testing program.

## **CONTRACTOR'S EQUIPMENT AND OPERATOR CERTIFICATIONS**

All **equipment** utilized at JEA sites will be required to meet minimum OSHA rules and regulations i.e.: saws, drills, hand tools, ground fault circuit interrupters (GFCI) or assured grounding procedures as well as equipment requiring seat belts, roll over protection (ROPS), back-up alarms, etc. Authorized JEA representatives may at any time inspect Contractor's

equipment. Such inspection, or failure to inspect, shall not relieve contractors of their responsibilities for safe operation of their equipment.

All **cranes** must have an annual inspection, a copy of which is stored within the cab of the crane. Each operator must have: 1) an annual physical (DOT equivalent or better), 2) a proficiency test, and 3) a written operator test. This information must be 1) submitted with the qualification package (for each operator), 2) available from the operator, **OR** 3) available from the contractor upon request. Only Certified Crane Operators that are listed with complete qualifications will be allowed to operate this equipment at JEA projects and/or sites. The proficiency test must demonstrate the following capabilities: Proficiently handling the vehicle through its full range of motions, understanding of proper hand signals, ability to read and apply load chart, pre-start and post-start inspections, as well as proper shut down and securing procedures.

**Excavators** used as lifting devices must have a factory installed or approved hook or pad eye. All hooks must have a safety latch in place at all times during lifting, unless adequately moused.

**Man Baskets** utilized for movement of personnel will meet the current OSHA standards and require the following: design certification, written JEA approval prior to each use, unloaded dry-run to verify swing radius and load capabilities, and the crane must be operated at less than 50% of rated load capacity. These conditions will be met **EACH** time equipment is moved or at least once a day while suspending personnel. The crane must also be equipped with an anti two-block device. Cranes and baskets shall be inspected and documented prior to each use.

**Trench Boxes** and other shoring devices will require manufacturer certification and will be utilized only within the certified design limits. This equipment or properly sloped excavations will be used on all excavations in excess of 5' - 0" deep and will be required to rest upon the bottom of the excavation. Access and egress will be provided via acceptably placed ladders and all installation and removal of the components will be made from outside the excavation. Personnel will work within the confines of the box or other protective device at all times. A designated Competent Person will be required at each excavation. The Competent Person will be responsible to determine proper excavation method to include: trench box, shoring or sloping, determine soil classification, ground water considerations and ensure employees comply with the OSHA standard. NOTE: Excavations in excess of 4' - 0" in depth may require atmospheric testing to comply with the OSHA Confined Space Standard. Unless otherwise instructed, all soils on JEA projects shall be treated as Class C soil.

Riding on vehicles will be limited to **approved and provided seating**. **NO** riding or standing on fenders, bumpers, in loader buckets, forks, or any other location not designed specifically for riders shall be allowed.

**Forklift and Aerial lift operators** will be required to provide documentation of both initial and refresher training to meet current OSHA standards. This training can be performed in-house, from a vendor or from an outside organization. However, it must include both a written and operator proficiency component and must be available for JEA's review upon request. Training shall be accomplished on the specific manufacturer and model of equipment to be used.

**Bucket truck testing** shall be performed in compliance with OSHA standards and guidelines as established in the Contractor Safety Requirements manual, Section "Z" Transmission and Distribution.

All other specialized equipment/tool operators must show **proof of training** and proficiency prior to operating this equipment at JEA's sites. (Example: powered scaffolds, powder actuated tools, etc.)

**Welding and cutting gases** will be stored and used in only an upright, secured position. Each cutting/burning system will be equipped with a flashback and check valve to prevent mixture of gases except at the cutting head. Fuel gas hose and oxygen hose should be distinguishable from each other and not be interchangeable. Proper storage will be provided by either separation of 20'-0" or double wall/approved dividers. All bottles and gauges will be used and stored outside vessels and confined spaces. All torches and hoses will be removed from these spaces during breaks, lunch and at the end of each shift. Movement of any cylinders will be performed in an approved carrier or device. Gauges will be fully functional with faceplates, needles and covers in place at all times. All applicable permits (Hot Work Procedure, etc.) will be complied with when performing any welding, cutting or brazing.

**Ground Fault Circuit Interrupters (GFCI) or Assured Grounding Procedures** shall be used on all electrically operated tools, devices, and equipment.

