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SAFETY REQUIREMENTS FOR SUBCONTRACTORS

A. REMARKS

1. The purpose of this document is to delineate the basic safety program requirements and tasks to be implemented by subcontractors to Vandenberg Launch Operations. Vandenberg Launch Operations, hereinafter referred to as VLO, will identify safety rules, regulations, and procedures in accordance with Air Force Safety Regulations as applicable as Vandenberg Air Force Base, California. The agency selected to perform work, as a subcontractor to VLO will hereinafter be referred to as the contractor. ***This practice implements requirements unique to VLO.***
2. ***Applicability - This practice is applicable to VLO subcontracts and agencies selected to perform work, as subcontractors to VLO.***
3. ***This revision was made to comply with the three-year review/update requirement of BM 01.01L, and is a general update to reflect current command media format, references and methods of operation. Changes were minor and are highlighted in bold print italics.***
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B. GENERAL

1. The contractor shall conform to the applicable safety rules prescribed in the Air Force Occupational Safety and Health (AFOSH) Standard. The contractor shall adhere to all safety procedures prescribed in this document by VLO and the U.S. Air Force at Vandenberg Air Force Base. In the event of any differences in the interpretation of these documents, VLO ESH decision shall be the final authority. Compliance with the requirements contained herein will not relieve the contractor of his/her obligation to comply with all applicable State and Federal regulations.
2. The federal Department of Labor (DOL) and state Department of Occupational Health and Safety have statutory authority to inspect on-base operations or workplaces of an Air Force contractor. The DOL also has statutory authority to investigate mishaps involving contractor operations located north of Honda Canyon. DOSH has the same authority south of Honda Canyon. Compliance officers from either agency may conduct inspections on a "no notice" basis.

C. RESPONSIBILITIES

1. Environmental Safety and Health (ESH) will
 - a. Conduct on-site safety familiarization training for contractor personnel, in applicable areas (i.e. SLC-4, SLC-3, SMPF, etc.) prior to the start of work. It is up to the individual contractor to insure that this training meets or exceeds all of the safety and familiarization-training requirements as required by the DOL. This safety familiarization training course shall include the following:
 - (1) Pad access and safety permit system.
 - (2) Complex hazard warning systems.
 - (3) Emergency evacuation plan.
 - (4) General safety requirements.
 - (5) Safety and Health hazards of propellants, cryogenics and gaseous materials, including potential fire, explosion, or toxic release hazard
 - (6) Use of emergency breathing equipment and its location.
 - b. At their option, provide periodic surveillance of contractor operations to evaluate compliance with applicable safety requirements, and reserves the right to exercise stop work authority.
 - c. As necessary, inspect the contractor's certification records to verify contractor is operating in accordance with 29 CFR Part 1910 & 1926 (as applicable), Air Force, and other applicable State and/or Federal regulations. It is the contractor's responsibility to ensure all contractor personnel meets certification requirements (respirator, powered industrial trucks, HAZWOPER, Lock Out Tag Out, crane operator, confined space, etc.).

