

14.0 INSPECTIONS

Regular inspections of active field work areas, including remediation projects and site support operations, shall be conducted to identify and correct potential worksite hazards as outlined below. The inspections shall be comprehensive and include such areas as project trailers, offices, vehicles, and sanitary facilities. A sample site inspection form is shown in Figure 14-1. This form may be modified as desired to reflect task- or site-specific health and safety issues.

Separate inspections are not required for support operations such as quality assurance and quality control, PMC oversight tasks, and service and maintenance Subcontractor work operations. These support operations shall be included in the inspection program of the primary PMC Subcontractor controlling the site operations and facilities.

Administrative operations such as the PMC office and warehouse areas have less frequent inspection requirements as the working conditions and work practices in these areas are not expected to change as rapidly as in active field work areas. The PMC trailer and warehouse areas will be inspected monthly (for fire extinguishers and first aid kits) and quarterly in accordance with TtFW Environmental Health and Safety Program Manual, EHS 3-3, Section 5.7, Office/Warehouse Inspections.

14.1 Daily Inspections (Health and Safety Supervisor or Designee)

The PMC Subcontractor shall perform daily informal inspections of their active field work area(s). The inspection shall cover workplace conditions, physical facility safety, and employee work practices. The inspection, conducted by the Subcontractor HSS, shall include a walkaround of the site and a review of workplace conditions and work practices. The Subcontractor HSS shall document any deficiencies and corrective actions in a logbook.

14.2 Weekly Inspections (Site Supervision)

The PMC Subcontractor shall perform formal weekly inspections of the active field work area(s). The inspection shall be performed by the first line supervisor, superintendent, or equivalent supervisory position and the Subcontractor HSS, in conjunction with the assigned PMC Project Manager or designee. Employees and/or employee representatives shall be afforded the opportunity and encouraged to participate in weekly inspections. The PMC Subcontractors shall schedule the time of the weekly inspection in advance with the PMC Project Manager or designee. The inspection shall include a review of work activities and an evaluation of compliance with established HASPs, a walkaround of the site, physical facility safety, and employee work practices.

The inspection shall be documented using the form shown in Figure 14-1 or equivalent. The form shall identify the name of the inspector(s), the date of the inspection, the work area inspected, and a description of the inspection findings. Both compliant and noncompliant inspection findings shall be identified. Activities, equipment, site facilities, or program areas included on the inspection form but not present for inspection shall be recorded as NA, for not applicable. Inspection findings and recommended corrective actions shall be clearly identified. Closure of findings shall be documented on the form by entering the date of corrective action and the name of the person who completed or verified the corrective action. Noncompliant findings shall be documented on subsequent inspections (with the date of the original inspection added at the end of the corrective action) until the corrective action has been implemented. If the actual corrective action is significantly different from the recommended corrective action, this change shall be noted on the form.

14.3 Monthly Inspections (Site and Project Management)

The PMC Subcontractor shall perform monthly inspections of their active field work area(s). The PMC Subcontractor's site manager, in conjunction with the PMC Project Manager or designee, shall perform the inspection. Employees and/or employee representatives shall be afforded the opportunity and encouraged to participate in monthly inspections. The inspection format and documentation shall be the same as the weekly inspection. The Weekly Inspection is not required the week that a monthly inspection is performed. The PMC Subcontractors shall schedule the time of the monthly inspection in advance with the PMC Project Manager.

14.4 Quarterly Inspections (Program Management)

The PMC Program Manager, PMC Environmental Compliance Manager, and the PMC Health and Safety Manager or their designee will perform quarterly inspections of representative work areas in the CRA. The inspection format and documentation shall be the same as that of the weekly inspection. The PMC Subcontractor(s) shall participate in Quarterly Inspections.

14.5 RVO Inspections

The RVO may conduct worksite inspections at any time. Additionally, the RVO may, at their discretion, participate in any of the inspections required by this HASP. The PMC Subcontractor(s) shall participate in RVO Inspections.

14.6 Corrective Action

Corrective actions shall be implemented in a timely manner and tracked through completion. Findings for weekly, monthly, or quarterly site inspections not completed or verified by the next scheduled inspection shall be reentered on the subsequent inspection form (with the date of the original inspection added at the end of the corrective action). Corrective actions should be carried forward on each subsequent inspection until the corrective action is completed and verified.

The PMC Subcontractor shall implement corrective actions to inspection findings at the time of the inspection, where feasible. Interim corrective actions shall be implemented as necessary for areas that present an immediate hazard to site workers. Interim corrective actions may include suspending work, barricading unsafe areas, posting warning signs or other similar measures to effectively mitigate the immediate hazard.

14.7 Safety Observer Program

Where required by Subcontract, the PMC Subcontractors shall implement a Safety Observer Program. As part of this program, daily worksite observations will be made and feedback provided to other workers in a forum such as the next available safety meeting. The Safety Observations of the Day form and Safety Observer Program instructions are provided in Figure 14-2. The Safety Observer program for PMC employees is described in PMC HS 008, Safety Observer Program (FWENC 2002a).