**Special emphasis** will be placed on the following activities, and contractors will be required to comply with all applicable safety standards: 1) Continuous fall protection, 2) Ladder and scaffold use and construction, 3) Confined space operations, 4) Lock-out/Tag-out (Lock, Tag & Try,) 5) Qualified electrical training; 6) Respiratory protection, 7) Traffic control devices and flagging, 8) Personal Protective Equipment (PPE), 9) Process Safety Management (PSM), and 10) Trenching & Excavation.

## **OTHER SAFETY RELATED REQUIREMENTS**

**JEA CONTRACTOR SAFETY GUIDELINES** - Contractors are required to comply with the JEA's written manual Contractor Safety Requirements, unless the Contractor's program is more stringent.

**Housekeeping** - is essential for all work performed at any JEA's site. Contractor is responsible for housekeeping in their work areas. This will include the construction debris being placed in acceptable receptacles, suspending all cords, hoses, and wires 8'-0" above walk surfaces and properly storing, stacking all other construction materials on site. Ensure all walking and working areas are free of tripping hazards. Contractor is expected to provide separate containers or acceptable means of disposal for the collection of trash, oily or used rags and any other hazardous/non-hazardous products generated by Contractor.

**Barricades** - are utilized to protect employees and the public from fixed hazards or falling debris. Three (3) types of barricade tape are authorized as a visual warning for employees and the public. Barricade tape does not offer physical protection for floor edges, roof edges, floor openings, etc., and shall not be used for physical protection.

Yellow/Black Barricade Tape shall serve to advise "CAUTION" indicating to employees that a potential hazard exists. Employee may enter without permission from Contractor. This barricade tape shall be used for, but not limited to, the following:

- Excavation less than four (4) feet in depth.
- Identification of trip hazards, low hanging objects, etc.
- Material storage on the site.

Red Barricade Tape shall indicate "DANGER" and that potential serious hazard may be present. NO EMPLOYEE, other than workers assigned to work inside a RED barricade may enter without first obtaining permission from that Contractor. This barricade tape shall be used for, but not limited to, the following:

- Overhead work.

- Live electrical components.
- Scaffold under construction.
- Around swing radius of equipment with a rotating superstructure.

Magenta (Purple)/Yellow barricade tape shall be used to indicate “DANGER – RADIATION” and that possible exposure may be present. This barricade tape is to be considered as an equal to red in that NO EMPLOYEES ARE ALLOWED to enter this area. This color is representative of X-ray work being performed. Signs must also be posted to protect areas where radiation operations are in progress.

Each foreman or Contractor performing work that requires barricade tape to be erected shall erect the tape to enclose the specific area to be protected only. Do not block passageways or access ways unless entirely necessary. If passageways or access ways must be blocked, contact the JEA Site Manager for coordination with other crafts and/or possible alternatives. NOTE: All barricades should have a Barricade Tag attached to identify the specific hazard i.e.: open hole, falling objects, scaffold erection, etc. Excavations, or other hazards, that will be left open over night will require “substantial”, barricades, cones, or vertical panels used as channeling or warning devices that are either lighted or have a reflective surface. Temporary driveway access steel plates must also be identified with reflective devices if left in place over night. NOTE: DOT standards will be followed for all barricades used on roadways.

**Safety Task Assignments (STA)** – this form, or its equivalent, shall be used as a daily planning tool. This will enable both JEA and Contractors/Subcontractors management, along with each worker, to anticipate hazards that may cause incidents that cause or could cause injury, death or near misses and to take corrective actions. This planning activity will allow employees to anticipate what tools, safety equipment and procedures they will need to perform the job (task). A copy of a Safety Task Assignment (STA) form to be utilized by JEA contractors is available through the JEA Contractor Safety Information web site, [www.jea.com/business/services/contractor/safety.asp](http://www.jea.com/business/services/contractor/safety.asp).

**Serious safety infractions** that may result in immediate removal of a contract employee/supervisor from a site, or possible contract termination are:

- a. Horseplay
- b. Using or possessing firearms, alcohol or other controlled substances on the job site
- c. Sleeping or gambling on the job site
- d. Fighting or attempting bodily harm to another
- e. Stealing or malicious mischief
- f. Falsification of records
- g. Serious or repeated safety violations
- h. Failure to use Fall Protection

**Fall Protection** –100% fall protection is required for all work above 6’-0” off the ground or floor if not protected by a full guardrail system. Fall protection may be in the form of “green tagged” scaffolds or safety HARNESSSES and lanyards equipped with double locking snap hooks. “Yellow tagged” scaffolds will require the use of full body safety harnesses. Lifelines (horizontal or vertical) will be required to be built and used so that they have a breaking strength of 5,000 lb. - per person attached. All employees will be required to inspect their equipment before each use and wear it in the manner designed and intended. Body belts are allowed only for “positioning” effective 1/1/98. A Competent Person shall conduct weekly equipment inspections.

## CONTRACTOR SAFETY ASSESSMENTS

The CSMP Safety Assessment Program provides a quantitative measure of job site conditions and compliance with JEA policy and guidelines. A copy of the assessment will be left with the Contractor's site supervisor. Discrepancies will be followed up with a certified letter to the Contractor's Designated Safety Representative. The following criteria are applied for performance:

- 100% - Excellent
- 90% -99% - Minor Improvement Opportunities
- 80% - 89% - Improvement Opportunities
- 70% - 79% - Significant Improvement Opportunities
- 69% or below - Immediate and Significant Improvement needed

JEA desires that all Contractors and subcontractors consistently perform at 90% or greater. Contractors who score 90% or higher shall provide a written response to the specific discrepancies found during the assessment.

Contractors and subcontractors who score in the 80-89% range shall provide a written response to the specific discrepancies found during the assessment. Additionally, if the average of the last three assessments fall in this range, a Safety Action Plan will be required from the contractor.

Contractors and subcontractors who score in the 70-79% range shall provide a written response to the specific discrepancies found during the assessment. The Contractor shall provide a Safety Action Plan and if the average of the last three assessments falls in this range, the contractor will be requested to meet with JEA Contractor Safety Group and the JEA Project Team to review and discuss their Safety Action Plan.

Contractors and subcontractors who score below 70% for two consecutive assessments shall receive a warning letter from JEA Procurement. This letter will serve as notice that the next assessment in this range for that contractor, JEA will seek contract termination and that contractor shall be restricted from bidding future JEA work for a period of twelve (12) months.

JEA shall not be responsible for costs related to job delays or stoppages due to poor safety performance.

## PERSONAL PROTECTIVE EQUIPMENT

Each employee will be required to inspect, wear and know how to use his/her personal protective equipment. The following are considered to be minimum levels of protection. However, specialized construction activities, changing regulations or job needs may dictate that other equipment be added.

- a. **Hardhat** - ANSI approved with no holes or cracks, no painted surfaces and worn with the bill to the front. Welders will be expected to wear hardhats under their hoods, however, they may reverse their bill. **Contractor's insignia must be displayed on each hardhat.** No ball caps under hardhats, cowboy design hardhats are not allowed.
- b. **Safety glasses** - ANSI approved with side shields. Eyewear will be appropriate to the lighting conditions available at the worksite.
- c. **Face shields** - Used when cutting, grinding, chipping, working with materials that if splashed could cause injury to the face. Eyeglasses must be worn under the face shield.

- d. **Footwear** – All areas require safety-toed boots. Safety-toed boots shall have leather uppers with a defined heel, non-skid sole, at least six inches tall and may be either lace up or slip on style. No athletic or open-toed shoes are permitted.
- e. **Protective foot devices** - Used when jack-hammering or tamping, or other similar activities.
- f. **Clothing** - Long pants (no shorts), Shirts with a minimum of 4” sleeves that must cover the entire torso and be tucked in.  
Note: welders can wear their shirts outside their pants to deflect slag.
- g. **Gloves** - Appropriate to the hazard must be worn.
- h. **Vests** - All employees working on city streets, public areas or vehicular traffic areas will be required to wear reflective vests.
- i. **Rubber sleeves/gloves**, blankets, lines hoses, hot sticks and other high voltage equipment will be inspected per OSHA 1910.137. Safety harnesses will be inspected and required for all bucket operations.

## REPORTING OF INJURIES AND INCIDENTS

Injuries to any employees or incidents occurring at any JEA job site shall be VERBALLY reported to the JEA representative responsible for that work location as soon as possible but no longer than 2 hours after an incident. A WRITTEN incident report (Contractor Incident Form) will be submitted to the supervising JEA representative and JEA Safety & Health Services within 24 hours. DAILY verbal updates will be provided to JEA until an investigation is completed. Obtain proper form from JEA representative or JEA.COM, Contractor Safety Information web site.

