



**NAVFAC PWD MAINE  
CONTRACTOR SAFETY FORUM  
JUNE 10, 2010  
Regatta Conference Center, Eliot Commons  
Eliot, ME**

The NAVFAC PWD Maine website is now operational, and can be accessed via the following link:

[https://portal.navy.mil/portal/page/portal/navfac/navfac\\_ww\\_pp/navfac\\_navfacmi\\_dlant\\_pp/pwbl/maine/home:mission](https://portal.navy.mil/portal/page/portal/navfac/navfac_ww_pp/navfac_navfacmi_dlant_pp/pwbl/maine/home:mission)

Other links on the website include: NAVFAC Safety Shack and FAQ's. An opportunity for feedback/email will be built into the website in the future.

Internet access is available at the PNSY, however you will need to report to the pass office with your computer and follow the property registration requirements to bring your laptop on base.

### **QUESTION AND ANSWER SESSION**

1. ***Is there a FAQ section on the Safety Shack website?*** May be added in future however a helpful tool-in the website, click on the "Mishap Abstract" dashboard tab and you'll see a categorized list mishaps that have occurred throughout NAVFAC. Click on the mishap and the tab will describe the mishap, along with the lessons learned.
2. ***For Contractors having problems communicating with Small Business Administration and need a POC, what is the best way to get on the Contractors list?*** With regard to having difficulty reaching the Small Business Administration, Jackie Johnston Supervisory Contract Specialist distributed the following handouts at the exit of the conference: List of Procurement Technical Assistance Centers (PTAC's) and Small Business Administration (SBA) offices in Maine and NH, including contact information. Reference sheets including key web sites for information on how to seek government contracting opportunities and other sites available through the Navy's Office of Small Business Development. She also provided her personal contact information, : [Jackie.l.johnston@navy.mil](mailto:Jackie.l.johnston@navy.mil). Much of the information on the handouts will be downloaded onto the PWD Maine Website within the next several weeks.

Jackie stated that locally maintained "contractor's lists" are no longer widely used by NAVFAC. The introduction of the WEB provided the Government with the ability to instantly advertise projects and perform market research, and for

contractors to easily search for opportunities. Therefore, she suggested contractors register in SBA's Pro-Net site and maintain up-to-date company information. In addition, they should routinely monitor Federal Business Opportunities. She mentioned during her earlier presentation that the PTAC's offered a bid-match service that would alert them of relevant advertised opportunities. She also urged contractors to respond to all "Sources Sought" notices for projects with which they have an interest and to ensure their responses were complete and timely.

3. ***For Cianbro: Who developed your corporate Safety Plan "APP"? Was it developed in house? Did you hire an individual? Did you hire a specific company?*** Cianbro's Safety Program was developed in house. Cianbro initially used an outside consultant firm, Behavioral Science Technology out of California. Once training was completed by Behavioral Science Technology, Cianbro trained two internal consultants, who in-turn formed a Training Committee. The Training Committee then went out to Cianbro's various regional areas and trained their staff.
4. ***How do we report a near miss, what is the final definition?*** All near misses need to be reported and are reviewed by the Mishap Review Board. The Near Miss Board reviews the circumstances to see if something was done differently, could that change have prevented the near miss? The definition of a near miss is *ANY unplanned event that happens*. A prime example would be a crane collapse that causes extensive equipment damage. Although no one may be hurt, it's still considered a near miss. In this case, the Mishap Review Board looks at possible manufacturer errors, operator error, or other issues that may have caused the near miss. The information gathered is shared throughout NAVFAC as Safety Lessons Learned, and a "Safety Alert" is sent out to all as a heads-up. This particular scenario did occur, at which point it was discovered that there existed a manufacturer's malfunction. Upon inspection, two additional cranes were taken out of commission with the same malfunctions.
5. ***Do you feel that with second and third tier subs the "low bid" aspect and their unfamiliarity with your regulations and procedures, that contribute to safety issues? Is there an orientation program available to address your requirements?*** Yes, there are issues with lower tier subs. Lower tier subs lack experience, and therefore realize an increase in accidents. All contractor subs should go through an indoctrination process, explaining the EM 385-1-1 requirements. Contractors and their subs also need to attend Radcon training at the pass office. Second and third line subcontractors should also be invited by the prime contractor to all kick-off, preconstruction, and partnership meetings.
6. ***Can you explain accident reporting – particularly if there is no lost time, or restricted activity? What happens with this information?*** Accident reporting is submitted to a Mishap Review Board. The Mishap Review Board reviews the

incident and develops lessons learned from the incident. Our goal: Zero mishaps. Accident Prevention Plans and Contractor company corporate philosophy is always required. Prime Contractor's have an obligation to provide training and orientation to all subs on the EM-385-1-1.

7. ***Why do we have to submit the same paperwork for our cranes every time we start a new project? According to OSHA, manufacturer's specifications are law. Why then can't intermediate outriggers be used if the load chart permits? What qualifications do your people have that inspect our cranes?*** Each job has different handling requirements, different weight requirements, there may be different crane operators on the job and the ground can vary greatly at set up points. As a result, each job has to be looked at on an individual basis. Crane maintenance after each job must also be reviewed, to ensure the equipment is operating safely, and that no damage occurred while on a prior job. For these reasons, each job requires separate paperwork submission. Crane oversight is conducted within NAVFAC, with Code 700 oversight. Staff adheres to the EM 385-1-1, and all CM's and ET's are trained. Once inspections are completed, the P-1 is signed off on and crane allowed on site At the work site, after crane set up and prior to lift, P-2inspection conducted to ensure crane meets handling requirements. Example, a fully extended outrigger, if not extended properly, can lose up to 50% of operating ability. Ultimately, safety is of primary importance.
8. ***Why are there different rules for subcontractors, especially when shipyarders or PWD Me is working only a couple of feet away and they don't have to take the same safety rules? Why do we have to do site specific APP plans? Why isn't our generic corporate APP plan acceptable? We've never had to follow all these rules before, why are they being enforced now?*** Four years ago, NAVFAC and the PNSY started the push for safety. Prior to that, some workers did not wear protective gear (hardhats, safety vests). Over the past four years, NAVFAC and the shipyard has cracked down and is working extremely hard to enforce a zero tolerance for neglecting safety rules and regulations. If a Contractor or a subcontractor notices an unsafe situation, they should immediately contact the CM or ET on the job and report the unsafe condition. Note: Names of reporting individuals DO NOT need to be provided.

The EM 385-1-1 Appendix A addresses "site specifics" to follow rules to prevent injury. An AHA drills down further. In the past, generic plans were allowed, however, trends have changed, and as a result each task order has site safety requirements.

Site specific plans are enforced by an increased presence of trained CM's and ET's providing extended oversight. All it takes is one accident. PWD Maine will post a link to the EM 385-1-1 and Safety Shack on the PWD Maine website. Sample AHAs and safety checklists for many activities are available in the Safety Shack.

9. *Why are PNSY workers allowed to perform work out of their jurisdiction due to amount of money for the repair by the correct trade contractor? (i.e. PNSY electricians doing elevator/lift repairs)* NAVFAC PWD Me is not aware of PNSY workers performing electrical work on elevators, but will research.

10. *At what size job would NAVFAC require or want to see site super separate from CQC (SSHO) manager?* This is a NAVFAC risk based decision based on factors such as type of work, location of work, and to some degree dollar value.

#### ***A Message from Captain Burgess:***

Contractors have an obligation to calibrate workers on safety. Make folks aware of sensitive, ever-changing job conditions. **If any condition comes close to crossing the safety line, instruct workers to stop and report the unsafe working conditions, before injury occurs.**

- Develop a baseline plan
- If the plan changes (new staff member, scope of work changes, equipment changes), take a time out and review the process, review the hazards and make necessary changes
- Put checks and balances in place and monitor

#### **Other suggestions:**

**Utilize a Risk Reduction Card** – (3x5 card to identify risks on site)

- Equipment – Is it new or old? How has it been maintained?
- Environment – Weather conditions – Windy? Hot? Cold? Ice? Snow?
- Personnel – Are they trained? New on the job?
- Supervision – Is there adequate supervision on site?
- Conditions – Overhead? Underground?

**Overall goal – Ask yourselves how do we decrease risks?** For instance, if wet conditions exist, what precautions need to take place? Alternative clothing gear, footwear? Site protection requirements due to changing weather conditions?

**Incorporate “Five Minute Safety Talk”** with crew every morning and immediately after lunch as conditions can change throughout the day.

**Utilize a Mentor Program** for all new employees on the job.

**Job Hazard Analysis (JHA)** – Similar to AHA, however in addition, job superintendent conducts activity hazard analysis, conducts crew review and signs off. All changes are reviewed with construction crew (different crane or machinery, different crew, etc.)

Lesson Learned with JHA: Contractor was ejected from JLG with 6' lanyard. Lanyard was too long, knuckle hit contractor in face and killed him. As a result of injury, lanyard lines have been shortened to prevent being thrown from the basket.

**Closing:**

The NAVFAC PWD Maine Safety Forum is an opportunity to take Contractor/NAVFAC relationships to another level. Safety starts with leadership and should always extend to the lowest experienced person on the job.

Last year, an incident occurred in NAVFAC where a contractor, carrying a load of pipes in a front end loader ran over an individual. When reviewing the incident, the ET and Superintendent discussed increased traffic on the job, and determined the site could have been laid out better, to prevent the fatality. No one took charge, even though they knew at the time there was increased traffic. **TRAIN YOUR PERSONNEL TO TAKE ACTION WHEN THEY HAVE A FEELING SOMETHING IS UNSAFE, OR WITNESS ANY UNSAFE PRACTICE. TAKE CORRECTIVE ACTION.** Make the work environment a safe place.

Engage each other and NAVFAC PWD Maine, continue to share ideas to become a safer organization as a team.

**Thank you for all that you do.** Whether you work on the barracks, CDC or clean up a worksite, you are directly supporting our men and women in uniform and their families in some shape or form.

**REMEMBER TO ALWAYS KEEP SAFETY FIRST!**