Figure 14-1 Site Inspection Form

	PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL		SITE EHS INSPECTION FORM				
	Site Information:						
Implementation Project:		Date of Inspection:					
Company(s):		Type of Inspection: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly					
Tasks or Activities Observed:							
Persons Conducting Inspection:							
Name		Company		Name		Company	
A. General Workplace Conditions							
Category		Observations (N/A if Not Applicable)			Action required <input type="checkbox"/> Yes <input type="checkbox"/> No		
Walking/Working Surfaces							
Aisles and Passageways							
Platforms/Scaffolding							
Ladders							
Stairs							
Exits/Egress							
Roadways							
Excavations/Trenches							
Ventilation							
Lighting							
Noise Exposure							
Ergonomics							
Potable Water							
Sanitation Facilities							
Temperature Extremes							
B. Hazardous Materials Use & Storage							
Category		Observations (N/A if Not Applicable)			Action required <input type="checkbox"/> Yes <input type="checkbox"/> No		
MSDSs Available							
Material Labeling							
Storage Conditions							
Storage Containers Condition							
Chemical Storage Compatibility							
Compressed Gas Storage & Use							
Waste Storage/Disposal							

 TETRA TECH FW INC.	PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL	SITE EHS INSPECTION FORM
C. Motor Vehicles & Power Equipment		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
Motor Vehicles Have Co. Signs		
Seatbelts & Back-up Alarms		
Dozer Equipment		
Scraper Equipment		
Road Grader Equipment		
Water Trucks		
Front End Loader/Backhoe		
Cranes/ Hoists & Rigging		
Forklifts		
Other Heavy Equipment		
D. Hazard Controls		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
General Site Controls		
Work Zone Delineation		
Lockout Systems		
Accident Prevention Signs and Tags		
Barricades		
Hole Covers		
Electrical Grounding & GFCI Use		
E. Emergency Systems		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Instructions		
Fire Protection		
Eye Wash and Showers		
First Aid Kits/Stations		
Emergency Rescue Equipment		
F. Protective Equipment Use & Compliance		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
Eye Protection		
Ear Protection		
Respiratory Protection		
Head Protection		
Hand Protection		
Foot Protection		
Body Protection		
Fall Protection		



PROGRAM MANAGEMENT CONTRACTOR
ROCKY MOUNTAIN ARSENAL

SITE EHS INSPECTION FORM

G. Hand/Power Tools and Power Systems

Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
Hand Tools Condition		
Portable Power Tools Condition		
Welding/Burning Equip. Condition		
Power Tools Guarding		
Electrical Power Generator		
Pneumatic Power Generator		

H. Remediation Waste Management

Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
Waste Properly Categorized		
Cross Contamination Minimized		
Containers in Good Condition		
Waste Storage		
Staging/Stockpiling of Soil/Debris		
Decontamination Water		

I. Project Environmental Programs

Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
Dust Control		
Odor Control		
Oil and Spill Prevention		
Stormwater/Erosion Control Activities		

J. Environmental Management System

Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No
Pollution Prevention		
Recycling		
Paper Conservation		
EHS Continual Improvement		
Employee Participation		

K. Other Environmental Safety and Health Conditions or Work Practices

Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No

Figure 14-2 Safety Observations of the Day Form and Guidelines

	Program Management Contractor Rocky Mountain Arsenal	SAFETY OBSERVATIONS OF THE DAY		
SAFETY OBSERVATIONS OF THE DAY				
Activity	Safe	At-risk	N/A	
Body position:				
Out of line of fire of machine, machine parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Makes eye contact with operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper lifting procedure used (back straight, load close to body, feet shoulder width, good balance, handholds, lift with legs and arms - not back)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Positions work to ensure good posture, no awkward positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper PPE for task:				
Eye/face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper tools/equipment:				
Tools in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Operations:				
Equipment in safe working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat belt fastened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Works from stable base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe slope operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Looks behind when backing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doesn't lift over people, truck cabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Observations:				

Total Observations				
		_____	_____	
% Safe	%	_____		

Comments _____

Observer _____ Date _____

Project _____ Subcontractor _____ Activity _____

GUIDELINES FOR SAFETY OBSERVERS

1. Overview

Each week, one field person is selected to spend time during each day observing field activities and to provide constructive feedback and to recognize/reinforce safe behavior.

2. Benefits

- Involvement of field personnel
- Provides opportunity for workers to suggest improvements
- Can provide real-time positive reinforcement
- Provides opportunity for recognition with peers (tailgate meetings)

3. Process

- PMC HS representative will explain program to each Subcontractor HS Supervisor.
- An individual is selected by the Subcontractor each Monday during the daily safety meeting to be Safety Observer of the Week.
- Subcontractor Health and Safety Supervisor reviews observation form and ensures that the individual understands the safe behaviors that are expected in the field.
- Each day, the observer performs the following:
 - Observer observes operations and looks for safe behaviors and substandard behaviors.
 - If the opportunity presents itself, observer provides positive reinforcement.
 - If observer identifies unsafe behavior, observer either addresses the situation or brings it to the attention of the supervisor. *The Subcontractor should provide guidance to observer on how to respond.*
 - Observer records observation on form. No names are used.
 - Observer reports observations at each of the daily safety meetings during the week. No names are used for substandard behaviors.
- Subcontractor maintains forms.