*The above listed information is not intended to be all inclusive. The contractor will be subject to all applicable federal, state, local and JEA safety rules and requirements. Contractor may also be required to submit a site-specific safety plan addressing specific to their project, site conditions, and work processes.*

## CONTRACT TERMS AND CONDITIONS

- A. CONTRACTOR and subcontractors warrants and represents to JEA that it has the supervision necessary to, and shall train, manage, supervise, monitor, and inspect the activities of its forces for the purpose of enforcing compliance by its forces with these safety requirements. CONTRACTOR acknowledges and agrees that JEA does not undertake any duty toward CONTRACTOR’S employees to train, manage, supervise, monitor, and inspect CONTRACTOR’S work activities for the purpose of enforcing compliance with these safety requirements.
- B. CONTRACTOR and subcontractors shall be familiar with and shall abide by the safety rules and regulations of JEA and any governmental body having authority to control the manner or method of carrying out the WORK, including, but not limited to the Occupational Safety and Health Act of 1970 (OSHA), all rules and regulations established pursuant thereto, and all amendments and supplements thereto. CONTRACTOR further agrees to require all of its sub contractors and suppliers to comply with these requirements.
- C. The CONTRACTOR and subcontractors shall be responsible without limitation for complying with the provisions of the OSHA Standard 1926.59 and/or other local and state regulations relating to hazard communications or “right-to-know”. CONTRACTOR and subcontractor shall ensure that JEA is furnished with a copy of all current Material Safety Data Sheets (MSDS) required by the Hazardous Communication Standards for all hazardous chemicals or substances, which CONTRACTOR will introduce to any work location where

employees may be present. To the extent that Material Safety Data Sheets must be posted in work locations where CONTRACTOR uses, or stores hazardous chemicals or substances on any work location subject to this CONTRACT, the CONTRACTOR shall see that such Material Safety Data Sheets are prepared and posted as required by law.

- D. CONTRACTOR and subcontractor shall observe and comply with all environmental protection laws and regulations applicable to the jobsite, including those relating to the use of water, the release, discharge or disposal of wastes, the control of drainage, and the protection of vegetation, wildlife, habitats, or surroundings. CONTRACTOR and subcontractor shall also observe and comply with any environmental requirements made by JEA in securing any permit or authorization for the jobsite.
- E. Without limiting the foregoing, CONTRACTOR specifically will require all employees, subcontractors, visitors, and suppliers under its direction to:
  - 1. Wear hardhats, safety glasses with side shields, proper clothing, work shoes and any other OSHA/MSHA (Mine Safety & Health Administration) required personal protective equipment when entering the job site.
  - 2. Ensure that platforms and scaffolding conform to OSHA Specifications and have decking, toe boards, mid and top rail, cross bracing, level pads and/or wheels and appropriate ladders for platform access. Documentation of required training must be readily available in compliance with OSHA requirements.
  - 3. Provide and ensure the use of safety equipment in accordance with the CONTRACTOR'S and/or JEA's Contractor Safety Requirements Safety Manual. These may be stricter than federal, state, or local standards, or generally recognized industry applicable standards.
- F. Without limiting the foregoing, Contractor and Contractors' subcontractors will:
  - 1. Provide and ensure the use of continuous fall protection equipment (scaffolds and/or harnesses) when activities take place more than 6'-0" above a lower level or at such lower elevations as may be established for the work site.
  - 2. Conduct a weekly safety meeting with its employees and list the topics discussed with signatures of attendees. Such list shall be made available to JEA upon request.
  - 3. Conduct daily STA's. These forms shall be made available to JEA upon request.
  - 4. Perform self audits (safety assessments) at least monthly and document findings. Such documentation shall be provided to JEA Project Management and made available to JEA S&HS upon request.
  - 5. Provide JEA on-site management with an "Emergency List" showing CONTRACTOR'S preferred company doctor, hospital, workers' compensation insurance company, and any other health care providers, such list to be updated within 24 hours of any change in the information provided. CONTRACTOR shall furnish its employees with first aid or refer employees with first aid injuries to its company doctor.
  - 6. As soon as possible, but no longer than 2 hrs. after the time of incident advise JEA of any incident resulting in injury to any person or damage to any property. CONTRACTOR shall furnish JEA a written report of any incident and liability promptly on request as well as, loss history of all workers' compensation and liability claims pertaining to JEA project.
  - 7. Maintain clean work areas and secure and protect all work materials in accordance with safety requirements of generally recognized industry standards
  - 8. If it becomes necessary to have access to any openings or shafts or to remove handrails, CONTRACTOR and or subcontractor shall ensure that the openings or

shafts are protected in accordance with generally accepted practices and any applicable federal, state or local safety standards while the work is in progress, and that any covers or handrails previously removed by the CONTRACTOR and or subcontractor are replaced before leaving the area.

- G. Contractor agrees and acknowledges that the failure to perform or comply with any of the requirements set out in this attachment shall constitute a default of Contractors obligations under this contract.

Signature:

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Name:

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Title:

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Date:

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