- d. Brief/provide the contractor with the VLO Lock Out Tag Out program, for integration with the contractors own program.
 - e. ESH will brief all subcontractors at "Prewrite Crew Briefing". This briefing will cover the VLO Hazcom program at VAFB, along with the major chemical hazards in the location. The availability of the VLO MSD sheets will be explained
 - f. Review the contractors test/work plans for all hazardous operations such as, chemical usage, high pressure, high voltage, x-ray operations.
 - g. When received from VLO Resident Engineer, submit to the Air Force, or other base agencies, any licenses, or required notifications regarding the use of hazardous materials or procedures.
 - h. Along with the Air Force, have authority to shut down the on-site contractors efforts due to violations of safety, environmental, smoking, or housekeeping at no impact or additional cost to VLO.
2. Contractor will:
- a. Have and implement a safety program throughout the statement of work (SOW) period of performance (POP). In accordance with California Senate Bill XXXX. Said program shall address all measures required for the protection of personnel and equipment.
 - b. Provide, via the VLO Resident Engineer, the Subcontractor's Emergency Data Sheet (Attachment 1). The data sheet shall be provided to VLO ESH prior to commencing the work effort.
 - c. Identify a safety representative on the Emergency Data Sheet who shall be responsible for compliance with safety requirements of his/her employees and subcontractor personnel.
 - d. Post in a conspicuous place, the name, address and phone numbers of its physician, hospital and company safety representative
 - e. Make provisions for emergency first aid treatment for his employees
 - f. Supply, inspect and maintain their safety and personal protective equipment. Records shall be maintained on these inspections, and shall be available for examination by VLO personnel.
 - g. Upon request provide VLO with written verification of employees' certifications to wear, use, or operate personal protective equipment, material handling equipment, or other equipment in accordance with OSHA 1910 and 1926 requirements. Hold weekly Safety Briefings for its employees and subcontractors, and record attendance and subjects discussed. These records shall be available for examination by VLO personnel.
 - h. Immediately, via the VLO Resident Engineer, notify VLO ESH of any occurrence that results in an injury requiring first aid, a visit to a physician, hospitalization and/or equipment damage in excess of \$5,000.
 - i. Submit to VLO a Safety Mishap Report or contractors equivalent covering the nature and severity of the mishap, witnesses, cause and corrective action taken. This report shall be submitted within 24 hours after the incident. Full size VAN 1378A and B forms are available through VLO Resident Engineer or Safety.
 - j. Notify VLO ESH of lifting operations prior to the start of such operations.
 - k. Supply VLO all certifications for Cranes and lifting hardware. All auxiliary lifting hardware such as slings, bridles, hooks, chokers, spreaders beams, etc., shall have inspection, and proof load data attached. Data shall be available for examination by VLO personnel. The equipment shall comply with the inspection requirements of ANSI B30.9.
 - l. Attach an "Out of Service" tag on lifting equipment not meeting inspection and proof load requirements. In lieu of a tag the equipment must be removed from Vandenberg AFB until the condition is corrected.
 - m. Not allow any crane to be left unattended, when mechanical or hydraulic failure could result in damage to high value items, Aerospace Ground Equipment, flight hardware, equipment containing hazardous material(s), or when any load is suspended on the hook (inclusive of lifting hardware).
 - n. Maintain, on the job site, copies of all Material Safety Data Sheets that apply to materials to be used in operations, as required by Title 8, California Administrative Code, Section 5194, Federal OSHA 1910.1200 Hazard Communication Program. One copy of each Material Safety Data Sheet will be provided, via the VLO Resident Engineer, to VLO Environmental to ensure material/chemical compliance and right-to-know requirements.
 - o. Minimize the storage of the hazardous materials at the work site. Flammable materials will be stored in an, approved, flammable storage cabinet. VLO ESH will have approval authority for any temporary flammable storage cabinet locations.

- p. Not allow the discharge of hazardous materials, or industrial waste to the sanitary sewer system, soil, or waterways.
- q. Notify VLO in the event that any of the listed materials of 29 CFR 1910.119 Process Safety Management is to be used on VAFB at or above the threshold quantity. If the use of any of the listed materials is required, it is the responsibility of the contractor to comply with the regulation.

NOTE:
On SLC-3 and SLC-4, there are propellants, which fall under 29 CFR 1910.119 Process Safety Management.

- r. Coordinate with VLO Resident Engineer any hazardous operations, to include lifting, chemical cleaning, high pressure, high voltage, x-ray operations.
 - s. Provide a written test/work plan for all hazardous operations. This plan will be reviewed by the VLO Resident Engineer and ESH for coordination.
 - t. Provide VLO Safety with a copy of the contractors own Lock Out Tag Out program, for integration with the VLO Lock Out Tag Out program.
3. Sub-Contracts Administration will:
- a. Contact VLO ESH when initiating a sub-contract.
 - b. Provide VLO ESH with the contractors Emergency Data Sheet, with the safety representative identified.
 - c. Submit to VLO ESH any contractor licenses, permits, records or any required notifications regarding the use of hazardous materials
4. Resident Engineer will:
- a. When required, request a "Hot Work Permit" through the area management and/or base fire department. VLO ESH shall be notified of all Hot Work Permit activities.

NOTE:
No grinding, welding, heat gun, spark generating, or open flame operations will commence until the fire department has issued a Hot Work Permit.

- b. Investigate any incidents, and provide VLO ESH, and Sub-Contract Administration with the incident report. Assist VLO ESH with follow-up and resolution of the incident report.
- c. Provide VLO ESH with the work package schedule, including all hazardous operations.
- d. Coordinate with VLO ESH any hazardous operations, to include lifting, chemical cleaning, high pressure, high voltage, x-ray operations.
- e. Notify VLO ESH of off shift sub-contractor activities.

D. REFERENCES

- 1. Forms
 - Safety Mishap Report VAN 1378A
 - Safety Mishap Report - Continuation VAN 1378B
- 2. Documents
 - Not Applicable
- 3. ***Records Required/Retention Period***
 - Safety Mishap Reports*** ***Three Years***

E. ATTACHMENTS

- Subcontractor's Emergency Data Sheet Attachment 1

SUBCONTRACTOR'S EMERGENCY DATA SHEET

Date:	Name:
Company:	Address:
BOA No.:	Phone:
SOW/ESW No.:	
Safety Representative:	Name:
	Phone:
Physician:	Name:
	Address:
	Phone:
Hospital:	Name:
	Address:
	Phone:
Company Emergency Representative:	Name:
	Phone:
First Aid Kits:	Locations:
Material Safety Data Sheets (MSDS) for chemicals used on this job:	Location: