

# PENN STATION ACCESS PROJECT

CONTRACT #CBX001

SAFETY, HEALTH &

ENVIRONMENTAL CONTROL

PLAN

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**HALMAR  
RAILWORKS**

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## POLICY STATEMENT

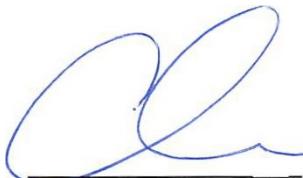
It is the policy and commitment of Halmar/RailWorks, a Joint Venture (HRJV) to maintain a safe and healthy work environment for all our employees. With every construction project we undertake, our focus will include the protection of our employees, property, members of public and the environment as we strive to provide quality work. Safety is essential to our overall success and efficiency. We believe that the prevention of accidents is more than just good business, it is our moral obligation.

Our employees are our most valuable assets. We insist on their active participation to safety with their daily job duties and hold them accountable for conducting their work safely. There is no job or service so urgent that we cannot take the time or reasonable expense to follow all the provisions of this Safety Manual and conduct the work safely.

This manual establishes the minimum safety standards for managers, supervisory personnel, and employees of HRJV including expectations of subcontractors who commit to work on our project sites. Employees are required to comply with all company safety rules and are encouraged to identify ways to make our company a safer place to work. Supervisors are responsible for safely pre-planning jobsite activities and taking prompt action to eliminate a hazard when observed.

This Safety Manual is the commitment of HRJV. It will be amended periodically to maintain a program with legal and regulatory changes and recognized safe work procedures. Any questions of interpretation or suggestions for improvement should be directed to the undersigned.

Chris Larsen



Chris Larsen  
CEO

COO



Paul Atkins P.E.

## 4.0 PROJECT DESCRIPTION

Penn Station Access (PSA) will provide passenger rail service to Penn Station located in Manhattan (PSNY) on the west side for the Metropolitan Transit Authority (MTA) Metro North Railroad's New Haven Line customers. PSA will provide new rail service from New Haven, Connecticut to PSNY located in Manhattan by utilizing Amtrak's Hell Gate Line on the Northeast Corridor through the eastern Bronx and western Queens. The project will make infrastructure improvements on the Hell Gate Line beginning in the southeastern section of Westchester County. New Haven Line trains will divert onto the Hell Gate line at the shell interlocking and extending to Harold Interlocking in Queens, where they will be joining the MTA's Long Island Rail Road Main Line.

### General Scope of the Project:

- Track:
  - Total NEW Track = 210,500 TF or 40 Miles
  - Total DEMO Existing Track = 77,200 TF or 15 Miles
  - Special Trackwork (Crossovers, Turnouts) = 8 EA
  - Permanent Hi-Rail Access Points = T.B.D
  - 3rd Rail (Harold to Gate Interlockings) = 3 Miles
- OCS:
  - Drilled Shafts/Down Guys = 497 EA
  - Portal Structural / Two-Track Cantilevers = 242 EA
  - Bridge Attachments = 66 EA
  - Demo Existing = 249 EA
  - Demo Existing Linework = 110,880 LF
- Bridges:
  - Bronx River Bridge (BRB)
  - New Track 1 Span Construction (Abutment/Pier Rehab, Bearings, Structural Steel w/Railings)
  - Existing Bascule Span Rehab (Strengthening, Re-painting, Bearing Replacements)
  - Demo Existing Timber Fender System
  - Replace Fender System
  - Scour Counter Measures

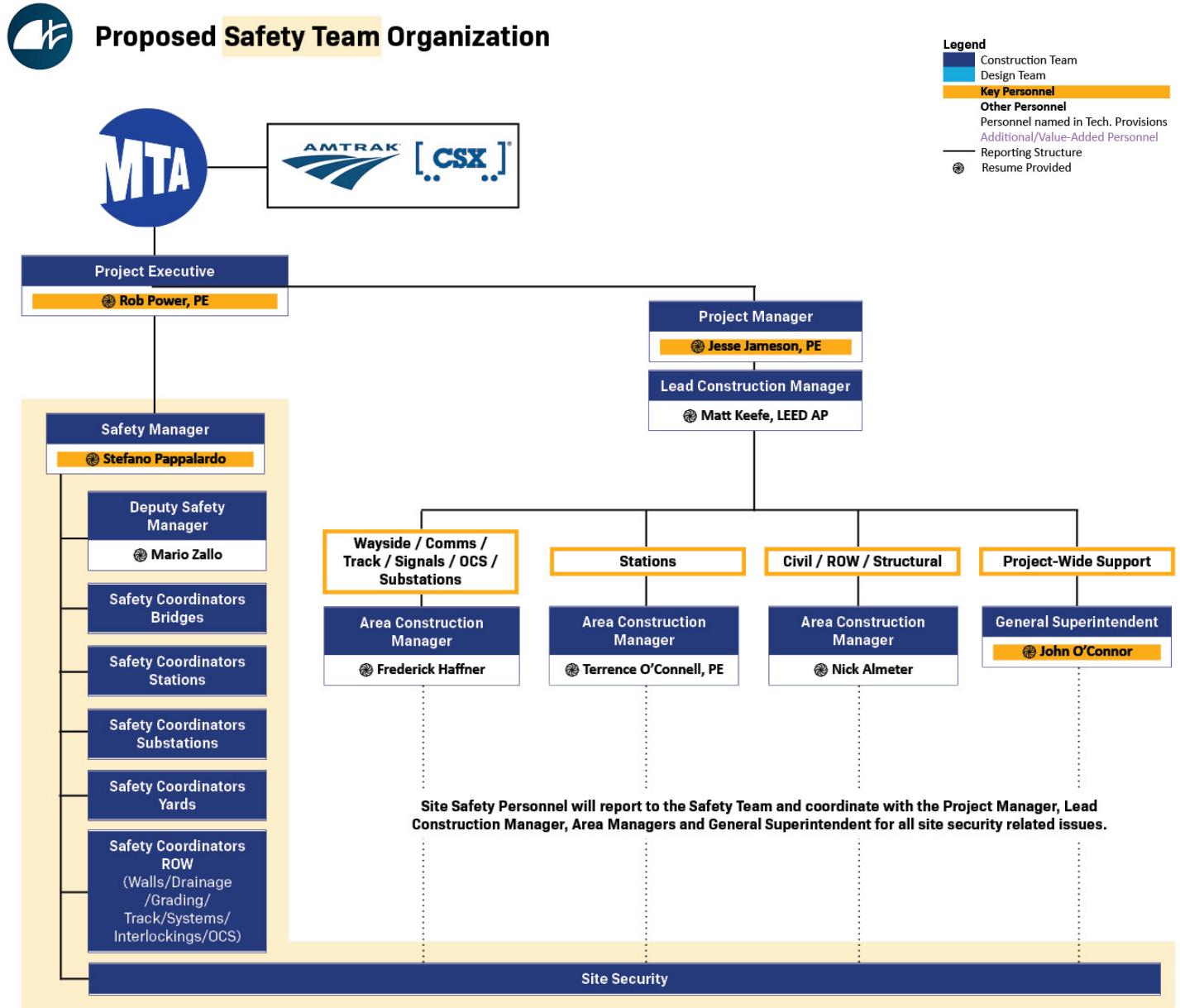
- Bronxdale Ave Bridge (BXB)
- Eastchester Rd Bridge (ERB)
- Pelham Lane Bridge (PLB)
- Typical Work Elements:
  - Demo Existing (Super/Sub Structure)
  - Utility Relocations (Aerial @ BRB/ERB, underground at both BXB/ERB/PLB)
  - Foundations (Micro-piles – BXB, ERB, PLB)
  - Abutment Strengthening (Tie-backs – BXB, ERB)
  - Backwall Replacement (BRB, BXB, ERB)
    - CIP Center Piers (BXB, ERB)
    - Bridge Seats (BXB, ERB)
    - Approach Slabs (BRB, BXB, ERB, PLB)
    - New Through-Girder Steel w/Bears (BXB, ERB)
    - Waterproofing
    - Bridge Lighting
- Stations:
  - Hunts Point Station (HPS)
  - Parkchester-Van Nest Station (PVS)
  - Morris Park Station (MPS)
  - Co-op City Station (CCS)
  - Typical Work Elements @ Each Station:
    - Foundations (Micro-piles)
    - CIP Concrete Platform Substructure, Precast Platforms, CIP Slab on Deck
    - Steel Framing, Finishes, MEP, Elevators
    - New Utilities (Domestic Water, Fire Water, Sewer, Storm, Electrical, Telecom, Gas)
    - Plazas (Pavers, Curb, Sidewalk, Landscaping, etc.)

- Right-of-Way / Civil:
  - Borings Program
  - Clearing and Grubbing
  - Noise & Vibration Monitoring (Stations, Bridges, Selective Surrounding Bldg., Selective ROW Tracks)
  - SWPPP, Temporary Access Roads, Construction Entrance
  - Grading (Cuts/Fills) = 250,000 CY
  - Retaining Walls (Cut/Fill) = 18 EA
  - Noise Wall = 1 EA ~200 LF
  - Track Underdrainage System (Piping, Manholes)
  - New Track Excavation/Sub-ballast/Ballast Placement
  - Permanent Access Points
  - Permanent ROW Fencing/Gates
- Metro-North New Rochelle Yard:
  - Borings Program
  - Clearing and Grubbing
  - Demolition (Track, OCS Poles, Existing Elements)
  - Noise & Vibration Monitoring (Surrounding Bldg., Tracks)
  - SWPPP, Temporary Access Roads, Construction Entrance
  - Grading (Cuts/Fills) = T.B.D
  - Retaining Walls (Fill) = T.B.D
  - Track Underdrainage System (Piping, Manholes)
  - New Utilities (Domestic Water, Fire Water, Sewer, Storm, Electrical, Telecom, Gas)
  - New Track Excavation/Sub-ballast/Ballast Placement
  - New Trackwork = 8,800 TF
  - Special Trackwork (Crossovers, Turnouts) = 5 EA
  - OCS Poles
  - Signal Houses/Huts, Signal Through

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- Catenary
  - Communications, SCADA, Positive Train Control, etc.
  - MOW and MOE Buildings (all divisions of work, concrete, finishes, MEP, etc.)
  - Permanent Access Points
  - Permanent ROW Fencing/Gates
- Annex Substation:
- 2 Miles of Existing Duct bank Demo
  - 2 Miles of NEW Duct bank and Manholes
  - Removal of Decommissioned Equipment
  - New Substation Equipment
- CP-215 Interlocking:
- New Crossover & Interlocking Equipment
- A/C Substations:
- Bowery Bay #45A (Replace Existing in place)
  - Oak Sub #45 (NEW)
  - Vest Nest #46 (NEW)
  - Co-op City #46B (NEW)
  - New Rochelle #46B (Replace Next to and Remove Existing)
- D/C Substations:
- Woodside HG-01 (NEW)
  - Gate HG-01 (NEW)
- Fiber Cabling, Node Houses, Wayside Radio, Positive Train Control, SCADA, Telephone, Network / Backbone

## 5.0 ORGANIZATIONAL CHART



### COMMUNICATIONS

HRJV and Subcontractors will meet before the shift starts for review of daily hazard assessment also known as Take Five for Safety, Toolbox Talk weekly meeting. We will also meet with the RWIC during this time and go over the daily Safety Briefing and sign the daily sign off sheet provide proof of RWP training, failure to sign or provide proof of training employee may not enter the site.

Employees and subcontractor employees will be reminded to keep cell phones and other electronic equipment left in lunch boxes back at break areas at least 25-0 ft. from the tracks.

## 6.0 SAFETY MANAGER / SUPERVISOR

The Safety Manager of HRJV will:

- Development of the Health and Safety Plan (HASP) and revise if required.
- Implementation of the HASP.
- Monitoring of the Contractors and each subcontractor's implementation of and adherence to the SHECP.
- Assist with the development and review of Safe Work Plan and monitor the implementation of or adherence to.
- Ensure that all employees on site have completed the requisite track training and any other training as may be required by regulation.
- Conduct Employee Site Safety Orientation.
- Conduct Worker Safety Meetings and manage subcontractor's worker Safety meetings.
- Conduct regular inspections of the work site(s) throughout the work shift to identify unsafe work practices and conditions and monitor implementation of controls and use of proper protective equipment. One inspection will be conducted at the beginning of the shift, within one (1) hour of shift commencement. Such instructions will be structured to identify unsafe employee work practices and conditions and implement corrective actions. The findings and corrective actions will be documented on the Daily Safety Report.
- Prepare Daily Safety Reports.
- Coordinate and participate in Monthly Site Safety Audits and Monthly Safety Meetings.
- Attendance at all safety related project meetings.
- Conduct incident / accident investigations, prepare, and distribute associated reports and documentation, and review to ensure completeness.
- Maintain all safety related documentation.

## 6.1 EXECUTIVE MANAGEMENT

Executive Management, including the principals of HRJV will:

- Provide leadership and verbal commitment to the safety program with all employees.
- Set goals in the form of achievable numbers related to safety statistics for the company.
- Support each project's management team with guidance and allocation of resources in safely performing major work operations.
- Incorporate and review the safety performance of each supervisor into their annual performance review.
- Fully support the safety program, the company Contractor Safety Engineer's role and address major safety issues thru their resolution when elevated to an executive management level.
- Be responsible for ensuring that the Project Managers and Superintendents are fulfilling their roles in safety for the project.

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## 6.2 PROJECT MANAGER

Each Project Manager is responsible for the implementation, promotion, and involvement of all employees on the jobsite to produce an effective Safety Culture. An effective accident prevention program comes from the commitment of top management, and it is expected that you will communicate and lead by example and attitude.

Project Manager will be the overall responsible party on the jobsite to ensure that safety is communicated, required reports and surveys are conducted, and all accidents are reported and investigated in a timely manner

Project Manager will work closely with Contractor Safety Engineer to provide goals, allocate project resources, and monitor the safety statistics of their respective project.

Project Manager will pre-qualify subcontractors before allowing to work on project, will continually evaluate the safety performance of subs used and will take the lead in contacting/formally notifying subs pertaining to Safety issues and corrective actions.

Will be responsible for conducting and leading a formal quarterly safety inspection of the jobsite to be coordinated through the Company Contractor Safety Engineer.

Will support project staff and Contractor Safety Engineer in forecasting work activities of the project schedule to safely accommodate and plan daily work activities.

## 6.3 SUPERINTENDENTS (PROJECT, SITE, SHOP, ETC.)

The Superintendents role is the key to a productive and safe work site. Quality and Safety go hand in hand. To pre-plan effectively, manage labor efficiently and produce quality work the first time is the continual focus of our lead field management. Superintendents' responsibilities include the following:

- Will support project staff and Safety Manager in forecasting work activities of the project schedule to safely accommodate and plan daily work activities.
- Aid the Safety Manager and be the responsible party to correct deficiencies when observed or after a safety project audit.
- Coach and counsel foreman and labor in safe operations.
- Monitor and enforce the safe work operations of all subcontractors.
- Provide subcontractor orientations with their respective foreman/supervisor and crew prior to the start of their work operations. This will be documented with HRJV's subcontractor Orientation form.
- Work with Project Manager to document and notify subcontractor management regarding safety issues.
- Has the duty and authority to write safety violations (Disciplinary Action form) for all employees found to be in violation of safety policy.
- Manage foreman and crews to effectively monitor and provide experience in managing new employees. Consider the experience and qualifications of all personnel before given assignments.
- Ensure that newly hired or promoted supervisors receive a safety orientation before their given assignment.
- Review, monitor and collect safety meetings (Toolbox Talks), jobsite inspection reports, and accident investigations of HRJV foreman and subcontractors.

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- Ensure Safety Department is notified immediately of all accidents. Require that all accidents be investigated to ensure proper reporting and documentation.
- Assisting in the development and review of the Safe Work Plans for each major phase of work and for types of operations that have not been analyzed.
- Will submit a copy of the weekly Toolbox Meeting to the PROJECT MANAGEMENT STAFF, with sign in sheets and topics discussed
- The superintendent will notify the PROJECT MANAGEMENT STAFF about any accident at the project and send a copy to the PROJECT MANAGEMENT STAFF.

## 6.4 PROJECT/FIELD ENGINEERS

Project / Field Engineers play an integral role for the company's safety culture and safe work procedures. When their assignment to a project exposes them to field operations, the Engineers' responsibilities include the following:

- Will support project staff and Safety Manager in forecasting work activities and the project schedule to safely accommodate and plan daily work activities.
- Coach and counsel foreman and labor in safe operations.
- Ensure that newly hired or promoted supervisors receive a safety orientation before their given assignment.
- Support the project superintendent and take an active role in reporting, investigating and documenting accidents when they occur. Ensure Safety Department is notified immediately of any and all accidents.
- Assist in the development and review of the Safe Work Plans for each major phase of work and for types of operations that have not been analyzed.
- Assist with submission of documents for approval. Transmit documents to owners, request for information.
- Verify field quantities and assist with quality to ensure that the proper material has been ordered, approved, and installed.

## 6.5 FOREMEN

We recognize the Foremen of this company to be one of the most important roles within the organization. Their knowledge, communication, and ability to effectively manage a crew of employees, makes them leaders. We consistently communicate that a major focus of the foreman's role is to observe, coach and manage the field staff of the project with safety as a top priority. We hold the foreman accountable for the actions of their crew(s) because their crew should be an extension of their decision-making skills and work ethic. The foreman's role and responsibility will include the following:

- Coach and counsel crew(s)/labor on the importance of safe operations.
- Enforce and promote the provisions of this accident prevention program.
- Perform new hire orientations with new HRJV field employees. Monitor and inform the new employee in the recognition and avoidance of hazards involved with their work.
- Conduct daily visual inspections of their work area(s) to identify, and correct unsafe work practices or unsafe conditions.
- Conduct and document a weekly Toolbox Talk with crew.

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- Perform daily Safe Work Plans for each major phase of work and for types of operations that have not previously been analyzed
- Provide and ensure the use of necessary personal protective equipment with crew. Ensure that all necessary tools for daily operations are made available, being used properly and kept in proper working order. Remove from service damaged or defective equipment.
- Encourage employees to report any unsafe conditions or unsafe practices.
- Investigate all accidents to determine cause and corrective measures.
- Report all incidents/accidents to the Superintendent and Contractor Safety Engineer immediately.

## 6.6 CONTRACTORS COMPETENT PERSONS

The contract calls for work to be performed at more than two sites simultaneously. HRJV will utilize a competent person as prescribed by CFR 1926.32 (f), OSHA. The focused four hazards: Fall Protection, Hit By, Struck By, and Electrocution will be covered by a competent person. In addition, excavation will be performed. HRJV will have a competent person specializing in excavation hazards. If a trade that HRJV does not have knowledge of example: Asbestos, Lead removal we will have the subcontractor supply said person(s).

The OSHA Construction Standard defines a competent person as someone 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 authorization to take prompt corrective measures to eliminate them.

## 6.7 SUBCONTRACTORS

We expect our Subcontractors to be responsible for providing safe working conditions and procedures for their employees. Subcontractors and their key field personnel will be responsible in complying with their own safety program along with the provisions set forth in the HRJV Safety Program. In the event of a conflict, the more stringent plan will be followed. All safety issues observed and identified for correction will be addressed to the lead foreman/supervisor of the Subcontractor. HRJV will be responsible for their subcontractor's compliance with MNR and Amtrak Rules and Regulations as well as compliance with Federal, State, and local regulations. Employees who fail to comply will be removed from the project. We foresee the Subcontractor's responsibilities to also include the following:

- Subcontractors with a staff/crew of 25 or more will be encouraged to appoint a full-time safety representative. In addition to HRJV's Safety Manager.
- The name and contact number of each subcontractor's lead supervisor (and project-site safety coordinator when applicable) will be provided to the HRJV at the start of work with each project site.
- The safety representative (when applicable) should have a minimum of an OSHA 30-hour construction certification.
- The name of a Competent person will be requested when starting work operations revolving around the following operations:
  - Excavation
  - Fall Protection
  - Scaffolding
  - Confined Space Entry

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- Discuss and coordinate provisions for immediate first aid and/or medical treatment for all work-related injuries and illnesses of their employees.
- Ensure all employees comply with their Company Safety Program, the HRJV Safety Program, project specifications and all Federal, state, and local codes and regulations when applicable.
- Pre-plan all work activities with an emphasis on safety to prevent bodily injury, illness, and property damage. HRJV encourages the use of Job Hazard Analysis and Take Fives.
- Any safety violations that need to be corrected, HRJV will issue verbal and/or written notification outlining safety violations.
- Subcontractors must inform HRJV immediately of all incidents /accidents on the jobsite. They will provide project management with a copy of an accident report and NYS C-2F form for transmittal to MNR and Amtrak within 24 hours of the incident (next business day if holiday or weekend).
- Subcontractors must inform HRJV of any hazardous conditions created by their operations.
- Conduct weekly safety meetings and submit documentation to HRJV Site Supervisor or plan to participate in safety meetings held by HRJV when working within the scope of their subcontract is in progress.
- Each subcontractor will be given a copy of the Approved SHECP and will sign onto the approved SHECP stating that they received and will abide with and all rules of HRJV's Health and Safety Plan.
- If subcontractor does not sign onto HRJV's approved HASP, they must submit their own Health and Safety Plan and have it approved by MTA, Amtrak and HRJV and incorporated into the HRJV SHECP.
- All visitors/Workers will comply with MTA's and Amtrak's requirements and wear hard hats, ANSI Class II break away vests, safety glasses, and MTA's approved safety footwear.

## 7.0 – 9.0 EMERGENCY PREPAREDNESS AND RESPONSE PLAN AND DRILL

Purpose - The purpose of an Emergency Action Plan (EAP) is to protect employees from serious injury, property loss, or loss of life, in the event of an actual or potential major accident. In the event of a major incident, this emergency action plan describes the initial responsibilities and actions to be taken to protect all employees.

### General Procedures

This plan is a guide for employees to familiarize with basic emergency planning, response for their evacuation.

#### *Pre-planning*

Preparation will increase the margin of safety is an emergency.

- Train employees in ways of assisting others.
- Inform employees how to communicate in an emergency
- Assign specific tasks
- Areas that are to be searched

#### *Notification of Emergency Warning*

In an event of any emergency, the warning may come from any of the following sources:

- Emergency siren (if required onsite by Owner or representative of Owner)
- Contact from any Emergency Patrolled Units e.g., MTA-LIRR PD, MNR PD, Amtrak PD, Local PD, FDNY and EMS.
- Air Horn or an equivalent warning device

Once an emergency has been seen or heard of, inform the immediate supervisor who will continue notification up the Chain of Command.

#### *Evacuation Routes and Meeting Places*

A map of excavation routes will be given and displayed within the jobsite. Each map will show the way to an exit, depending on where employees are located. It will be the responsibility of the immediate supervisor to inform employees of such evacuation routes when working in their area.

Meeting Places are to be established once HRJV has control of the site.

#### Meeting Places:

### SUBSTATIONS

#### HG-1

- Muster Point "A" Northwest corner of 48<sup>th</sup> Street & 37<sup>th</sup> Avenue.
- Muster Point "B" One block North on 48<sup>th</sup> Street Parking lot entrance.

#### HG-2

- Muster Point "A" 60<sup>th</sup> Street off 31st Avenue parking lot Northwest corner.
- Muster Point "B" 60<sup>th</sup> Street off 31st Avenue parking lot Northeast corner

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**Oak Street**

- Muster Point "A" Northwest entrance of E 149<sup>th</sup> Street, approximately 300 yds after the Bruckner Expressway
- Muster Point "B" Northwest furthest entrance of E 149<sup>th</sup> Street approx. 400 yds.

**Van Nest #46**

- Muster Point "A" Northeast corner of East Tremont & Dogwood.
- Muster Point "B" Northeast corner of East Tremont & Unionport Road.

**Co Op City #46 A**

- Muster Point "A" Service Road beneath New England Thruway Northwest corner by overpass.
- Muster Point "B" Service Road beneath New England Thruway Northeast along service road.

**New Rochelle #47**

- Muster Point "A" Northeast corner of Kings Hwy & Birch Street.
- Muster Point "B" Northeast corner of Cliff Street & Birch Street.

**STATIONS****Hunts Point**

- Muster Point "A" Northwest corner of Hunts Point Avenue & Garrison Avenue.
- Muster Point "B" Northwest corner of Garrison Avenue & Faile Street.

**Morris Park**

- Muster Point "A" Northeast parking lot entrance off Bassett Avenue by private road.
- Muster Point "B" Northeast parking lot entrance off Bassett Avenue approximately 180' past private road.

**Parkchester**

- Muster Point "A" Northeast corner of Dogwood Drive and E. Tremont Avenue.
- Muster Point "B" Northwest corner of E. Tremont Avenue and Uniport Road.

**Co-op City**

- Muster Point "A" Northeast below New England Thruway overpass next to substation.
- Muster Point "B" Northeast below south side of New England Thruway overpass.

## **MAPS OF MUSTER POINTS LOCATED IN ATTACHMENTS:**

Establish a procedure to account for employees in there working area.

- Foreman will be responsible for daily head counts of employees. Stefano Pappalardo has Incident Command Training and will assume the role of Incident Commander until replaced by a member of the FD.

Establish a procedure for reporting any personnel that are missing, trapped, or injured to the appropriate personnel.

- Foreman will report to S. Pappalardo should an employee be missing, the last known where about of missing employee, said information will be confirmed off. IC will determine what personnel need to stay behind to assist with search and rescue once determination that the “SCENE IS SAFE”. Information will be passed onto the FD Chief.

## **EMERGENCY CALL OUT LIST**

**HALMAR INTERNATIONAL LLC**  
**CBX-001**  
**EMERGENCY CALL-OUT-LIST**

NAME	TITLE	HOME (ETA)	MOBILE PHONE
Rob Power	Project Executive	Yonkers, NY (45 Min)	914-227-1342
David Sikorski	Project Manager	Montclair, NJ (1HR, 15Min)	845-548-5427
Matt Keefe	Lead Construction Mgr.	Westport, CT (1Hr, 30 Min)	914-319-1530
John O'Connor	General Superintendent	Green village, NJ (1Hr, 30 Min)	914-879-4837
Stefano Pappalardo	Safety Manager	Hamburg, NJ (1Hr 30 Min)	914-804-5104
OTHER EMERGENCY NUMBERS			
NYC Police			Dial 911
FDNY			
MTA Police Brooklyn /Queens Dist.#3	144-14 94 <sup>th</sup> Ave Jamaica, NY		718-725-6162
MTA Police Penn Station	Dist. #4	lower level Penn Station	212-643-5129
MTA Police Westchester/Mt. Vernon Dist.#6		24 S. Macquesten Prkwy, Mt Vernon	914-6623427
AMTRAK Police			800-331-0008
CITYMD	25-18 Queens Plaza South		646-647-1261
CITYMD Sunny Side	45-16 Greenpoint Avenue		718-571-9332
CITYMD Parkchester	1470 Metropolitan Ave		718-571-9270
City MD Mamaroneck / New Rochelle	651 E. Boston Post Road		914-219-0156
OSHA			212-620-3200
CHEMTREC			800-262-8200
NATIONAL SPILL RESPONSE CENTER			800-424-8802
NYS DEC SPILL HOTLINE			800-457-7362

Project:

MNR Penn Station Access DB Project Contract #CBX001

Issue Date:

January 14

Document

Safety, Health & Environmental Plan

Revision:

2

Reference:

MTA C&D RFP VOL 2 Package 1 Section 1.9

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## ANTICIPATED HAZARDS - ENVIRONMENTAL ISSUES

It is anticipated that suspect Asbestos Contaminated Materials (ACM) will be encountered during decommissioning of the existing Van Ness and Shell substations. When these suspect materials are exposed by the demolition operations, work in these areas will halt until the materials can be tested to confirm presence or absence of ACM and if necessary, until completion of the remediation work.

Lead based paint and Lead Containing Paint on these substation structures or any other within the contract limits. The JV will plan and identify required cut lines on LBP/LCP impacted areas for preparation NYSDOT is responsible for removal of Lead Paint on said structures. The JV is responsible for all additional exposure control measures as required by OSHA.

## ANTICIPATED HAZARDS - CONSTRUCTION HAZARDS

On construction projects, we have OSHA's Focused Four hazards:

1. Fall Hazards
2. Struck by
3. Hit by
4. Electrocution

In addition to MTA's / Amtrak / CSX Hazards

1. Trains
2. Train Tracks
3. MTA / Amtrak / CSX Operated vehicles
4. Switch Gear
5. Third rails
6. Catenary Systems

Through the JV's safety orientation and the creation of job hazard analyses prior to any work being performed we will focus on either eliminating or reducing the associated known hazard. Should elimination not be possible, then we will focus on limiting the associated risk and hazard through engineering controls or administrative controls. In the event efforts taken to reduce or eliminate a known risk or hazard leave the risk or hazard still categorized as extreme, the impacted work will not proceed. A meeting will be held with the owner and owner representatives explaining our concerns and should associated task at hand is not able to be managed then HRJV will not perform said operation. In such event, the project management team will meet with the Construction Project Management team to discuss HRJV's concerns pertaining to said risk level. Together through partnering a reasonable solution will be discussed with regards to lowering the risk from extreme to a minimum of high.

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## 10. EMPLOYEE SAFETY ORIENTATION

HRJV will maintain written records of the Site Safety Orientation program. Individuals who have partaken in said orientation will acknowledge having completed the orientation. The documentation of orientation HRJV will provide a written record of Employee Safety Orientation whereby each employee and or subcontractor acknowledges having received such orientation. Upon completion of the orientation the employee will complete the record form. Copies of the completed record of employee Safety Orientation will be transmitted to the Engineer at the end of the month. The form will include:

- An outline of the topics covered.
- The date of the training.
- A statement whereby the employee acknowledges having completed such orientation and agrees to abide by the safety requirements.
- Printed and signature of the employee.

**PLEASE REFER TO ATTACHMENTS FOR PRESENTATION POWERPOINTS AND SIGNATURE PAGE**

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## 11.0 WORK RELATED AND SITE CONFIGURATION HAZARDS

### DEMOLITION & REMOVAL OF EXISTING STRUCTURES

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926 Subpart T [Demolition]
- ✓ OSHA 29 CFR 1926 Subpart J [Welding & Cutting]
- ✓ OSHA 29 CFR 1926.28 Subpart E [Personal Protective Equipment]
- ✓ OSHA 29 CFR 1926.52 [Noise Exposure]
- ✓ OSHA 29 CFR 1926.62 [Lead]
- ✓ OSHA 29 CFR 1910.147 [Lock out/ Tag out Procedure]
- ✓ OSHA 29 CFR 1910.146 [Permit-Required Confined Space]
- ✓ OSHA 29 CFR 1910.134 [Respiratory Protection Standard]
- ✓ OSHA 29 CFR 1926.62 [Lead]
- ✓ OSHA 29 CFR 1926.500-.503 [Fall Protection]
- ✓ HRJV'S SPI's: PPE, Silica, Respiratory Protection, Compressed Gas, Lead Exposure

HAZARD	SOLUTION
Exposure to vehicular traffic	<ul style="list-style-type: none"> <li>• Approved Traffic diversion plan to be followed at all times.</li> <li>• Personnel must stay behind the barrier, use of flagging crew to stop traffic, do not cross open lane without a flag person.</li> <li>• Personnel must have Proper PPE Safety Glasses, ANSI Class II high visibility vest, work boots.</li> </ul>
Catastrophic collapse	<ul style="list-style-type: none"> <li>• An engineering survey and demolition plan must be conducted before demo work begins to determine demo methods and sequence. This will be documented and maintained on the jobsite.</li> </ul>
Injury from unstable or falling structures	<ul style="list-style-type: none"> <li>• Restrict access to danger zones or areas under active demolition.</li> <li>• Barriers and signage must be chosen that are appropriate to the degree of the hazard. Chain link fence may be required in high-hazard areas, orange "snow fence" for lower hazard areas.</li> <li>• No unstable or loose material (i.e., ceilings, walls that are partially collapsed) will be left standing at the end of each work shift.</li> </ul>
Active utilities	<ul style="list-style-type: none"> <li>• All utility companies to be notified well in advance of demo work.</li> <li>• All electric, gas, water, sewer, steam, or other service lines are to be shut off, capped, or otherwise controlled before demo is started.</li> </ul>

<b>HAZARD</b>	<b>SOLUTION</b>
<b>Airborne silica from demo of concrete structures</b>	<ul style="list-style-type: none"> <li>• All concrete demo to be kept as wet as feasible to control dust at its source. Remote demo (i.e.: hoe-ram or Brokk) is preferable, as it increases the distance to the source.</li> <li>• Ventilation will be provided in enclosed areas. The GSI Silica program will be followed.</li> <li>• A site-specific respiratory protection plan will be developed and implemented for silica exposure on the jobsite.</li> <li>• Exposure determinations will be based on workplace sampling data (NIOSH method #7500).</li> <li>• Respiratory protection will be 1/2 face APR's w/ p100 cartridges.</li> </ul>
<b>Inhalation or ingestion of lead paint/dust</b>	<ul style="list-style-type: none"> <li>• Paint on this job is assumed to be lead based unless lab analysis proves otherwise.</li> <li>• Lead paint to be removed from all surfaces to be flame cut by a minimum of four inches on either side of the cut lines.</li> <li>• A special tape is available that allows a stick on/peel off method to be used without generating respiratory hazards. This product will be given first consideration.</li> <li>• Appropriate provisions for lead protection can be found in GSI's lead policy and the "Lead Control Plan" required by the contract. PPE during demo and removal will include Tyvek and booties (and half face respirators until air sampling indicates exposures below the action level for lead).</li> <li>• Employees will go through decon and handwashing prior to leaving the work area.</li> </ul>
<b>Employee exposure to excessive noise</b>	<ul style="list-style-type: none"> <li>• Earplugs must be worn during pneumatic demolition procedures.</li> <li>• Noise dosimetry will be performed on representative employees to ensure that noise exposures do not exceed 90 dbA (8-hour TWA).</li> <li>• Hearing protection will be selected based on the results of the dosimetry and Appendix B of 1910.95.</li> </ul>
<b>Compressed air lines rupture / whipping</b>	<ul style="list-style-type: none"> <li>• Pneumatic tools must be secured to the hose by a positive means (hose whip) to prevent accidental disconnection.</li> <li>• Compressed air must be within the tool manufacturer's safe operating pressure.</li> <li>• Pneumatic hose connections must be secured with a safety clip or retainer to prevent accidental disconnection and whipping.</li> </ul>

HAZARD	SOLUTION
<b>Transportation / use / storage of oxy/acetylene tanks, hoses and torches: fire and burn hazards</b>	<ul style="list-style-type: none"> <li>• A fire-resistant partition or required distance (20') must separate oxygen and fuel gas cylinders in storage. Cylinders must be secured and upright.</li> <li>• Cylinder valves must be closed and caps in place when not in use.</li> <li>• Cylinders must be stored away from heat and electrical contact.</li> <li>• Empty cylinders must be returned to storage area. Cylinder hoisting must be performed properly (no slings or baskets).</li> <li>• Flash back arrestors must be on all assemblies. Tip cleaning tools must be available.</li> <li>• Torches, hoses, gauges, regulators, etc. must be free of defects.</li> <li>• Inspection of connections and hoses must be done daily.</li> <li>• Employees to be trained in safe torch use and fire watch requirements.</li> <li>• Burning goggles (minimum shade 4) during all oxy-acetylene torch work.</li> <li>• The hot work policy will be adhered to.</li> </ul>

## EXCAVATION

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926 Subpart P [Excavations]
- ✓ OSHA 29 CFR 1926.600/.602 [Earthmoving Equipment]
- ✓ OSHA 29 CFR 1910.146 [Permit-Required Confined Space]
- ✓ OSHA 29 CFR 1926.500-.503 [Fall Protection]
- ✓ GSI SPI's: Excavation, Lead Exposure, HAZWOPER

HAZARD	SOLUTION
<b>General Excavation Hazards</b>	<ul style="list-style-type: none"> <li>• All excavations will be inspected daily by a competent person (person must be identified in the activity plan).</li> </ul>
<b>Potential for cave-in</b>	<ul style="list-style-type: none"> <li>• Proper sloping, benching or sheeting will be used.</li> <li>• All the soil on site will be considered "type C" unless otherwise proven and documented according to OSHA 1926 Subpart P Appendix A.</li> <li>• If a slope of 1½ to 1 cannot be maintained, designed sheeting and/or shoring will be implemented.</li> <li>• Protective systems must comply with 1926.652 or be designed by a PE. A PE MUST design excavations in excess of 20 feet.</li> </ul>
<b>Falls from grade</b>	<ul style="list-style-type: none"> <li>• All excavations with vertical drops of six feet or more to be protected by standard guardrails.</li> <li>• All excavations, regardless of depth or slope configuration, must be properly barricaded for day and night.</li> </ul>
<b>Access and egress to excavation</b>	<ul style="list-style-type: none"> <li>• Ladders or ramps to be provided at no more than 25' to every location in excavation.</li> </ul>
<b>Toxic or flammable gases in the soil</b>	<ul style="list-style-type: none"> <li>• Air monitoring to be conducted before persons enter excavations and as often as necessary to ensure a safe atmosphere. Air monitoring results to be downloaded to computer and kept on file.</li> </ul>
<b>Dust contaminated with heavy metals</b>	<ul style="list-style-type: none"> <li>• Aggressive dust control to be used during all soil-intrusive work.</li> </ul>
<b>Exposure to vehicular traffic</b>	<ul style="list-style-type: none"> <li>• Approved Traffic diversion plan to be followed at all times.</li> <li>• Personnel must stay behind the barrier, use of flagging crew to stop traffic, do not cross open lane without a flag person.</li> <li>• Personnel must have Proper PPE Safety Glasses, ANSI Class II high visibility vest, work boots.</li> </ul>

## CONCRETE DEMO AND PREFABRICATED SLAB INSTALLATION

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926 Subpart Q [Concrete and Masonry Construction]
- ✓ OSHA 29 CFR 1926 Subpart L [Scaffolds]
- ✓ OSHA 29 CFR 1926 Subpart M [Fall Protection]
- ✓ OSHA 29 CFR 1926 Subpart N [Cranes and Derricks]
- ✓ OSHA 29 CFR 1926 Subpart H [Materials Handling]
- ✓ HRJV'S SPI's: Fall Protection, Cranes, Rigging, GFI
- ✓ NYST DOT 619 STANDARD SPECIFICATION & MUTCD

HAZARD	SOLUTION
<b>Exposure to Vehicular Traffic</b>	<ul style="list-style-type: none"> <li>• Approved Traffic diversion plan to be followed at all times.</li> <li>• Personnel must stay behind the barrier, use of flagging crew to stop traffic, do not cross open lane without a flag person.</li> <li>• Personnel must have Proper PPE Safety Glasses, ANSI Class II high visibility vest, work boots.</li> </ul>
<b>Saw cutting</b>	<ul style="list-style-type: none"> <li>• Prior to saw cutting create test pits to determine the depth of the structural steel top of flange. Surveyor to mark out area to be cut, use water for dust suppression, use <math>\frac{1}{2}</math> face with P-100 until air monitoring results have been obtained.</li> </ul>
<b>Concrete spatter in eyes</b>	<ul style="list-style-type: none"> <li>• All employees to wear safety glasses. This is required at all times at all locations by JV policy.</li> </ul>
<b>Concrete burns to skin</b>	<ul style="list-style-type: none"> <li>• Employees working with concrete must be properly clothed to protect skin.</li> <li>• Personal protective equipment such as gloves, boots, hard hats, and eye/face protection must be used where required.</li> <li>• Frequent washing of exposed skin will help prevent irritation from cement dust. Barrier cream may also be used.</li> </ul>
<b>Crane/Rigging operations</b>	<ul style="list-style-type: none"> <li>• Cranes to be inspected on an annual, monthly and daily basis.</li> <li>• Rigging equipment to be inspected daily by a competent person (must be designated in the activity plan).</li> <li>• Raising or lowering of Pre Fab concrete over the heads of people is prohibited.</li> <li>• Employees are forbidden from riding Pre Fab concrete slab.</li> <li>• Required distances must be maintained between overhead electrical power lines and Crane. tag line must be utilized</li> </ul>

<b>HAZARD</b>	<b>SOLUTION</b>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Only proper form oil will be used to prepare formwork. Other materials, such as diesel, will not be allowed.</li> <li>• Proper storage, dispensing, and application procedures to be followed. Extinguishers to be kept within 50' of all combustible liquids being stored or used.</li> <li>• Accumulation of combustible materials such as paper and wood will not be allowed.</li> </ul>
<b>Environmental contamination</b>	<ul style="list-style-type: none"> <li>• Washout of concrete tools and equipment, including vendor trucks, will be performed in a designated area in accordance with procedures determined before concrete work begins.</li> </ul>
<b>Falls from grade</b>	<ul style="list-style-type: none"> <li>• HRJV's six-foot, 100% tie-off rule will be followed.</li> <li>• Retractable vertical lifelines will be used wherever possible when slabs have been removed.</li> <li>• Two lanyards will be necessary at all other locations to maintain 100% tie off. All anchor points must be rated for 5,000lbs per person.</li> </ul>
<b>Shock from electrical cords / power tools</b>	<ul style="list-style-type: none"> <li>• All tools and cords will be inspected quarterly for ground continuity. Employees must be trained to use power tools safely. Only the proper tool for the job may be used.</li> <li>• All power tools must be free of physical and electrical defects.</li> <li>• All power tools must be double insulated or grounded.</li> <li>• Electrical switches must operate properly.</li> <li>• Required guards must be in place and operational.</li> <li>• Power tools must be properly stored and maintained.</li> </ul>

## CAISSON AND PILE WORK

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926.550(a)& (b) [Cranes + Derricks]
- ✓ OSHA 29 CFR 1926.251 [Rigging]
- ✓ OSHA 29 CFR 1926.603 [Pile Driving]
- ✓ OSHA 29 CFR 1926 Subpart J [Welding & Cutting]
- ✓ OSHA 29 CFR 1926.52 [Noise Exposure]

HAZARD	SOLUTION
<b>Crane/Rigging operations</b>	<ul style="list-style-type: none"> <li>• Cranes to be inspected on an annual, monthly and daily basis. Rental cranes must be checked for annual and most recent monthly before being allowed to work on site. Rigging equipment to be inspected daily by a competent person (must be designated in the activity plan). A trained competent person is to be designated for all rigging activities. Inspection of rigging apparatus to be done daily and before each lift. Raising or lowering of concrete buckets over the heads of people is prohibited. Employees are forbidden from riding concrete buckets. Required distances must be maintained between overhead electrical power lines and concrete placement equipment.</li> </ul>
<b>Transportation / use / storage of oxy/acetylene tanks, hoses and torches: fire and burn hazards</b>	<ul style="list-style-type: none"> <li>• Cylinders must be secured and upright. A fire-resistant partition or required distance (20') must separate oxygen and fuel gas cylinders in storage. Cylinder valves must be closed and caps in place when not in use. Cylinders must be stored away from heat and electrical contact. Empty cylinders must be returned to storage area. Cylinder hoisting must be performed properly (no slings or baskets). Flash back arrestors must be on all assemblies. Tip cleaning tools must be available. Torches, hoses, gauges, regulators, etc. must be free of defects. Inspection of connections and hoses must be done daily. Employees to be trained in safe torch use and fire watch requirements. Burning goggles (minimum shade 4) during all oxyacetylene torch work. The JV hot work policy will be adhered to, as well as the PA hot work permit system.</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Fire extinguisher to be maintained immediately available in the work area. All torch setups to have properly maintained hoses and connections with flash arrestors.</li> </ul>
<b>Employee exposure pile drilling/driving noise</b>	<ul style="list-style-type: none"> <li>• Noise dosimetry will be performed on representative employees within the pile/caisson crew to assess exposure levels. Hearing protection will be selected based on the results of the dosimetry and Appendix B of 1910.95.</li> </ul>
<b>Traffic Exposure</b>	<p>Traffic protection devices will be installed as per contract documents. All employees who must work on the shoulder or in a closed lane must wear traffic safety vest or approved yellow/orange shirts.</p>

## STEEL ERECTION

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926 Subpart R [Steel Erection]
- ✓ OSHA 29 CFR 1926 Subpart CC

HAZARD	SOLUTION
<b>Working at heights</b>	<ul style="list-style-type: none"> <li>• Employees who are expected to perform steel erection will be trained in accordance with 1926.761.</li> <li>• Employees will be monitored by Superintendents to ensure adherence to training.</li> <li>• Each employee will be provided with a personal fall protection system to allow them to tie-off as when needed.</li> <li>• Fall protection gear will remain with Steel Erectors throughout the steel erection phase.</li> </ul>
<b>Improper Rigging of loads</b>	<ul style="list-style-type: none"> <li>• Employees will conduct a pre-use inspection of all intended rigging components.</li> <li>• Components that is not suitable will immediately be removed from service and replaced.</li> <li>• Rigging will be the right size and of proper lifting capacity to hoist the intended load in a safe manner.</li> </ul>
<b>Improper connecting procedure's</b>	<ul style="list-style-type: none"> <li>• Employees, who are expected to perform the responsibility of a steel connector will be trained as to the nature of the hazards associated with connecting.</li> <li>• Employees will also be trained on the subject of proper connecting techniques and work practices as required by 1926.761.</li> </ul>
<b>Crane use for steel erection</b>	<ul style="list-style-type: none"> <li>• Crane use for the purpose of steel erection will comply with Subpart CC of the OSHA Standard.</li> <li>• Operator will check for appropriate ground conditions prior to setting up crane.</li> <li>• Crane will be set up with outriggers extended. Swing radius of crane will be protected.</li> <li>• All rigging will be inspected prior to putting them into service.</li> <li>• Defective rigging will not be used. Taglines will be used to control load once it is hoisted to the point that it may turn.</li> <li>• Cranes used for steel erection will be visually inspected prior to each shift by a competent person according to 1926.753</li> </ul>

<b>HAZARD</b>	<b>SOLUTION</b>
<b>Instability of Structural Steel</b>	<ul style="list-style-type: none"> <li>• Structural stability will be maintained at all times during the erection process.</li> <li>• Steel will be secured with the required number of bolts as specified by the engineer of record and plumbed accordingly.</li> <li>• If false work is used, it will comply with the false work drawings as specified by the engineer of record.</li> </ul>

## **ELECTRICAL SAFETY**

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926 Subpart K [Electrical Work]
- ✓ OSHA 29 CFR 1926.28 Subpart E [Personal Protective Equipment]

<b>HAZARD</b>	<b>SOLUTION</b>
<b>Electrocution, Burns, Fire as a result of using faulty electrical cords</b>	<ul style="list-style-type: none"> <li>• Employees will perform a visual pre-use inspection of electrical cords prior to placing cords into service. Cords that are observed to be defective will be removed from service immediately and replaced.</li> <li>• GFCI will be used in damp/wet conditions among others.</li> <li>• Regular housekeeping will be performed so as not to accumulate flammable items around electrical components.</li> <li>• Panel boxes and outlets will be in good repair and the breaker will be suitable for the amount of current expected to be used.</li> <li>• An engineering survey and demolition plan must be conducted before demo work begins to determine demo methods and sequence. This will be documented and maintained on the jobsite.</li> </ul>
<b>Insufficient lighting</b>	<ul style="list-style-type: none"> <li>• A minimum of 5-foot candles will be provided within work areas.</li> </ul>
<b>Use of small, powered tools</b>	<ul style="list-style-type: none"> <li>• Employees will perform a pre-use inspection on all the powered small tools they use.</li> <li>• Employees will remove defective tools from service by giving it to their supervisor for repair.</li> <li>• Employees will wear appropriate PPE for the tool they are using.</li> <li>• In the case of grinders, employees will wear double eye protection consisting of safety glasses and a face shield.</li> <li>• In the case of grinders, employees will also be sure the wheel is in good condition and none of the safety features the grinder may have, are bypassed.</li> </ul>

## CLEARING AND GRUBBING

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926.604 [Clearing and Grubbing]
- ✓ OSHA 29 CFR 1926.28 Subpart E [Personal Protective Equipment]

HAZARD	SOLUTION
<b>Clearing and Grubbing</b>	<ul style="list-style-type: none"> <li>• Employees will be provided with the appropriate PPE for performing this operation. Such PPE will include but not be limited to Gloves, eye protection, face protection, hearing protection, head protection.</li> </ul>
<b>Poisonous Plants</b>	<ul style="list-style-type: none"> <li>• Employees will be provided with barrier creams and post contact soaps.</li> <li>• Employees will be instructed to wash their hands before eating.</li> </ul>

## LEAD ABATEMENT

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926.62 [LEAD]
- ✓ OSHA 29 CFR 1910.134 [Respiratory Protection]
- ✓ HI SPI's: [Lead Exposure, Respiratory Protection]

HAZARD	SOLUTION
<b>Employee exposure to lead</b>	<ul style="list-style-type: none"> <li>• A NY State licensed subcontractor will be selected to perform this specialized work. An activity plan will be required from the sub before they are allowed to begin work.</li> <li>• All sampling, training, PPE, containment, and disposal will be done according to the OSHA Lead Standard, the HI Lead Exposure Policy, and Contract requirements.</li> </ul>

## ASBESTOS ABATEMENT

**Refer to the following minimum requirements:**

- ✓ OSHA 29 CFR 1926.1101 [Asbestos]
- ✓ HI SPI's: [Respiratory Protection]

HAZARD	SOLUTION
<b>Employee exposure to asbestos</b>	<ul style="list-style-type: none"> <li>• A NY State licensed subcontractor will be selected to perform this specialized work. An activity plan will be required from the sub before they are allowed to begin work.</li> <li>• All sampling, training, PPE, containment, and disposal will be done according to the OSHA Asbestos Standard and Contract requirements.</li> </ul>

## 12. MANAGEMENT OF SAFETY DOCUMENTS

HRJV will maintain the following safety documents for a period of six years post substantial completion. The storage facility located in Maybrook, NY 12543. Medical records will be maintained for thirty years post substantial completion. The following records will be kept for six years after substantial completion has been accepted.

- CSE / CSS daily safety reports.
- Weather reports
- Accident records C-2F, MNR SAIR
- Photographs
- General Liability reports
- Orientation Records
- General awareness training documentation
- Audit, Daily, weekly, and monthly
- Crain inspection reports
- Permit logs
- Track Training Logs
- OSHA 300, 300A & 301 logs. 300A to be posted from February 1 through April 30, each year.
- Incident report log.
- Disciplinary log
- Respiratory training donning, doffing, emergency scenarios, cleaning, storage, and limitations.
- Medical records which will be maintained for thirty years are as follows.
- Medical Evaluation Questionnaire for respiratory use.
- Blood test for lead levels.
- X-ray in the event of asbestos exposure.
- Auditory results should an employee be exposed to blasting.

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## 13. HAZARD COMMUNICATION

### HAZARD COMMUNICATION PROGRAM

The purpose of this plan is to establish a program and procedures for the safe use of hazardous chemical substances at HRJV.

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200 (General Industry) and 29 CFR 1926.59 (Construction Industry) call for the development of a hazard communication program when employees may be exposed to any

chemical in the workplace under normal conditions of use or in a foreseeable emergency. In 2012 OSHA revised the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this program has been revised to comply with the requirements of the OSHA HCS 2012. The written hazard communication program will include and address the following criteria to satisfy the minimum requirements of the OSHA HCS 2012:

- List of all hazardous chemicals known to be present in the workplace or individual work area
- Methods used to ensure that all containers, including pipes and holding tanks, are labeled, tagged, or marked properly
- Methods used to obtain and maintain safety data sheets (SDSs)
- Methods used to provide employees with information and training on hazardous chemicals in their work areas
- Methods used to inform employees of the hazards of non-routine work practices
- Methods used to provide the employees of other employers (e.g., consultants, construction contractors and temporary employees) on-site access to SDSs for each hazardous chemical that the other employer's employees may be exposed to while working in the workplace
- Methods used to inform the employees of other employers of precautionary measures that need to be taken to protect themselves during the workplace's normal operating conditions and in foreseeable emergencies
- Methods used to inform the employees of other employers of the labeling system used in the workplace

The hazard communication program will identify the following:

- Key personnel responsible for the program
- Location of chemical inventory list and SDSs
- Workplace labeling system
- Good work practices and procedures to minimize exposures
- How training will be performed
- Procedures to maintain the program and update the required information
- How records will be maintained

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President, CEO

DATE

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Safety Coordinator

DATE

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## RESPONSIBILITIES

The safety coordinator, Stefano Pappalardo is responsible for administering the hazard communication program.

This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals
- Maintaining a list of all hazardous chemicals and a master file of SDSs
- Ensuring that all containers are labeled, tagged, or marked properly
- Providing new-hire and annual training for employees
- Maintaining training records
- Monitoring the air concentrations of hazardous chemicals in the work environment
- Properly selecting and caring for personal protective equipment
- Directing the cleanup and disposal operations of the spill control team
- Identifying hazardous chemicals used in non-routine tasks and assessing their risks
- Informing outside contractors who are performing work on company property about potential hazards
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state, or local hazard communication requirements

The purchasing agent, James Rizzo, is responsible for:

- Contacting chemical manufacturers and/or distributors to obtain SDSs and secondary labels for hazardous chemicals used or stored in the workplace

The receiving department is responsible for:

- Reviewing incoming hazardous chemicals to verify correct labeling
- Holding hazardous chemicals in the receiving area until receipt of the SDS for the product

Employees are responsible for the following aspects of the hazard communication program:

- Identifying hazards before starting a job
- Reading container labels and SDSs
- Notifying the supervisor of torn, damaged, or illegible labels or of unlabeled containers
- Using controls and/or personal protective equipment provided by the company to minimize exposure
- Following company instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement
- Knowing and understanding the consequences associated with not following company policy concerning the safe handling and use of chemicals
- Participating in training

## CHEMICAL INVENTORY LIST

Attached to this program is a list of hazardous chemicals used, produced and/or stored at HRJV's field office; copies of the chemical inventory list are available in the Contractor Field office.

This list will contain the product identifier that is referenced on the appropriate SDS, the location or work area where the chemical is used, and the personal protective equipment and precautions for each chemical product. This list will be updated annually and whenever a new chemical is introduced to the workplace.

## LABELS AND OTHER FORMS OF WARNING

Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer or other responsible party

HRJV will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged or marked with a GHS label containing the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the employee who performs the transfer do not require a label. If the portable container will be used by more than one employee or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

Signs, placards, process sheets, batch tickets, operating procedures or other such written materials may be used in lieu of affixing labels to individual, stationary process containers if the alternative method identifies the containers to which it is applicable and conveys the information required for workplace labeling.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

Pipes that contain hazardous chemicals should be labeled in accordance with ANSI/ASME

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A 13.1 and indicate the direction of flow. (Please note that this is not a requirement of the OSHA HCS but a best practice or requirement of local jurisdiction.

Workplace labels or other forms of warning will be legible, in English and prominently displayed on the container or readily available in the work area throughout each work shift. If employees speak languages other than English, the information in the other language(s) may be added to the material presented if the information is presented in English as well.

*Note: After Dec. 1, 2015, distributors may not ship containers labeled by the chemical Manufacturer or importer unless the label on the container meets GHS labeling requirements.*

## SAFETY DATA SHEETS

An SDS will be obtained and maintained for each hazardous chemical in the workplace. SDSs for each hazardous chemical will be readily accessible during each work shift to employees when they are in their work areas.

SDSs will be obtained from the chemical manufacturer, importer, or distributor. The name on the SDS will be the same as that listed on the chemical inventory list. SDSs for chemicals or process streams produced by the company will be developed and provided by the safety coordinator.

The safety coordinator will maintain the master file of all original SDSs. Hard copies of the master file will be in the field trailer (To Be Determined). In addition, SDS utilized on Amtrak property will be submitted to Amtrak for review and approval prior to being brought on-site.

SDSs for new products or updated SDSs for existing products will be obtained by the purchasing agent and forwarded to the safety coordinator. The safety coordinator will then update the master file with new and/or updated SDSs.

If problems arise in obtaining an SDS from the chemical manufacturer, importer or distributor, a phone call will be made to request an SDS and to verify that the SDS has been sent. The phone call will be logged, and a letter will be sent the same day. The company will maintain a written record of all efforts to obtain SDSs. If these efforts fail to produce an SDS, the local OSHA office will be contacted for assistance.

## EMPLOYEE INFORMATION AND TRAINING

Employees included in the hazard communication program will receive the following information and training prior to exposure to hazardous chemicals and when new chemical hazards are introduced to their work area:

- Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry)
- Operations in the work area where hazardous chemicals are present
- Location and availability of the hazard communication program, chemical inventory list and SDSs
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released

Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified of the chemicals in the work area

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Measures employees can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used

Explanation of the labels received on shipped containers

Explanation of the workplace labeling system

Explanation of the SDS, including order of information and how employees can obtain and use the appropriate hazard information

*Note: To facilitate understanding of the new GHS system, the OSHA HCS requires that employees be trained regarding the new label elements and SDS format by Dec. 1, 2013. Employers are required to update the hazard communication program and to provide any additional training for newly identified physical or health hazards no later than June 1, 2016.*

## NON-ROUTINE TASKS

The safety coordinator and the immediate supervisor of an employee performing a non-routine task, such as cleaning machinery and other process equipment, is responsible for ensuring that adequate training has been provided to the employee on any hazards associated with the non-routine task. Employees share in this responsibility by ensuring that their immediate supervisor knows that the non-routine task will be performed.

Special work permits are required for the performance of certain non-routine tasks, such as entry to confined spaces, breaking and opening piping systems, and welding and burning. For some special tasks, employees are required to follow special lockout/tagout procedures to ensure that all machinery motion has stopped, and energy sources are isolated prior to and during the performance of such tasks.

## CONTRACTORS

Prior to beginning work, the safety coordinator will inform contractors with employees working on company property of any hazardous chemicals that the contractors' employees may be exposed to while performing their work. The safety coordinator will also inform contractors of engineering or work practice control measures to be employed by the contractor, personal protective equipment to be worn by the contractors' employees, and any other precautionary measures that need to be taken to protect their employees during the workplace's normal operating conditions and in foreseeable emergencies.

Furthermore, the safety coordinator will advise contractors that they must comply with all OSHA standards while working on company property. Appropriate controls will be established with the contractor to ensure that company employees are not exposed to safety and health hazards from work being performed by the contractor and that company operations do not expose contractors' employees to hazards.

The safety coordinator will inform contractors of the workplace labeling system and the availability and location of SDSs for any chemical to which contractors' employees may be exposed while performing their work.

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## RECORDKEEPING

Records pertaining to the hazard communication program will be maintained by the safety coordinator. The safety coordinator will keep the following records:

- Chemical inventory list
- Hazardous material reviews
- Copies of phone call logs and letters requesting SDSs
- Employee training records
- Warnings issued to employees for not following the hazard communication program

I, (employee Name) Have read and understand the hazard communication program at HRJV.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

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# OSHA® QUICK CARD™

## Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<b>Health Hazard</b> 	<b>Flame</b> 	<b>Exclamation Mark</b> 
<ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<b>Gas Cylinder</b> 	<b>Corrosion</b> 	<b>Exploding Bomb</b> 
<ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<b>Flame Over Circle</b> 	<b>Environment (Non-Mandatory)</b> 	<b>Skull and Crossbones</b> 
<ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

For more information:



U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

OSHA 3491-02 2012

# OSHA® QUICK CARD™

## Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

*(Continued on other side)*

For more information:



OSHA 3493-02 2012

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# OSHA® QUICK CARD™

## Hazard Communication Safety Data Sheets

**Section 8, Exposure controls/personal protection**

lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.

\*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

**Employers must ensure that SDSs are readily accessible to employees.**

See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

For more information:



OSHA 3493-02-2012

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## 14. HEARING CONSERVATION

- **Engineering Controls:** 29 CFR 1910.95(b) (1) requires that “feasible administrative or engineering controls will be utilized. If such controls fail to reduce sound levels...personal protective equipment will be provided and used to reduce sound levels...”
- **Monitoring:** 29 CFR 1910.95(d) requires that monitoring be conducted when “any employee’s exposure may equal or exceed an 8-hour time-weighted average of 85 decibels.
- **Testing:** 29 CFR 1910.95(g) requires an “audiometric testing program” for “all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels”.
- Hearing Protectors: 29 CFR 1910.95(i) states that “employers will make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees”
- **Training:** 29 CFR 1910.95(k) mandates an annual “training program” for “all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels...” and mandates certain aspects of the training that must be included. This includes the effects of noise on hearing; purpose, advantages, disadvantages, and attenuation of different types of hearing protectors; purpose audiometric testing.
- **Record Keeping:** 29 CFR 1910.95(m) states that employers “will maintain an accurate record of all employee exposure measurements...”
- HRJV will utilize a Dosimeter with operating ranges from 0.0 to 140 dB (A) weighing scale. Said results will be given to the employee.
- At 85dB signs will be posted requiring hearing protection beyond this point.
- HRJV anticipates Pile Driving operations noise levels will be above the 85dB levels.
- Should hearing protection be needed near an active railroad track HI will comply with the FRA and MNR and Amtrak RWP requirements. The individual must have a “tap person” to alert them to the instructions of the Railway Protective Labor.

## Appendix IV:A. Audiometric Testing Program

Audiometric testing monitors the sharpness and acuity of an employee's hearing over time, and also provides an opportunity for employers to educate employees about their hearing and the need to protect it.

Employers must establish and maintain an audiometric testing program for all employees exposed at or above the action level of 85 dBA-TWA (time-weighted average). [[29 CFR 1910.95\(g\)\(1\)](#)]

The program must be provided at no cost to employees. [[29 CFR 1910.95\(g\)\(2\)](#)]

Important elements of the audiometric testing program include:

- [Baseline and Annual Audiograms](#)
- [Standard Threshold Shift \(STS\)](#)
- [Evaluation of Audiogram](#)
- [Revised Baseline](#)
- [Follow-up Procedures](#)
- [Testing and Equipment](#)

### Baseline and Annual Audiograms

[TOP](#)

- Within six months of an employee's first exposure at or above the action level, the employer must establish a valid baseline audiogram against which subsequent audiograms can be compared. [[29 CFR 1910.05\(g\)\(5\)\(i\)](#)]
- Mobile Test Van Exception:
  - If mobile test vans are used, the employer must obtain a valid baseline audiogram within one year of an employee's first exposure at or above the action level. [[29 CFR 1910.95\(g\)\(5\)\(ii\)](#)]
  - Where baseline audiograms are obtained more than six months after the employee's first exposure at or above the action level, employees must wear hearing protection devices for any period over six months after the first exposure until the baseline audiogram is obtained. [[29 CFR 1910.95\(g\)\(5\)\(ii\)](#)]
- At least 14 hours without exposure to workplace noise must precede baseline audiogram testing. (Hearing protection devices may be worn during this time as a substitute for this requirement.) [[29 CFR 1910.95\(g\)\(5\)\(iii\)](#)]
  - Employers must also notify employees of the need to avoid high levels of non-occupational noise exposure during the 14 hour period immediately preceding the audiometric exam. [[29 CFR 1910.95\(g\)\(5\)\(iv\)](#)]
- After obtaining the baseline audiogram, employers must obtain a new audiogram annually for each employee whose exposure is at or above the action level. [[29 CFR 1910.95\(g\)\(6\)](#)]

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## Standard Threshold Shift (STS)

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As used in this section, a standard threshold shift (STS) is a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000, and 4000 Hz in either ear. [[29 CFR 1910.95\(g\)\(10\)\(i\)](#)]

In determining whether an STS has occurred, allowances may be made for the contribution of aging (presbycusis) to the change in hearing level by correcting the annual audiogram according to the procedure described in [29 CFR 1910.95 Appendix F: Calculations and Application of Age Corrections to Audiograms](#). [[29 CFR 1910.95\(g\)\(10\)\(ii\)](#)]

### Computing the Standard Threshold Shift

#### Example 1

Frequency (Hz)	Baseline audiogram threshold (dB)	Annual audiogram threshold (dB)	Change
500	5	5	0
1,000	5	5	0
2,000	0	10	+10
3,000	5	20	+15
4,000	10	35	+25
6,000	10	15	+5

Considering the Hearing Threshold Level (HTL) values at 2,000, 3,000, and 4,000 Hz, there are changes in hearing threshold of 20, 15, and 25 dB, respectively. Thus:

$$STS = (10 + 15 + 25)/3 = 50/3 = 16.7 \text{ dB}$$

**Conclusion:** The STS is +16.7 dB; hearing has deteriorated, the employee must be notified in writing within 21 days, and, depending on professional discretion, the employer may elect to retest the employee and/or revise the baseline audiogram.

#### Example 2

Frequency (Hz)	Baseline audiogram threshold (dB)	Annual audiogram threshold (dB)	Change
500	5	5	0

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1,000	5	0	-5
2,000	0	-10	-10
3,000	5	-5	-10
4,000	10	-5	-15
6,000	10	5	-5

Again, considering the HTL values at 2,000, 3,000, and 4,000 Hz, the hearing threshold has changed by -10, -10, and -15 dB, respectively. Thus:

$$STS = (-10 \text{ } -10 \text{ } -15)/3 = -35/3 = -11.6 \text{ dB}$$

**Conclusion:** The STS is -11.6 dB; hearing has improved, the employee should be notified, and, depending on professional discretion, the baseline audiogram may be revised.

With regard to recordkeeping requirements, OSHA has developed a "[decision tree](#)" [7 KB PDF\*, 1 page] to determine whether the results of an audiometric exam given on or after January 1, 2003 reveal a recordable STS. See [29 CFR 1904](#) for additional information on recording and reporting occupational injuries and illness.

### Evaluation of Audiogram

[TOP](#)

- Each employee's audiogram must be compared to their baseline audiogram to determine if the audiogram is valid and to determine if a standard threshold shift (STS) has occurred. [[29 CFR 1910.95\(g\)\(7\)\(i\)](#)]
  - This comparison may be done by a technician.
  - If the annual audiogram shows that an employee has suffered an STS, the employer may obtain a retest within 30 days and consider the results of the retest as the annual audiogram. [[29 CFR 1910.95\(g\)\(7\)\(ii\)](#)]
  - The audiologist, otolaryngologist, or physician must review problem audiograms and determine whether there is a need for further evaluation. [[29 CFR 1910.95\(g\)\(7\)\(iii\)](#)]
- If further evaluation is necessary, the employer must provide the following information to the evaluator:
  - A copy of the requirements for hearing conservation as set forth in the HCA ([29 CFR 1910.95\(c-n\)](#)). [[29 CFR 1910.95\(g\)\(7\)\(iii\)\(A\)](#)]
  - The baseline audiogram and the most recent audiogram of the employee evaluated. [[29 CFR 1910.95\(g\)\(7\)\(iii\)\(B\)](#)]
  - Measurements of background sound pressure levels in the audiometric test room as required in [29 CFR 1910.95 Appendix D: Audiometric Test Rooms](#). [[29 CFR 1910.95\(g\)\(7\)\(iii\)\(C\)](#)]

- Records of audiometer calibrations, as described in [Testing and Equipment](#). [[29 CFR 1910.95\(g\)\(7\)\(iii\)\(D\)](#)]

**Revised Baseline****TOP**

An annual audiogram may be substituted for the baseline audiogram when the audiologist, otolaryngologist, or physician evaluating the audiogram determines that:

- The standard threshold shift (STS) revealed by the audiogram is persistent [[29 CFR 1910.95\(g\)\(9\)\(i\)](#)] or
- The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram. [[29 CFR 1910.95\(g\)\(9\)\(ii\)](#)]

**Follow-up Procedures****TOP**

- If comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift (STS) has occurred, the employee must be informed in writing within 21 days of the determination. [[29 CFR 1910.95\(g\)\(8\)\(i\)](#)]
- Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, the employer will ensure that the following steps are taken when a STS occurs [[29 CFR 1910.95\(g\)\(8\)\(ii\)](#)]:
  - Employees not using hearing protectors must be fitted with hearing protectors, trained in their use and care, and required to use them. [[29 CFR 1910.95\(g\)\(8\)\(ii\)\(A\)](#)]
  - Employees already using hearing protectors must be refitted and retrained in their use, and provided with hearing protectors offering greater attenuation if necessary. [[29 CFR 1910.95\(g\)\(8\)\(ii\)\(B\)](#)]
  - The employee must be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the employer suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors. [[29 CFR 1910.95\(g\)\(8\)\(ii\)\(C\)](#)]
  - The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected. [[29 CFR 1910.95\(g\)\(8\)\(ii\)\(D\)](#)]

*Note: The above items are not required if a physician determines that the STS is not work-related or aggravated by occupational noise exposure.*

- If subsequent audiometric tests show that the STS identified on a previous audiogram is not persistent, the employer must inform the employee of the new audiometric interpretation. [[29 CFR 1910.95\(g\)\(8\)\(iii\)\(A\)](#)]
- Employees whose exposure to noise is less than a time-weighted average (TWA) of 90 dB may discontinue wearing hearing protectors. [[29 CFR 1910.95\(g\)\(8\)\(iii\)\(B\)](#)]

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## Testing and Equipment

**TOP**

### **General**

- Audiometric tests must be performed by [[29 CFR 1910.95\(g\)\(3\)](#)]:
  - A licensed or certified audiologist, otolaryngologist, or other physician, or
  - A technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or
  - who has satisfactorily demonstrated competence in administering audiometric examinations, obtaining valid audiograms, and properly using, maintaining and checking calibration and proper functioning of the audiometers used.
  - A technician who operates microprocessor audiometers does not need to be certified. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist, or physician.
- All audiograms obtained pursuant to this section must meet the requirements of [29 CFR 1910.95 Appendix C: Audiometric Measuring Instruments](#). [[29 CFR 1910.95\(g\)\(4\)](#)]
- Audiometric tests must be pure tone, air conduction, hearing threshold examinations, with test frequencies including as a minimum 500, 1000, 2000, 3000, 4000, and 6000 Hertz (Hz). [[29 CFR 1910.95\(h\)\(1\)](#)]
  - Tests at each frequency must be taken separately for each ear. [[29 CFR 1910.95\(h\)\(1\)](#)]
- Audiometric tests must be conducted with audiometers (including microprocessor audiometers) that meet the specifications of, and are maintained and used in accordance with, American National Standard Specification for Audiometers, S3.6-1969. [[29 CFR 1910.95\(h\)\(2\)](#)]
  - Pulsed-tone and self-recording audiometers, if used, must meet the requirements specified in [29 CFR 1910.95 Appendix C: Audiometric Measuring Instruments](#). [[29 CFR 1910.95\(h\)\(3\)](#)]
- Audiometric examinations must be administered in a room meeting the requirements listed in [29 CFR 1910.95 Appendix D: Audiometric Test Rooms](#). [[29 CFR 1910.95\(h\)\(4\)](#)]

### **Calibration**

- The functional operation of the audiometer must be checked before each day's use by testing a person with known, stable hearing thresholds, and by listening to the audiometer's output to make sure that the output is free from distorted or unwanted sounds. Deviations of ten decibels (dB) or greater require an acoustic calibration. [[29 CFR 1910.95\(h\)\(5\)\(i\)](#)]
- Audiometer calibration must be checked acoustically at least annually in accordance with [29 CFR 1910.95 Appendix E: Acoustic Calibration of Audiometers](#). Test frequencies below 500 Hz and above 6000 Hz may be omitted from this check. Deviations of 15 dB or greater require an exhaustive calibration. [[29 CFR 1910.95\(h\)\(5\)\(ii\)](#)]
- An exhaustive calibration must be performed at least every two years in accordance the American National Standard Specification for Audiometers, S3.6-1969. Test frequencies below 500 Hz and above 6000 Hz may be omitted from this calibration. [[29 CFR 1910.95\(h\)\(5\)\(iii\)](#)]

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## 15. RESPIRATORY PROTECTION PROGRAM

This program establishes the minimum requirements as per 29 CFR 1010.134, for the use of respiratory protective equipment, including selecting respirators, evaluating the medical condition of respirator users, fit testing, using respirators, maintaining respirators, ensuring adequate air quality, quantity, and flow for supplied-air respirators, employee training, and evaluating the effectiveness of this program.

When it is clearly impractical to remove respiratory hazards through engineering controls or where emergency protection against occasional or brief exposures is necessary, approved respiratory protective equipment will be issued and used in accordance with this program.

These requirements apply to all exposures in which employees are required or allowed to wear respiratory protective equipment,

The Branch/Project Manager must designate a local program administrator who is qualified by appropriate training or experience that is commensurate with the complexity of the program to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness.

### PROCEDURES FOR SELECTING RESPIRATORS

Before the selection of respirators, we must evaluate the potential respiratory hazard(s) in the workplace; identify relevant workplace and user factors, and base respirator selection on these factors. This evaluation should take place during the estimation phase of all work.

Respiratory hazards for the purpose of this program are classified as follows:

- Oxygen deficiency
- Gas and vapor contaminants
- Particulate contaminants
- Combinations of any of the hazards listed above

The evaluation must include a reasonable estimate of employee exposures to respiratory hazards and an identification of the contaminant's chemical state and physical form. Where employee exposure cannot be identified or reasonably estimated, the atmosphere must be immediately dangerous to life or health (IDLH).

An appropriate respirator, certified by the National Institute for Occupational Safety and Health (NIOSH) will be selected based on the respiratory hazards to which employees are exposed and workplace and user factors that affect respirator performance and reliability.

Only respirators certified by NIOSH for use in a particular respiratory hazard will be used.

All filters, cartridges and canisters used in the workplace must be labeled and color coded with the NIOSH-approvable, and the label may not be removed and must remain legible.

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Selection of respirators requires consideration of the following factors:

- The classification of the hazard
- The extent and concentration of the hazard
- The duration of potential exposure
- The work requirements and conditions
- The characteristics and limitations of available respirators

The respirator selected must be appropriate for the chemical state and physical form of the contaminant and must be chosen from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the employee.

The respirator selected must be adequate to protect the health of the employee and ensure compliance with all other applicable OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.

The classification and extent of the hazard should be verified by monitoring and evaluation of potential employee exposure.

If the potential respiratory hazards in the workplace include IDLH atmospheres, one of the following types of respirators must be provided and used:

- A full-face piece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes.
- A combination full face piece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.

If the potential respiratory hazards in the workplace are gases and vapor that are not IDLH, one of the following types of respirators must be provided and used:

- An atmosphere-supplying respirator.
- An air-purifying respirator provided that:
  - The respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant.
  - If there is no ESLI appropriate for conditions in the workplace, the program administrator must implement a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life. The program administrator must document and attach to this respirator program the information and data relied upon and the basis for the canister and cartridge change schedule and the basis for reliance on the data.

If the potential respiratory hazards in the workplace are particulates that are not IDLH, one of the following types of respirators must be provided and used:

- An atmosphere-supplying respirator.
- An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR part 84.

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- For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

## MEDICAL EVALUATIONS OF EMPLOYEES REQUIRED TO USE RESPIRATORS

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. Accordingly, these are the minimum requirements for medical evaluation that must be implemented to determine an employee's ability to use a respirator before the employee is fit tested or required or allowed to use the respirator in the workplace.

Each Branch/Project must select a physician or other licensed health care professional (PLHCP) to perform medical evaluations. The PLHCP must be provided with a copy of this respiratory protection program and a copy of the OSHA regulation 29 CFR 1910.134 Respiratory Protection

Note: If we replace a PLHCP, we must ensure that the new PLHCP receives this information, either by providing the documents directly to the new PLHCP or having the documents transferred from the former PLHCP to the new PLHCP.

Employees do not need to be medically reevaluated solely because a new PLHCP has been selected.

The PLHCP must perform medical evaluations using an OSHA Respirator Medical Evaluation Questionnaire or a medical examination that obtains the same information as Sections 1 and 2, Part A of the OSHA Respirator Medical Evaluation Questionnaire.

The OSHA Respirator Medical Evaluation Questionnaire and examinations must be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The OSHA Respirator Medical Evaluation Questionnaire must be administered so that the employee understands its contents. We must provide the employees with an opportunity to discuss the questionnaire and examination results with the PLHCP.

There must be a follow-up medical examination for an employee who gives a positive response to any question among questions 1 through 8 in Section 2, Part A of the OSHA Respirator Medical Evaluation Questionnaire or whose initial medical examination demonstrates the need for a follow-up medical examination.

The follow-up medical examination will include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination.

The following information must be provided to the PLHCP before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- The type and weight of the respirator to be used by the employee.
- The duration and frequency of respirator use (including use for rescue and escape).
- The expected physical work effort.
- Additional protective clothing and equipment to be worn.
- Temperature and humidity extremes that may be encountered.

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We must obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation must provide only the following information:

- Any limitations on respirator use related to the medical condition of the employee or relating to the workplace conditions in which the respirator will be used, including whether or not the employee is medically able to use the respirator. If, for instance, the respirator is a negative pressure respirator and the PLHCP finds a medical condition that may place the employee's health at increased risk if the respirator is used, we must provide a powered air-purifying respirator (PAPR) if the PLHCP's medical evaluation finds that the employee can use such a respirator.
- The need, if any, for follow-up medical evaluations.
- A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

Additional medical evaluations that comply with these requirements must be provided if any of the following occur:

- An employee reports medical signs or symptoms that are related to ability to use a respirator.
- A PLHCP, supervisor, or the respirator program administrator determines that an employee needs to be reevaluated.
- Information from this respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation.
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

## FIT TESTING PROCEDURES FOR TIGHT-FITTING RESPIRATORS

Before an employee may be required or allowed to use any respirator with a negative or positive pressure tight-fitting face piece, the employee must pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT) with the same make, model, style, and size of respirator that will be used.

An employee using a tight-fitting face piece respirator must be fit tested before initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

Additional fit tests must be conducted whenever the employee reports, or the PLHCP, supervisor, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.

If after passing a QLFT or QNFT, the employee subsequently notifies the program administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable, the employee will be given a reasonable opportunity to select a different respirator face piece and to be retested.

The fit test must be administered using an OSHA-accepted QLFT or QNFT protocol. The OSHA-accepted QLFT and QNFT protocols and procedures are included at the end of this program.

QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.

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If the fit factor, as determined through an OSHA-accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half face pieces, or equal to or greater than 500 for tight-fitting full-face pieces, the QNFT has been passed with that respirator.

Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting PAPRs will be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation that is used for respiratory protection.

Qualitative fit testing of these respirators will be accomplished by temporarily converting the respirator user's actual face piece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator face piece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator face piece.

Quantitative fit testing of these respirators will be accomplished by modifying the Face piece to allow sampling inside the face piece in the breathing zone of the user, midway between the nose and mouth. This requirement will be accomplished by installing a permanent sampling probe onto a surrogate face piece, or by using a sampling adapter designed to temporarily provide a means of sampling air from inside the face piece.

Any modifications to the respirator face piece for fit testing will be completely removed, and the face-piece restored to NIOSH-approved configuration before that face-piece can be used in the workplace.

## **PROCEDURES FOR PROPER USE OF RESPIRATORS IN ROUTINE AND REASONABLY FORESEEABLE EMERGENCY SITUATIONS**

These requirements include prohibiting conditions that may result in face-piece seal leakage, preventing employees from removing respirators in hazardous environments, taking actions to ensure continued effective respirator operation throughout the work shift, and establishing procedures for the use of respirators in IDLH atmospheres.

Employees may not wear respirators with tight-fitting face-pieces if they have:

- Facial hair that comes between the sealing surface of the face-piece and the face or that interferes with valve function.
- Any condition that interferes with the face-to-face-piece seal or valve function.

If an employee wears corrective glasses or goggles or other personal protective equipment, that equipment must be worn in a manner that does not interfere with the seal of the face piece to the face of the user.

Employees who use a tight-fitting respirator must perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Either the positive and negative pressure checks listed below, or the respirator manufacturers recommended user seal check method must be used. User seal checks are not substitutes for qualitative or quantitative fit tests.

To perform a positive pressure, check close off the exhalation valve by covering with the palm of the hand and exhale gently into the face-piece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the face-piece for ten seconds without any evidence of outward leakage of air at the seal. For most respirators, this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

To perform a negative pressure, check close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s) and inhale gently into the face-piece. The face fit is considered satisfactory if a slight negative pressure can be built up inside the face piece for ten seconds without any evidence of inward leakage of air at the seal.

When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the program administrator must reevaluate the continued effectiveness of the respirator.

The supervisor or program administrator must ensure that employees leave the respirator use area:

- To wash their faces and respirator face-pieces as necessary to prevent eye or skin irritation associated with respirator use.
- If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face-piece.
- To replace the respirator or the filter, cartridge, or canister elements.

If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the face-piece, the respirator must be replaced or repaired before allowing the employee to return to the work area.

For all IDLH atmospheres, the supervisor must ensure that:

- At least one standby employee is located outside the IDLH atmosphere.
- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the standby employee(s).
- The standby employee(s) are trained to provide effective emergency rescue.
- The program administrator is notified before the standby employee(s) enter the IDLH atmosphere to provide emergency rescue.
- The program administrator, once notified, provides necessary assistance appropriate to the situation.
- Standby employee(s) are equipped with a' pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either:
  - Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
  - An equivalent means for rescue where retrieval equipment is not used because it increases the overall risk of entry.

## PROCEDURES AND SCHEDULES FOR CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND OTHERWISE MAINTAINING RESPIRATORS

Each respirator user will be provided a respirator that is clean, sanitary, and in good working order. Respirators will be cleaned and disinfected using procedures recommended by the respirator manufacturer or the following procedures:

- Remove filters, cartridges, or canisters. Disassemble face-pieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- Wash components in warm (110° F maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- Rinse components thoroughly in clean, warm, preferably running water. Drain.
- When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
  - Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of warm water.
  - Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine to one liter of warm water.
  - Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
- Rinse components thoroughly in clean, warm, preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on face-pieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- Components should be hand-dried with a clean lint-free cloth or air-dried.
- Reassemble face-piece, replacing filters, cartridges, and canisters where necessary.
- Test the respirator to ensure that all components work properly.

The respirators will be cleaned and disinfected at the following intervals:

- Respirators issued for the exclusive use of an employee will be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
- Respirators issued to more than one employee will be cleaned and disinfected before being worn by different individuals.
- Respirators maintained for emergency use will be cleaned and disinfected after each use.
- Respirators used in fit testing and training will be cleaned and disinfected after each use.

All respirators will be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they will be packed or stored to prevent deformation of the face-piece and exhalation valve.

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In addition to the other storage requirements, emergency respirators will be:

- Kept in accessible to the work area.
- Stored in containers or covers that are clearly marked as containing emergency respirators.
- Stored in accordance with any applicable manufacturer instructions.

Respirators will be inspected periodically as follows:

- All respirators used in routine situations will be inspected before each use and during cleaning.
- All respirators maintained for use in emergency situations will be inspected at least monthly and in accordance with the manufacturer's recommendations, and will be checked for proper function before and after each use.
- Emergency escape-only respirators will be inspected before being carried into the workplace for use.
- Respirator inspections must include the following:
  - A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the face-piece, head straps, valves, connecting tube, and cartridges, canisters, or filters.
  - A check of elastomeric parts for pliability and signs of deterioration.
- In addition to the other inspection requirements, self-contained breathing apparatus will be inspected monthly.
- Air and oxygen cylinders will be maintained in a fully charged state and will be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level.
- The regulator and warning devices must function properly. If respirators are maintained for emergency use, the program administrator must:
  - Certify the respirator by documenting the date the inspection was performed, the name and signature of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator.
  - Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included in inspection reports stored as paper or electronic files.

Respirators that fail an inspection or are otherwise found to be defective must be removed from service and discarded or repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and who will use only the respirator manufacturer's NIOSH-approved parts designed for the respirator.
- Repairs will be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed.
- Reducing and admission valves, regulators, and alarms will be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

## PROCEDURES TO ENSURE ADEQUATE AIR QUALITY, QUANTITY, AND FLOW OF BREATHING AIR FOR ATMOSPHERE-SUPPLYING RESPIRATORS

Compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration must meet the following specifications:

- Compressed and liquid oxygen will meet the United States Pharmacopoeia requirements for medical or breathing oxygen.
- Compressed breathing air will meet at least the requirements for Type 1-Grade D breathing air described in ANSI/Compressed Gas Association Commodity

Specification for Air, G-7.1-1989, to include:

- Oxygen content (v/v) of 19.5-23.5%.
- Hydrocarbon content of 5 milligrams per cubic meter of air or less.
- Carbon monoxide (CO) content of 10 ppm or less.
- Carbon dioxide content of 1,000 ppm or less.
- Lack of noticeable odor.
- Compressed oxygen may not be used in atmosphere-supplying respirators that have previously used compressed air.
- Oxygen concentrations greater than 23.5% may only be used in equipment designed for oxygen service or distribution.
- Cylinders used to supply breathing air to respirators must meet the following' requirements:
- Compressors used to supply breathing air to respirators are constructed and situated so as to:
  - Prevent entry of contaminated air into the air-supply system.
  - Minimize moisture content so that the dew point at 1 atmosphere pressure is 10° F below the ambient temperature.
  - Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters will be maintained and replaced or refurbished periodically following the manufacturer's instructions.
  - Have a tag containing the most recent change date and the signature of the person authorized to perform the change. The tag must be maintained at the compressor.
- For compressors that are not oil-lubricated, the air supply will be monitored at intervals sufficient to prevent carbon monoxide levels in the breathing air from exceeding 10pm.
- For oil-lubricated compressors, a high-temperature and/or carbon monoxide alarm must be installed in line to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply must be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.
- Breathing air couplings must be equipped with fittings that are incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substance may be introduced into breathing air lines.
- Breathing gas containers must be marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

**TRAINING OF EMPLOYEES IN RESPIRATORY HAZARDS AND THE PROPER USE OF RESPIRATORS**

A. Effective training must be provided to employees who are required or allowed to use respirators. The training must be comprehensive, understandable, and repeated annually, and more often if necessary.

B. The training must be conducted so that it is understandable to the employees and must be completed before requiring or allowing employees to use respirators in the workplace.

C. The training must ensure that each employee can demonstrate knowledge of at least the following:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
2. What the limitations and capabilities of the respirator are.
3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
4. How to inspect, put on and remove, use, and check the seals of the respirator.
5. What the procedures are for maintenance and storage of the respirator.
6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
7. The general requirements of this program and the OSHA regulation.

D. Retraining will be administered annually and when the following situations occur:

1. Changes in the workplace or the type of respirator render previous training obsolete.
2. Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the necessary level understanding or skill.
3. Any other situation arises in which retraining appears necessary.

E. If employees are allowed to wear respirators that are not required because of a hazardous atmospheric condition, the following additional basic advisory information on respirators must be provided.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for employees.

However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard. Sometimes, employees may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If you choose to wear a respirator for your own comfort you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern.
  - a. NIOSH, the National Institute for Occupational Safety and Health of the U.S.
  - b. Department of Health and Human Services certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants against which your respirator is not designed to protect. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not use someone else's respirator.

## **PROCEDURES FOR REGULARLY EVALUATING THE EFFECTIVENESS OF THE PROGRAM**

- A. The program administrator will conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and continue to be effective.
- B. The program administrator will regularly consult employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment must be corrected. Factors to be assessed include, but are not limited to:
  1. Respirator fit (including the ability to use the respirator without interfering with effective workplace performance).
  2. Appropriate respirator selection for the hazards to which the employee is exposed.
  3. Proper respirator use under the workplace conditions the employee encounters.
  4. Proper respirator maintenance.

## 16. CONFINED SPACE CFR 1910.146 & Subpart AA

### CONFINED SPACE OPERATING PROCEDURE

As per new standards effective August 3, 2015, with an enforceable date of October 2, 2015. OSS P/I 10.19.1 or latest revision.

#### Subpart AA-Confined Spaces in Construction

1926.1200	Reserved Scope Definitions	
1926.1201	General requirements	
1926.1202	Permit-required confined space program Permitting process	
1926.1203	Entry permit	
1926.1204	Training	
1926.1205	Duties of authorized entrants Duties of attendants	
1926.1206	Duties of entry supervisors Rescue and emergency services Employee participation	
1926.1207	Provision of documents to Secretary	
1926.1208	Duties of authorized entrants	
1926.1209		
1926.1210		
1926.1211	1926.1212	1926.1213

#### *§1926.1201 Scope.*

(a) This standard sets forth requirements for practices and procedures to protect employees engaged in construction activities at a worksite with one or more confined spaces, subject to the exceptions in paragraph (b) of this section.

**Note to paragraph §1926.1201(a).** Examples of locations where confined spaces may occur include, but are not limited to, the following: Bins; boilers; pits (such as elevator, escalator, pump, valve, or other equipment); manholes (such as sewer, storm drain, electrical, communication, or other utility); tanks (such as fuel, chemical, water, or other liquid, solid or gas); incinerators; scrubbers; concrete pier columns; sewers; transformer vaults; heating, ventilation, and air-conditioning (HVAC) ducts; storm drains; water mains; precast concrete and other pre-formed manhole units; drilled

shafts; enclosed beams; vessels; digesters; lift stations; cesspools; silos; air receivers; sludge gates; air preheaters ; step up transformers; turbines; chillers; bag houses; and/or mixers/reactors.

(b) Exceptions. This standard does not apply to: (1) Construction work regulated by §1926 subpart P-Excavations. (2) Construction work regulated by §1926 subpart S-Underground Construction, Caissons, Cofferdams and Compressed Air. (3) Construction work regulated by §1926 subpart Y-Diving.

(c) Where this standard applies and there is a provision that addresses a confined space hazard in another applicable OSHA standard, the employer must comply with both that requirement and the applicable provisions of this standard.

#### *§1926.1202 Definitions.*

The following terms are defined for the purposes of this subpart only:

- Acceptable entry conditions mean the conditions that must exist in a permit space, before an employee may enter that space, to ensure that employees can safely enter into, and safely work within, the space.
- Attendant means an individual stationed outside one or more permit spaces who assesses the status of authorized entrants and who must perform the duties specified in §1926.1209.
- Authorized entrant means an employee who is authorized by the entry supervisor to enter a permit space.
- Barrier means a physical obstruction that blocks or limits access.
- Blanking or blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that can withstand the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- Competent person means one who can identify 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.
- Confined space means a space that:
  - (1) Is large enough and so configured that an employee can bodily enter it;
  - (2) Has limited or restricted means for entry and exit; and
  - (3) Is not designed for continuous employee occupancy.
- Control means the action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, by ventilation), and then using these methods to maintain the reduced hazard level. Control also refers to the engineering methods used for this purpose. Personal protective equipment is not a control.
- Controlling Contractor is the employer that has overall responsibility for construction at the worksite.

**Note.** If the controlling contractor owns or manages the property, then it is both a controlling employer and a host employer.

- Double block and bleed mean the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

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- Early-warning system means the method used to alert authorized entrants and attendants that an engulfment hazard may be developing. Examples of early-warning systems include but are not limited to: alarms activated by remote sensors; and lookouts with equipment for immediately communicating with the authorized entrants and attendants.
- Emergency means any occurrence (including any failure of power, hazard control or monitoring equipment) or event, internal or external, to the permit space that could endanger entrants.
- Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, crushing, or suffocation.
- Entry means the action by which any part of a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space, whether or not such action is intentional, or any work activities are actually performed in the space.
- Entry Employer means any employer who decides that an employee it directs will enter a permit space.

**Note.** An employer cannot avoid the duties of the standard merely by refusing to decide whether its employees will enter a permit space, and OSHA will consider the failure to so decide to be an implicit decision to allow employees to enter those spaces if they are working in the proximity of the space.

- Entry permit (permit) means the written or printed document that is provided by the employer who designated the space a permit space to allow and control entry into a permit space and that contains the information specified in §1926.1206 of this standard.
- Entry rescue occurs when a rescue service enters a permit space to rescue one or more employees.
- Entry supervisor means the qualified person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this standard.
- Note. An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this standard for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during an entry operation.
- Hazard means a physical hazard or hazardous atmosphere. See definitions below.
- Hazardous atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

- (1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
- (2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

**Note:** This concentration may be approximated as a condition in which the combustible dust obscures vision at a distance of 5 feet (1.52 meters) or less.

- (3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

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- (4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart D-Occupational I Health and Environmental Control, or in Subpart Z-Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose or permissible exposure limit;

**Note.** An atmospheric concentration of any substance that is not capable of causing death, incapacitation, and impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this definition.

- (5) Any other atmospheric condition that is immediately dangerous to life or health.

**Note.** For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, §1926.59 of this part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

- Host employer means the employer that owns or manages the property where the construction work is taking place.

**Note.** If the owner of the property on which the construction activity occurs has contracted with an entity for the general management of that property, and has transferred to that entity the information specified in §1203(h)(1), OSHA will treat the contracted management entity as the host employer for as long as that entity manages the property. Otherwise, OSHA will treat the owner of the property as the host employer. In no case will there be more than one host employer.

- Hot work means operations capable of providing a source of ignition (for example, riveting, welding, cutting, burning, and heating).
- Immediately dangerous to life or health (IDLH) means any condition that would interfere with an individual's ability to escape unaided from a permit space and that poses a threat to life or that would cause irreversible adverse health effects.

**Note.** Some materials—hydrogen fluoride gas and cadmium vapor, for example—may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12–72 hours after exposure. The victim "feels normal" after recovery from transient effects until collapse. Such materials in hazardous quantities are "immediately" dangerous to life or health.

- Inserting means displacing the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

**Note.** This procedure produces an IDLH oxygen-deficient atmosphere.

- Isolate or isolation means the process by which employees in a confined space are completely protected against the release of energy and material into the space, and contact with a physical hazard, by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or

tagout of all sources of energy; blocking or disconnecting all mechanical linkages; or placement of barriers to eliminate the potential for employee contact with a physical hazard.

- Limited or restricted means for entry or exit means a condition that has a potential to impede an employee's movement into or out of a confined space. Such conditions
  - include, but are not limited to, trip hazards, poor illumination, slippery floors, inclining surfaces and ladders.
  - Line breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
  - Lockout means the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
  - Lower flammable limit or lower explosive limit means the minimum concentration of a substance in air needed for an ignition source to cause a flame or explosion.
  - Monitor or monitoring means the process used to identify and evaluate the hazards after an authorized entrant enters the space. This is a process of checking for changes that is performed in a periodic or continuous manner after the completion of the initial testing or evaluation of that space.
  - Non-entry rescue occurs when a rescue service, usually the attendant, retrieves employees in a permit space without entering the permit space.
  - Non-permit confined space means a confined space that meets the definition of a confined space but does not meet the requirements for a permit-required confined space, as defined in this subpart.
  - Oxygen deficient atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.
  - Oxygen enriched atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.
  - Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics: (1) Contains or has a potential to contain a hazardous atmosphere; (2) Contains a material that has the potential for engulfing an entrant; (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or (4) Contains any other recognized serious safety or health hazard.
  - Permit-required confined space program (permit space program) means the employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
  - Physical hazard means an existing or potential hazard that can cause death or serious physical damage. Examples include but are not limited to explosives (as defined by paragraph (n) of §1926.914, definition of "explosive"); mechanical, electrical, hydraulic, and pneumatic energy; radiation; temperature extremes; engulfment; noise; and inwardly converging surfaces. Physical hazard also includes chemicals that can cause death or serious physical damage through skin or eye contact (rather than through inhalation).
  - Prohibited condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized. A hazardous atmosphere is a prohibited condition unless the employer can demonstrate that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee.

- Qualified person 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 ability to solve or resolve problems relating to the subject matter, the work, or the project.
- Representative permit space means a mock-up of a confined space that has entrance openings that are like, and is of similar size, configuration, and accessibility to, the permit space that authorized entrants enter.
- Rescue means retrieving, and providing medical assistance to, one or more employees who are in a permit space.
- Rescue service means the personnel designated to rescue employees from permit spaces.
- Retrieval system means the equipment (including a retrieval line, chest or full body harness, wristlets, or anklets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
- Serious physical damage means an impairment or illness in which a body part is made functionally useless or is substantially reduced in efficiency. Such impairment or illness may be permanent or temporary and includes, but is not limited to, loss of consciousness, disorientation, or other immediate and substantial reduction in mental efficiency. Injuries involving such impairment would usually require treatment by a physician or other licensed health-care professional.

Tagout means:

(I) Placement of a tag out device on a circuit or equipment that has been deenergized, in accordance with an established procedure, to indicate that the circuit or equipment being controlled may not be operated until the tagout device is removed; and

(2) The employer ensures that (i) tagout provides equivalent protection to lockout, or (ii) that lockout is infeasible, and the employer has relieved, disconnected, restrained and otherwise rendered safe stored (residual) energy.

Test or testing means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

**Note.** Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

- Ventilate or ventilation means controlling a hazardous atmosphere using continuous forced-air mechanical systems that meet the requirements of §1926.57-Ventilation.

*§1926.1203 General requirements.*

- (a) Before it begins work at a worksite, each employer must ensure that a competent person identifies all confined spaces in which one or more of the employees it directs may work, and identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary.
- (b) If the workplace contains one or more permit spaces, the employer who identifies, or who receives notice of, a permit space must:
  - (1) Inform exposed employees by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by, each permit space; and

**Note to paragraph §1926.1203(b)(1).** A sign reading "DANGER -- PERMIT- REQUIRED CONFINED SPACE, DO NOT ENTER " or using other similar language would satisfy the requirement for a sign.

- (2) Inform, in a timely manner and in a manner other than posting, its employees' authorized representatives and the controlling contractor of the existence and location of, and the danger posed by, each permit space.
- (c) Each employer who identifies, or receives notice of, a permit space and has not authorized employees it directs to work in that space must take effective measures to prevent those If any employer decides that employees it directs will enter a permit space, that employer must have a written permit space program that complies with §1926.1204 implemented at the construction site. The written program must be made available prior to and during entry operations for inspection by employees and their authorized representatives.
- (d) An employer may use the alternate procedures specified in paragraph §1926.1203(e)(2) for entering a permit space only under the conditions set forth in paragraph §1926.1203(e)(1).
- (1) An employer whose employees enter a permit space need not comply with §§1926.1204 through 1206 and §§1926.1208 through 1211, provided that all of the following conditions are met: The employer can demonstrate that all physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.
- (ii) The employer can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry, and that, in the event the ventilation system stops working, entrants can exit the space safely;
- (iii) The employer develops monitoring and inspection data that supports the demonstrations required by paragraphs §1926.1203(e)(1)(i) and §1926.1203(e)(1)(ii);
- (iv) If an initial entry of the permit space is necessary to obtain the data required by paragraph §1926.1203(e)(1)(iii), the entry is performed in compliance with §1926.1204 through 1211 of this standard;
- (v) The determinations and supporting data required by paragraphs §1926.1203(e)(1)(i), (e)(1)(ii), and (e)(1)(iii) are documented by the employer and are made available to each employee who enters the permit space under the terms of paragraph §1926.1203(e) or to that employee's authorized representative; and
- (vi) Entry into the permit space under the terms of paragraph §1926.1203(e)(1) is performed in accordance with the requirements of paragraph §1926.1203(e)(2).

**Note to paragraph §1926.1203(e)(1).** See paragraph §1926.1203(g) for reclassification of a permit space after all hazards within the space have been eliminated.

- (2) The following requirements apply to entry into permit spaces that meet the conditions set forth in paragraph §1926.1203(e)(1):
- (i) Any conditions making it unsafe to remove an entrance cover must be eliminated before the cover is removed.

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- (ii) When entrance covers are removed, the opening must be immediately guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
  - (iii) Before an employee enters the space, the internal atmosphere must be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that employee's authorized representative, must be provided an opportunity to observe the pre-entry testing required by this paragraph.
  - (iv) No hazardous atmosphere is permitted within the space whenever any employee is inside the space.
  - (v) Continuous forced air ventilation must be used, as follows:
    - (A) An employee must not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
    - (B) The forced air ventilation must be so directed as to ventilate the immediate areas where an employee is or will be present within the space and must continue until all employees have left the space;
    - (C) The air supply for the forced air ventilation must be from a clean source and must not increase the hazards in the space.
  - (vi) The atmosphere within the space must be continuously monitored unless the entry employer can demonstrate that equipment for continuous monitoring is not commercially available or periodic monitoring is sufficient. If continuous monitoring is used, the employer must ensure that the monitoring equipment has an alarm that will notify all entrants if a specified atmospheric threshold is achieved, or that an employee will check the monitor with sufficient frequency to ensure that entrants have adequate time to escape. If continuous monitoring is not used, periodic monitoring is required. All monitoring must ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee who enters the space, or that employee's authorized representative, must be provided with an opportunity to observe the testing required by this paragraph. If a hazard is detected during entry:
    - (A) Each employee must leave the space immediately.
    - (B) The space must be evaluated to determine how the hazard developed; and
    - (C) The employer must implement measures to protect employees from the hazard before any subsequent entry takes place.
  - (vii) The employer must ensure a safe method of entering and exiting the space. If a hoisting system is used, it must be designed and manufactured for personnel hoisting; however, a job-made hoisting system is permissible if it is approved for personnel hoisting by a registered professional engineer, in writing, prior to use.

- (viii) The employer must verify that the space is safe for entry and that the pre- entry measures required by paragraph §I 926. I 203(e)(2) have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification must be made before entry and must be made available to each employee entering the space or to that employee's authorized representative.
- (e) When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, or some indication that the initial evaluation of the space may not have been adequate, each entry employer must have a competent person reevaluate that space and, if necessary, reclassify it as a permit- required confined space.
- (f) A space classified by an employer as a permit-required confined space may only be reclassified as a non-permit confined space when a competent person determines that all of the applicable requirements in paragraphs §I 926.1203(g)( 1) through (g)(4) have been met:
- (1) If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated or isolated without entry into the space (unless the employer can demonstrate that doing so without entry is infeasible), the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated or isolated;
  - (2) The entry employer must eliminate or isolate the hazards without entering the space, unless it can demonstrate that this is infeasible. If it is necessary to enter the permit space to eliminate or isolate hazards, such entry must be performed under §§1926.1204 through 121 1 of this standard. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated or isolated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated or isolated;
- Note to paragraph §I 926. I 203(g)(2).** Control of atmospheric hazards through forced air ventilation does not constitute elimination or isolation of the hazards. Paragraph §1926.1203(e) covers permit space entry where the employer can demonstrate that forced air ventilation alone will control all hazards in the space.
- (3) The entry employer must document the basis for determining that all hazards in a permit space have been eliminated or isolated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification must be made available to each employee entering the space or to that employee's authorized representative; and
  - (4) If hazards arise within a permit space that has been reclassified as a non-permit space under paragraph §I 926. I 203(g), each employee in the space must exit the space. The entry employer must then reevaluate the space and reclassify it as a permit space as appropriate in accordance with all other applicable provisions of this standard.
- (g) Permit Space Entry Communication and Coordination:
- (1) Before entry operations begin, the host employer must provide the following information, if it has it, to the controlling contractor:

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- (i) The location of each known permit space;
- (ii) The hazards or potential hazards in each space or the reason it is a permit space; and
- (iii) Any precautions that the host employer or any previous controlling contractor or entry employer implemented for the protection of employees in the permit space.

(2) Before entry operations begin, the controlling contractor must:

- (i) Obtain the host employer's information about the permit space hazards and previous entry operations; and
- (ii) Provide the following information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeably result in a hazard in the permit space:
  - (A) The information received from the host employer;
  - (B) Any additional information the controlling contractor has about the subjects listed in paragraph (h)(1) of this section; and
  - (C) The precautions that the host employer, controlling contractor, or other entry employers implemented for the protection of employees in the permit spaces.

(3) Before entry operations begin, each entry employer must:

- (i) Obtain all of the controlling contractor's information regarding permit space hazards and entry operations; and
- (ii) Inform the controlling contractor of the permit space program that the entry employer will follow, including any hazards likely to be confronted or created in each permit space.

(4) The controlling contractor and entry employer(s) must coordinate entry operations when:

- (i) More than one entity performs permit space entry at the same time; or
- (ii) Permit space entry is performed at the same time that any activities that could foreseeably result in a hazard in the permit space are performed.

(5) After entry operations:

- (i) The controlling contractor must debrief each entity that entered a permit space regarding the permit space program followed and any hazards confronted or created in the permit space(s) during entry operations;
- (ii) The entry employer must inform the controlling contractor in a timely manner of the permit space program followed and of any hazards confronted or created in the permit space(s) during entry operations; and

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- (iii) The controlling contractor must apprise the host employer of the information exchanged with the entry entities pursuant to this subparagraph.

Note to paragraph §I 926. I 203(h). Unless a host employer or controlling contractor has or will have employees in a confined space, it is not required to enter any confined space to collect the information specified in this paragraph (h).

- (iv) If there is no controlling contractor present at the worksite, the requirements for, and role of, controlling contractors in §1926.1203 must be fulfilled by the host employer or other employer who arranges to have employees of another employer perform work that involves permit space entry.

#### *§1926.1204 Permit-Required Confined Space Program.*

Each entry employer must:

- (a) Implement the measures necessary to prevent unauthorized entry;
- (b) Identify and evaluate the hazards of permit spaces before employees enter them;
- (c) Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:
  - (1) Specifying acceptable entry conditions;
  - (2) Providing each authorized entrant or that employee's authorized representative with the opportunity to observe any monitoring or testing of permit spaces;
  - (3) Isolating the permit space and physical hazard(s) within the space;
  - (4) Purgung, inserting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;

**Note to paragraph §1204(c)(4).** When an employer is unable to reduce the atmosphere below 10 percent LFL, the employer may only enter if the employer inserts the space so as to render the entire atmosphere in the space non- combustible, and the employees use PPE to address any other atmospheric hazards (such as oxygen deficiency), and the employer eliminates or isolates all physical hazards in the space.

- (5) Determining that, in the event the ventilation system stops working, the monitoring procedures will detect an increase in atmospheric hazard levels in sufficient time for the entrants to safely exit the permit space;
- (6) Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards;
- (7) Verifying those conditions in the permit space are acceptable for entry throughout the duration of an authorized entry, and ensuring that employees are not allowed to enter, or remain in, a permit space with a hazardous atmosphere unless the employer can demonstrate that personal protective equipment (PPE)

will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee; and

- (8) Eliminating any conditions (for example, high pressure) that could make it unsafe to remove an entrance cover.
- (d) Provide the following equipment (specified in paragraphs §I 926. I 204(d)(1 ) through (d)(9)) at no cost to each employee, maintain that equipment properly , and ensure that each employee uses that equipment properly:
  - (1) Testing and monitoring equipment needed to comply with paragraph §I 926.1204(e);
  - (2) Ventilating equipment needed to obtain acceptable entry conditions;
  - (3) Communications equipment necessary for compliance with paragraphs §1926.1208(c) and §1926.1209(e), including any necessary electronic Communication equipment for attendants assessing entrants' status in multiple spaces;
  - (4) Personal protective equipment insofar as feasible engineering and work-practice controls do not adequately protect employees;

**Note to paragraph §I 926.1204(d)(4).** The requirements of subpart E of this part and other PPE requirements continue to apply to the use of PPE in a permit space. For example, if employees use respirators, then the respirator requirements in §1926.103 (Respiratory protection) must be met.

- (5) Lighting equipment that meets the minimum illumination requirements in §1926.56, that is approved for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that will be present, and that is sufficient to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
  - (6) Barriers and shields as required by paragraph §1926.1204(c)(4);
  - (7) Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
  - (8) Rescue and emergency equipment needed to comply with paragraph §I 926. I 204(i), except to the extent that the equipment is provided by rescue services; and
  - (9) Any other equipment necessary for safe entry into, safe exit from, and rescue from, permit spaces.
- (e) Evaluate permit space conditions in accordance with the following paragraphs (e)(1 ) through (6) of this section when entry operations are conducted :
    - (1) Test conditions in the permit space to determine if acceptable entry conditions exist before changes to the space 's natural ventilation are made, and before entry is authorized to begin, except that, if an employer demonstrates that isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), the employer must:
      - (i) Perform pre-entry testing to the extent feasible before entry is authorized; and,

- (ii) If entry is authorized, continuously monitor entry conditions in the areas where authorized entrants are working, except that employers may use periodic monitoring in accordance with paragraph §1926.1204(e)(2) for monitoring an atmospheric hazard if they can demonstrate that equipment for continuously monitoring that hazard is not commercially available;
- (iii) Provide an early-warning system that continuously monitors for non-isolated engulfment hazards. The system must alert authorized entrants and attendants in sufficient time for the authorized entrants to safely exit the space.
- (2) Continuously monitor atmospheric hazards unless the employer can demonstrate that the equipment for continuously monitoring a hazard is not commercially available or that periodic monitoring is of sufficient frequency to ensure that the atmospheric hazard is being controlled at safe levels. If continuous monitoring is not used, periodic monitoring is required with sufficient frequency to ensure that acceptable entry conditions are being maintained during the course of entry operations;
- (3) When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors;
- (4) Provide each authorized entrant or that employee's authorized representative an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces;
- (5) Reevaluate the permit space in the presence of any authorized entrant or that employee's authorized representative who requests that the employer conduct such reevaluation because there is some indication that the evaluation of that space may not have been adequate; and
- (6) Immediately provide each authorized entrant or that employee's authorized representative with the results of any testing conducted in accordance with §1926.1204 of this standard.
- (f) Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations;
  - (I) Attendants may be assigned to more than one permit space provided the duties described in §1926.1209 of this standard can be effectively performed for each permit space.
  - (2) Attendants may be stationed at any location outside the permit space as long as the duties described in §1926.1209 of this standard can be effectively performed for each permit space to which the attendant is assigned.
- (g) If multiple spaces are to be assigned to a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of those permit spaces without distraction from the attendant's responsibilities under §1926.1209 of this standard;
- (h) Designate each person who is to have an active role (as, for example, authorized entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required by §1926.1207 of this standard;

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- (i) Develop and implement procedures for summoning rescue and emergency services (including procedures for summoning emergency assistance in the event of a failed non-entry rescue), for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue;
- (U) Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this standard, including the safe termination of entry operations under both planned and emergency conditions;
- (k) Develop and implement procedures to coordinate entry operations, in consultation with the controlling contractor, when employees of more than one employer are working simultaneously in a permit space or elsewhere on the worksite where their activities could, either alone or in conjunction with the activities within a permit space, foreseeably result in a hazard within the confined space, so that employees of one employer do not endanger the employees of any other employer;
- (l) Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed;
- (m) Review entry operations when the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized; and

**Note to paragraph §1926.1204(m).** Examples of circumstances requiring the review of the permit space program include, but are not limited to: any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near-miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

- (n) Review the permit space program, using the canceled permits retained under paragraph §1926.1205(f), within 1 year after each entry and revise the program as necessary to ensure that employees participating in entry operations are protected from permit space hazards.

**Note to paragraph §1926.1204(n).** Employers may perform a single annual review covering all entries performed during a 12-month period. If no entry is performed during a 12-month period, no review is necessary.

#### *§1926.1205 Permitting Process.*

- (a) Before entry is authorized, each entry employer must document the completion of measures required by paragraph §1926.1204(c) of this standard by preparing an entry permit.
- (b) Before entry begins, the entry supervisor identified on the permit must sign the entry permit to authorize entry.
- (c) The completed permit must be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.

- (d) The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit in accordance with paragraph §1926.1206(b) of this standard.
- (e) The entry supervisor must terminate entry and take the following action when any of the following apply:
  - (1) Cancel the entry permit when the entry operations covered by the entry permit have been completed; or
  - (2) Suspend or cancel the entry permit and fully reassess the space before allowing reentry when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is temporary in nature and does not change the configuration of the space or create any new hazards within it; and
  - (3) Cancel the entry permit when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is not covered by subparagraph (e)(2) of this section.
- (f) The entry employer must retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program required by paragraph §1926.1204(n) of this standard. Any problems encountered during an entry operation must be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

*§1926.1206 entry permit.*

The entry permit that documents compliance with this section and authorizes entry to a permit space must identify:

- (a) The permit space to be entered;
- (b) The purpose of the entry;
- (c) The date and the authorized duration of the entry permit ;
- (d) The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit , which authorized entrants are inside the permit space;

**Note to paragraph §1926.1 206(d).** This requirement may be met by inserting a reference on the entry permit as to the means used, such as a roster or tracking system, to keep track of the authorized entrants within the permit space.

- (e) Means of detecting an increase in atmospheric hazard levels in the event the ventilation system stops working;
- (f) Each person, by name, currently serving as an attendant;
- (g) The individual, by name, currently serving as entry supervisor, and the signature or initials of each entry supervisor who authorizes entry;
- (h) The hazards of the permit space to be entered;
- (i) The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;

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**Note to paragraph §1926.1206(i).** Those measures can include, but are not limited to, the lockout or tagging of equipment and procedures for purging, inerting, ventilating, and flushing permit spaces.

- (j) The acceptable entry conditions;
- (k) The results of tests and monitoring performed under paragraph §1926.1204(e) of this standard, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
  - (1) The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
- (m) The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
- (n) Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this standard;
- (o) Any other information necessary, given the circumstances of the confined space, to ensure employee safety; and
- (p) Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

*§1926.1207 Training.*

- (a) The employer must provide training to each employee whose work is regulated by this standard, at no cost to the employee, and ensure that the employee possesses the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this standard. This training must result in an understanding of the hazards in the permit space and the methods used to isolate, control or in other ways protect employees from these hazards, and for those employees not authorized to perform entry rescues, in the dangers of attempting such rescues.
- (b) Training required by this section must be provided to each affected employee:
  - (1) In both a language and vocabulary that the employee can understand ;
  - (2) Before the employee is first assigned duties under this standard;
  - (3) Before there is a change in assigned duties;
  - (4) Whenever there is a change in permit space entry operations that presents a hazard about which an employee has not previously been trained; and
  - (5) Whenever there is any evidence of a deviation from the permit space entry procedures required by paragraph §1926.1204(c) of this standard or there are inadequacies in the employee's knowledge or use of these procedures.
- (c) The training must establish employee proficiency in the duties required by this standard and must introduce new or revised procedures, as necessary, for compliance with this standard.
- (d) The employer must maintain training records to show that the training required by paragraphs §I 926.1207(a) through (c) of this standard has been accomplished. The training records must contain each employee's name, the name

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of the trainers, and the dates of training. The documentation must be available for inspection by employees and their authorized representatives, for the period of time the employee is employed by that employer.

*§1926.1208 Duties of authorized entrants.*

The entry employer must ensure that all authorized entrants:

- (a) Are familiar with and understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- (b) Properly use equipment as required by paragraph §1926.1204(d) of this standard;
- (c) Communicate with the attendant as necessary to enable the attendant to assess entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required by paragraph §1926.1209(f) of this standard;
- (d) Alert the attendant whenever:
  - (1) There is any warning sign or symptom of exposure to a dangerous situation; or
  - (2) The entrant detects a prohibited condition; and
- (e) Exit from the permit space as quickly as possible whenever:
  - (1) An order to evacuate is given by the attendant or the entry supervisor;
  - (2) There is any warning sign or symptom of exposure to a dangerous situation;
  - (3) The entrant detects a prohibited condition; or
  - (4) An evacuation alarm is activated.

*§1926.1209 Duties of attendants.*

The entry employer must ensure that each attendant:

- (a) Is familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- (b) Is aware of possible behavioral effects of hazard exposure in authorized entrants;
- (c) Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under paragraph 1926.1206(d) of this standard accurately identifies who is in the permit space;
- (d) Remains outside the permit space during entry operations until relieved by another attendant;

**Note to paragraph §1926.1209(d).** Once an attendant has been relieved by another attendant, the relieved attendant may enter a permit space to attempt a rescue when the employer's permit space program allows attendant entry for rescue and the attendant has been trained and equipped for rescue operations as required by paragraph §1926.1211 (a).

- (e) Communicates with authorized entrants as necessary to assess entrant status and to alert entrants of the need to evacuate the space under paragraph §1926.1208(e);
- (f) Assesses activities and conditions inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
  - (1) If there is a prohibited condition;
  - (2) If the behavioral effects of hazard exposure are apparent in an authorized entrant;
  - (3) If there is a situation outside the space that could endanger the authorized entrants; or
  - (4) If the attendant cannot effectively and safely perform all the duties required under §1926.1209 of this standard;
- (g) Summons rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
- (h) Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
  - (i) warns the unauthorized persons that they must stay away from the permit space;
  - (2) Advises the unauthorized persons that they must exit immediately if they have entered the permit space; and
  - (3) Informs the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
    - (i) Performs non-entry rescues as specified by the employer's rescue procedure; and
    - (j) Performs no duties that might interfere with the attendant's primary duty to assess and protect the authorized entrants.

#### *§1926.1210 Duties of entry supervisors.*

The entry employer must ensure that each entry supervisor:

- (a) Is familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- (b) Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

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- (c) Terminates the entry and cancels or suspends the permit as required by paragraph 1926.1205(e) of this standard;
- (d) Verifies that rescue services are available and that the means for summoning them are operable, and that the employer will be notified as soon as the services become unavailable;
- (e) Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
- (f) Determines, whenever responsibility for a permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

*§1926.1211 Rescue and emergency services.*

- (a) An employer who designates rescue and emergency services, pursuant to paragraph §I 926.1204(i) of this standard, must:
    - (1) Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified;
- Note to paragraph §1926.121 1(a)(1).** What will be considered timely will vary according to the specific hazards involved in each entry. For example, §1926.103-Respiratory Protection requires that employers provide a standby person or persons capable of immediate action to rescue employee(s) wearing respiratory protection while in work areas defined as IDLH atmospheres.
- (2) Evaluate a prospective rescue service's ability, in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing entrants from the particular permit space or types of permit spaces identified;
  - (3) Select a rescue team or service from those evaluated that:
    - (i) Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified;
    - (ii) Is equipped for, and proficient in, performing the needed rescue services;
    - (iii) Agrees to notify the employer immediately in the event that the rescue service becomes unavailable;
  - (4) Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site; and
  - (5) Provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue team or service can develop appropriate rescue plans and practice rescue operations.
- (b) An employer whose employees have been designated to provide permit space rescue and/or emergency services must take the following measures and provide all equipment and training at no cost to those employees:

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- (l) Provide each affected employee with the personal protective equipment (PPE) needed to conduct permit space rescues safely and train each affected employee so the employee is proficient in the use of that PPE;
- (2) Train each affected employee to perform assigned rescue duties. The employer must ensure that such employees successfully complete the training required and establish proficiency as authorized entrants, as provided by §§1926.1207 and 1926.1208 of this standard;
- (3) Train each affected employee in basic first aid and cardiopulmonary resuscitation (CPR). The employer must ensure that at least one member of the rescue team or service holding a current certification in basic first aid and CPR is available; and
- (4) Ensure that affected employees practice making permit space rescues before attempting an actual rescue, and at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces, except practice rescue is not required where the affected employees properly performed a rescue operation during the last 12 months in the same permit space the authorized entrant will enter, or in a similar permit space. Representative permit spaces must, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.
- (c) Non-entry rescue is required unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. The employer must designate an entry rescue service whenever non-entry rescue is not selected. Whenever non-entry rescue is selected, the entry employer must ensure that retrieval systems or methods are used whenever an authorized entrant enters a permit space, and must confirm, prior to entry, that emergency assistance would be available in the event that non-entry rescue fails. Retrieval systems must meet the following requirements:
- (1) Each authorized entrant must use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant. Wristlets or anklets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets or anklets is the safest and most effective alternative.
- (2) The other end of the retrieval line must be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than 5 feet (1.52 meters) deep.
- (3) Equipment that is unsuitable for retrieval must not be used, including, but not limited to, retrieval lines that have a reasonable probability of becoming entangled with the retrieval lines used by other authorized entrants, or retrieval lines that will not work due to the internal configuration of the permit space.

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- (d) If an injured entrant is exposed to a substance for which a Safety Data Sheet (SOS) or other similar written information is required to be kept at the worksite, that SOS or written information must be made available to the medical facility treating the exposed entrant.

*§1926.1212 Employee participation.*

- (a) Employers must consult with affected employees and their authorized representatives on the development and implementation of all aspects of the permit space program required by §1926.1203 of this standard.
- (b) Employers must make available to each affected employee and his/her authorized representatives all information required to be developed by this standard.

*§1926.1213 Provision of documents to Secretary.*

For each document required to be retained in this standard, the retaining employer must make the document available on request to the Secretary of Labor or the Secretary's designee.

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## 17. LOCK OUT TAG OUT (LOTO)

### GENERAL

Relevant OSHA Rules: 29 CFR Subpart K 1926.417

Lockout is the preferred method of isolating machines or equipment from energy sources. To assist in developing a procedure which meets the requirements of the standard, the following simple procedure is provided for use in both lockout and tagout programs. This procedure may be used when there is limited number of types of machines or equipment, or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized by our company.

### PURPOSE

This procedure establishes requirements for the lockout or tagout of energy isolating devices. It will be used to ensure that the machine or equipment is isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause an injury.

### RESPONSIBILITY

Appropriate employees will be instructed in the safety significance of the lockout or tagout procedure by our designated trainer, as well as how to use those procedures. Only authorized employees may lockout or tagout machines or equipment. Authorized employees are identified on each Hazardous Energy Control Procedure form.

Each new or transferred affected employee and other employees whose work operations are or may be in the area will be instructed in the purpose and use of the lockout or tagout procedure. Affected employees are identified on each Hazardous Energy Control Procedure form. They will be notified by the authorized employees whenever a lockout or tagout will occur, as well as when the equipment or machine is being placed back in service.

It is the responsibility of management to approve all Hazardous Energy Control Procedures. The following people can give approvals.

NAME	TITLE
To be determined	Superintendent

Obtain the proper Hazardous Energy Control Procedure for the equipment or machine to be locked out or tagged out. Determine if changes need to be made to the procedures based on changes to the equipment and/or personnel. Identify all affected employees that may be involved in the impending lockout or tagout. Obtain necessary locks and/or tags and devices to implement the lockout and/or tagout.

## SEQUENCE OF LOCKOUT OR TAGOUT SYSTEM PROCEDURE

The specific lockout or tagout procedure for each machine or equipment is detailed on the Hazardous Energy Control Procedure form. This form is used for documentation of our procedures. This document will be referred to before, during and after a lockout or tagout operation.

The following is intended to provide a general overview of a lockout procedure. Operations that don't need a separate Hazardous Energy Control procedure may use this procedure.

- Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee will know the type and magnitude of energy that the machine or equipment utilizes and will understand the hazards thereof
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress top button, open toggle switch, etc.).
- Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s). (Method(s) Selected: i.e. locks tags, additional safety measures, etc.)
- After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate (Type(s) of Equipment checked to ensure disconnection).

**CAUTION:** Return operating control(s) to "neutral" or "off" position after the test (de-energized state).

- The equipment is now properly locked out or tagged out.
- Where applicable Lockout/Tagout activities must be coordinated with the Port Authority Representatives.

## RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

- After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

## PROCEDURE INVOLVING MORE THAN ONE PERSON

If more than one individual is required to lockout or tagout equipment, each will place his/her own personal lockout (or tagout) device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to

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maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet. [(Name(s)/Job Title(s)] of employees authorized for group lockout or tagout are detailed in the Hazardous Energy Control Procedure Form).

## BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURE

All equipment will be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked (or tagged) out. Our company's disciplinary procedures apply to violation of the Lockout/Tagout Program.

## TRAINING AND ANNUAL INSPECTION

Training: Training will be given by SITE SAFETY ENGINEER Affected and authorized employee training will consist of the following elements:

- Review of 1910.147 "The Control of Hazardous Energy" requirements.
- Type and magnitude of energy sources.
- Purpose and use of the Hazardous Energy Control Procedures.
- Nature and limitations of tags.
- How to isolate equipment/machinery for lockout/tagout.
- Conditions for restarting machinery/equipment or removing tags.

This training will last approximately one and a half hours.

The lockout/tagout training will be given to affected employees as part of orientation.

Authorized employees will receive training prior to their initial involvement with any lockout or tagout operation.

Retraining will be given for authorized and affected employees whenever there is a change in job assignment, a change in machines or equipment or process that presents a new hazard or a change in our Hazardous Energy Control Procedure. Retraining will also be given whenever the annual inspection identifies a deficiency in the procedures.

A list of names and dates of training will be maintained.

## ANNUAL INSPECTION

Each year an authorized employee will conduct an inspection of the Hazardous Energy Control Procedure (HECP), who is not involved in the HECP being inspected. This will be accomplished by reviewing the HECP Form with authorized employees. In addition, the authorized employee conducting the inspection will observe the actual implementation of the HECP.

When lockout is used the SHECP will be reviewed with each authorized employee. Where tagout is used, HECP will be reviewed with both affected and authorized employees. This will be certified by the designated inspector on an annual basis. The documentation will include employee names, dates of the inspection, and the HECP form used.

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## GROUP LOCKOUT/TAGOUT PROCEDURE

This section of the Control of Hazardous Energy Procedure will be reviewed with all personnel affected or authorized by the group lockout/tagout before implementation of that job.

- One authorized employee will be designated as responsible for the lockout/tagout.
- The Hazardous Energy Control Procedure (HECP) will be reviewed with each group number.
- If more than one crew, craft, department, etc. is involved, then one authorized employee will coordinate the lockout/tagout to ensure that all control measures are applied and that there is continuity of protection for the group.
- Each authorized employee will affix the lockout or tagout device to the group lockout. Each lock must have that person's name affixed to it. Each authorized employee will remove their lockout or tagout device when they stop working on the equipment or machine being serviced.
- Each authorized employee will affix the lockout or tagout device to the group lockout. Each lock must have that person's name affixed to it. Each authorized employee will remove their lockout or tagout device when they stop working on the equipment or machine being serviced.

## CREW CHANGES

Crew changes will be coordinated by the authorized employee in charge of the group or individual lockout or tagout. This will include:

- Changing locks or tags.
- Re-testing to ensure de-energized state of equipment or machinery being serviced.
- Notification of start-up and testing to be performed.
- Changes in the job that effect the lockout or tagout procedures (HECP)

## OUTSIDE SERVICE OR CONTRACTOR PERSONNEL

Outside personnel or contractors involved in operations relating to equipment or machinery lockout that affects our employees must submit their energy control procedures to THE SAFETY DIRECTOR. Affected employees must be trained and notified as outlined in this written program. The responsible manager for the affected area will ensure that outside personnel and affected employees are informed of the proper procedure.

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## 18. SITE SPECIFIC FALL PROTECTION PLAN

OSHA currently regulates fall protection for construction under Part 1926, Subpart M. The standards for regulating fall protection systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. Fall protection requirements under the OSHA Construction regulations require considerable planning and preparation. [Note: These regulations do not address the issue of whether employers should compile a written fall protection plan, except to provide for the use of a written plan as justification for less conventional fall protection measures during leading edge work, precast concrete erection work, or residential construction.]

Written fall protection procedures establish guidelines to be followed whenever an employee works above dangerous equipment on ramps or runways, or at heights with fall protection at the job site. The regulations:

- Are designed to provide a safe working environment, and
- Govern use of fall protection procedures and equipment.

Written procedures for fall protection establish uniform requirements for fall protection training, operation, and practices. The effectiveness of the written fall protection procedures depends on the active support and involvement of all employees who perform the jobs requiring it. This plan is intended to document procedures that ensure all work requiring fall protection is carried out safely.

### PURPOSE

HRJV is dedicated to the protection of its employees from on-the-job injuries. All employees of HRJV have the responsibility to work safely on the job. The purpose of this plan is to:

- Supplement our standard safety policy by providing safety standards specifically designed to cover fall protection on this job.
- Ensure that each employee is trained and made aware of the safety provisions which are to be implemented by this plan prior to the start of erection.

This program informs interested persons, including employees that HRJV and their sub-contractors are complying with OSHA's Fall Protection requirements, (29 CFR 1926.500 to .503).

This program applies to all employees who might be exposed to fall hazards, except when designated employees are inspecting, investigating, or assessing workplace conditions before the actual start of construction work or after all construction work has been completed.

All fall protection systems selected for each application will be installed before an employee is allowed to go to work in an area that necessitates the protection. Stefano Pappalardo, Contract Safety Engineer, is the program coordinator/manager and is responsible for its implementation. Copies of the written program may be obtained from Field Office trailer located at the Pitkin Yard field trailer. Certain employees are authorized to inspect, investigate, or assess workplace conditions before construction work begins or after all construction work has been completed. These employees are exempt from the fall protection rule during the performance of these duties. They are:

- Stefano Pappalardo, HRJV's Contract Safety Manager or his approved equal

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These authorized employees determine if all walking/working surfaces on which our employees work have the strength and structural integrity to support the employees. Our employees will not be allowed to work on these surfaces until they have the requisite strength and structural integrity.

All employees, or their designated representatives, can obtain further information about this written program, and/or the fall protection standard from Stefano Pappalardo or approved equal, Contractor Safety Engineer, at Field Office trailer.

## **OUR DUTY TO PROVIDE FALL PROTECTION**

To prevent falls, HRJV has a duty to anticipate the need to work at heights and to plan our work activities accordingly. Careful planning and preparation lay the necessary groundwork for an accident-free jobsite.

## **WORKSITE ASSESSMENT AND FALL PROTECTION SYSTEM SELECTION**

This written plan is for Contract Number CBX001. There are situations at this worksite that will require fall protection.

This fall protection plan is intended to anticipate the fall hazards to which our employees may be exposed. Specifically, we:

- Inspect the area to determine what hazards exist or may arise during the work.
- Identify the hazards and select the appropriate measures and equipment.
- Give specific and appropriate instructions to workers to prevent exposure to unsafe conditions.
- Ensure employees follow procedures given and understand training provided.
- Apprise ourselves of the steps our specialty subcontractors have taken to meet their fall protection requirements.

Providing fall protection requires an assessment of each fall situation at a given jobsite. Our criteria for selecting a given fall protection system follow those established at 29 CFR 1926.502, fall protection systems criteria and practices. Each employee exposed to these situations must be trained as outlined later in this plan.

## **UNPROTECTED SIDES AND EDGES**

Our employees must be protected when they are exposed to falls from unprotected sides and edges of walking/working surfaces (horizontal and vertical surfaces) which are 6 feet or more above lower levels.

We know that OSHA has determined that there is no "safe" distance from an unprotected side or edge that would render fall protection unnecessary.

We have chosen the following fall protection for unprotected sides and edges at this worksite:

- Fall protection for the employees will consist of a full body harness with a rope grab and vertical lifeline. For employee's performing work not associated with the sloped roof we will utilize a guard rail system.

We have chosen the following systems for each location where unprotected sides and edges exist:

- Fall protection for leading Edge work on the Amtrak Bridge abutments, the unprotected sides and ends will be protected by a portable guard rail system either manufactured by Garlock or Spider Safety Products.

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We maintain the system(s) chosen until all work has been completed or until the permanent elements of the structure which will eliminate the exposure to falling hazards are in place.

## LEADING EDGE WORK

This construction site requires leading edge work. Leading edges are defined as the edge of a floor, roof, or formwork that changes location as additional floor, roof, or formwork sections are placed, formed, or constructed. If work stops on a leading edge, it will be an "unprotected side or edge" and will be covered by the section of this plan on unprotected sides and edges.

We presume that it is feasible and will not create a greater hazard to implement at least one of the conventional fall protection systems for our leading-edge work.

We have chosen the following systems for each location where leading edges exist:

- For the employees, specifically roofers and asbestos handlers a full body harness system with a rope grab attached to a vertical lifeline. A portable guard rail system will be installed on the fall exposure side meeting OSHA requirement. Top rail 42" high able to withstand 200lbs of force, mid-rails halfway beneath able to sustain 150lbs and a toe board at least 4" high (nominal).

Employees who are not constructing the leading edge, but who are on walking/working surfaces where leading edges are under construction, are also protected from a fall by a personal arrest system consisting of a full body harness, either a double lanyard or a lanyard with a single retractable lifeline, tethered to an engineered system involving a cable system.

## HOIST AREAS

In all situations where equipment and material hoisting operations take place, we protect our employees from fall hazards. When we are involved in hoisting operations, we will use the following fall protection systems at these specific locations:

- Depending on the situation if a guard rail system is inadequate to protect employees', inspectors, MNR and Amtrak personnel, and then signs will be posted alerting people to the hazard and alerting to a Personal Fall Arrest System needed beyond this point.

When operations require the materials to be lifted by crane to a landing zone (and do not require an employee to lean through the access opening or out over the edge to receive or guide materials), we can select either personal fall arrest equipment or a guardrail system.

When guardrails (or chains or gates) are removed to facilitate hoisting operations, and one of our employees must lean through the access opening or out over the edge to receive or guide materials they will be protected by a personal fall arrest system.

## Ramps, Runways, and Other Walkways

We equip all ramps, runways, and other walkways with guardrails when employees are subject to falling 6 feet or more to lower levels.

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## EXCAVATIONS

At this jobsite, we will have excavation edges.

In addition, walls, pits, shafts, and similar excavations 6 feet or more deep will be guarded to prevent employees from falling into them by:

- In the event of holes in which an employee could step into, HRJV will use hole covers constructed out of plywood either 5/8" or 3/4" thick. Covers will be secured and labeled with either the word "Hole" or "Cover"

## WALKING/WORKING SURFACES NOT OTHERWISE ADDRESSED

We realize there will be situations that are not covered by our written safety plan, for which we have the duty to provide fall protection. All employees exposed to falls of 6 feet or more to lower levels must be protected by a guardrail system, safety net system, or personal fall arrest system except where specified otherwise in Part 1926.

## PROTECTION FROM FALLING OBJECTS

When employees are exposed to falling objects, we ensure they wear hard hats and also implement one of the following measures:

- Erect toe boards, screens, or guardrail systems to prevent objects from falling from higher levels.
- Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally moved.
- Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were accidentally moved.
- Cover or guard holes 6 feet or more above a lower level.

## GENERAL WORKSITE POLICY

1. If any one of the conditions described in the Workplace Assessment is not met for the area or piece of equipment posing a potential fall hazard, then do not perform that work until the condition is met. If you cannot remedy the condition immediately, notify a supervisor of the problem and utilize a different piece of equipment or work in a different area, according to the situation.
2. If the situation calls for use of fall protection devices such as harnesses or lanyards because the fall hazard cannot be reduced to a safe level, then the employee must don such protective equipment before beginning the work and use it as intended throughout the duration of the work.
3. Only employees trained in such work are expected to perform it.
4. All places of employment, job sites will be kept clean and orderly and in a sanitary condition.
5. All walking/working surfaces must be kept in a clean and so far as possible, dry condition. Where wet processes are used, drainage will be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practicable.

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All places of employment, job sites will be kept clean and orderly and in sanitary conditions.

## TRAINING PROGRAM

Under no circumstances will employees work in areas where they might be exposed to fall hazards, do work requiring fall protection devices, or use fall protection devices until they have successfully completed this company's fall protection training program.

The training program includes classroom instruction and operational training on recognition and avoidance of unsafe conditions and the regulations applicable to their work environment for each specific fall hazard the employee may encounter. The training program is given by Stefano Pappalardo, or his approved equal Contractor Safety Engineer will ensure that all employees receive on site safety orientation and fall protection training. Stefano Pappalardo or approved equal, will be the qualified person in each aspect of the fall protection program, a "competent person" qualified in each aspect of the program, and must cover the following areas:

- The nature of fall hazards in the work area.
- Selection and use of personal fall arrest systems, including application limits, proper anchoring and tie-off techniques, estimation of free fall distance (including determination of deceleration distance and total fall distance to prevent striking a lower level), methods of use, and inspection and storage of the system.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones, and other protection to be used.
- The role of each employee in the safety monitoring system when this is used.
- The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
- The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.
- The role of employees in fall protection plans.
- The standards contained in Subpart M of the construction regulations.

Stefano Pappalardo, HRJV's Safety Manager will ensure that all employees receive on site safety orientation and fall protection training. Stefano Pappalardo or his approved equal will be the qualified person in each aspect of the fall protection program will identify all current and new employees who require training and schedule the classroom instruction for those employees. Training on the above components will occur both in the classroom and on the job site, as appropriate. Classroom training will cover written policy/procedures on fall protection and include a training video on the subject. Job site instruction will include demonstration of and practice in wearing fall protection equipment and any instruction necessary for a specific job.

Stefano Pappalardo, HRJV's Safety Manager, will do unannounced audits and will verify compliance with OSHA CFR 1926 Subpart M.503(a) and the approved HASP, as well as the 1S Standard Specifications, has overall responsibility for the safety of employees and will verify compliance with 1926.503(a), training program, for each employee required to be trained.

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All members of the project management team have the right to request that an employee who does not exhibit competency after receiving fall protection training, the need for retraining, has the responsibility of determining when an employee who has already been trained, does not have the understanding and skill required by the training program (1926.503(a)).

A written certificate of training is required which must include:

- The name or other identity of the employee trained.
- The date(s) of training.
- The signature of the competent person who conducted the training or the signature of the employer.

Retraining is required when an employee cannot demonstrate the ability to recognize the hazards of falling and the procedures to be followed to minimize fall hazards.

## ENFORCEMENT

Constant awareness of and respect for fall hazards, and compliance with all safety rules are considered conditions of employment. The jobsite superintendent, as well as individuals in the Safety and Personnel Department, reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

## INCIDENT INVESTIGATION

All accidents that result in injury to workers, regardless of their nature, are investigated and reported. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

If an employee falls or there is some other related, serious incident (e.g., a near miss) occurs, this plan will be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring.

## CHANGES TO PLAN

Any changes to the plan will be approved by the safety manager. This plan is reviewed by a qualified person as the job progresses to determine if additional practices, procedures, or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers are notified and trained, if necessary, in the new procedures. A copy of this plan and all approved changes is maintained at the jobsite.

## APPENDIX

We have attached to this plan any lists, samples, or procedures we thought would ensure better understanding of our written program.

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## 19. WELDING, CUTTING, AND STORAGE

- Welding and cutting equipment and operations will meet the requirements of the ANSI Z49.1 Standard and the requirements of this section.
- Gas welding and cutting equipment will be listed by Underwriters Laboratories (UL) or by Factory Mutual (FM)
- Prior to any welding, cutting, or burning on Amtrak Property, the contractor will obtain an AHJ Hot Work Permit.
- Welding apparatus and equipment will be inspected daily prior to use. Defective apparatus and equipment will not be used and be removed from service until repaired or replaced.
- Whenever the operator leaves the work area the cylinders valves will be closed.
- Torch valves will be checked for leaks at the start of each shift.
- Only friction lighters or other approved devices will be used to light torches.
- Splices or repaired insulation on arc welding cables will not be permitted within 10 feet of the electrical holder. Cables will be positioned so as not to interfere or create obstructions on walkways, scaffolds, stairs or ladders. Splices will be equal to or greater than the original insulation on the cable.
- Portable welding screens or shields will be used to protect other workers and or the public in the immediate area.
- Fire extinguishers rated 10 ABC or larger will be in the immediate area whenever welding or cutting is being carried out
- When welding, cutting, or heating is such that normal fire prevention precautions are not considered adequate. Fire watch will be assigned and maintained for a minimum of 30 minutes following the completion of the last cutting or welding operations.
- FDNY Storage Permit must be on Site as required.
- Store cylinders in an area specifically designated for that purpose.
- This area must protect the cylinders from being struck by another object and must be well ventilated and away from source heat.
- Oxygen must be at least 20 feet away from fuel gas cylinders and combustible materials or be separated by a 5-foot-high fire wall rated for 30 minutes.
- Chain and rack all gas cylinders in an upright position.
- All cylinders are to be transported and used while they are in carts. Never carry cylinders on your shoulder.
- When moving cylinders in carts, even for a short distance, all the valves must be closed with regulators or valve caps installed.
- Never use the valve cap to lift a cylinder. If you are using a crane or some other lifting device to move a cylinder use a cradle designed for that purpose. Never use a choker sling to move a cylinder.
- Never permit cylinders to contact live electrical equipment or grounding cables.
- Cylinders containing oxygen or fuel gas will not be taken into confined spaces.
- Cylinders must be protected from the sun's direct rays, ice, and snow accumulations.
- Before the gas is used, install the proper pressure reducing regulator on the valve. After installation verify that the regulator is working, that all the gauges are operating correctly and that all connections are tight to ensure that there are no leaks.

## 20. GENERAL SAFETY RULES AND PROCEDURES

### I. PLANS FOR SAFE ENTRANCE AND EGRESS

Safe means of access will be provided to all work areas, and all such ramps, stairways, walkways, and aisles will be kept clear of tripping and hazards. Work areas will be inspected daily and throughout the workday. Should any deficiencies be noted the Superintendent will be notified of the location and the severity of the findings. IDLH findings will be corrected immediately all others will be corrected by the end of the shift. The JV's ingress and egress from work area will be by means of public street and right of way. Upon entering and leaving RR property at each shift personnel are required to present their photo ID and a valid RWP training "Blue Card" to RR Protective Labor Personnel, in accordance with paragraph A.\*, login and certify their time of entry/departure on attendance sheets provided by the consultants for issuance to the AHJ. Written permission is required for all parties entering CSX property. Construction Agreement shall be in place authorizing entry onto CSX property.

### II. TRAFFIC CONTROL

- When work encroaches upon or is close to traveled roadways, traffic control measures will be used in accordance with the authorizing agency and following State or Federal standards for uniform traffic control signs and devices.
- Barricades and warning and direction signs of enough size and number will be placed at appropriate locations to warn the public of lane closures and other traffic control measures.
- The condition of traffic control devices will be monitored periodically to insure their proper operation.
- Traffic control devices should be removed or covered upon completion of the work protected by such devices.
- Personnel on foot who are exposed to mobile equipment or motor vehicle traffic will wear orange vests or other equivalent high visibility orange warning apparel. During hours of darkness warning apparel must be reflectorized with at least one horizontal stripe that surrounds the wearer.

*Note: Some jurisdictions may allow the use of fluorescent yellow or yellow-green warning garments. If these are used instead of orange, all personnel on a job site must wear the same color.*

- Flag persons will be used at all locations where barricades and signs are inadequate to control traffic.
- Flag persons will be trained in the proper techniques of flagging traffic.
- Personnel responsible for traffic control will be trained in the fundamentals of traffic control and the proper use of traffic control devices.

*Note: Traffic control signs and devices will conform to the Manual on Uniform Traffic Control Devices for Streets and Highways. This Manual is available from State Departments of Transportation.*

- If any homeless people are on the project, work will cease and all workers to leave location until proper authorities remove the homeless
- No crossing live traffic
- Prohibited use of CD players, cell phones, and listening of music.

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### III. EXPLOSIVE HANDLING, TRANSPORTATION, AND STORAGE

- The New York City Fire Department (FDNY) performs inspections throughout New York City to ensure that explosives are properly handled, stored, used, and transported. Inspections are performed to enforce regulations that protect the public from dangers and hazards of explosives.
- It is illegal to use, store or transport any explosives without proper permits in New York City. Individuals and businesses are required to obtain FDNY issued permits for use, storage and / or transportation of explosives in New York City.
- The necessary permits to use, store, or transport explosives varies according to the use, type, and number of explosives. The JV does not foresee the use of utilizing explosive materials.

### IV. PUBLIC PROTECTION

- Warning signs and devices will be placed as necessary to provide adequate warning of hazards to the public.
- Visitors will not be permitted in work areas without clearance and will be accompanied by a proper escort. Visitors will wear appropriate Personal Protective Equipment.
- Open excavations will be backfilled as soon as practicable, or otherwise protected.
- Mobile equipment will be secured when left unattended to prevent tampering and hazard to persons or property.
- If it becomes necessary to delay, detour or otherwise inconvenience the public, every effort will be made to do so as courteously and as safely as possible.
- Measures will be taken to control noise and dust levels created by our operations to comply with the applicable job specifications, regulations, and local ordinances.
- Work should be planned and conducted in a way that will not obstruct or inconvenience the public on existing roads outside the project. A pre plan will be constructed before all new operations/plans.
- If necessary, to operate on existing roads outside the construction area, all necessary permits will be obtained from the appropriate public or private authority.
- If spillage of earth, rock, mud, or other material occurs on project or other roads, such spillage will be removed and kept cleared throughout the day and at the end of each workday.
- A JHA will be provided to identify operations that will have an impact on the public and safety measures will utilize to ensure public safety.

### V. FIRE PREVENTION AND PROTECTION

- Open flames and smoking will be prohibited within 100 feet of flammable materials. Smoking or Vaping on Project property is prohibited.
- The written permission of the water utility will be obtained before shutting off water servicing a fire hydrant.
- Prior written permission of the RR will be obtained before blocking roadways, hydrants, post indicator valves or access to firefighting equipment on Amtrak property.

- The Safety Manager will designate as required appropriately trained personnel to act as fire watch. Fire watch will be familiar with hazards that exist in the work area and be trained in the operation of each type of fire extinguisher on the worksite.
- Flammable liquids will be stored in Factory Mutual (FM) approved safety cans equipped with self-closing lids and flame arrestors.
- Storage of flammable materials in or near Amtrak ROW structures will be prohibited.
- Work stoppage and shut down of equipment will be mandatory upon alarm of fire. Personnel will report to the designated assembly area(s).
- Each Temporary structure will be constructed of fire rated material.

## VI. LEAD BASED COATING

- To be submitted under a separate plan will comply with the MTA-MNR/LIRR and Amtrak Specifications for Lead. If within CSX property, in compliance with CSX specifications.

## VII. ASBESTOS

### Scope and Application

- Asbestos is a widely used, mineral-based material that is resistant to heat and corrosive chemicals. Typically, asbestos appears as a whitish, fibrous material which may release fibers that range in texture from coarse to silky; however, airborne fibers that can cause health damage may be too small to see with the naked eye.
- Exposures can occur in the construction industry, particularly during the removal of asbestos materials during renovation or demolition.
- Exposure to asbestos can cause asbestosis (scarring of the lungs resulting in loss of lung function that often progresses to disability and to death); mesothelioma cancer affecting the membranes lining the lungs and abdomen; lung cancer; and cancers of the esophagus, stomach, colon, and rectum.
- OSHA requires specific engineering controls, respirators, protective clothing, exposure monitoring, hygiene facilities and practices, warning signs, labeling, recordkeeping, and medical exams.
- This is a highly regulated policy with strict EPA and OSHA requirements and insurance risk implications.

### OSHA Standards

- OSHA sets and enforces workplace safety and health standards, and provides training, outreach and education to encourage continual improvement in workplace safety and health. An estimated 1.3 million employees in construction and general industry face significant asbestos exposure on the job.
- Heaviest exposures occur in the construction industry, particularly during the removal of asbestos during renovation or demolition. Employees are also likely to be exposed during the manufacture of asbestos products (such as textiles, friction products, insulation, and other building materials) and during automotive brake and clutch repair work.
- OSHA highly regulates asbestos in the workplace by requiring actions such as engineering controls and the use of personal protective equipment to reduce worker exposure to asbestos.

### HRJV's Policy

- HRJV does provide asbestos removal operations. We will as a General Contractor, sub out any work pertaining to asbestos removal. The following subcontractor will be certified in the proper procedures of removal, submitted to the NYSDOT for approval. Sub-Contractors will submit a detailed plan for removal to HRJV who will submit the plan for approval to the AHJ. NO WORK MAY BEGIN until said plan is approved and a valid Placard from the NYSDOL is on site.

## **VIII. SECURING SITE DURING NON-WORK PERIODS / DAILY FINAL INSPECTION OF WORK SITE, STORAGE OF MATERIALS, EQUIPMENT, AND HOUSEKEEPING**

To minimize slip, trips, and falls construction sites will be maintained in as clean, neat, and orderly fashion as the work will allow. This is also important during non-work hour periods, especially if the public or MNR/Amtrak employees have access near the construction site. The storage of materials and equipment will be maintained orderly as not to pose a hazard to customers, employees, contractor personnel, and the public. Specific attention must be given to securing the site prior to weekends, holidays, or severe weather. Materials and equipment will be properly stored and secured. Storage containers will be closed and locked, office trailers windows will have guards and doors will have secondary means of securing.

## **21. EMPLOYEE IDENTIFICATION**

All employees will have a photo ID in their possession that can be readily presented to authorities. Acceptable photo ID's include: a valid driver's license, passport, union card, or a company issued ID card. All employees must present a photo ID to gain access to a MNR or Amtrak facility, work site, shop, or yard. PPE for example: Hardhats and vest will have the company Logo silkscreened to it.

## **22. DAILY SIGN IN / SIGN OUT LOGS**

A daily sign in / sign out sheet will be maintained by the HRJV's superintendent, for each shift. This will assist with the head count should we need to evacuate the site for whatever reason. Any substitute form must be approved by the MNR/Amtrak representative(s). These sheets will be made available to the MNR/Amtrak RE, representatives or the Police within 2 hours of the start of each shift.

## **23. STORAGE and OFFICE TRAILERS and TEMPORARY CONSTRUCTION**

Office trailers will be chocked and tied down to prevent displacement in the event of high winds. Any temporary storage if built will be constructed out of fire rated material the section that has the stamp showing the rating must not be painted over. We don't anticipate building any type of storage of this type, most likely metal cargo boxes will be utilized for the storage of tools, equipment.

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## 24. CRANES AND HOISTING EQUIPMENT

- All equipment, crane movements, and operations will be planned in such a manner that will minimize the potential to foul the tracks or other Railroad facilities. Cranes operating near the tracks or other Railroad facilities will be equipped with lockouts to prevent the crane from swinging toward and /or fouling the tracks or other Railroad facilities.
- All cranes and hoisting equipment used in this application will be properly grounded in accordance with the Railroad requirements.
- Cranes and hoists, exceeding 3 tons rated capacity, will not be used without a current annual certificate of examination issued by an accredited crane examiner.
- Cranes or hoisting equipment will be operated only by qualified and authorized personnel. Operators will pass a physical examination every two years
- A competent person or crane operator will make a visual inspection of their equipment before its first operation on any work shift. A record of these inspections will be maintained on the crane in the "Crane Inspection and Maintenance Log."
- All cranes will be equipped with an appropriate fire extinguisher or fire suppression system.
- Loads will be attached to the hook by slings or other suitable rigging to insure the safe handling of the load. Taglines will be used to control the load.
- A signaler using hardline communications will direct the operator when the point of operation is not in direct view of the operator unless a radio or other positive means of communications is used. A list of all hand signals will be posted on job site.
- The operator will respond to signals from only one person. The operator will not follow any signal that is not understood but must always obey a stop signal.
- The operator will be responsible for the operations under his direct control. Whenever there are doubts about the safety of a movement, the operator will stop operations until safety is assured.
- A warning signal, such as a horn, will be sounded to alert personnel to proximity of moving loads. Loads will not be passed over personnel, and personnel will not be permitted to work in the area directly under a suspended load.
- Cranes will not be left unattended with or used to store a suspended load.
- Rotating cranes will be barricaded, or other positive means will be taken to prevent personnel from entering the area between the rotating machine deck, and any stationary machine parts or outside obstructions. Personnel will be protected from swing radius of crane with barricades/CAZ
- Cranes will not be operated, or loads handled in such a manner that any machine part or load will come within ten feet of electrical lines carrying up to 50,000 volts. For lines that are rated over 50,000kv will be 10 feet plus 0.4 inch for each 1kv. In transit with no load and boom lowered clearance will be a minimum of 4 feet. A spotter will be used whenever a crane is used within one boom length of any overhead power line.
- HRJV and all employees will comply with manufacturer's specifications and limitations applicable to operations and with requirements of the American National Standards Institute (ANSI) for crane operations. Rated load capacities, recommended operation speeds, special hazard warnings, and instructions will be posted on the equipment.

- Whenever internal combustion engine powered equipment exhausts in confined spaces a carbon monoxide monitor will be installed, tests will occur to ensure toxic gases will not be inhaled.
- Cranes will be inspected and documented daily, monthly, and periodically.
- Should a crane need to be assembled on site an inspection report will be transmitted to the Railroad prior to the lifting operation.
- Ground support, ground must be able to support the weight of the crane and its intended load. Cribbing, mats, outrigger must be fully deployed

## 25. RIGGING

### **GENERAL:**

- A. Transmit submittals and deliverables required by this Section.

### **READINESS REVIEW MEETING:**

- A. The Contractor and its lifting and rigging operator will attend a Readiness Review Meeting with the MTA/AMTRAK at least 15 days prior to the lifting operation to review all aspects of the Plan. If within CSX property, limits at least 30-day notice to be provided.

### **PRE-RIGGING AND LIFTING OPERATIONS:**

- A. Inspect and test each crane assembled and covered under this section. An inspection report will be transmitted to the MTA/Amtrak/CSX prior to commencing the lifting operation.
- B. The Contractor's Competent Person will be present during the lifting operation and will inspect the machinery and equipment prior to each use to ensure its safe operating condition. Identified deficiencies will be repaired before continued use.
- C. Comply with manufacturer's specifications and limitations and with requirements of the American National Standards Institute (ANSI) for crane operations. Rated load capacities recommended operating speeds, special hazard warnings, and instructions will be posted on the equipment.
- D. Rigging will be capable of safely handling 150% of the actual load. Wire ropes, chains, and fiber slings will have the manufacturer's safe working load identified and attached to each item. Each sling and fitting will be inspected daily for signs of wear and abrasion, broken wires, worn or cracked fittings, loose seizing and splices, kinking, crushing, flattening, and corrosion. Damaged rigging will be immediately removed from service.

### **LIFTING AND RIGGING OPERATIONS:**

- A. HRJV will:
1. Cart away debris at the end of each shift.
  2. Restore property damaged from lifting operation.
  3. Adequately and securely ground cranes and hoisting equipment.

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4. Provide Competent Person to observe clearances of equipment when difficult for the operator to maintain proper clearance by visual means.
5. Select multi-legged slings based on most heavily loaded leg.
6. Call for mark-outs in the work area and for areas in which the crane will be positioned.
7. Ensure that all loads are properly rigged and secured to prevent the dislodgement of any part.
8. Securely sling and properly balance loads before set in motion.
9. Ensure loads are kept under control at all times. Use tag lines unless doing so would create an unsafe condition.
10. Ensure loads are safely landed and properly secured before being unhooked and unslung.
11. Ensure each lifting beam is plainly marked with its weight and designed working load.
12. Avoid impact loading caused by sudden jerking.
13. Ensure loads are never carried or suspended over any person.
14. Secure loose pieces of load before it is moved.
15. Ensure load is free before lifting and all sling legs are taking the load.
16. Ensure slings are made from the same materials when using two or more slings on a load.
17. Lower loads onto adequate blocking to prevent damage to slings and load.
18. Ensure crane is on firm foundation that is uniformly level to within 1%.
19. Lower boom faced away from track at end of work shift.
20. Secure crane when on Railroad property and not in use.
21. Perform trial lift immediately prior to the actual lift to ensure crane's rigging is properly secured. Record actual weight of each lift and provide such to the Railroad.

**SAFETY:**

- A. In addition to complying with the requirements of the referenced sections, the cited standards, OSHA, and other specified safety provisions, HRJV will:
  1. Ensure that personnel, who direct, rig, and handle the loads have received proper training.
  2. Ensure hoisting equipment is only operated by a trained, experienced, competent, and licensed operator.
  3. Comply with 29 CFR 1926.550 for work over water.
  4. Station a signal person at all times within view of the operator when operating cranes or hoisting loads that are within close proximity of a power line to warn when any part of the equipment or its load is approaching the minimum safe distance from the powerline.
  5. Maintain at least the minimum clearances of crane and its load from energized electrical equipment and lines: less than 69 KV = 10 feet, 69 KV = 11 feet, 138 KV = 13 feet, 345 KV = 20 feet. If the operation infringes upon the required clearances, the Contractor will coordinate such lifting operations with the appropriate utility company and will be responsible for the required protection of such including, but not limited to, de-energizing and grounding, temporarily altering electric lines, insulating lines, and dropping existing wires.
  6. Station a competent signal person during the lifting operation whenever the operator's view of the path of travel of the equipment, load, or components is obstructed. The signal person will be:
  7. Fully qualified by experience with the operation.

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8. In full view of the operator and intended path of travel of equipment, load, and component.
9. In constant communication with the crane operator either visually with hand signals or audibly by radio throughout the operation.
10. Only Contractor designated signal persons will give signals to the operator, however, the operator will always obey a stop signal, no matter who gives the signal.
11. Designate 1 qualified person when 2 or more cranes or hoists are used to lift a load.

**RESTRICTIONS:**

- A. Rigging and lifting operations on or adjacent to Amtrak property will not commence unless Amtrak has approved the required submittals. Such submittals will include acknowledgement that the rigging and lifting operations (and operator) will conform to the terms and conditions of this specification and, at a minimum, will comply with Specification Sections 01060 Safety, Section 01150 Railroad Operations, Section 01500 Construction Facilities and Temporary Controls, and Section 01570 Maintenance and Protection of Traffic.
- B. No lift will be made over property owned by others without written permission from the property owner.
- C. Only crane equipment as originally manufactured will be approved by the Railroad for operations on or near Amtrak property.
- D. Lifting operations occurring over MNR/Amtrak track will not be performed without proper MNR/Amtrak supervision (i.e., project representatives, and Transportation "Flag" Protection) and necessary protection of track (i.e. Track Outages, Foul Time, etc.)
- E. Crane Operators License, Certificate of Crane Inspection, and Copy of Crane Maintenance Records must be current (i.e., not expired) and available for immediate inspection at the time of any rigging and lifting operations.

**QUALITY CONTROL:**

- A. Personnel will be properly trained, qualified, and licensed as required to perform the work.

**RIGGING SUBMITTALS:**

- A. Rigging and lifting plan 2 weeks prior to scheduled lift on / adjacent to Amtrak property, reviewed and stamped by a Licensed Professional Engineer registered in the State of New York, including:
  1. Plans and details showing locations of crane(s), operating radii, delivery locations, placement locations, and disposal locations. Show overhead and underground obstructions and potential hazards including, but not limited to, overhead wires, aerial structures, curbs, basins, outline of buildings, manholes, fences, and other physical features. Show weight of picks, load transferred to soil, soil bearing capacity, lateral earth pressure distribution, and mat details. Show hitch and rigging details indicating geometry and capacity of bridles, shackles, equalizers, slings, hitches, lifting inserts, eyes, and the like.
  2. Ground support (or grillage design) details with calculated shear and bending moment of cribbing and/or mat utilized. Actual timber dimensions (not nominal dimensions) will be used for cribbing calculations.
  3. Calculations will substantiate information shown with generally accepted industry assumptions and reference documents. Soil bearing capacity will be because of field-testing or utilize generally accepted industry presumptive soil bearing capacity.
  4. Crane manufacturer's load and rating charts demonstrating that for each pick, swing, and radius, the crane has the capacity to safely lift a load that is 150% of the actual load. The actual load will include the

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object being picked plus the hook blocks, hooks, slings, equalizer beams, material handling equipment, and other elements of lifting tackle.

5. Catalog data specific to the crane to be utilized.
6. Rigging manufacturer's catalog cut for each hook block, hook, sling, equalizer beam, and element of lifting tackle demonstrating that each such item has the capacity to safely lift a load that is 150% of the actual load or portion thereof.
7. Procedure(s) indicating the sequence of operations, including the order of lifts and any repositioning or re-hitching for the crane or temporary support of any components. Clearly identify staging sequences and lay-down areas.
8. Detailed schedule of the various stages of operation and the overall time for the entire lifting operation.
9. Haul routes for transporting crane and/or load to the site, including permits.
10. Documentation, including street closure permits, required by the municipality in which the work is being performed.
11. Crane Operator's License (submit again 1 week prior to lifting operation)
12. Certificate of Inspection (submit again 1 week prior to lifting operation)
13. Copy of Maintenance Records (submit again 1 week prior to lifting operation)
14. Name and resume of Competent Person responsible for crane inspection, testing, rigging, and lifting operation.
15. Contingency plan in the event of an equipment failure or inability to transport load to site as planned.
- A. Modifications or additions to MTA/Amtrak/CSX approved plans, lifting operations, and crane equipment will be submitted to the MTA/Amtrak/CSX in accordance with the preceding requirements. Dependent on which agency has jurisdiction.

## 26. HAND AND POWER TOOLS

- Must be inspected before use if defective tag and take out of service.
- All hand and power tools will be used only for the purpose for which they are intended and will be maintained in safe working condition.
- All required guards and safety devices will be in place and functioning properly.
- The non-current carrying metal parts of electric tools will be grounded. When electrical tools are connected to a temporary power source, personnel will be protected by ground fault circuit interrupters. Tools should be doubled insulated or properly grounded. Temporary electric must utilize a GFCI outlet.
- Powder actuated tools will be used only by trained and certified personnel. Powder actuated tools will be serviced and maintained only by qualified and authorized personnel. Powder actuated tools will meet ANSI standards.
- Pneumatic impact tools will be equipped with safety clips or retainers to prevent bits / Chisels from being expelled from the housing during use. Tools will be secured to hose by hose whip or other positive means to prevent disconnection.

- The connections of compressed air hose with a one inch inside diameter or larger will be chained or secured to prevent whipping in the event of separation. Compressors will be equipped with an inline pressure reducer that will reduce line pressure in the event of hose failure.
- All fuel operated tools will be used only by qualified operators following manufacturers operating instructions and wearing appropriate eye, ear, hand, and leg protection. Fuel operated tools will be stopped when being refueled, repaired, or maintained.
- Pressure blasting, grinding and saw cutting may present special hazards and will be done using appropriate personal protective equipment and will be provided with a disconnect switch that can be locked or tagged out.

## 27. JOBSITE INSPECTIONS AND CORRECTION OF UNSAFE CONDITIONS AND UNSAFE ACTIONS

HRJV is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

- Annual Site Survey -- Once a year an inspection will occur with a competent person who is safety orientated will do a wall-to-wall walk-through inspection of the entire worksite
- Quarterly Site Survey – Once every 4 months a competent person of the Management team will conduct a Site Survey
- Periodic Site Survey – A competent person will be appointed to make a weekly site survey to ensure safety among employees
- Job Hazard Analysis -- As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee.
- Daily inspections to be performed by the assigned safety engineer documenting findings, corrections.
- Records of the inspections made by supervisors, foremen and safety personnel to identify and correct unsafe conditions and unsafe actions will be maintained at the Project Office for one year.

## 28. CORRECTING UNSAFE PRACTICES OR CONDITIONS

Through the daily take five for safety and the safe work plans / job hazard analysis (see attachments) most hazards should be identified and either eliminated or minimized. If any employee or anyone find an unsafe condition depending on the severity of the finding will determine the time needed to get the finding back into compliance. An Immediate Dangerous to Life (IDLH) finding all work will cease immediately and the hazard will be eliminated before work may continue. Other conditions for example a fire extinguisher not being inspected, a date will be issued as when to have all fire extinguishers inspected. By such date the Safety Engineer or Supervisor will reinspect the condition to ensure that it is back in compliance by the date specified by the initial inspection.

## 29. SLIP TRIP AND FALLS

Slips occur when a loss of balance caused by too little friction between your feet and the surface you walk or work on. Loss of traction is the leading cause of workplace slips. Slips can be caused by constantly wet surfaces, spills weather hazards like ice and snow. Slips are most likely to occur when you hurry or run, wear the wrong kind of shoes or don't pay attention to where you're walking.

Some solutions:

- Practice safe walking skills. If you must walk on wet surfaces, take short steps to keep your center of balance under you and point your feet slightly outwards. Move slowly and pay attention to the surface you're walking on.
- Clean up spills right away. Whenever you see any kind of spill clean it up or report it to the appropriate person. Even minor spills can be very hazardous.
- Don't let grease accumulate at your jobsite. If grease is present on the job clean it up right away.
- During the winter months create hazards relating to slips, falls and exposure to cold. Physical exertion during snow removal can cause injuries. Scoop or push small amounts of snow at a time. Use a smaller amount of snow at a time. Use a smaller shovel or take smaller scoops of snow if snow is wet and heavy.
- Use proper form if lifting is necessary, keep your back straight and lift with legs.
- Do not overload the snow blower, let it operate at modest speed.
- Take frequent breaks and drink fluids (avoid caffeine or alcohol)

Trips occur whenever your foot hits an object, and you are moving with enough momentum to be thrown off balance. A trip can occur when your work area is cluttered, when lighting is poor, or when an area has loose footing. Trips are more likely to occur when you are in a hurry and don't pay attention to where you're going. Some solutions:

- Make sure that you see where you are going. Carry only loads that you can see over.
- Keep work areas well lit, replace burnt out bulbs. Use a flashlight or extension light to make your walking area visible in unlighted areas.
- Housekeeping keeps your site clean and don't clutter passageways or stairs. Store material and tools in cabinets or a specially assigned area.

Falls occur whenever you move too far off center of balance. Slips and trips often push you off your center of balance far enough to cause a fall, but there are many other ways to fall. Makeshift ladders, misuse of ladders, accidents while climbing and improper scaffolding use.

Most falls are slips or trips at ground level but falls from greater heights pose a much higher risk of serious injury. Avoid falls of any kind with these safety measures:

- Don't jump. Lower yourself carefully from trucks or work stages.
- Check lighting. Make sure stairs and work sites are properly lit.
- Repair or replace stairs or handrails that are loose or broken. If maintenance isn't your job report these hazards immediately to the proper party.
- Don't store tools or equipment on the stairs or in passageways.
- Wear good shoes with the appropriate non-skid soles.

## 30. DELIVERIES

Deliveries will be made known to the AHJ MNR, Amtrak, and/or CSX Resident Engineer a head of time, if need be, the MTA Police Department too. Deliveries may be subject to inspections by MTA Police prior to being allowed to enter the facility.

## 31. EMPLOYEE CONDUCT

Employees and subcontractor employees who have willfully violated safety or security regulations may be prohibited from working on the railroad property. HRJV and their sub-contractors will hold the Engineer harmless for taking such actions.

Employees and subcontractor's employees must partake in HRJV's Safety Orientation before they may begin work. At orientation, it will be stressed the importance of working safely not only for their health and wellbeing but in addition to their coworker's health and wellbeing. It will be stressed not to engage in unsafe behaviors and abide by the safety rules.

## 32. EMPLOYEE TRAINING

All employees will have completed the OSHA ten (10) hour Construction Safety Course within the past five years of the contract award date. All project management, superintendents, foreman and competent persons will have completed the OSHA (30) hour Construction Safety Course within the past five years of the award date. Evidence of such training will be transmitted to the Engineer in charge.

Training that is needed specifically to perform a task of the jobsite will be given on site by the Safety Engineer. Record of completion of training will be submitted to the Engineer in Charge.

## 33. SAFETY BRIEFINGS, WEEKLY TOOLBOX MEETINGS, MONTHLY MEETINGS

Foremen for each discipline will perform a "Take 5 for Safety", activity at hand, the procedure, safety hazards, along with precaution of the hazard. The crew will sign off in addition a section for comments is supplied. The Take 5 will be performed twice daily, once in the morning and the second after lunch. The forms will be turned into the Safety Engineer to review and critique for effectiveness, make recommendations if need be. Failure to surrender said document may result in disciplinary actions against the foreman.

Weekly Toolbox Talks will be performed on Mondays, we found it to be a good thing for other people to partake in the reading of the Toolbox Talk besides the Safety Person. It shows that we care about safety, so we alternate between foremen, Superintendents, Project Managers, and the Safety Personnel. Said documents will be transmitted to the Agency Having Jurisdiction PM as requested, either Monthly or post their presentation.

Monthly Safety Meetings depending on the size of the work force usually shop stewards partake in the monthly safety meetings, whereas agendas and minutes are maintained. Safety performances are reviewed, near misses, or incidents from them previous months are discussed. Then we open the meeting to new issues, prior to new issues, old issues must be addressed.

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## 34. JOB HAZARD ANALYSIS / SAFE WORK PLANS

The goal is to eliminate the hazard, in the event the hazard cannot be eliminated our goal is to reduce the severity and the frequency of an accident to either life or property damage any major activity will have a Job Hazard Analysis performed and signed off by members of the project management team. The JHA will be dated, marked with the revision number, included will be the location of work, a scope of work, personnel needs, material needs, and equipment needs. Based upon the location, the material needs, and equipment needs will trigger the risk associated with performing the activity. Next, either through engineering controls or administrative control will be utilized to reduce the risk and the severity of an incident while the operation is being performed.

Major activity will be deemed by an activity that will take longer than an eight-hour shift to perform, contains a complex scope of work, has a history of a high incident rate, or is so deemed by HRJV Supervision or Safety Representatives. Once all the foreseen hazards have been addressed and signed off by the project management team the foremen will review the hazards and controls with the crew. Upon completion, the crew will sign off on the signature page. Will a new employee be assigned to that task the foreman again will review said practices with the new crew member.

In the event that after the controls have been put into place and the risk cannot be brought lower than extreme, the activity cannot be performed, the Project Manager must consult with the Principals of HRJV. Only the Principals can make the decision whether to perform the task or approach the owners and inform them that the activity must be reengineered.

## 35. FITNESS FOR DUTY

Employees and subcontractor employees' must be physically capable of safely performing their assigned duties safely. No person will knowingly be permitted on the jobsite whose health or physical condition might be detrimental to their safety or the safety of others.

No person will knowingly be permitted on the jobsite while under the influence of any substance including alcohol, illegal drugs, controlled substances, and prescription or over the counter medications. Evidenced by the symptoms of slurred speech, blood shed or dilated pupils, drowsiness, alcohol odor, staggered gate, sudden change in behavior, red or glassy eyes, stiffly or runny nose, unusual sweating, paranoia, aggression, violence, shaking, mental confusion, agitation, fast speech talkative, loss of appetite, falling asleep, loss of hygiene, and dream like state. Clarity testing services will be notified for suspect under the influence testing of employee or subcontractor employee. Should Clarity not be able to send out a response team the employee or subcontractor employee will be driven to the closest facility as mandated in the approved 49 CFR 219 Drug Policy.

## 36. ACCIDENT INVESTIGATION, REPORTING AND RECORDKEEPING PROCEDURES

Accidents are unintentional incidents that may or may not result in an injury or property damage. Effective accident prevention depends on the complete investigation of all accidents, even if there is no injury or damage to property (near misses), to identify potentially serious losses. Accident investigation is a necessary and effective tool for preventing recurring or future accidents. If anything, positive results from an accident, it is the opportunity to determine the causes and how to eliminate them. All accidents must be reported within 24 hours to the Safety Manager and will be

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investigated by the immediate supervisor of the operation involved. All accidents that have occurred within a 24-hour period are:

Any accident which involves any injury requiring medical treatment, whether it be a First-Aid case, or OSHA recordable

- Auto/Motor accidents
- Property damage and public liability accidents
- Serious accident involving subcontractors
- "Near misses" which could have led to serious injury

## 37. ACCIDENT PROCEDURE

This section states the proper procedure on reporting accidents to the Management of HRJV, subcontractor companies, and other personnel who are directly involved in the accident. All accidents that have occurred on Amtrak property will be reported immediately to the MTA. All forms required will be completed and submitted within 24 hours.

*Note: Depending on the severity of injury, the Project Superintendent will notify Management and the Safety Manager immediately.*

All accidents that have occurred within a 24-hour period are:

- Any accident which involves any injury requiring medical treatment, whether it be a First-Aid case, or OSHA recordable
- Auto/Motor accidents
- Property damage and public liability accidents
- Serious accident involving subcontractors
- "Near misses" which could have led to serious injury
- Damage to Amtrak Property.

The project supervisor must be prepared to discuss the following:

- What Happened?
- How it Happen?
- Why it Happen?
- What is being done to prevent reoccurrence

For any lost time, injury that occurs on the specific job site during operations, the project superintendent will have to provide:

- Foremen accident report
- Field Superintendent/Engineer Report of Accident Investigation
- Hazard Analysis form
- Last four Toolbox Talks
- Post-Accident Review inform Amtrak Project Management Staff should they want to attend.

## 38. INVESTIGATION PROCEDURE

- Investigate: Obtain all facts, questions with witnesses and injured employee, if any occurred. Take pictures, measurements, and statements immediately, before accident scene changes. These items are vital in finding the accident cause. It is not advisable to make recommendations prior to completing the fact-finding phase
- Recommendations: Based on all facts available, meaningful recommendations should be made to prevent future occurrences
- Follow-up: Each recommendation should be assigned to a responsible person for completion.
- Communication: Every employee in the work force will be informed of the accident, its causes and recommendations

## 39. INJURY TO AN EMPLOYEE

All employees will be instructed and required to report all work-related injuries or illness to their supervisor. A field supervisor will accompany the injured employee to the nearest medical facility where treatment will be provided; the supervisor will explain the circumstances involving the related injury to the treating physician. The supervisor of an injured employee should notify the Safety Manager.

### SERIOUS INJURY, ILLNESS OR FATALITY

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), Safety Manager, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

Main Office (845) 735-3511

Stefano Pappalardo (914) 804-5104 cell

Chris Larsen (914) 329-7218 cell

Paul Atkins (914) 844-8013 cell

Serious injury or illness, for reporting purposes, includes any injury or illness which requires hospitalization, or which results in the loss of sight or any member of the body, or causes any serious degree of permanent disfigurement, spinal cord injuries, burns greater than 10%, loss of hearing, severe head injuries, any occupational disease. If in doubt, call one of the principals of HRJV at the above numbers.

The scene of any such serious accident should not be disturbed, except for rescue or emergency purposes, until released by a management official.

## 40. RESPONDING TO EMERGENCIES

The following information to summon emergency personnel is listed above.

### CRIMINAL ACTIVITY/HOSTILE INTRUDER

If any employee is to observe a crime in progress, behavior which you expect as criminal or hostile behavior the employee is to immediately call the proper authorities and tell their supervisor of such actions. Some reporting information will help the authorities in their search.

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- Activity
- Person's Description
  - Approx. Height
  - Approx. Weight
  - Sex
  - Clothing
  - Weapons
- Location
  - Direction of Travel
  - Vehicle
  - Color
  - Year
  - Make
  - Model
  - License Plate

**DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON(S) INVOLVED WITH THE ALLEGED INCIDENT.**

Stay on the phone line with the police dispatcher and provide additional information as changes of the situation occur until the police arrive or security officer.

**MEDICAL EMERGENCIES**

Emergency Medical Services (EMS) personnel or those individuals who are professionally trained will only provide first aid. Until rescue personnel arrive do not attempt to move the employee unless eminent danger exists for you or the employee.

Call 911 immediately if an injury is life threatening. Provide the following information:

- Nature of medical emergency
- Location of emergency, since the project does not have a specific address utilize an alternate nearest address or intersection. Send and employee to meet the EMS crew.
- Your name and number of where you're calling from.
- Contact your immediate supervisor.

All first aid kits are located within the Main field office, onsite and with every Labor Foreman and/or Project Superintendent.

In any case of personnel exposed to hazardous materials, consult the SDS and wear the appropriate personal protective equipment. Attempt first aid only if qualified.

Litter baskets and stretchers will be provided and if needed crane assistance during rescue operations. Only professional personnel will be conducting such operations, and only with assistance of the Emergency Medical Service Department.

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## HAZARDOUS MATERIALS

Hazardous materials include substances that have a potential to cause either acute or chronic health problems due to chemical or physical properties.

- Incidental Release
  - An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard (e.g.; fire, explosion, or chemical exposure) to employees in the immediate vicinity or to the employee cleaning up the released hazardous substance. An incidental release does not have a potential to become an emergency within a short timeframe. Any hazardous material that is accidentally released, where the substance can be absorbed, neutralized, or otherwise safely controlled at the time of release by the employee is not considered to be an emergency response. The chemicals associated with C-34914, will be submitted to MTA/Amtrak Environmental for approval prior to arriving on site. Should any chemical that if accidentally release pose a health hazard it will be referenced by the SDS file in place for verification. System Safety will not approve a highly toxic chemical, an alternative will have to be utilized.
- All employees that work with hazardous substances must be trained to protect themselves in handling incidental releases per HRJV Hazardous Communications Substance Program.
- Any release that requires an emergency response regardless of the circumstances is defined by the situation and requires a full HAZWOPER training.
- Drums will be labeled with HAZMAT Decals, showing accumulation date, content, and EPA Generator ID, holding liquids will be stored on top of double containment, containment to be protected from the elements and be able to hold one hundred and ten percent of the total volume. Storage area to be inspected daily. Overfill drums will be kept on site should drum leak and not be able to be plugged.
- Should heavy equipment be brought onto site emergency spill kits will be kept on board in a storage bin. Should a leak develop operator will shut off power to the motor, spread out absorbent sock and pads beneath said leak. Mechanics will be notified to repair said leak. NYSDEC and MTA Project Management Staff will be notified, area beneath leak will be cleaned. Said used pads will be containerized and disposed of properly as noted in the safety data sheet.

## HOUSEKEEPING

Good Housekeeping will be the responsibility of ALL employees and supervisors.

- Work areas to be always kept in good clean working order.
- Waste materials are to be discarded in their proper places.
- Heat producing equipment will be maintained in good working order and a minimum of 36 inches from combustible items
- Personnel are responsible to keep their work area neat and orderly.
- All Egress & Access to and from the work area to be clear.
- Access areas to fire extinguishers will be kept clear and in accordance with OSHA regulations
- Emergency telephone number will be posted throughout the site and given to each employee

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## 41. PROTECTION OF EXISTING PUBLIC AND PRIVATE UTILITIES

Overhead utilities on Contract Number D900050 running parallel with and or underneath the PSA Bridges have been identified. The overhead communications cable that run from pole to pole will be protected prior to any work being performed with the demolition of the existing bridge.

Prior to starting any excavation, underground installations will be to be in cooperation with regional Call Before You Dig notification centers, utility companies or other owners, who will be notified of proposed work at least two working days before the start of the work. When owners or utility companies cannot respond to a request to locate due to private property, HRJV will utilize the service of a utility locating service to identify through contract drawings and detection equipment or other acceptable means are used.

Test pits dug manually will be performed to identify the type and verify the location(s) of any preexisting underground utility in the proposed site of the relocated aerial cables and bridge footings. Will be in accordance with NYCRR16 Part 753. The above procedure is for property lines outside of the Amtrak property lines. For excavating soils at railroad locations strict adherence to Procedure/Instruction: EPC-03-001, Effective Date: August 11, 2003, updates March 2015, and March, 2017 or latest version. Copy of the procedure can be found in the attachments. MTA Corporate Safety Department has created and Environmental Audit Map located on their intranet. HI will inform the MTA/Amtrak Management Staff before any excavation can take place and ask to verify the location is on their intranet is either Red or Black. If it is red HI will contact MTA/Amtrak PMS to verify through the MTA/Amtrak Corporate Safety Department before proceeding to excavate. When digging at an existing railroad facility follow the recommended procedures:

- Wherever possible excavate with mechanical means, such as back hoes, ditch-witches, or excavators.
  - Wash facilities must be available for use by workers at the end of the task, before breaks, before meals or at the end of shift. For field operations wet wipes are acceptable for fulfilling this requirement.
  - Where hand digging must be used, workers must be instructed to brush soil from clothing and shoes, disposable coveralls, shoe coverings and gloves will be made available upon request
  - All equipment should be cleaned before leaving the worksite. The preferred method is hosing down with water, removing any clumps of dirt and soil. Should water not be available equipment should be brushed clean.
- Disposable items can be placed in the trash, no special disposal is necessary.

Where evidence of soil contamination is found, such as an odor, a stain or visible contaminant, the soil feels greasy, or results from a laboratory analysis indicate a contaminant:

- Stop any excavation work or only excavate by mechanical means; and
- Immediately contact the MTA Management Staff

## 42. FALL PREVENTION AND PROTECTION GUIDELINES

### INTRODUCTION

- These guidelines establish the minimum fall prevention and protection requirements for all employees working at or over 6 feet above the ground or the next lower level. They contain requirements for fall protection from structures, ladders, scaffolds, and aerial lifts. Fall protection may be required at lower levels if employees are exposed to falls.
- The intent of these guidelines is to prevent employees from falling off, onto or through working levels and to provide protection from falling objects.
- The methods found in this guideline are not the only methods by which protection can be achieved, and these guidelines and systems do not provide protection for every situation encountered in the workplace.
- When different or unique applications arise, these guidelines can be used for basic information. If you are not sure how to use these guidelines or think you have a better alternative, please, contact the local safety manager or safety department.

### GENERAL REQUIREMENTS

- We must determine whether walking/working surfaces can support workers safely. All required fall protection systems are to be provided and installed before commencing the work that requires the fall protection.
- Employees on walking/working surfaces with unprotected sides or edges 6 feet or higher above a lower level must be prevented from falling by using a Guardrail System, a Safety Net System, a Personal Fall Arrest System or a Positioning Device System. These requirements apply to all elevated walking and working surfaces, including Leading Edges, Hoist Areas, Holes, the face of Formwork and Reinforcing Steel, Ramps, Walkways, areas above or next to Dangerous Equipment, Scaffolding, Roofs, Precast Concrete Structures, Overhand Bricklaying and Wall Openings, where the hazard of falls is present.
- When it is infeasible or creates a greater hazard to install conventional fall protection systems to protect employees working on a Leading Edge, engaged in Precast Concrete
- Erection or Residential Construction, a site-specific Fall Protection Plan may be developed and carried out and MUST BE APPROVED BY MNR/Amtrak.
- When fall protection is required on Low Slope Roofs, conventional fall protection systems may be used alone or in any of the following combinations:
  - Warning lines and guardrails.
  - Warning lines and safety nets.
  - Warning lines and personal fall arrest systems.

#### **SAFETY MONITORING SYSTEMS ARE NOT ALLOWED AS A MEAN OF FALL PROTECTION.**

On Low Slope Roofs 50 feet or less in width, a Safety Monitoring System may be used alone.

When employees are working below an elevated work area and toe boards do not provide sufficient protection from falling objects, screens, mesh, or canopies must be installed for a distance sufficient to protect employees below.

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When used for fall protection, Safety Net Systems must be installed or erected according to the following requirements:  
**(MUST BE USED IN CONJUNCTION WITH PERSONAL FALL ARREST SYSTEM)**

- Safety nets must be installed, moved, altered, or removed under the direct supervision of a competent person.
- Safety nets must be installed as close as practicable under the walking/working surface on which employees are working, but never more than 30 feet below, and the potential fall area to the net must be unobstructed.
- Safety nets must extend outward from the outermost projection of the work surface as follows:

VERTICAL DISTANCE FROM WORKING	MINIMUM REQUIRED HORIZONTAL
LEVEL TO HORIZONTAL PLANE OF NET	DISTANCE OF OUTER EDGE OF NET FROM
	THE EDGE OF WORKING SURFACE
UP TO 5 FEET	8 FEET
MORE THAN 5 FEET UP TO 10 FEET	10 FEET
MORE THAN 10 FEET	13 FEET

Safety nets must be installed with sufficient clearance under them to prevent contact with the surface or structures below, when subjected to the drop test.

Safety nets and their installation must be drop tested at the jobsite after initial installation and before being used as a fall protection system, whenever moved, after major repair and at 6-month intervals, if left in one place.

The drop test must consist of a 400-pound bag of sand, 30 (plus or minus 2) inches in diameter, dropped into the net from the highest walking/working surface at which employees are exposed to the fall hazard, but not from less than 42 inches above that level.

If doing the drop test is unreasonable, a competent person must certify that the net and its installation will provide sufficient clearance and will absorb an impact force equal to that of the drop test before the net is used as a fall protection system. The certification must include all of the following:

- An identification of the net and its installation.
- That it was installed correctly.
- The date of installation.
- The name and signature of the person making the certification.
- A copy of the certification must be kept at the jobsite for inspection.

Anchorage used for attachment of personal fall arrest equipment must be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached.

Personal fall arrest systems, when stopping a fall, must do all of the following:

- Limit maximum arresting force on an employee to 1,800 pounds.
- Be rigged so that an employee cannot free fall more than 6 feet or contact any lower level.
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3V2 feet.
- Have enough strength to withstand twice the potential impact energy of an employee free falling 6 feet or the free fall distance allowed by the system, whichever is less.

The attachment points of a body harness used for fall protection must be in the center of the back near shoulder level or above the head.

Harnesses and other fall arrest equipment may never be used for hoisting materials.

Fall arrest systems and components subjected to impact loading must be immediately removed from service and not used until inspected and determined by a competent person to be undamaged and suitable for service.

Rescue plans must be made for a prompt rescue of employees in case of a fall, unless it has been determined that employees can rescue themselves.

Personal fall arrest systems must be inspected before each use, for wear, damage or other deterioration. Defective components must be removed from service.

Personal fall arrest systems must not be attached to guardrail systems.

When personal fall arrest systems are used at hoist areas, they must be rigged to allow the movement of the employee only to the edge of the working surface.

Positioning devices must be rigged such that an employee cannot free fall more than 2 feet and secured to an anchorage capable of supporting at least twice the potential impact load of an employee's fall or 3,000 pounds, whichever is greater.

## CONTROLLED ACCESS ZONES

- MUST BE COORDINATED WITH AGENCY HAVING JURISDICTION. ANY OPERATION REQUIRING A CAZ MUST BE ADDRESSED IN A PRE-TASK MEETING WITH AHJ PRIOR TO OPERATION.

When Controlled Access Zones (CAZ) are used to control access to areas where

Leading Edge, Precast Concrete Erection or Overhand Bricklaying or related work is taking place, the CAZ must be defined by a control line or by another means that restricts access.

When used to control access to areas where Leading Edge and other operations are taking place, the control lines must be erected not less than 6 feet or more than 25 feet from the unprotected or leading edge.

When Erecting Precast Concrete Members, the control line is to be erected not less than 6 feet or more than 60 feet, or half the length of the member being erected, whichever less, from the leading edge.

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When used to control access on Leading Edge or Precast Concrete Erection, the control line must extend along the entire length of the unprotected or leading edge and be approximately parallel to the unprotected or leading edge and be connected on each side to a guard rail system or wall.

When used to control access to areas where Overhand Bricklaying and related work are taking place, the control lines must be erected not less than 10 feet or more than 15 feet from the working edge.

When used to control access to areas where Overhand Bricklaying and related work are taking place, the control line must extend a sufficient distance to enclose the employees and be approximately parallel to the working edge.

Control lines must consist of ropes, wires, tapes, or equivalent materials with a minimum breaking strength of 200 pounds and be rigged and supported so that the line is between 39 and 45 inches above the walking/working surface.

Control lines must be flagged or otherwise clearly marked with high-visibility material at intervals of not more than 6 feet.

Mechanical equipment may not be used or stored in areas where safety monitoring systems are being used to monitor employees.

Employees working in a CAZ must be instructed to comply with fall hazard warnings from Safety Monitors.

#### **HOLES/COVERS**

Covers for holes in floors, roofs, and other walking/working surfaces must meet the following requirements:

Covers located in roadways and vehicular aisles must be capable of supporting, without failure, at least twice the maximum axle load of the largest vehicle expected to cross over the cover.

All other covers must be capable of supporting without failure, at least twice the weight of employees, equipment, and materials that may be set on the cover.

All covers must be secured when installed to prevent accidental displacement by the wind, equipment, or employees.

All covers must be color coded, or they must be marked with the word "HOLE" or

"COVER" to provide warning of the hazard.

#### **TRAINING REQUIREMENTS**

Each employee who might be exposed to fall hazards must be trained by a competent person qualified in the following areas:

- The nature of fall hazards in the work area.
- The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems to be used.
- The use and operation of guardrails, personal fall arrest, safety net warning line, CAZs and other protection used.

- The role of employees when using a safety monitoring system.
- The correct procedures for handling and storage of equipment and materials and the erection of overhead protection.
- The role of employees in fall protection plans.
- The federal and state regulations relating to this program.

A written certification record, containing the name of the employee trained, the name and signature of the person who conducted the training and the date training was completed must be maintained. **SUBMIT COPY FOR EACH WORKER TO AGENCY HAVING JURISDICTION.**

Retraining must be conducted when we think that any affected employee who has already been trained does not have the understanding and skill required in the training section listed above, and when changes in the fall protection systems, equipment or workplace render previous training obsolete. **SUBMIT COPY AND PROOFS THAT RETRAINING OCCURRED.**

When inadequacy in an employee's work suggests that the employee has not retained the required skills or understanding.

## LADDERS

Ladders must be of proper size, design and condition for the intended use and must not be used as work platforms. Ladders with bent, broken, or damaged rungs or side rails must be removed from service.

Side rails of job-made ladders must be constructed of dressed "selected grade lumber," or the equivalent, and must not have knots, except an occasional one less than 1/2, inch in diameter that appears only on the wide face and is at least 1/2, inch back from either edge. If splicing of side rails is necessary to attain the required length, the splice must develop the full strength of a continuous side rail of the same length.

Side rails of single cleat ladders up to 16 feet long must be 2 inches by 4-inch lumber. Side rails of single cleat ladders from 16 to 30 feet in length must be 3 inches by 6-inch lumber.

Side rails and middle rails of double cleat ladders up to 12 feet long must be 2 inches by 4-inch lumber. Side rails and middle rails of double cleat ladders from 12 to 24 feet in length must be 2 inches by 6-inch lumber.

Cleats of job-made ladders must be clear, straight-grained and absolutely free from knots of any size that appear in the narrow face. Knots appearing in the wide faces of cleats must not exceed a diameter of 1/4 inch. Cleats must be uniformly spaced within 1/4-inch tolerance, and not farther apart than 12 inches measured from tops of cleats.

Cleats of job-made ladders must be inset into the edge of the side rails one-half inch. or fill blocks must be used on the rails between the cleats. The cleats must be secured to each rail with three 10d common wire nails or other fasteners of equivalent strength.

Double-head nails must not be used for ladder construction.

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Single cleat ladders must not exceed 30 feet in length between the base and top landing. If the length required exceeds these maximum lengths, two or more separate ladders must be used, offset with a landing or platform between each ladder. Guardrails and toe boards must be erected on the exposed sides of the platforms.

If a job-made ladder provides the only means of access to a work area for 25 or more employees, or if simultaneous two-way traffic is expected, a double cleat ladder must be installed. Double cleat ladders must not exceed 24 feet in length.

Single cleat ladders must be at least 15 inches, but not more than 20 inches, between rails.

Double cleat ladders must be at least 18 inches, but not more than 22 inches, between rails.

Portable ladders must extend at least 36 inches above the top landing or be secured at the top and equipped with a grab rail. Fixed ladders must extend at least 42 inches above the top of access.

All portable ladders must be placed on substantial footing and be tied, blocked, or otherwise secured to prevent their being displaced.

Extension ladders must not exceed 44 feet in length when extended. When extended the ladder sections must have the following minimum overlaps:

- Two-Section Ladders
  - 3 feet for working lengths up to 33 feet.
  - 4 feet for working lengths 33 to 44 feet.
- Three-Section Ladders.
  - 4 feet for each section.

Each employee using ladders must be trained, by a competent person, to recognize hazards related to ladders and must know the procedures to be followed to reduce these hazards. The training must include, if applicable, the following areas:

- The nature of fall hazards in the work area.
- The correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used.
- The proper construction, use, placement, and care in handling of ladders.
- The maximum intended load-carrying capacities of ladders.
- The federal and state regulations relating to this program.

Retraining must be conducted when we think that any affected employee who has already been trained does not have the understanding and skill required in the training section listed above, and when changes in the workplace render previous training obsolete.

## SCAFFOLDING

The footing or anchorage for scaffolds must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks.

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Scaffolds and scaffold components must be inspected by a competent person before each work shift and after any occurrence that could affect the scaffold's structural integrity.

Any scaffold or scaffold component identified as damaged or defective during any inspection must be immediately repaired, replaced or removed from service until repaired.

Scaffolds must be erected, moved, dismantled, or altered under the supervision of a competent person.

Scaffolds and their components must be capable of supporting at least four times the maximum intended load.

Standard Guardrails are required along all open sides and ends of scaffolds and platforms of any kind that are 6 feet or more above the ground or other walking/working level.

All planking or platforms should be overlapped a minimum of 12 inches or secured (cleated) from movement. Will be in compliance with ANSI A10.8 – 2001, Safety Requirements for Scaffolding. CFR 1926 Subpart L appendix A.

Scaffold planks must extend over their end supports at least 6 inches but not more than 12 inches.

## AERIAL LIFTS

All aerial lifts including extendable boom platforms, articulating boom platforms, vehicle mounted aerial ladders and vehicle mounted vertical towers must be used according to the manufacturer's recommendations. The boom and basket load limits specified by the manufacturer must not be exceeded.

The lift controls on extendable boom platforms and articulating boom platforms must be tested before use each day to determine that they are in safe working condition.

Extendable boom and articulating boom platforms, designed as personnel carriers, must have both upper and lower controls. All controls must be plainly marked to identify their function. The lower controls must be capable of overriding the upper controls.

Only authorized employees may operate an aerial lift.

When working from an aerial lift, employees must wear a body harness and a lanyard attached to the boom or basket. The lanyard must never be attached to any other structure or equipment while the employee is in the aerial/lift.

Employees must always stand on the floor of the basket and may not sit or climb on the edge of the basket. Planks, ladders or other devices may not be used as a work platform inside an aerial lift basket.

When outriggers are used, they must be positioned on pads or a solid surface. Wheel chocks must be used when operating an aerial lift on an inclined surface.

Aerial lifts must not be moved with employees in an elevated basket unless the aerial lift was specifically designed for that type of operation.

Each employee who works while on an aerial lift must be trained, by a qualified person, to recognize and control or reduce the hazards associated with the use of the type of aerial lift being used. The training must include, if applicable, all the following information:

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- The nature of the hazards in the work area.
- The correct procedures for dealing with those hazards.
- The proper use of the lift and the proper handling of materials on the lift.
- The maximum intended load and the load-carrying capacities of the lift.
- Any other pertinent job information or requirements.

**DEFINITIONS THAT APPLY TO THIS SUPPLEMENT**

ANCHORAGE means a secure point of attachment for lifelines, lanyards or deceleration devices.

BODY HARNESS means a design of straps that may be secured about the employee in a manner to distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders, with means for attaching it to other components of a personal fall arrest system.

CLEAT means a structural block used at the end of a platform to prevent the platform from slipping off its supports. Cleats are used to provide footing on sloped surfaces such as crawling boards or ramps.

Where we have identified controlled access zones and we will expose only those employees' necessary to safely accomplish the job. The maximum number of workers allowed inside anyone Controlled Access Zone is \_\_\_\_\_. We are identifying the following trained employees as CAZ Workers. Only these workers are allowed to enter the controlled access zones and work without the use of conventional fall protection.

CAZ Workers:

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These CAZ Workers will be identified by: \_\_\_\_\_

Safety monitor: \_\_\_\_\_

The safety monitor will be identified by: \_\_\_\_\_

CAZ Workers will be constantly under the control of the safety monitor for fall protection and are directed to stay a minimum of six (6) feet from the edge.

The safety monitoring system will not be used when the wind is strong enough to cause loads with large surface areas to swing out of radius, or result in loss of control of the load, or when weather conditions cause the walking/working surfaces to become icy or slippery.

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## 43. LOCK OUT TAG OUT (LOTO)

### GENERAL

Relevant OSHA Rules: 29 CFR Subpart K 1926.417

Lockout is the preferred method of isolating machines or equipment from energy sources. To assist in developing a procedure which meets the requirements of the standard, the following simple procedure is provided for use in both lockout and tagout programs. This procedure may be used when there is limited number of types of machines or equipment, or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed, documented, and utilized by our company.

### PURPOSE

This procedure establishes requirements for the lockout or tagout of energy isolating devices. It will be used to ensure that the machine or equipment is isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause an injury.

### RESPONSIBILITY

Appropriate employees will be instructed in the safety significance of the lockout or tagout procedure by our designated trainer, as well as how to use those procedures. Only authorized employees may lockout or tagout machines or equipment. Authorized employees are identified on each Hazardous Energy Control Procedure form.

Each new or transferred affected employee and other employees whose work operations are or may be in the area will be instructed in the purpose and use of the lockout or tagout procedure. Affected employees are identified on each Hazardous Energy Control Procedure form. They will be notified by the authorized employees whenever a lockout or tagout will occur, as well as when the equipment or machine is being placed back in service.

It is the responsibility of management to approve all Hazardous Energy Control Procedures. The following people can give approvals.

NAME	TITLE
To be determined	Superintendent

Obtain the proper Hazardous Energy Control Procedure for the equipment or machine to be locked out or tagged out. Determine if changes need to be made to the procedures based on changes to the equipment and/or personnel. Identify all affected employees that may be involved in the impending lockout or tagout. Obtain necessary locks and/or tags and devices to implement the lockout and/or tagout.

## SEQUENCE OF LOCKOUT OR TAGOUT SYSTEM PROCEDURE

The specific lockout or tagout procedure for each machine or equipment is detailed on the Hazardous Energy Control Procedure form. This form is used for documentation of our procedures. This document will be referred to before, during and after a lockout or tagout operation.

The following is intended to provide a general overview of a lockout procedure. Operations that don't need a separate Hazardous Energy Control procedure may use this procedure.

- Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee will know the type and magnitude of energy that the machine or equipment utilizes and will understand the hazards thereof
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress top button, open toggle switch, etc.).
- Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s). (Method(s) Selected: i.e., locks tags, additional safety measures, etc.)
- After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate (Type(s) of Equipment checked to ensure disconnection).

**CAUTION:** Return operating control(s) to "neutral" or "off" position after the test (de-energized state).

- The equipment is now properly locked out or tagged out.
- Where applicable Lockout/Tagout activities must be coordinated with the Port Authority Representatives.

## RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

- After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

## PROCEDURE INVOLVING MORE THAN ONE PERSON

If more than one individual is required to lockout or tagout equipment, each will place his/her own personal lockout (or tagout) device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet. [(Name(s)/Job

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Title(s)] of employees authorized for group lockout or tagout are detailed in the Hazardous Energy Control Procedure Form).

### **BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURE**

All equipment will be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked (or tagged) out. Our company's disciplinary procedures apply to violation of the Lockout/Tagout Program.

### **TRAINING AND ANNUAL INSPECTION**

**Training:** Training will be given by SITE SAFETY ENGINEER Affected and authorized employee training will consist of the following elements:

- Review of 1910.147 "The Control of Hazardous Energy" requirements.
- Type and magnitude of energy sources.
- Purpose and use of the Hazardous Energy Control Procedures.
- Nature and limitations of tags.
- How to isolate equipment/machinery for lockout/tagout.
- Conditions for restarting machinery/equipment or removing tags.

This training will last approximately one and a half hours.

The lockout/tagout training will be given to affected employees as part of orientation.

Authorized employees will receive training prior to their initial involvement with any lockout or tagout operation.

Retraining will be given for authorized and affected employees whenever there is a change in job assignment, a change in machines or equipment or process that presents a new hazard or a change in our Hazardous Energy Control Procedure. Retraining will also be given whenever the annual inspection identifies a deficiency in the procedures.

A list of names and dates of training will be maintained.

### **ANNUAL INSPECTION**

Each year an authorized employee will conduct an inspection of the Hazardous Energy Control Procedure (HECP), who is not involved in the HECP being inspected. This will be accomplished by reviewing the HECP Form with authorized employees. In addition, the authorized employee conducting the inspection will observe the actual implementation of the HECP.

When lockout is used the SHECP will be reviewed with each authorized employee. Where tagout is used, HECP will be reviewed with both affected and authorized employees. This will be certified by the designated inspector on an annual basis. The documentation will include employee names, dates of the inspection, and the HECP form used.

### **GROUP LOCKOUT/TAGOUT PROCEDURE**

This section of the Control of Hazardous Energy Procedure will be reviewed with all personnel affected or authorized by the group lockout/tagout before implementation of that job.

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- One authorized employee will be designated as responsible for the lockout/tagout.
- The Hazardous Energy Control Procedure (HECP) will be reviewed with each group number.
- If more than one crew, craft, department, etc. is involved, then one authorized employee will coordinate the lockout/tagout to ensure that all control measures are applied and that there is continuity of protection for the group.
- Each authorized employee will affix the lockout or tagout device to the group lockout. Each lock must have that person's name affixed to it. Each authorized employee will remove their lockout or tagout device when they stop working on the equipment or machine being serviced.
- Each authorized employee will affix the lockout or tagout device to the group lockout. Each lock must have that person's name affixed to it. Each authorized employee will remove their lockout or tagout device when they stop working on the equipment or machine being serviced.

## CREW CHANGES

Crew changes will be coordinated by the authorized employee in charge of the group or individual lockout or tagout.

This will include:

- Changing locks or tags.
- Re-testing to ensure de-energized state of equipment or machinery being serviced.
- Notification of start-up and testing to be performed.
- Changes in the job that effect the lockout or tagout procedures (HECP)

## OUTSIDE SERVICE OR CONTRACTOR PERSONNEL

Outside personnel or contractors involved in operations relating to equipment or machinery lockout that affects our employees must submit their energy control procedures to THE SAFETY DIRECTOR. Affected employees must be trained and notified as outlined in this written program. The responsible manager for the affected area will ensure that outside personnel and affected employees are informed of the proper procedure.

## 44. ARC FLASH PREVENTION

An electric arc flash can occur if a conductive object gets too close to a high-amp current source or by equipment failure i.e., while opening or closing disconnects. The arc can heat the air temperatures as high as 35,000 degrees Fahrenheit and vaporize metal in equipment. The arc flash can cause severe skin burns by direct heat exposure and by igniting clothing. Take these preventions to help prevent arc flash burns:

- Read and heed all signs warning of "arc flash protection boundary (the distance at which PPE is needed to prevent incurable burns) around the circuit or equipment that has potential for arc flashes.
- Wear appropriate PPE when working within the arc flash protection boundary. The type of PPE depends on the electric work being performed.
- If you have de-energized the parts you are going to work on but are still inside the flash protection boundary for nearby live exposed parts and those parts cannot be de-energized, use barriers such as insulated blankets to protect against accidental contact or appropriate PPE.

- Follow safe work practices when working on or near live circuits. The process of energizing is “hot” work can result in an arc flash due to equipment failure.
- Treat arc flash burns immediately. Arc flashes are extremely harmful and are potentially fatal.
- Comply with Amtrak/MTA and FRA Regulations
- Comply with NEC / NFPA requirements

## 45. RESPIRABLE CRYSTALLINE SILICA EXPOSURE CONTROL PLAN

### Purpose:

HRJV views its employees as valuable assets. As a General Contractor, we understand the responsibility of providing our employees with a safe and healthy working environment.

The information contained in this written plan is designed to meet the requirement of section 29 CFR 1926.1153(g)(1) of the OSHA Respirable Crystalline Silica Standard. It details therein should serve as our means and methods of complying with the OSHA Standard in a line-by-line manner. We believe that in mirroring the standard and incorporating it into our written plan, our employees stand to fully benefit from the work the Occupational Safety and Health Administration has put into crafting this standard.

### How this written program should be used:

As with anything else, the following are a few brief instructions on how to effectively use this written program. This program is written from the standpoint that the superintendents will be the end users. The following steps should therefore be used along with this program.

- First, determine if Table 1 can be used to accomplish your work (See further in this program). If Table 1 can be used, do so in its entirety for the work you are performing. Table 1 was developed by OSHA specifically for the construction field and is known as “specified exposure control methods”.
- If table one cannot be used for whatever reason, turn to the “Alternative exposure control methods”, section of this program and implement it.

It is highly advised that the resources of Table 1 be used as much as possible.

### Goal:

As a general contractor, HRJV’s goal is to use the resource of Table 1, that OSHA has specifically provided to the construction field, to comply with the new standard. HRJV will fully and properly implement the engineering controls, work practices and respiratory protection specified for the various tasks listed on Table 1. This intention is spelled out in the “Specified exposure control methods”, using Table 1.

HRJV will utilize the “Alternative exposure control methods”, as found in the standard whenever there is a task that is not listed in table 1, or if there is difficulty with fully and properly implementing the engineering controls, work practices and respiratory protection found in Table 1.

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### **Specified Exposure Control Methods:**

The following table, herein known as Table 1, will be used as the primary method of complying with the standard. Table 1 is a list of equipment, task, engineering control methods, work practice control methods and their accompanying required respiratory protection methods.

It should be noted that these accompanying respiratory protection methods are based on the minimum respirator assigned protection factor and not on a respirator itself, so that any respirator that meets the minimum specified APF, can be used.

It should also be noted that Table 1, provides hours in relation to the use or none use of respiratory protection.

When using the specified exposure control methods provided in Table 1, HRJV will provide a means of exhausting indoor or enclosed work areas to the outside if there is an accumulation of visible airborne dust.

HRJV will provide water and at flow rates sufficient to minimize the release of visible dust when performing any task that requires its use.

### **Competent Person:**

HRJV will designate a competent person which means an individual who can identify existing and foreseeable respirable crystalline silica hazards in the workplace and who has the authorization to take prompt corrective measures to eliminate or minimize them. The competent person will have the knowledge and ability necessary to implement the written exposure control plan required under the standard. Until HI can identify the trades competent person for silica assessment the Contractor Safety Engineers will assume said role Renick Pellew, Stefano Pappalardo, Nick Pennisi, and Michael Gagliardi.

### **Medical Surveillance:**

Medical surveillance is intended to identify respirable crystalline silica related disease so that employees with those disease can take actions to protect their health. All medical examinations and procedures required by the standard will be performed by a Physician or Licensed Health Care Professional (PLHCP). Such medical examination will be provided at no cost to the employee. A physical examination that focuses on the respiratory system:

- Digital or film chest X-Ray
- Lung function (spirometry) test that includes forced vital capacity, forced expiratory volume. Must be administered by a spirometry technician with current certificate from a spirometry approved NIOSH course.
- Testing for latent tuberculosis infection
- Any other test deemed appropriate (medically necessary and related to respirable crystalline silica exposure) by the PLHCP.

### **Frequency of Medical Examinations:**

- Within 30 days of initial assignment (the day the employee starts working in a job/task in which he or she will be required by the silica standard to wear a respirator for 30 or more days per year).
- Every three years from the employee's last examination that met the requirements of the silica standard, or more frequently if recommended by the PLHCP, if the employee will continue to perform tasks that require respirator use under the silica standard for 30 or more days per year.

**Table 1: Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica**

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
1	Stationary masonry saws	<ul style="list-style-type: none"> <li>• Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
2a	Handheld power saws (any blade diameter) when used outdoors	<ul style="list-style-type: none"> <li>• Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
2b	Handheld power saws (any blade diameter) when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>• Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
3	Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less) for tasks performed outdoors only	<ul style="list-style-type: none"> <li>• Use saw equipped with commercially available dust collection system.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>• Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.</li> </ul>	None	None
4a	Walk-behind saws when used outdoors	<ul style="list-style-type: none"> <li>• Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
4b	Walk-behind saws when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>• Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
5	Drivable saws for tasks performed outdoors only	<ul style="list-style-type: none"> <li>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
6	Rig-mounted core saws or drills	<ul style="list-style-type: none"> <li>Use tool equipped with integrated water delivery system that supplies water to cutting surface.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
7	Handheld and stand-mounted drills (including impact and rotary hammer drills)	<ul style="list-style-type: none"> <li>Use drill equipped with commercially available shroud or cowling with dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</li> <li>Use a HEPA-filtered vacuum when cleaning holes.</li> </ul>	None	None
8	Dowel drilling rigs for concrete for tasks performed outdoors only	<ul style="list-style-type: none"> <li>Use shroud around drill bit with a dust collection system.</li> <li>Dust collector must have a filter with 99% or greater efficiency and a filter cleaning mechanism.</li> <li>Use a HEPA-filtered vacuum when cleaning holes.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
9a	Vehicle-mounted drilling rigs for rock and concrete	<ul style="list-style-type: none"> <li>Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.</li> </ul>	None	None
9b	Vehicle-mounted drilling rigs for rock and concrete	<ul style="list-style-type: none"> <li>Operate from within an enclosed cab and use water for dust suppression on drill bit.</li> </ul>	None	None

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
10a	Jackhammers and handheld powered chipping tools when used outdoors	<ul style="list-style-type: none"> <li>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10b	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10c	Jackhammers and handheld powered chipping tools when used outdoors	<ul style="list-style-type: none"> <li>Use tool equipped with commercially available shroud and dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
10d	Jackhammers and handheld powered chipping tools when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>Use tool equipped with commercially available shroud and dust collection system.</li> <li>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</li> </ul>	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask
11	Handheld grinders for mortar removal (i.e., tuckpointing)	<ul style="list-style-type: none"> <li>Use grinder equipped with commercially available shroud and dust collection system.</li> </ul>	N95 (or Greater Efficiency)	Powered Air-Purifying Respirator

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
		<ul style="list-style-type: none"> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>• Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</li> </ul>	Filtering Facepiece or Half Mask	(PAPR) with P100 Filters
12a	Handheld grinders for uses other than mortar removal for tasks performed outdoors only	<ul style="list-style-type: none"> <li>• Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
12b	Handheld grinders for uses other than mortar removal when used outdoors	<ul style="list-style-type: none"> <li>• Use grinder equipped with commercially available shroud and dust collection system.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>• Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</li> </ul>	None	None
12c	Handheld grinders for uses other than mortar removal when used indoors or in an enclosed area	<ul style="list-style-type: none"> <li>• Use grinder equipped with commercially available shroud and dust collection system.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>• Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a</li> </ul>	None	N95 (or Greater Efficiency) Filtering Facepiece or Half Mask

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
		cyclonic pre-separator or filter-cleaning mechanism.		
13a	Walk-behind milling machines and floor grinders	<ul style="list-style-type: none"> <li>• Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> </ul>	None	None
13b	Walk-behind milling machines and floor grinders	<ul style="list-style-type: none"> <li>• Use machine equipped with dust collection system recommended by the manufacturer.</li> <li>• Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>• Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</li> <li>• When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.</li> </ul>	None	None
14	Small drivable milling machines (less than half-lane)	<ul style="list-style-type: none"> <li>• Use a machine equipped with supplemental water sprays designed to suppress dust.</li> <li>• Water must be combined with a surfactant.</li> <li>• Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None
15a	Large drivable milling machines (half-lane and larger) for cuts of any depth on asphalt only	<ul style="list-style-type: none"> <li>• Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust.</li> <li>• Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None
15b	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	<ul style="list-style-type: none"> <li>• Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust.</li> <li>• Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
15c	Large drivable milling machines (half-lane and larger) for cuts of four inches in depth or less on any substrate	<ul style="list-style-type: none"> <li>• Use a machine equipped with supplemental water spray designed to suppress dust.</li> <li>• Water must be combined with a surfactant.</li> <li>• Operate and maintain machine to minimize dust emissions.</li> </ul>	None	None
16	Crushing machines	<ul style="list-style-type: none"> <li>• Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyors, sieves/sizing or vibrating components, and discharge points).</li> <li>• Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions.</li> <li>• Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.</li> </ul>	None	None
17a	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	<ul style="list-style-type: none"> <li>• Operate equipment from within an enclosed cab.</li> </ul>	None	None
17b	Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving	<ul style="list-style-type: none"> <li>• When employees outside of the cab are engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.</li> </ul>	None	None

Construction Task or Equipment Operation		Engineering and Work Practice Control Methods	Required Respiratory Protection	
			≤ 4 hours/shift	>4 hours/shift
	silica-containing materials			
18a	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	<ul style="list-style-type: none"> <li>• Apply water and/or dust suppressants as necessary to minimize dust emissions.</li> </ul>	None	None
18b	Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	<ul style="list-style-type: none"> <li>• When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.</li> </ul>	None	None

### Alternative Exposure Control Methods: frequency of monitoring

In this portion of the respirable Crystalline Silica plan, HRJV will detail various "Alternative exposure control methods" that will be used when our employees perform tasks that are not listed in table 1 or when, for whatever reason, we are not able to fully and properly implement the engineering controls, work practices and respiratory protection described therein.

#### 1926.1153(d)

HRJV will ensure that at no time any of its employee are exposed to an airborne concentration of respirable crystalline silica more than 50ug/m<sup>3</sup> calculated as an 8-hour TWA. To achieve this goal, HRJV will perform an exposure assessment for any employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level of 25ug/m<sup>3</sup>, calculated as an 8-hour TWA. HRJV will use the scheduled monitoring option as required by the silica standard in sections 1926. 1153 (d)(2)(iii) to establish baseline results and the performance option found in section

1926.1153(d)(2)(ii) if there are available industry-wide survey results for performing similar work as ours and under similar circumstances.

The following actions will be taken, and are only based on the results of the initial assessment

- Discontinue monitoring for all employees that are at or below the action level as stated above.
- Repeat monitoring within six months for all employee who are above the action but below the PEL
- Repeat monitoring within three months for all employees who are at or above the PEL.

*Note: For employees who are ever above the action level, HRJV will repeat such monitoring within six months until two consecutive results, taken seven or more days apart, is at or below the action level. Air monitoring can then be discontinued.*

HRJV will repeat exposure assessment whenever there is a change in production, such as addition of a work shift or extending of an existing shift. In addition, HRJV will repeat exposure monitoring whenever there is a change in process, change in personnel, and change in equipment or whenever we believe there is a need for reassessment.

### Methods of sample analysis

HRJV will only use laboratories that comply with appendix A of the Respirable Crystalline Silica standard.

Employee notification of assessment results – HRJV will notify all participants of exposure assessments using one of the following methods. Employees will know the results of the assessment within five working days after completion of the assessment regardless of what method of notification is used.

- HRJV will post the results of assessments where employees were not exposed above the PEL. Such results will be in an appropriate location that is accessible to all the affected employees.
- In cases where employees are exposed above the PEL, HRJV will notify them individually. In addition, HRJV will provide written notification of corrective actions to be taken to reduce their exposure to or below the PEL.

### Methods of compliance

HRJV will always use proper engineering and work practice controls when performing work that can lead to exposure to respirable crystalline silica. Should the situation arise where engineering and work practice controls are not enough to keep exposure to respirable crystalline silica to or below the PEL, HRJV will use respiratory protection in addition to the ongoing engineering and work practice controls. At no time will the use of respiratory protection negate the use of engineering and work practice controls.

The Engineering and Work practice controls that are referred to in the paragraph above are all found in table one of the OSHA respirable crystalline silica standards 1926.1153. Table 1 has also been inserted into this plan.

*Note: When performing abrasive blasting, ventilation must and will be utilized as a form of engineering control.*

### Respiratory Protection

When working with potential respirable crystalline silica producing material, it is often necessary that employees wear a respirator of some kind. In meeting the requirements of the silica standard, HRJV will require that all employees use the appropriate respirator specified in table one of the silica standard when following the OSHA specified exposure control methods found in 1926.1153(c).

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Section 1926.1153(e)(3) of the OSHA respirable crystalline silica standard deems the use of respirators in table one as complying with the standard.

In cases where it's necessary to follow the alternative exposure control methods of 1926.1153(d) for tasks not listed in table 1 or where there is not full compliance with the implementation of the engineering controls, work practice controls and the specified respiratory protection of Table 1, HI, will comply with the respiratory requirements of 29 CFR 1910.134. This is in keeping with section 1926.1153(e)(1) of the OSHA respirable crystalline silica standard.

## 46. DISCIPLINE POLICY

It is the policy of HRJV to incorporate a Disciplinary Action Program to maintain consistency throughout the organization when poor decisions are made regarding safety. The overall goal of the program is to reduce accidents and hold all employees accountable for their roles and responsibilities in the field.

Employees and Supervisors observed or determined to be in violation of HRJV's Safety program, project site specific rules, OSHA regulations, company procedures or policies will be held accountable for their actions and decisions through the company reprimand Policy.

The following outlines the minimum disciplinary procedures to be followed for all employees. The severity of the violation may, however, warrant more severe disciplinary actions, such as longer suspension or immediate termination dependent on the type of violation observed.

- First Instance – Written warning will be issued and a (1) day minimum suspension without pay
- Second Instance – Termination of employment will be effective immediately. Documentation will be provided for reference in employees' record

All serious violations subject to this Disciplinary Action Program will be thoroughly investigated by the immediate supervisor and/or the Safety Manager. Upon completion of the investigation the information collected should be discussed with the personnel involved, noted and used as training material. A copy of the Discipline Action form will be given to the Main Office, Union Shop Steward will be notified, and a copy will be sent to the Union Delegate. Including offense, name, time, date and action taken Each documentation of a violation will have the employee or subcontractor employee retrained and documented.

## VIOLENCE IN THE WORKPLACE

There will be **ZERO TOLERANCE** of acts or threats of violence in our workplace. Halmar/Rail Works, JV is committed to maintaining a workplace that is free from violence or threat of violence.

All employees have the right to expect a place of employment that is free from behavior that can be considered harassing, abusive, disorderly, or disruptive. Any violent behavior or behavior that creates a climate of violence, hostility or intimidation will not be tolerated, regardless or origin. Proactive measures will be taken to minimize the potential for violent acts. Each act or threat of violence will result in immediate and firm response that could depending on the severity of the incident and or other relevant considerations, include termination from employment with Halmar/Rail Works, JV.

This policy includes, but is not limited to the following behaviors and situations:

- Violent or threatening physical contact (including fights, pushing, shoving with one's body, and physical intimidation.)
- Direct or indirect threats.
- Threatening, abusive or harassing phone calls, text messages, and postings.
- Possession of a weapon on company property.
- Destructive or sabotaging actions against company or employee's personal property.
- Stalking
- Flashing
- Posting Photos
- Violation of restraining order
- Threatening acts that leads to tension within the work environment.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on the Joint Venture property or contract limits shall be removed from the premise as quickly as safety permits and shall remain off the premises pending the outcome of an investigation. No existing JV practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

## REPORTING PROCEDURES

Reporting procedures have been developed to encourage early reporting, support, and stress education for employees as well as prevention of violence. Any employee can report concerns or incidents to his or her immediate supervisor, Human Resources staff member, or any member of management.

Halmar/Rail Works, JV will initiate an appropriate response. The response may include, but not limited to termination of employment and / or criminal prosecution of the person(s) involved. All employees who obtain a protective restraining order, which list the JV's premises as being protected must provide to their immediate supervisor a copy of any temporary or permanent protective or restraining order. The JV understands the sensitivity of the information requested and has developed confidential procedures which recognizes and respects the privacy of the employee(s).

## 47. SPILL PREVENTION

The JV will be diligent and proactive to eliminate spilled liquids through the following steps.

- Daily Visible inspections.
- Secondary containment systems.
- Spill kits for both oils and liquids.
- All spills will be immediately reported to the MTA/Amtrak PMS.
- Report all spills of hazardous materials on Amtrak property, including petroleum products, to the AHJ and Amtrak.

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With regards to dust control, HI will limit creation through the following steps.

- Double containment.
- Water suppression, light mist spray.
- Vacuum attachments.

## 48. HASP REVIEW

HRJV will update any revisions to the Safety Health and Environment Control Plan should a jobsite conditions warrant a review and revision or should HRJV revise Corporate Policies. All active jobsites will have the SHECP revised and amended. Such revision will be submitted to the owner for their review and the update will be attached as a supplement to the approved SHECP.

## 49. FIRST AID AND MEDICAL SERVICES

Before the start of work, arrangements will be made with area doctors, hospitals, fire departments and ambulance services for the treatment of injured personnel and a list of available emergency services will be posted at the jobsite.

Emergency communications will be provided by mobile radio or telephone.

Transportation of injured personnel to medical facilities will be 911 EMS

At least one employee trained in first aid will always be available to render immediate first aid treatment at each worksite.

A first aid kit is kept in all primary office locations where job sites are taking place. Also, each company vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked quarterly by members of the safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.

If an employee is injured on the job, that employee's immediate supervisor will complete a standard OSHA 301 or a form that is equivalent and turn it in to the Project Office on the same day it occurs. Injuries must be reported to the Safety Manager immediately (same day as injury occurs). During the duration of the Project, if applicable, a current OSHA 300 log will be posted. An OSHA 300A log will also be kept and available onsite.

Employees whose duties could include providing first aid treatment to injured personnel may be exposed to blood borne diseases. Those employees will be trained and protected in accordance with the Program Supplement: Blood borne Pathogen Procedures

## 50. SANITATION

- Potable water which meets quality standards prescribed by the U.S. Public Health Service Drinking water standards will only be used.
- All outlets dispensing non-potable water will be conspicuously posted, "WATER UNFIT FOR DRINKING."
- Disposable, single use cups will be provided for drinking water. Used cups will be disposed of properly.

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- Adequate toilet facilities will be provided for employees, consisting of at least one portable chemical toilet for ten employees at each worksite, unless transportation to other facilities is readily available. One Porto San for each 10 employees within walking distance to the work area.
- Washing facilities, including soap and water, will be provided with toilet facilities and when necessary for the prevention of injury or illness from exposure to hazardous substances or poisonous plants.

## 51. PERSONAL PROTECTIVE EQUIPMENT

HRJV Will enforce the following PPE requirements:

- Eye Protection - Worn at all times,
- Hard Hats - Worn at all times,
- Hard hats will be SEI Certified as meeting the ANSI Z89.1 requirements for Type I Class E protection.
- Safety Vests - Worn at all times,
- Safety Vests will be "Blaze Orange" with "CONTRACTOR" printed on front & back, 360-degree reflective with 2 reflective stripes on front and back no less than 1.5 inches in width, flame retardant, and 100% rip away.
- Foot Protection - Worn at all times,
- Work shoes will be at least 6 inches high, preferably leather, and be completely laced or buckled. The shoe will have definite heels that are no more than 1 inch high.
- Work Clothing - Worn at all times, and
- Work clothing will be suitable for heavy construction work (no tank tops or short trousers of any type).
- Other PPE as required by safety and health standards, or a restricted / dictated by MTA requirements and job hazard analysis.

## 52. AERIAL LIFTS

- All aerial lifts including extendable boom platforms, articulating boom platforms, vehicle mounted aerial ladders and vehicle mounted vertical towers will be used according to the ANSI standards. The boom and basket load limits specified by the manufacturer must not be exceeded.
- Extendable and articulating boom platforms, designed as personnel carriers, must have both upper and lower controls. All controls must be plainly marked to identify their function. The lower controls will be capable of overriding the upper controls.
- The lift controls on extendable and articulating boom platforms will be tested before use each day to determine that they are in safe working condition. All aerial lifts will include a emergency stop button
- When working from an aerial lift, employees will wear a body harness and a lanyard attached to the boom or basket. The lanyard must never be attached to any other structure or equipment while the employee is in the aerial lift. Body belts are no longer approved for personnel fall arrest system.
- Employees must always stand on the floor of the basket and may not sit or climb on the edge or rail of the basket. Planks, ladders or other devices may not be used as a work platform inside an aerial lift basket.
- When outriggers are used, they will be positioned on pads or a solid surface. Wheel chocks will be used when operating an aerial lift on an inclined surface.
- Aerial lifts will not be moved with employees in an elevated basket, unless the aerial lift was specifically designed for that type of operation.

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- Before highway transportation aerial ladders will be secured in the lower traveling position by locking device on top of cab and manually operated device at the base of the ladder.

## 53. ACCESS AND LADDERS

- Safe means of access will be provided to all work areas, and all such ramps, stairways, walkways, and aisles will be kept clear of tripping and hazards.
- Ladders will be of proper size, design and condition for the intended use and will not be used as work platforms. Ladders will be placed on a substantial footing and securely fastened. Ladders that are damaged will be removed from service.
- Job-made ladders will be constructed and maintained in accordance with the applicable State or Federal regulations. If a job-made ladder provides the only means of access to a work area for 25 or more employees, or if simultaneous two-way traffic is expected, a double cleat ladder will be installed.
- All ladder rungs, cleats, and steps will be parallel, level, and uniformly spaced when ladder is in position for use and free from defects.
- Single cleat ladders will not exceed 30 feet in length between the base and top landing. Double cleat ladders will not exceed 24 feet in length between the base and top landing. If the length required exceeds these maximums, two or more separate ladders, offset with a landing or platform between each will be used.
- Portable ladders will extend at least 36 inches above the top landing and be tied off each self-supporting ladder portable ladder will hold at least 4 times the maximum intended load. Fixed ladders will extend at 42 inches above top landing and be able to withstand 250 pounds concentrated between any two points.
- Metal ladders will not be used on site.
- A stairway or ladder will be provided to all personnel where points of access break an elevation of 19 inches or more and no other means of access is provided.
- Ladders will never be tied or fastened together to provide longer sections unless specifically designed to do so.
- All ladders with structural defects will be withdrawn from service until repaired and will be immediately tagged "Do Not Use"
- All ladder components will be surfaced to prevent injury to employee.
- When the total length of climb equals or exceeds 24 feet all fixed ladders will be equipped with one of the following:
  - Self-retracting lifelines and rest platforms at intervals not exceeding 150ft
  - A cage or well and multiple ladder sections, each section not exceeding 50ft

## 54. IMPALEMENT PREVENTION

- Employees will be protected from the hazard of impalement working around or over exposed, vertically or horizontally projecting, reinforcing steel or other similar projections as follows:
  - Employees working at grade or at the same surface as exposed protruding reinforcing steel or other similar projections will be protected by guarding the exposed ends with protective rebar covers, rebar troughs, or rebar caps.

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- Employees working above grade or any surface and exposed to protruding reinforcing steel or other similar projections will be protected by a fall protection system, or protective rebar covers. (Mushroom caps will not be allowed)
- Rebar caps may not be used as impalement protection for employees working above grade or any surface.
- Rebar troughs may not be used as a substitute for engineered or manufactured protective rebar covers when employees are working at heights greater than 6 feet above grade or another working surface.
- Protective rebar covers will be made of wood, plastic, or other similar material. If protective rebar covers are job-built, they will be designed by a registered professional engineer. A copy of the engineering drawing(s) depicting the job-built protective rebar covers will be kept at the worksite.
- Job-built wood protective rebar covers, and rebar troughs will be constructed of at least "Standard Grade" Douglas fir.
- Rebar caps will be made of rigid molded plastic or similar material and be the proper size for the reinforcing steel being covered. Rebar caps may not be job-built.

## 55. ELECTRICAL

- Electrical installations and maintenance will be performed only by qualified electricians.
- Electrical systems will conform to the requirements of National Electrical Code, and the contract specifications as applicable.
- All 125-volt single phase, 15 and 20 ampere receptacle outlets that are not a part of the permanent wiring of the building or structure will have ground-fault circuit interrupter protection for personnel.
- All electrical circuits, equipment and conductor enclosures will have a grounding system that is: permanent and continuous; of such capacity to conduct safely any fault current likely to be imposed on it; and of sufficiently low resistance to limit the voltage to ground and facilitate the operation of the circuit breaker in the circuit.
- The continuity and resistance of plant grounding systems will be tested immediately after installation, repair or modification and annually after that.
- Temporary wiring will be guarded, buried, or isolated by elevation to prevent contact by workers or equipment.
- All electric powered machinery and equipment will be de-energized, and the switch locked and tagged out before any maintenance or repair work is performed
- Precautions will be taken to prevent contact with energized electrical lines, either above or below ground.
- Unless electrical lines are de-energized and visibly grounded, no equipment, machinery or tools will be operated or handled within ten feet of lines carrying up to 50,000 volts. Greater distances are required for voltages over 50,000.
- For electrical systems carrying 600 volts or more, utility must be notified 5 days prior to work
- If clearance of equipment in unacceptable a spotter will be provided for the operator
- Inform all employees of hazardous precautions for high voltage

## 56. HOUSEKEEPING

- During construction, alteration, or repairs all scrap lumber, combustible scrap, and debris will be kept clear from all work areas, passageways, and stairs in and or around building. All debris will be center-piled.
- Materials will be stored in such a way as to insure stability.
- Rubbish, debris, and waste in work areas should be collected and removed for disposal at least daily.
- Protruding nails and spikes (inboards, planks, etc.) will be bent down or removed.
- Flammable or combustible liquid storage and dispensing areas will be kept clear of other combustible materials and be separated from other work areas and facilities.
- Containers will be provided for the collection and separation of waste and trash. Separate containers used for other items such as hazardous waste, flammables and harmful dusts will be equipped with covers. Containers will be disposed of frequently and at regular intervals.
- All hazardous material will be disposed of in accordance with R.C.R.A and hazardous waste manifest. NYSDOT will provide their USEPA ID Number (for bridge hazardous waste) as well as MTA for hazardous waste associated with any hazards on the (bridge approach ways). Any manifest utilizing the MTA's USEPA ID Number must be signed by a trained MTA employee.

## 57. MOTOR VEHICLE BACKING SAFETY PROGRAM

The following provisions will apply to all work on the project, including but not limited to, the activities of all subcontractors, Manufacturers, Fabricators, Material Suppliers, independent truckers and owner-operators. The Contractor will include the proposed equipment safety procedures in the Project Safety and Health Plan.

- A spotter will guide the backing of any vehicle or equipment with restricted visibility to the rear. This rule applies in any location where workers on foot, pedestrians, private vehicles or similar hazards are present. A spotter will wear a high visibility vest during backing operations.
- If operator loses visual contact, the vehicle will immediately be brought to a full stop until visual contact with spotter is reestablished
- Dump trucks boxes may be raised only under the control of a spotter, unless a vehicle is in an area clearly marked to be free of overhead wires and safe dumping
- Dump truck boxes will be lowered prior to moving, except when dumping into a paver or similar operations, under control of a spotter
- All excavating, lifting, and similar equipment will comply with electrical safety requirements, and will operate under control of a spotter whenever working within 5m of an overhead line. The distance will be measured as a slope distance perpendicular from the conductor to the nearest point on the vehicle

## 58. OSHA LOG OF OCCUPATIONAL INJURIES AND ILLNESS

The Log of Occupational Injuries and Illness, OSHA Form No. 300 will be maintained at the Administration Offices. A copy of the current log will be distributed to each Project monthly in accordance with the applicable regulations. These records will be preserved for five years.

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## 59. REGULATORY SAFETY INSPECTIONS & INVESTIGATIONS

If any regulatory agency, such as OSHA, MSHA, EPA, etc., conducts an inspection of any job site, the supervisor on the job site will notify the Safety Manager/Engineer and the Resident Engineer staff immediately (when the inspector arrives).

- The supervisor at the jobsite will make detailed notes as the inspection proceeds; these notes should include:
- The reason for the inspection.
- The names of any employees involved.
- Description of any measurements or photographs taken by the inspector
- The description of any alleged violation.
- The section number of the applicable regulation.
- Any statement or instructions from the inspector.
- Whenever a company should take possible additional photographs representative.

After the completion of the inspection, the supervisor will complete a "Regulatory Safety Inspection Report", and send that report along with the original of any citations issued to the Company Safety Department.

## 60. MNR/AMTRAK/CX REQUIRED TRAINING

Any person who will be working on the project whose duties include working on MNR and Amtrak property on or near the Amtrak Right of Way must attend a Roadway Worker Protection training prior to any work being performed. This includes all contract employees, subcontractors, and consultants. Prior to attending RWP training, the AHJ must review and approve background checks on the employee and subcontractor employees, in compliance with the MTA's Division 1- Specifications. The training is valid for a period of one year, prior to the expiration date a refresher course is required. Upon completion of the training course card will be issued. The wallet card is to be always carried while on site.

## 61. MNR, AMTRAK, & CX RAILROAD FLAG PERSON

The railroad's flag person is responsible for the protection of trains and the railroads interest. Their authority will be conveyed to both the contractor and subcontractor employees' that they have the ultimate authority for work being performed on the tracks or adjacent to the traffic envelope. The flagger's authority is never to be challenged. Safety is everyone's main responsibility, should a flag person not authorize a procedure, then it cannot be performed. When working with a railroad flagger, the flagger must be notified each time it is necessary to foul (fouling envelop is 25' from center line of the track bed) the tracks, the work should proceed only after absolute protection is received. Absolute protection means that workers have exclusive use of the track to perform work and trains are not to be operating on that section of track. HI and their subcontractors must immediately begin clearance of the tracks at any time the RR flagger directs to do so.

## 62. PROJECT MEETINGS

As to emphasize the importance of Safety both the agency having jurisdiction and HRJV's priority one Safety is first item on the project agendas. Topics of discussion typically include:

- Roadway Worker Safety Training

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- Previous incidents
- Audits / Inspection results
- Upcoming Safety events
- Site Visits by outside agencies

## 63. DELIVERIES

Deliveries will be made known to the AHJ Resident Engineer a head of time, if need be the MTA and Amtrak Police Department too. Deliveries may be subject to inspections by MTA/Amtrak Police prior to being allowed to enter the facility.

## 64. ACCOUNTABILITY

It is the policy of our company to perform work in the safest manner possible consistent with good construction practices. Responsibility for the safety program is delegated to all personnel of HRJV in accordance with the chain of command. Accountability is an active measurement to ensure compliance with all safety standards. The example we set is as important as the one we speak. We must realize that our non-verbal messages are "read" and understand by our employees just as readily as the verbal communication we send.

Since accidents usually result from the same deficiencies that adversely affect productivity, costs, and employees and public relations, the safety record is a reliable guide to the general effectiveness of supervision. We should include the supervisor's performance of safety responsibilities as part of their performance evaluation.

We have always talked about safety being very important role of our management. We plan to back-up that statement by having safety as major role which will be highly considered when we evaluate our employees for promotions, raises, and bonuses.

Superintendents will do a quarterly evaluation of foremen and report their findings to matrix provided to promote the highest quality of safety possible.

## 65. PROTECTION AGAINST MOVING TRAINS

To perform work along the AHJ railroad right of way a track outage must be issued. MTA/Amtrak/CSX will interrupt power to the third rail, HRJV will confirm power outage from the MTA/Amtrak rail worker in charge (RWIC). Prior to performing any task in the railroad right of way the team members involved will hold a job safety planning meeting to ensure that the task activities are adequately planned. The job briefing will be witnessed by the MTA RWIC and input as towards the safety topic of the day. Meetings are held at the start of each shift or whenever a situation change. The meetings are formal, the work assignment will be covered as well as any previous experiences can be shared. The HRJV competent person will present a job hazard analysis and review the hazards and controls to minimize said hazards. A head count will be made of the crew by signing off on the JHA, another head count will occur after the work shift. After the briefing the RWIC will determine whether the work on the tracks can be performed.

## 66. WALKING ALONG THE RIGHT OF WAY

No employees, sub-contractor employees will run in the railroad right of way ROW. Foot movement will be by walking with hands out of pockets while being alerted to avoid tripping and slip hazards. If practical, any hazards found while walking will be corrected. No excavations, holes or pits will be jumped over, if we cannot go around, HRJV will install walk bridge with hand railing. Have enough light to permit moving around in the dark and use nonmetallic flashlights. HRJV will confirm with the MNR/Amtrak PMS as to whether using salt, sand, calcium chloride or another suitable material can be scattered on potential slip hazard area. Working at nighttime all team members will have a head light for their hardhats, work areas and travel ways will be lit by at least 5-foot candles using light plants. No ear buds, head phones, lunch bags with shoulder straps or back backs, hooded sweatshirts, jackets, cut off sleeves or shorts are to be worn by workers while working along the right of way.

## 67. ON OR ABOUT THE TRACK

Workers will not enter the railroad ROW without the permission or accompanied by a flag person from the MTA/Amtrak/CSX. When asked by an MTA/Amtrak/CSX flag person to vacate an area all employees will comply immediately. No umbrellas, hooded sweatshirts will be permitted on the tracks. Employees will keep clear of a standing train, self-propelled vehicles, or other wheeled machinery. Crossing the track at a point of less than 25' from a standing locomotive is prohibited. Workers will not sit, step, stand or walk on either rail, interlocking machinery or other such parts of track structures. Employees will be kept back as far as possible and practical from passing trains. All team members will remove all objects from shoulders (lumber, rebar, etc.) when a train passes. When a train passes all team members will be reminded to face the direction the train is coming from. Workers will expect movement of equipment on any track, in any direction at any time.

Permission from MTA/Amtrak employee will be necessary:

- Fouling the track (fouling envelope is 15' from the centerline of the track bed or 16' above the top rail should the track not be taken out of service)
- Crossing the track (each if multiple)
- Going around the end of and moving out from between or under equipment or structures
- Getting on or off equipment and performing any other applicable operations

All employees will stay on approved walkways or the shortest safest routes.

## 68. THIRD RAIL

Third Rails are 750V DC and will be treated as if always live. MNR or AHJ Third Rail Electrician personnel will arrive and test that power is off utilizing volt meters. HRJV will obtain power off and confirmation. HI will continue to treat said rails as if power is on. No one is to touch, step on said rails. No metal ladders or metal tape measures will be used on MNR property. If any overhead work will be performed precaution for covering the third rail in the vicinity of the work with third rail protective mats will be supplied by MNR.

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## 69. CATENARY ELECTRICAL SYSTEM

All overhead wires will be always considered energized or LIVE unless they been deenergized are properly grounded. A minimum of 10' will be kept between employees and equipment from all wire systems unless de-energized. All direction will be taken from Metro North class "A" ground man. Employees will indicate which part of any Structure is to be worked on and receive the approval of the Railroad representative prior to commencing. All hazards indicated by the ground man will be strictly adhered to until proper clearance is given by the ground man. When the clearances have been issued after the wires, equipment or apparatus is properly grounded the HRJV Superintendent will confirm the commencement of work within the limits outlined by the ground man. All machinery will remain properly grounded throughout the task. Should the ground man need to leave at any time or release the clearances given, the HRJV representative will be notified, and all work will cease and not resume until he or she returns and the entire process is repeated. Failure to comply with the MNR ground person(s) can result in HRJV leaving the site immediately.

## 70. HIGH-RAIL EQUIPMENT

The JV will be responsible for ensuring that all equipment is in operational condition as per the manufacturer's specifications. Equipment that will be operated on MNR tracks such as high-rail equipment will be inspected at the MNR North White Plains location. Such equipment will be inspected quarterly (See Attached).

Operators of self-propelled equipment will be qualified, and the operator's manual will be available for all equipment. Test brakes immediately after starting to travel. Normal communication will exist between all employees and the equipment operator. Distance between standing or operating machines should be kept a minimum of 30' apart to avoid collisions but increase when working around decreased line of sight areas or slippery conditions. The machines may be brought closer only if all arrangements have been made between all employees that no ground employees on foot are between machines.

When getting on and off equipment employees will:

- stop equipment
- disengage clutch or gears (if equipped, if not place into Park)
- set emergency brakes to hold
- exit equipment and not foul adjacent track

Working speed for equipment will consider:

- location of ground employees
- visibility
- breaking distances
- speed required for the job
- track characteristics
- environmental conditions

Do not foul an adjacent track with the machine unless;

- the track in question is a controlled track and exclusive usage
- foul time has been established by the Authority having jurisdiction
- the track has been inaccessible by the Authority having jurisdiction

## 71. FEDERAL RAILROAD ADMINISTRATION CONTROL OF ALCOHOL AND DRUG USE

### I. Policy Statement

HRJV recognizes the problem of substance abuse in today's society. This problem poses particular concerns to an employer who is subject to governmental regulations and seeks to promote the safety of the general public. This company has a concern for the safety, health and wellbeing of its employees as well as an obligation to comply with the United States Department of Transportation (DOT) and Federal Railroad Administration (FRA) regulations. This company will comply with all statutes and regulations administered by the FRA in implementing the required Part 219 Drug and Alcohol Program.

Programs have been established on this company which requires regulated employees to demonstrate their safety posture through complying with:

1. Urine screens to detect the presence of marijuana, cocaine, opioids, phencyclidine and amphetamines (See 49 CFR § 40.85 and 49 CFR § 40.87);
2. Breath alcohol tests to detect the unauthorized use of alcohol; and
3. Breath, urine, blood, and tissue (fatality) testing after qualifying FRA post-accident events.

In accordance with the applicable Federal regulations, this company prohibits persons who perform work regulated by the Federal Hours of Service Laws (see 49 U.S.C. §§ 21101-21108) and performing duties as Maintenance-of-Way (MOW) workers as described in the definition of "Roadway Worker" in § 214.7 from being under the influence and/or possession of illegal substances and/or under the influence of alcohol while on duty or within four hours of reporting for regulated service. Additionally, illegal substance use is prohibited at any time on or off duty, except as allowed in 49 CFR § 219.103.

### II. Identifying Information.

*Note: If any of the following personnel or entities change, the company is obligated to send FRA a change notice.*

#### Company:

Name: Halmar/RailWorks, a JV  
Address: 421 E Route 59  
Nanuet, NY 10504  
Phone: (845) 735-3511  
E-Mail: Info@HalmarInternational.com

#### Designated Employer Representative:

Name: Stefano Pappalardo Address: (If different from above)  
Phone: (845) 627-8662  
E-Mail: SPappalardo@HalmarInternational.com

**Assistant Designated Employer Representative:**

Name: Nick Pennisi Address: (If different from above)  
Phone: (845) 735-3511  
E-Mail: NPennisi@HalmarInternational.com

**Medical Review Officer:**

Name: Jeffrey Altholz MD C-MRO  
Address: 150 White Plains Road, Suite 201  
Tarrytown, NY 10591  
Phone: (914) 593-0300

**Testing Laboratory (must be on HHS list of certified labs):**

Name: Quest Diagnostics  
Address: 400 Egypt Road  
Norristown, PA 19403  
Phone: (800) 877-7484

**Substance Abuse Professional (SAP):**

Name: Gary J. McGlinchey  
Address: 3375 Park Avenue Suite 2004-2  
Phone: (631) 379-0654

**Scope:**

This policy applies to all Company personnel (including sub-contractors and volunteers) who perform regulated duties subject to either the Federal Hours of Service Laws “Covered Service” and/or performing Maintenance-of-Way (MOW) duties covered by the definition of “Roadway Worker” in § 214.7.

This company provides personnel who perform regulated service for the MTA’s LIRR, MNR and Amtrak railroad (if multiple railroads attach Appendix with listings at end of this plan) for the following regulated service (**functions**) positions:

LABORERS, OPERATING ENGINEERS, IRON WORKERS, CARPENTERS, DOCK BUILDERS, AND WIRE LATHERS

The total number of regulated employees performing "**Covered Service**" at the time of this submission is: 0.

The total number of regulated employees performing "**Roadway Worker**" duties at the time of this submission is: 35.

The total number of all regulated employees (both covered service and roadway workers) at the time of this submission is: 35.

**NOTE:** *Include any sub-contracted regulated service employees.*

#### **Previous Employer Checks:**

This Company is required to check on the drug and alcohol testing record of employees it is intending to use to perform regulated duties. This Company will, after obtaining an employee's written consent, request information from DOT-regulated employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into regulated service. See **49 CFR 40.25**.

An employee must also be asked whether he or she tested positive (or refused to test) on any Federal pre-employment drug or alcohol test administered by a DOT employer to which the employee applied for but did not obtain regulated service work during the past two years.

With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including Federal follow-up tests) must be provided to this Company.

### **III. Testing Programs**

There are numerous situations when Federal **drug and/or alcohol tests** must be administered for the railroad contractor to be in compliance with 49 CFR Part 219. Personnel performing functions listed in Section III of this policy will be required to submit to a drug and/or alcohol test in the instances set forth, as follows:

- 1) **Pre-Employment Drug Testing** – (49 CFR 219.501) Applicants will be informed that all individuals this company will use for regulated service must be drug-free. Passing a Federal pre-employment drug test is a condition prior to performing regulated service duties. If an applicant refuses to submit to the drug test, or tests positive on the drug test, the applicant will not be considered qualified to perform regulated service and will not be offered a position in regulated service.

**Federal Pre-Employment Alcohol Testing (Optional) – (49 CFR 219.502) Authorized but not required. This company chooses to conduct Federal alcohol pre-employment testing? Place an "X" in one of the following boxes: Yes No**

- 2) **Federal Reasonable Suspicion Testing** – (49 CFR 219.301)

Regulated service personnel will be required to submit to a Federal drug and/or alcohol test whenever a properly trained supervisory employee of this railroad contractor has reasonable suspicion that a regulated employee is currently under the influence of or impaired by a controlled substance or alcohol. Reasonable

suspicion must be based on specific, contemporaneous personal observations the supervisor can articulate concerning the employee's appearance, behavior, speech, body odor, chronic effects or withdrawal effects.

Part 219.11(g) requires supervisory employees to have education and training on alcohol misuse and controlled substance use. The training will cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. It will also prepare the supervisors to make the decisions necessary in reasonable suspicion and FRA post-accident situations (i.e., what is a qualifying event and who is to be tested).

The observation for alcohol must be made by at least one qualified supervisory employee who has received proper training in the signs and symptoms of alcohol use per 219.11(g). Documentation of this decision must be maintained, as required by Part 219 Subpart J.

The observation for drugs must be made by at least two qualified supervisory employees, one of which has received proper training in the signs and symptoms of drug use/misuse per 219.11(g). One qualified supervisor must be on-site, but the supervisor trained per 219.11(g), although preferred does not have to be the supervisor on-site. Documentation of this decision must be maintained, as required by Part 219 Subpart J.

If operating on tracks of a railroad, this railroad contractor will coordinate with the host railroad and decide how the supervisor on the site will immediately communicate and coordinate decisions to test and who will administer the necessary testing. In all reasonable suspicion cases, the supervisor will ensure that the regulated service person is transported immediately to a collection site for a timely collection of a urine and/or breath specimen. If the regulated service person is deemed not fit to return to work, the supervisor will arrange transportation for the person. This is not a Federal requirement, but safety will be better assured if accomplished.

Supervisors must document their observations that led them to decide there was a "reasonable suspicion" to have the regulated service person subjected to Federal drug and/or alcohol testing.

- 3) **Federal Reasonable Cause Testing – (49 CFR 219.401) Authorized but not required. A company must designate whether or not they conduct Federal drug and alcohol Reasonable Cause testing. If a company selects to conduct Federal Reasonable Cause testing, then the company cannot perform company testing for any event described in 219.403. If a company selects to conduct company (non-DOT) Reasonable Cause testing only, then the railroad contractor cannot perform DOT testing for any event described in 219.403.**

**This company chooses to conduct only Federal Reasonable Cause drug and alcohol testing for all train accident/incidents and rule violations that meet the criteria of 49 CFR 219.403. Please check the appropriate box:**

Place an "X" in one of the following boxes: Yes No

X	
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A Federal reasonable cause drug and/or alcohol test may be required (employer's decision) when a regulated service employee:

1. Was involved in a qualifying Train accident/incident per 219.403 (a) and a supervisor has a reasonable belief based on specific and articulable facts that the regulated service person's acts or omissions contributed to the occurrence or severity of the accident/incident; or
2. Committed a rule violation described in 219.403 (b).

If operating on tracks of a railroad, this company will coordinate with the host railroad and decide how the supervisor on the site will immediately communicate and coordinate decisions to test and who will administer the necessary testing. In all reasonable cause cases, the supervisor will ensure that the regulated service person is transported immediately to a collection site for a timely collection of a urine and/or breath specimen. If the regulated service person is deemed not fit to return to work, the supervisor will arrange transportation for the person. This is not a Federal requirement, but safety will be better assured if accomplished.

Supervisors must document their observations that led them to decide there was a "reasonable cause" to have the regulated service person subjected to Federal drug and/or alcohol testing.

4) **FRA Post-Accident Drug/Alcohol Testing – (49 CFR 219.201)**

FRA regulations require blood and urine specimens from all surviving **regulated service personnel** when they are directly involved in a qualifying accident or incident. Tissues are also collected, in addition to urine and blood from any fatality involving an on-duty railroad employee (direct or "regulated service" contractual employee). Events requiring FRA post-accident testing include (note regulatory exceptions will be followed):

1. **Major Train Accident** involving any rail equipment accident with reportable damages in excess of the current calendar year reporting threshold under 49 CFR Part 225 and one or more of the following:
  - a. A fatality (any fatality).
  - b. A release of hazardous materials from railroad "lading" that results in an evacuation or reportable injury caused by the hazmat release.
  - c. Damage to railroad property of **\$1.5 Million** or more.
2. **Impact Accident** involving reportable damage in excess of the current reporting threshold that results in:
  - a. A reportable injury; or
  - b. Damage to railroad property of \$150,000 or more.
3. **Fatal Train Incident** involving any on-duty railroad employee or regulated contractor employee where damages do not exceed the current reporting threshold.
4. **Passenger Train Accident** with a reportable injury to any person in a train accident involving damage more than the current reporting threshold that involves a passenger train.
5. **Human-Factor Highway-Rail Grade Crossing Accident/Incident** meeting one of the following criteria:
  - i. Regulated employee interfered with the normal functioning of a grade crossing signal system, in testing or otherwise, without first providing for the safety of highway traffic that depends on the normal functioning of such a system, as prohibited by § 234.209, is subject to testing.

- 
- ii. Train crewmember who was, or who should have been, flagging highway traffic to stop due to an activation failure of a grade crossing system, as provided § 234.105 (c)(3), is subject to testing.
  - iii. Regulated employee who was performing, or should have been performing, the duties of an appropriately equipped flagger (as defined in § 234.5), but who failed to do so, due to an activation failure, partial activation, or false activation of the grade crossing signal system, as provided by § 234.105 (c)(1) and (2), 234.106, or 234.107 (c)(1)(i), is subject to testing.
  - iv. If there is a fatality of any regulated service employee regardless of fault. (Fatally injured regulated employee must be tested)
  - v. If regulated employee violates an FRA regulation or railroad operating rules and whose actions may have played a role in the cause or severity of the accident/incident, is subject to testing.

**Testing Decision:** For an accident that meets the criteria for a Major Train Accident, all assigned crew members of all involved trains and on-track equipment must be tested. Test any other regulated service employees that had a possible role in the cause or severity of the accident.

For an Impact Accident, Fatal Train Incident, Passenger Train Accident or Human-Factor Highway-Rail Grade Crossing Accident/Incident, test any other regulated service employees that had a possible role in the cause or severity of the accident. The company must exclude other regulated service employee if the responding railroad representative can immediately determine, based on specific information, that the employee had no role in the cause(s) or severity of the accident/incident (considering any such information immediately available at the time).

For a fatal train incident, the fatally injured employee cannot be excluded from being tested.

If there is a fatality of any regulated service employee as result of a Highway-Rail Grade Crossing Accident/Incident, the fatally injured regulated employee must be tested regardless of fault.

**Exceptions from Testing:** No test may be required in the case of a collision between railroad rolling stock (including any on-track equipment) and a motor vehicle or other highway conveyance at a rail/highway grade crossing, unless it meets the criteria set forth above in Item 5 (i-v).

No test may be required in the case of an accident/incident the cause and severity of which are wholly attributable to a natural cause (e.g., flood, tornado, or other natural disaster) or to vandalism or trespasser(s), as determined based on objective and documented facts by the railroad representative responding to the scene.

The railroad supervisor(s) on the scene will make timely determinations as to the event being a qualifying event and which regulated service employees (if any) are required to be tested according to the rule.

This railroad will identify the appropriate personnel who must be tested and then ensure that specimens are collected and shipped.

**Collection of Urine and Blood Specimens:** Employee specimens will be collected at a medical facility, i.e., hospital, clinic, physician's office, or laboratory where toxicological specimens can be collected according to recognized professional standards. Specimen collections will be accomplished using the FRA Post-Accident Toxicological Testing Kit. Specimens will be collected, packaged, and shipped via express courier service by the railroad. The shipping address is as follows:

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Quest Diagnostics

1777 Montreal Circle

Tucker, GA 30084

1-800-729-6432

Fax: 678-406-1037

**A. Random Drug and Alcohol Testing – (49 CFR 219.601)**

The railroad is responsible for ensuring that the random program meets regulatory requirements and is accepted by FRA (see Appendix A). The principles which are required in the FRA regulation for the plan to be in compliance are attached (see Appendix B). The selection process will ensure that each regulated service person has an equal chance of being selected at every random selection. The random plan will ensure that testing is accomplished at the beginning and at the end of the duty period for alcohol. The minimum annual random percentage of alcohol testing at either end of the duty period is 10 percent over the course of the year.

**Regulated Service (Covered Service)**

Current employers must test at a minimum of **25 percent annual rate for drugs and 10 percent annual rate for alcohol** for employees who perform regulated duties subject to the Federal Hours of Service Laws “**Covered Service**”. A company is permitted to test at a higher rate than the minimum. A company is permitted to test at a higher rate than the minimum. You must identify if you are testing at a higher rate and if so, the rate(s):

**Regulated Service (Roadway Worker)**

**Beginning June 12, 2017**, Current employers must test at a minimum **50 percent annual rate for drugs and 25 percent annual rate for alcohol** for employees who perform regulated duties defined as “**Roadway Worker**” in **49CFR § 214.7**.

A company is permitted to test at a higher rate than the minimum. You must identify if you are testing at a higher rate and if so, the rate(s):

NO**Random Testing Pools:**

- a) Identify and maintain an up-to-date database or list of all personnel working in regulated service (at least once per quarter) and ensure they are all in the random pool(s). Identify how many random testing pools you have. For example, most contractors will have only one random pool, but larger contractors may have multiple pools: One random pool
- b) Identify what regulated service employee crafts/functions are in each of the company’s random testing pool(s). For example, engineers, conductors, brakemen, switchmen, utility employees, hostlers, mechanical employees performing hosting duties, train dispatchers, signal maintainers, roadway workers, etc.  
Laborers, Operating Engineers, Iron Workers, Carpenters, Dock Builders, and Wire lathers

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**Random Selection and Testing Procedures:**

1. There is only one preferred method of selection: A computer program. The lottery style, e.g., drawing names out of a hat is no longer an acceptable method of selection. Identify your company's name of the Computer Program being utilized and provide a description by attaching an Appendix C at the end of this document:  
DrugPak

2. Identify whether your company is making selections by name, ID number, train number, job number, etc.  
ID Number

3. Random Pools are in a consortium: Yes  No  X

4. If using TPA Consortium pools, please provide name of Consortium pool:  
\_\_\_\_\_.

5. If your company is using a consortium/third party administrator (C/TPA) to assist in random testing, identify the following information for the C/TPA:

Name of C/TPA: Clarity Testing Services

Address: 150 White Plains Rd. Suite 201 Tarrytown, NY 10591

Contact Person: Elizabeth Carden Phone: (914) 593-0300

Please mark the following services the C/TPA are performing for your company:

None

Random Pool Maintenance

Random Pool Selections

Collection Services Drug

Collection Services Alcohol

HHS Laboratory

Medical Review Officer

Substance Abuse Professional (SAP)

Employee Assistance Professional (EAP)

Drug and Alcohol Counselor (DAC)

Other: \_\_\_\_\_

6. Identify how often your company is making selections, e.g., monthly or quarterly:  
Quarterly

**Note: If selecting quarterly to maintain the deterrent effect of random testing for very small railroads and contractors, FRA is requiring each individual random testing pool established under subpart G to select and randomly test at least one entry per quarter, even if fewer tests are needed to meet FRA's minimum random testing rates.**

Objective Procedure, if making quarterly selections:

To rebalance with each selection to ensure year end testing target is achieved based on average pool size and to ensure a minimum of one selection is made per quarter

7. Identify how you determine whether a selection is to be tested for drugs, for alcohol, or both:  
Computer generated determination

8. Identify your testing "window," e.g., 30 days.  
90 days

Note that if you're making monthly selections, the testing windows may not exceed 30 days and not past the end of the month. If you're making quarterly selections, the testing window is 90 days but not past the end of the quarter.

9. Provide additional descriptions of your random testing selection procedure, as applicable: Computer generated selection uses a double-blind selection method in which neither administrators nor participants can predict or effect outcome. When a participant is chosen for testing in one testing period, their chances of being selected each subsequent period is the same.
10. This company will safeguard these selection records to ensure that information concerning collection dates and selections are not disclosed until necessary to arrange for collection or provide notifications.
11. These random testing records are required to be maintained for 2 years. This includes an electronic or hard copy "snapshot" of the random testing pool each time selections are made, a copy of the list of selected employees, a copy of the drug chain of custody form and/or alcohol testing form, and the reason for not testing any of the selected employees.
12. In the event that all or a clearly defined portion of the railroad is subject to an emergency such as a flood or severe ice storm, the ranking operations officer on duty is authorized to declare an emergency by completing a memorandum setting forth the facts necessitating this action. If such an emergency determination is made, the date/time of the emergency and random drug/alcohol tests that were suspended must be entered into the DER's files. Random selections not administered because of the emergency are deemed void, and the selection numbers will be adjusted later to make the required percentage.
13. Only a substantiated medical emergency involving the selected person or an emergency involving an immediate family member (e.g., birth, death, or a medical emergency) provides the basis for excusing a

regulated employee/person from being tested once notified. A medical emergency is defined as an acute medical condition requiring immediate emergency care. A person excluded under these criteria must provide substantiation from a credible outside professional (e.g., doctor, hospital, law enforcement officer, school authority, court official) which can be furnished prior to this release or within a reasonable period of time after the emergency has been resolved. Such excluded (excused) persons will not be tested based on this selection.

14. Once the regulated service person selection is made, the DER will arrange notification. No prior notification will be given. A selected person will only be tested during his/her tour of duty, extended only long enough to complete testing but not to exceed Federal hours of service law requirements. The person, once notified, must proceed to the selected testing facility IMMEDIATELY. Identify how your company will notify selected employees:  
Verbally and sent to the mobile testing van or collection site.
15. The collection date and time during the selection period (testing window) will be varied by the DER to ensure that it cannot be anticipated. It is not necessary for the company to randomly select the "testing date."

## Drug Testing Procedures

The designated collection agents will be qualified and follow the proper collection procedures as described in 49 CFR Part 40.

- a. The Medical Review Officer (MRO) will review drug test results as required in 49 CFR Part 40. All test results will be reported exclusively through the MRO.
- b. A laboratory certified by the Department of Health and Human Services/ Substance Abuse and Mental Health Service Administration (DHHS/ SAMHSA), under the Mandatory Guidelines for Federal Workplace Drug Testing Programs, will perform all drug testing.
- c. Test results will be reported from the laboratory only to the MRO for review and action consistent with 49 CFR Part 40.
- d. The name of the individual providing the specimen will remain confidential and will not be provided to the laboratory performing the test. The testing laboratory is only able to identify the specimen by the specimen ID number printed on the chain-of-custody form. The laboratory will only use a urine custody and control form consistent with the requirements of 49 CFR Part 40.
- e. The designated laboratory will only test for the drugs listed in 49 CFR 40.85.
- f. The MRO will verify the results and report (using procedures in 49 CFR Part 40) to the DER whether the test was positive or negative and the drugs for which there was a positive result.

## Alcohol Testing Procedures

Breath alcohol testing will be performed by fully trained and certified Breath Alcohol Technicians (BAT) using the National Highway Traffic Safety Administration (NHTSA) approved testing devices. The results will be documented on an approved Federal Breath Alcohol Testing Form and will be signed by the employee and the BAT. At the time of the alcohol test, the employee will receive a copy of the test result, with an identical copy being sent to the company's DER.

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- a. Negative results. The DER will be mailed a copy of the negative test results.
  - b. Positive results. The BAT will immediately and directly notify the company's DER if the test results are positive (0.02 percent or higher) who will take appropriate action to remove or restrict the employee from regulated service as required by Part 219.

### Drug Test Results

For any FRA testing, the company should as a "best practice" notify the employee in writing of test results.

**Positive or Otherwise Non-Negative Results.** If the laboratory reports the drug test result as POSITIVE or otherwise non-negative, the following procedures will be followed:

- a. The MRO will immediately inform the regulated service person of the result and offer the person the opportunity for an interview to discuss the test result. If the MRO has difficulty reaching the employee, the procedures set forth in 49 CFR 40.131 will be followed.
- b. The MRO will complete and document the review as required by 49 CFR Part 40 Subpart G, determining if the external chain of custody was intact, if the person has a legitimate medical explanation for the presence of any controlled substance, and whether there is any basis to question the scientific sufficiency of the test results. In the case of an opiate positive, the MRO will also make the special determinations required by the regulation.
- c. If the MRO verifies the test result as positive, the MRO will report the result to the company's DER. If the MRO determines that the result is non-negative and the non-negative result cannot be explained, the appropriate regulatory action will be pursued. The MRO will not provide the DER with the quantitative test results unless the employee, as stipulated in the regulation, disputes the test.

**Negative results.** If the MRO has determined that the drug test is NEGATIVE, the MRO will accomplish the required administrative review and report the negative results to the company's DER in accordance with 49 CFR § 40.163.

**Negative-dilute results.** Unless the MRO directs a company to conduct a recollection under direct observation (for a result with creatinine from 2 to 5 mg/dL), per 40.197, a negative-dilute is considered a negative test, although a company may, but is not required to direct the employee to immediately take another test. Such recollections must not be collected under direct observation unless there is another basis to do so. A company must treat all regulated employees the same. For example, it must not retest some employees and not others. A company may establish different policies for different types of tests (e.g., conduct retests in pre-employment situations, but not in random test situations). **This company's policy for negative-dilutes is as follows:**

Employees will be directed to take another test

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### VIII. Confidentiality

- a. Medical information a regulated person provides to the MRO during the verification process is treated as confidential by the MRO and is not communicated to the company except as provided in Part 40.
- b. Confidentiality of Federal drug or alcohol testing results will be maintained as required by the regulations. For example:

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1. The laboratory observes confidentiality requirements as provided in the regulations. This company does not advise the laboratory of the identity of persons submitting specimens. The laboratory performing the testing must keep all records pertaining to the drug test for a period of two years.
2. All test results will remain exclusively in the secure files of the MRO. The MRO will observe strict confidentiality in accordance with the regulations and professional standards. The MRO will retain the reports of individual test results as required in Part 219 Subpart J.
3. The DER will maintain all test results reported by the MRO, both positive and negative, in secure storage. The results will be retained as required in Part 219 Subpart J. Other personnel will be informed of individual test results only in the case of positive tests and authorized only on a need-to-know basis.

#### **IX. Regulated Service Personnel Training Program (49 CFR 219.11)**

Each regulated service person will receive a copy of this policy and the other information requirements in 49 CFR Part 219.23 (e) which clearly states the prohibitions required by the regulation. In addition, each regulated person will be given information concerning the problems caused by alcohol or controlled substances and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program and/or referral to management.

#### **X. Prescription Drugs (40 CFR 219.103)**

The use of controlled substances (on Schedules II through V of the controlled substance list) is not prohibited as long as they are prescribed or authorized by a medical practitioner and used at the dosage prescribed or authorized. Either one treating medical professional or a company-designated physician should determine that use of the prescription(s) at the prescribed or authorized dosage is consistent with the safe performance of the employee's duties. Regulated service employees should also seek the advice of a medical professional whenever they are taking any over-the-counter drug that may adversely affect the safe performance of duties.

#### **XI. Compliance with Testing Procedures**

- a. All regulated service personnel/applicants requested to undergo a federal drug and/or alcohol test are required to promptly comply with this request. This company expects all prospective and current regulated service personnel to exercise good faith and cooperation in complying with any procedures required under this policy. Refusal to submit to a federal drug or alcohol test required under FRA rules, engaging in any conduct which jeopardizes the integrity of the specimen or the reliability of the test result, or any other violations of the prohibited conduct in 49 CFR 219.101 or 219.102 could subject the person to disciplinary action (up to and including termination), independent and regardless of any test result. This includes failure to show up on time for a drug/alcohol test, failing to remain at the testing site until the testing process is complete, etc. (see 40.191).
- b. All DOT Federal return-to-duty and follow-up urine specimens must be collected under direct observation (using the direct observation procedures in 40.67 (i)). Note that a SAP may also require return-to-duty and follow-up "drug" tests in addition to alcohol tests following an alcohol positive of 0.04 percent or greater.
- c. Direct Observation Urine Collection Procedures: The collector (or observer) must be the same gender as the employee. If the collector is not the observer, the collector must instruct the observer about the procedures for checking the employee for prosthetic or other devices designed to carry "clean" urine and urine substitutes AND for watching the employee urinate into the collection container. The observer will request the employee to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist, just above the navel; and lower clothing

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and underpants to mid-thigh and show the observer, by turning around, that the employee does not have such a device.

- 1) If the employee has a device, the observer immediately notifies the collector; the collector stops the collection; and the collector thoroughly documents the circumstances surrounding the event in the remarks section of the testing form. The collector notifies the DER. This is a refusal to test.
  - 2) If the employee does not have a device, the employee is permitted to return his/her clothing to its proper position for the observed collection. The observer must watch the urine go from the employee's body into the collection container. The observer must watch as the employee takes the specimen to the collector. The collector then completes the collection process.
  - 3) Failure of the employee to permit any part of the direct observation procedure is a refusal to test.
- d. As a minimum, a regulated service person will be removed from FRA regulated service for a minimum of nine months if there is a finding of "refusal to test."

## XII. Positive Test Results

- a. **Alcohol positive of 0.02 to 0.039:** Regulated service personnel should receive written notification of test results which are other than negative. A Federal positive drug test or a Federal alcohol test result of 0.02 percent or greater or a refusal to test will result in immediate removal from regulated service under FRA regulations. A positive alcohol test of at least 0.02 percent but less than 0.04 percent will result in the removal of the person from regulated service for at least eight hours. The company is not prohibited from taking further action under its own company policy.
- b. **Federal violation:** A regulated service person with an MRO verified positive drug test or a breath alcohol test result of 0.04 percent or greater (or a refusal) has violated Federal regulations and must be immediately removed from regulated service. Prior to or upon withdrawing the employee from regulated service, the company must provide notice to the employee of the reason for this action. If the employee denies that the test result is valid evidence of alcohol or drug use prohibited by 219.101 or 219.102, the employee may demand and must be provided an opportunity for a prompt post-suspension hearing. See 219.104 (c) for the hearing provisions.

Even if the company does not wish to keep the employee in its employment, it must provide the above hearing (if requested) and at a minimum provide the employee with a list of qualified Substance Abuse Professionals. Prior to returning to regulated service the employee will be required to undergo an evaluation by a qualified Substance Abuse Professional (SAP) that is company approved, to determine the need for treatment and/or education. The employee will be required to participate and comply with the SAP-recommended treatment and any after-care or follow-up treatment that may be recommended or required.

After successful treatment, for a Federal positive drug test (or alcohol test result of 0.04 percent or greater), per the SAP's requirements, the person must provide a Federal return-to-duty urine specimen and/or breath specimen for testing (which is negative) prior to being allowed to return to regulated service. In addition, the person will be subject to additional unannounced Federal follow-up testing, as determined by the SAP, for a

maximum period of 60 months, with a minimum of six tests being performed in the first twelve months (**engineers and conductors – SAP will require a minimum of 6 drug tests and 6 alcohol tests in the first 12 months**). Failure to comply with these provisions and remain alcohol and/or drug-free will result in subsequent removal from regulated service and could result in disciplinary action, up to and including termination. Note: Federal regulation does not guarantee the employee will maintain an employment relationship. This is determined via employer and employee negotiation. These Federal return-to-duty and follow-up drug tests must be collected under direct observation.

- c. Identify other employer sanctions (if applicable) for a Federal alcohol test result of at least 0.02 percent but less than 0.04 percent:

Have to comply with the collective bargaining agreement, would request to meet with the SAP.

Identify other employer sanctions (if applicable) for a Federal alcohol test result of 0.04 percent or greater:

Employee will be removed and enrolled into a substance abuse program and may not return until cleared by the SAP and to meet additional testing requirements.

Identify other employer sanctions (if applicable) for a Federal positive drug test:

Comply with the recommendations of the SAP and meet the number of additional testing required until completed.

### XIII. Self-referral and Co-worker referral (Mandatory Policies and Non-peer referral (Optional Policy)

This company's policy to comply with 49 CFR Part 219.1001 and 49 CFR Part 219.1003 is as follows:

**Employment Relationship.** As per 219.1003(b), a regulated employee who enters and follows the tenants of this program as discussed below, will maintain his or her position upon successful completion of an education, counseling, and treatment program as specified by a DAC. Before the employee is charged with conduct sufficient to warrant dismissal, the employee must seek assistance through the company for his or her alcohol or drug use problem or be referred for such assistance by another employee or by a representative of the employee's collective bargaining unit.

**Imminent Detection.** An employee may not use the referral program for the purpose of avoiding the imminent and probable detection of a rule violation by a supervising employee. No employee may take advantage of self-referral after being notified of a testing event or while in imminent risk of being detected for possession of alcohol or controlled substances.

**Reasonable Suspicion.** In the case of a Co-worker referral which is mandatory or a Non-peer referral (which is optional), if the employee accepts the referral and has agreed to a Rule G waiver, there is no need for the company to perform a Federal reasonable suspicion test. If the Federal reasonable suspicion test occurs, the referral takes precedence and a written request will be submitted to the FRA Drug and Alcohol Program Manager for permission for reclassification to non-DOT status. This will allow the employer to vacate the return-to-duty and follow-up (RTD/FU) requirements of the

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reasonable suspicion test violation. Thus, the co-worker referral will take precedence and all subsequent RTD/FU testing will be appropriately conducted under non-DOT/company authority as per Part 219 Subpart K. In this scenario, the reasonable suspicion positive test result(s) are not subject to 49 CFR Part 40.25 requests from any subsequent DOT-regulated employers.

In the case of a Co-worker referral or a Non-peer referral (optional), when the employee does not accept the referral and does not agree to a Rule G waiver, the company must properly observe the employee for signs and symptoms of alcohol and/or drug use/misuse. If signs and symptoms are observed, the company must perform a Federal reasonable suspicion testing. In this scenario, the reasonable suspicion positive test result(s) are subject to DOT-regulated RTD/FU testing and 49 CFR Part 40.25 requests from any subsequent DOT-regulated employers.

**Referral Sources.** The company must specify whether, and under what circumstances, its policy provides for the acceptance of referrals from other sources, including (at the option of the company) supervisory employees. Identify acceptable referral sources besides the affected regulated service employee:

**This company accepts referrals from non-peer sources? Yes No**

Examples of non-peer sources include friends and family, etc. that contact the company. A company representative will meet with the employee in person regarding the information and determine whether the employee is unsafe to work with or in violation of 49 CFR Part 219. If the company representative determines that employee is unsafe, the employee may either accept or reject the referral.

If rejected, a company representative trained in signs and symptoms would perform a Rule G observation on the employee in question. If signs and symptoms are present, then the railroad representative would order reasonable suspicion testing of the on-duty employee.

**General Conditions.** If the employee accepts the referral they must contact the DAC within 3 days.

The employee must cooperate with the DAC in the recommended course of counseling or treatment. Locomotive engineers and conductors that do not cooperate with the DAC will be considered to have active substance abuse disorders as per 49 CFR Part 240.119 and 49 CFR Part 242.115 and would have their confidentiality waived.

Once an employee has contacted the DAC, the DAC's evaluation will be completed within 10 working days. If more than one evaluation is required, the evaluations must be completed within 20 working days.

No follow-up treatment, care, or testing will exceed 24 months unless it involved a Part 219 violation.

**Confidentiality.** The company treats the referral and subsequent handling, including counseling and treatment, as confidential. With respect to a certified locomotive engineer, conductor or a candidate for certification, the policy of confidentiality is waived (to the extent that the company will receive from the Employee Assistance Professional (EAP) or DAC, official notice of the substance abuse disorder and will suspend or revoke the certification, as appropriate) if the person at any time refuses to cooperate in a recommended course of counseling or treatment.

Any drug and/or alcohol testing conducted pursuant to this company's referral policy is non-Federal testing because a violation of Federal regulations has not occurred.

**Leave of Absence.** The company will grant a minimum leave of absence that the DAC recommends to complete a primary education, counseling, or treatment program and to establish control over the employee's drug or alcohol abuse problem. An employee with an active substance abuse disorder may not perform regulated service until the DAC reports that safety is no longer effected.

**Return to Service.** The employee will be returned to service on the recommendation of the DAC. The employee must be returned to service within five working days of the DAC's notification to the company that the employee is fit to return to regulated service and the receipt of a follow-up testing plan as per Part 219.1003(h)(2). The company may condition the employee's return on a return-to-duty medical evaluation.

Does this company requires a return-to-duty medical evaluation? Yes

**Compensation.** 49 CFR Part 219.1001(d)(1) does not require the company to compensate the employee for any period that the regulated employee is restricted from performing regulated service under the referral program. However, compensation at a nominal rate has been seen to markedly increase participation in the referral program to enhance safety at the company.

This company compensates employees while engaged in a referral program of education, counseling, and treatment? Yes  No

Compensation is at \_\_\_% of regular pay while participating in a referral program.

**Self-referral:** Regulated employees may contact the DAC at the following telephone and/or email address and contact hours:

**Drug and Alcohol Counselor (DAC):**

Contact person: George Ramos

Address: 26 East Park Avenue Suite 200

Long Beach, NY 11561

Phone: (516) 432-2239

**Optional Provisions.**

1. The policy may provide that it does not apply to an employee who has previously been assisted by the company under a policy or program substantially consistent with 49 CFR Part 219.1005(c) or who has previously elected to waive investigation under 49 CFR Part 219.1005 (co-worker report policy).

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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**Adopts this option:** Yes  No 

**If you checked the above option “No”, please identify how many times and/or at what intervals an employee may use the referral programs:**

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2. A referral policy may provide that the rule of confidentiality is waived if the employee at any time refuses to cooperate in a DAC's recommended course of counseling or treatment; and/or the employee is later determined, after investigation, to have been involved in an alcohol or drug related disciplinary offense growing out of subsequent conduct. Identify whether you adopt the first, second, or both options:

**Adopts Both Options:** Yes  No **Adopts 1st Option only:** Yes  **Adopts 2nd Option only:** Yes  

3. The policy may provide that to invoke its benefits, the employee must report to the contact designated by the company either during non-duty hours (i.e., at a time when the employee is off duty); or while unimpaired and otherwise in compliance with the company's alcohol and drug rules consistent with 219.1005(d). Identify whether you adopt this optional provision:

**Adopts this option:** Yes  

4. The policy may require successful completion of a return-to-service medical examination as a further condition on reinstatement in regulated service. Identify whether you adopt this optional provision:

**Adopts this option:** Yes  

5. Other Optional Provisions: \_\_\_\_\_

**Co-worker referral General Conditions and Procedures.**

1. The alleged violation must come to the attention of the company as a result of a report by a co-worker that the employee was apparently unsafe to work with or was, or appeared to be, in violation of Part 219 or the company's alcohol and drug rules.
2. If the company representative determines that the employee is in violation, the company will immediately remove the employee from service in accordance with its existing policies and procedures. The company must allow the employee the opportunity to accept the co-worker referral. If rejected, the company may proceed to reasonable suspicion testing based on signs and symptoms of prohibited alcohol or drug use as determined by a trained supervisor.

**Alternate Programs.**

The company may request FRA to consider the following alternate program to fulfill the requirements under 49 CFR Part 219.1001 with more favorable conditions to regulated employees troubled by drug or alcohol abuse problems. The alternate program must have the concurrence of the recognized representatives of the company employees as per 49 CFR Part 219.1007(b):

If applicable enter alternate program in this box.

Does this company requests FRA to consider an alternate program for consideration? Yes No

Submit to the FRA Drug and Alcohol Program Manager at:

U.S. Department of Transportation

Federal Railroad Administration, Office of Railroad Safety - RRS-19

1200 New Jersey Avenue SE

Washington DC 20590

**APPENDIX A**

Once the FRA has accepted a railroad contractors' Random drug and alcohol testing plan, the company will receive an acceptance letter, which includes these conditions.

**STANDARD APPROVAL CONDITIONS FOR RANDOM TESTING PROGRAMS**

1. This acceptance is effective upon receipt with respect to all matters within its scope. FRA reserves administration jurisdiction over all approvals and may reopen review based upon experience gained during implementation (audits).
2. Acceptance of the subject random testing program does not constitute or imply the granting of a waiver or exemption from any provision of Federal law or regulation. Compliance with all applicable provisions of 49 CFR Parts 219 and 40 is required. All random program plans must be applied in accordance with the criteria listed in this Appendix A and Appendix B.
3. Acceptance is contingent upon the company making appropriate amendments to the program to conform to any pertinent regulatory amendments that may be issued hereafter. Any such program amendments that may be required will be submitted to the Associate Administrator for Safety at FRA by the effective date of the subject regulatory amendments, or by the expiration of 30 days from publication of the regulatory amendments in the *Federal Register*, whichever is later.
4. Amendments to the program will be submitted as required by 49 CFR 219.605 and 49 CFR 219.607 and 219.609 and will not be implemented prior to acceptance. The following guidance is provided with respect to when a program is deemed to have been amended.
  - A. Any change in the selection methodology, the criteria for scheduling collections, non-availability criteria, or other structural element is a program amendment. Any change in the organizational level at which a function is carried out is a program amendment.
  - B. Substitution of incumbents performing the same function at the same organizational level (persons or contractors/volunteers) is not deemed to amend the program. Notification of these changes would be appreciated to assist FRA in maintaining liaison but is not required.
  - C. Any change in a program that is occasioned by an amendment of an applicable DOT/FRA regulation and that involves the exercise of discretion to choose between or among one or more courses of action is a program amendment required to be filed under item 3 above. Any non-discretionary change in a program that is required by amendment of an applicable DOT/FRA regulation is not considered a program amendment requiring approval; however, the Office of Safety, FRA, would appreciate receipt of an informational copy of the revised program document showing current compliance.
  - D. Any case not addressed above may be resolved by contacting the Office of Safety, Administrator for Safety or that individual's delegate.

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**APPENDIX B****CRITERIA FOR ASSESSING DEPARTMENT OF TRANSPORTATION (DOT)  
RANDOM DRUG AND ALCOHOL TESTING PROGRAMS****Section I. Random Testing Pools**

- A. Random pool(s) must accurately and completely include all regulated service personnel. Whoever is performing the safety-sensitive “regulated service”, regardless of job title or status, is subject to 49 CFR Part 219 requirements (supervisors, volunteers, contractors, etc.). Pool lists must be retained for a minimum of two years.
- B. An employer may not mix regulated service and non-regulated service personnel in the same pool.
- C. Multiple pools for an employer are acceptable.
- D. Employees do not need to be placed in separate pools for drug and alcohol testing selection.
- E. Employees from different DOT operating administrations can be included in the same pool. It is strongly recommended, however, that employers not mix groups of personnel subject to different drug or different alcohol testing rates (i.e., having some employees subject to a 50% rate for drugs and other employees subject to a 25% rate in the same pool). If they do, they must test the entire pool at the highest selection rate for any of the groups with personnel in the pool.
- F. Pools may not be diluted with regulated service personnel who rarely perform regulated service duties (i.e., less than once per quarter).
- G. Pools must be routinely updated (i.e., at least monthly for employers with either a changing workforce or seasonal employees; and quarterly for employers with a generally stable workforce).
- H. Besides individual employees, specific jobs (i.e., third shift main dispatcher at XYZ location) or operational units (i.e., trains) may also be pool entries. However, there may not be a significant difference in the size of the entries in the pool.
- I. Pool entries may not be constructed in a way which could result in a manager/supervisor having discretion as to who would be actually provide a sample (e.g., a specific job cannot be selected with multiple people working in it at the same time, but with only one to be tested).

**Section II. Random Selections**

Everyone in a pool must have an equal chance of selection in each selection period.

- 1) No individual, job, or operational unit may be removed from the pool if it is still actively performing regulated service. However, employees doing de minimis regulated service may be eliminated from the pool (see Section I.-F).
- 2) There may be no selections without replacement (i.e., an individual cannot be removed from the pool because he or she was previously tested).
- 3) No selection weightings are allowed which would increase or decrease the chance of any individual being selected.

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The following selection options are acceptable. Note that manual selection using names or social security numbers drawn out of a hat (or equivalent) is no longer an acceptable practice:

- 1) Computer programs which randomly select entries from an employee list without apparent bias. The specific selection criteria used by the computer must be extensively detailed in writing, and each computer draw must be retained as a record for a minimum of two years; or
- 2) Manual selection from a list of employees using a random-number table. The specific criteria used to select from the table must be documented in writing, including detail on how the initial starting point in the table was determined. Each draw, as well as a copy of the table portion used, must be retained as a record for a minimum of two years.

If the employee testing pool is so small that it does not allow testing each selection period, then the employer must have in place a mechanism to randomly determine which selection periods will have selections and which will not. The specific criteria used to make this determination must be detailed in writing and the determination itself must be retained as a record for a minimum of two years.

If required drug and alcohol testing rates are different (i.e., 25% for drugs and 10% for alcohol) and a single pool is being used, it is permissible to select one list of employees and designate a proportion for both drug and alcohol testing and a proportion for drug testing only. The specific criteria used to make this determination must be detailed in writing, and the master selection list with both sub-groups clearly identified must be retained as a record for a minimum of two years.

Employers should carefully monitor significant changes in its workforce to ensure that an appropriate number of tests will be conducted each year. Unless otherwise directed by the DOT Operating Administration, changes in the employee base of greater than 10% in a quarter should result in a recalculation of total tests required.

### **Section III. Implementation of Random Collections**

- A. Collections must be distributed unpredictably throughout the designated testing period, covering all operating days (including holidays) and shifts (24-hour clock). There is no expectation that day/night or shift collection distributions be equal but there has to be sufficient testing to establish deterrence by generally mirroring employer operations.
- B. Collections must be unpredictable within a work shift (some collections must be conducted at the beginning, middle, and end). There is no expectation that “within-shift” collection distributions be equal. Sufficient testing must be conducted at the start, middle and end of shifts to provide deterrence. Both beginning of and ending of shift collections are particularly important. For alcohol testing, at least 10% of successful collections must fall within each period of the shift.
- C. No discretion is allowed with collection dates or collection times which would result in a subjective choice by a field manager/supervisor as to who was actually collected. That is, if a test time frame is permitted in the employer’s program, a manager/supervisor with knowledge of specific personnel assignments may not have discretion in the selection of who will be tested.

- D. Specific reasons for “no-tests” must be documented in writing by the employer, with records maintained for two years. Acceptable reasons for no-tests should relate to critical safety concerns, unforeseen or unpredictable significant adverse impact to operations, or employee illness or vacation.

#### **Section IV. Records**

All records which support the random testing program, including notes, memoranda, pool makeups, number tables, etc., must be retained for a minimum of two years.

### **72. CELL PHONE USE AND ELECTRONICS**

Use of cell phones and or music players with the use of ear buds are prohibited while working on the Right of Way or crossing the tracks to get to the assigned work zone. In the event that an emergency should arise permission must be obtained by the Railroad Worker in charge before use. Workers who violate this policy will be removed from the project.

### **73. INFECTIOUS DISEASE POLICY**

HRJV will take the proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of HI during such time to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

HI is committed to providing authoritative information about the nature and spread of the infectious disease, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID 19, in non-healthcare settings.

Recommended strategies:

- **Actively encourage sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4 degrees F [37.8 degrees C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor and stay home if they are sick.
  - Do not require a healthcare provider note for employees who are sick with acute respiratory illness to validate their illness or return to work, as healthcare providers offices and medical facilities may be extremely busy and not be able to provide such documentation in a timely manner.
- **Separate sick employees:**
  - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or and elbow or shoulder if no tissues is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees.**

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- Place posters that encourage staying home when sick, cough and sneezing etiquette, and hand hygiene at the entrance to your workplace and in workplace areas where likely to be seen.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60%-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- **Actively encourage employees**
    - Seek medical advice from their health care provider with regards to vaccination and current medical conditions.
    - Full vaccinated begins two weeks post final dose.
    - Wash hands for 20 seconds at a time throughout the day especially before eating.
    - Unvaccinated, limit crew size.
  - **Perform routine environmental cleaning.**
    - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
    - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
  - **Advise employees before travelling to take certain steps:**
    - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.
    - Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
    - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
    - If outside the United States, sick employees should follow HI policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. U.S. consular officer can help locate healthcare services.
    - However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Office employees with concerns should contact Alan Wadman, VP Human Resources at (845) 735-3511 ext. 7236. Field employees with concerns should contact Stefano Pappalardo, Environmental, Health & Safety Director at (845) 735-3511 ext. 8662



## ATTACHMENTS

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**DISCIPLINARY ACTION FORM**

Employee \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Job # \_\_\_\_\_

**TYPE OF ACTION:**

Written Warning

Suspension: From \_\_\_\_\_ To \_\_\_\_\_

Termination: Effective \_\_\_\_\_

Date (s) of Incident \_\_\_\_\_ Time \_\_\_\_\_

Type of Incident (Describe)

Corrective Action Plan

Next Step If Problem Continues

I acknowledge the receipt of this disciplinary action and that its contents have been discussed with me. I understand that my signature necessarily does not indicate agreement.

Employee Signature Date

Supervisor Signature Date

Witness Signature Date

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## PROJECT SAFETY RULES \*\* EMPLOYMENT RESPONSIBILITY

ALL EMPLOYEES WILL ABIDE BY HRJV HAZARD COMMUNICATION PROGRAM (AND COMPLIANCE WITH FEDERAL OSHA STANDARD 1926.59) AND BY THE FOLLOWING RULES:

1. Hard hats and Orange Safety Vests will be worn by all employees without exception. Each project office will have a supply of hard hats for visitors on the project.
2. Dress properly, Wear appropriate work clothes, gloves and shoes or boots. Loose clothing and jewelry should not be worn.
3. Use eye and face protection where there is a danger from flying objects or particles, such as when grinding, chipping, burning and welding, etc.
4. If you are in doubt about hazards or the proper protective clothing or equipment, ask your foreman.
5. All injuries. No matter how slight, must be reported to your foreman and or superintendent.
6. Fighting or horseplay will not be tolerated.
7. Substance abuse on the project will not be tolerated. Understand that you must be "Fit for Duty" and not under the influence of illegal drugs or alcohol.
8. Make sure back-up warning devices on equipment are always in working order.
9. Be alert to proper shoring and/or slope layback for trenching operations.
10. Report any unsafe act or condition to your foreman and/or superintendent.
11. You must attend Toolbox Talks and Safety Training as Scheduled by HRJV.
12. It is your responsibility to report all accidents, injuries, hazardous conditions, broken or defective tools and equipment IMMEDIATELY to your direct supervisor.
13. Respirators are to be worn when necessary. Proper training will be given if required, you must be medically cleared, fit tested and be clean shaven to maintain a proper face seal.
14. Must have a current LIRR, MNR, and Amtrak Track Safety Annual Training Certification

I have been given a Site-Specific Safety Orientation for this project. I understand what PPE is required for both my work task and by the MTA. I have had a training session on hazard communication. I know where the material safety data sheets for my work are kept.

I understand the safe work procedures and precautions to be taken when working with these products including use of Protective equipment and/or apparel. I know where emergency supplies are kept. I know where the emergency phone number and hazard communication information is posted. I am aware that I may review copies of the hazardous chemical list, the company's written program and MSDS's I have read and understand the Project Safety & Health Plan

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## MONTHLY SAFETY AUDIT

JOB LOCATION: \_\_\_\_\_ JOB #: \_\_\_\_\_

DATE: \_\_\_\_\_ PERFORMED BY: \_\_\_\_\_

I UNDERSTAND THE FALSIFICATION OF THIS DOCUMENT MAY BE A VIOLATION OF FEDERAL, STATE, AND/OR LOCAL LAWS.

A =ACCEPTABLE U= UNACCEPTABLE N/A= NOT APPLICABLE

### ADMINISTRATIVE

1. Job site Safety & Health Plan Displayed
2. OSHA Log Maintained
3. Emergency Phone Numbers Listed

### TRAINING

1. All employees received Hazard Commutation Training
2. All employees have received firefighting response
3. All employees trained in excavating procedures
4. Appropriate employees trained in Lockout/Tagout procedures
5. Appropriate employees trained in Confined Space procedure
6. Stairway and Ladder training
7. Appropriate employee trained in Lead
8. Appropriate employee trained in Asbestos
9. Equipment operators properly trained and certified
10. Fall protection training performed
11. Training is on-going and effective
12. Supervisors provided with required training
13. Scaffold Safety

### HOUSEKEEPING

1. Aisles, stairs, platforms and floors are free of obstructions
2. Materials & supplies are stored and piled in designated areas
3. Trash stored in appropriate non-combustible place
4. Regular removal of trash and debris
5. All work areas are lighted including under sidewalk sheds
6. Work areas neat & orderly
7. Access to all exits free of obstructions

### SAFETY MEETINGS

1. New Employee Orientation
2. Weekly Toolbox Talks & Signature
3. Covered topics specific to jobsite
4. Subcontractor safety requirements

**FALL PROTECTION**

1. Perimeter protection
2. Top, midrail, and toe boards meet standards
3. Debris nets installed / inspected
4. Safety nets installed / inspected
5. Static lines installed / inspected
6. Fall arrest systems in accordance with 29 CFR 1926 Sub R

**MATERIAL HANDLING EQUIPMENT**

1. Carts in safe operation
2. Cart wheels free and rolling freely
3. Hoist cables and hooks inspected
4. Materials securely stacked
5. Employees trained and / or certified to operate equipment

**RESPIRATORY PROTECTION**

1. Respirators selected on basis of hazards
2. Exposure assessment performed
3. Employee has been fit tested
4. Employees instructed and trained in proper use
5. Respirators regularly cleaned and inspected
6. Respirators stored in clean and sanitary location
7. Respirators inspected during cleaning for wear and tear
8. Physician has determined employee is capable of use

**HAZARD COMMUNICATION**

1. Written Program on site
2. Chemical inventory is posted
3. MSDS sheets on file
4. All drums and containers are labeled
5. Employees are trained

**ELECTRICAL**

1. GFCI in place
2. Electrical cords inspected. Grounded, no splices. Insulation
3. Electrical power/equipment tools inspected, grounded/double insulated

**PERSONAL PROTECTIVE EQUIPMENT**

1. Hard Hats
2. Work area protection, signage, and reflective vests
3. Eye protection – chipping, burning, grinding, or cutting
4. Hearing protection
5. Personal flotation devices & life rings when near water

- 
- 6. Gloves being used
  - 7. Proper work shoes ( no sneakers or open toe shoes )
  - 8. Fall protection, harness, and lanyards

#### TOOLS

- 1. Tool casing in safe condition
- 2. Wiring for all power tools in safe condition
- 3. Electrical tools grounded (unless double insulated or battery)
- 4. Extension cords grounded and in safe condition
- 5. Hand tools in same condition
- 6. Tools stored in designated location
- 7. Ladders are free of cracks and damage
- 8. Job ladders are properly constructed

#### RECORDKEEPING AND HAZARD ANALYSIS

- 1. Records maintained of employee illness, injuries, and posted
- 2. Accident investigations performed
- 3. Injuries, near misses and illness are evaluated

#### FIRST AID AND MEDICAL ASSISTANCE

- 1. First aid supplies and medical services available
- 2. Employees informed of medical results
- 3. Emergency procedures and training where necessary

#### CONFINED SPACES

- 1. Air monitoring
- 2. Power ventilation
- 3. Stand By / Rescue trained person
- 4. Equipment & Electrical Lockout / Tagout

#### TRENCHING AND EXCAVATION

- 1. Sheetig, Shoring or proper sloping over 5 feet
- 2. Ladder every 25 feet
- 3. Utility company notified if necessary
- 4. Air Monitored in trench
- 5. Excavated material stored minimum 2 feet from trench

#### SCAFFOLDING

- 1. Top, midrail, and toe boards
- 2. Supported on solid base
- 3. Cross bracing properly installed
- 4. Fully planked and proper overlay

**LADDERS**

1. Extended 36 inches above landing
2. Secured - Tied off
3. Solid rungs and side rails – No cracks in rungs and side rails
4. Proper angle –  $\frac{1}{4}$  working length of ladder
5. Properly noted for expected work load (medium / heavy duty)
6. Wood ladders not covered in paint and inspected

**CRANES**

1. Fire extinguisher in cab
2. Boom angle indicators working properly
3. Load capacity charts in cab
4. Instructions and warnings posted
5. Annual inspections on sight
6. 2 feet radius around swing radius of crane

**MACHINERY**

1. Point of operation guards in place
2. Pulley belts assemblies guarded
3. Gear assemblies guarded
4. Shafts guarded
5. Two hand controls working properly
6. Electric wiring in safe working condition
7. Lockout / Tag out procedures used

**WELDING EQUIPMENT AND OPERATIONS**

1. Oxygen & Acetylene equipment w/ flash arrestors
2. Compressed gas cylinders secured and upright & capped when stored
3. Cylinders mounted on cart or secured in upright position
4. Oxygen separated from flammable and combustible by at least 20' or 5' high noncombustible wall when stored
5. Gas hoses and gauges in safe condition
6. Proper eye protection available and used
7. Gage pressure at zero "0" PSI when not attended and in use
8. Portable fire extinguisher immediately available during welding, cutting, and burning

**FIRE PROTECTION**

1. Extinguisher charged and accessible
2. Serviced in accordance with Federal, State, and Local laws
2. Extinguisher tested monthly by competent person
3. Standpipes, hoses, sprinkler heads, & valves in safe condition
4. Stairs clear and safe condition

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- 5. Exits and exit paths clearly marked
  - 6. Flammables properly stored (gasoline, paint, solvents, acetylene, etc.)
  - 7. Evacuation plan as required by OSHA available

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## SAFE WORK PLAN (EXAMPLE)

SECTION 1 - General Information					
Contract/Project Description:  General Contractor:  Contractor Performing Work:  Primary Task:  Method of Construction:	Emergency Reconstruction Of Port Jervis Line From MP 31 To MP 45			<b>SWP No.:</b>  <b>Date:</b>  <b>Revision No.:</b>	001
	Halmar/RailWorks, a JV				10/19/11
	Halmar/RailWorks, a JV				1
	Placing of Sub-grade material, sub-ballast, and ballast underneath Tracks 1 and 2				
	Mechanized equipment, material handling, and earthmoving equipment.				
SECTION 2 - Development Team					
Prepared By:	Position/Title	Date	Reviewed By:	Position/Title	Date
Kevin Martin	Field Engineer	10/19/11	Aldo Caputi	Safety Engineer	10/19/11
SECTION 3 - Competent Person(s) Assigned					
Competent Person	Discipline	Competent Person		Discipline	
Frank Bisignano	Inspection of Equipment				
Aldo Caputi	Compliance with plan, audits, communication with personnel & EE's				

<b>SECTION 4 – WORK ELEMENTS/HAZARDS/PREVENTION/TRAINING</b>			
<b>Work Element(s)/Sub Tasks:</b>	<b>Hazard Description</b>	<b>Hazard Control/Accident Prevention</b>	<b>Specific Training &amp; PPE Required</b>
Ticks / Snakes	Limes disease / poisonous snakes	Wear long sleeve shirts and tuck pant leg into boot. Materials that has been stored ex: silt fence, do not just pick up, hit with shovel a few times, snake may curl up inside to stay warm. If you see a snake avoid, do not try to kill pay attention to any markings, and colors. Should you get bit, milk the wound, go directly to the hospital with a description of the snake.	Long sleeve shirt, pants. Ticks will normally die with a couple nights of frost, but should temperature get warm during the day they may regenerate, utilize bug spray on clothing not directly to skin. Pay attention for a red bulls eye mark on your skin. Inspect groin and under arm area when showering.
Refueling	Fire	No Open Flames or Hot Work permitted while off road equipment is refueled, 5 lb. ABC rated extinguisher should be in cab of off road equipment	High visibility vest, hardhat, safety glasses, sturdy work boots.
Poisonous Plants  Hogweed, poison ivy, Oak, sumac	Rash, hives, skin reaction	See attached bulletin on Hogweed, note what it looks like don't touch it or try to remove it call Agency having jurisdiction Safety / Security.	Wear long sleeve shirts, pants. Wash exposed skin should you come into contact with soap and water.
Hydraulic leak	Oil, leachate into adjacent water.	Shut equipment down immediate, use spill kit to contain and soak up oil. Place contents into the bag and return to yard for proper disposal.	High visibility vest, hardhat, safety glasses, sturdy work boots. Rubber gloves.
Emergencies	Injuries, fire	Ramapo Police 911 / Fire, EMS Volunteer	



		Good Samaritan Hospital 255 Lafayette Ave (Rte. 59) Suffern, NY 10901	(845) 368-5000
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**SECTION 5 - Implementation / Review with Work Force**

PRINT NAME	SIGNATURE	DATE	PRINT NAME	SIGNATURE	DATE

**Equipment 1 Materials (Product Data Sheets & MSDS Attached):**

Excavators PC 800, J.D. 225, Gradal High Rail	PC800 5.2 Cu. Yd bucket, JD 225 1.5 Cu. Yd. Gradal 1.5 Cu. Yd.
Loader Cat 966	966 Cat 4.5 Cu. Yd bucket
Off road back dumps, High rail Rotary dumps	18 – 22 Cu. Yd Capacity

## INCIDENT REPORT

Claimant: \_\_\_\_\_  
 Company/Trade: \_\_\_\_\_  
 Date of Incident: \_\_\_\_\_  
 Job Name and Number: \_\_\_\_\_  
 Insurance Carrier: \_\_\_\_\_  
 Investigated by: \_\_\_\_\_

### INCIDENT TYPE

Employee Injury or Illness:  Brief Description of Incident:  
 Near Miss:   
 Environmental Incident:  \_\_\_\_\_

### ACCIDENT CLASSIFICATION

First Aid Case at Site:	<input type="checkbox"/>	Date
First Aid Case – Doctor	<input type="checkbox"/>	Full Return To Work Received (if yes attach) _____
Recordable Only	<input type="checkbox"/>	Number _____
Recordable Restricted	<input type="checkbox"/>	Total Number of Restricted Days: _____
Lost Time	<input type="checkbox"/>	Total Number of Lost Time Days: _____

### NOTIFICATION

Safety Director	<input type="checkbox"/>	_____	Date
Project Executive	<input type="checkbox"/>	_____	
Project Manager	<input type="checkbox"/>	_____	<b>Any Serious / Recordable / Lost Time</b>
Superintendent	<input type="checkbox"/>	_____	<b>also requires:</b>
Safety Manager (Copy)	<input type="checkbox"/>	_____	Root Cause Analysis / CAR complete <input type="checkbox"/>
Owner	<input type="checkbox"/>	_____	
Other (specify)	<input type="checkbox"/>	_____	<b>Any incident that requires medical:</b> <input type="checkbox"/> Attach Doctor paperwork for each visit
<hr/>			
File Complete and Closed	<input type="checkbox"/>	_____	

### Mount Vernon Use Only

INJURY CODE: \_\_\_\_\_ BODY CODE: \_\_\_\_\_  
 File Complete and Closed  Date: \_\_\_\_\_

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Claimant Soc. Sec.  
Name: #: \_\_\_\_\_

Address: \_\_\_\_\_  
Male  Female Date of Birth: \_\_\_\_\_ Phone # \_\_\_\_\_

Salar y: \$ \_\_\_\_\_ per hour Date of Hire: \_\_\_\_\_ Trade: \_\_\_\_\_

Did the incident happen on AHB project / premises? Yes  No

Was a Safe Work Plan or a Daily Job Briefing prepared for the activity? Yes  No  if yes attach field copy

Foreman: \_\_\_\_\_  
Superintendent: \_\_\_\_\_  
t: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Day: \_\_\_\_\_ pm

Lost Time: Yes  No  If yes, date last worked: \_\_\_\_\_

Has the employee returned to work? Yes  No  If yes, date returned: \_\_\_\_\_

Did the incident result in death? Yes  No  If yes, date of death: \_\_\_\_\_

Injury Code: \_\_\_\_\_ Body Part: \_\_\_\_\_

Was first aid given on site? Yes  No  By: \_\_\_\_\_

Name / Address of Clinic/Hospital: \_\_\_\_\_

Where did the accident or exposure occur? (specific location)

\_\_\_\_\_

Describe the activity at time of incident (be specific)

\_\_\_\_\_

\_\_\_\_\_

How did the incident occur? (describe fully)

\_\_\_\_\_

\_\_\_\_\_

What steps will be taken to prevent recurrence?

\_\_\_\_\_

\_\_\_\_\_

Object or substance that directly caused incident:

\_\_\_\_\_

\_\_\_\_\_

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**CLAIMANT STATEMENT****(THIS STATEMENT MUST BE FILLED OUT BY CLAIMANT)**

Claimant Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_ Time of  
Incident: \_\_\_\_\_

Please describe the incident to the best of your ability:

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Did this incident involve a fall of any type? Yes  No   
If so, please describe the exact location and height of the fall:

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Do you have any suggestions to help prevent future incidents such as this?

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Do you have any discomforts other than the injured area? Yes  No  If yes, please describe

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Claimants Signature

Date

**WITNESS STATEMENTS****TO BE FILLED OUT BY THE WITNESS:** If none please specify so.

Please describe the incident to the best of your ability:

Do you have any suggestions to help prevent future incidents such as this?

\_\_\_\_\_  
Witness Name (Print)\_\_\_\_\_  
Witness Signature\_\_\_\_\_  
Date**TO BE FILLED OUT BY THE WITNESS:** (If more than 1 witness)

Please describe the incident to the best of your ability:

Do you have any suggestions to help prevent future incidents such as this?

\_\_\_\_\_  
Witness Name (Print)\_\_\_\_\_  
Witness Signature\_\_\_\_\_  
Date**TO BE FILLED OUT BY THE WITNESS:** (If more than 1 witness)

Please describe the incident to the best of your ability:

Do you have any suggestions to help prevent future incidents such as this?

\_\_\_\_\_  
Witness Name (Print)\_\_\_\_\_  
Witness Signature\_\_\_\_\_  
Date

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Date / Time	Notes / Information / Timeline	Initial

Superintendent

(Print):

Signature:

Date

Project Mgr. (Print):

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Signature:

Date

### Post Meeting

Injured Employee:

Trade:

Date of Incident:

Date of Meeting:

Meeting Attendees:

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- Employee care is adequate, personal equipment/vehicle safeguarded
- Incident has been reported to all company and client contacts
- Immediate action completed (area safe)
- Investigator(s) have total understanding of how incident occurred
- Incident report is signed
- All statements collected (or are scheduled by Superintendent)
- Safe Work Plan is attached to report
- Root cause required (yes or no)

COMMENTS/SOLUTIONS FOR PREVENTION:

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Authorization For Initial Treatment

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Date of Injury/Illness: \_\_\_\_\_

The above-named individual is reporting to you for treatment today as a result of an injury/illness that he/she received while working for our Company. As such, this case, and all treatment received, should be treated as a Workers Compensation Case. You are authorized to provide reasonable and necessary treatment for conditions related to the reported injury/illness. Your charges for reasonable and customary services should be forwarded to our insurance carrier.

Our insurance details are as follows:

Insurance Carrier: \_\_\_\_\_

Carriers Address: \_\_\_\_\_

Workers Compensation Policy #: \_\_\_\_\_

Our company has a full range of restricted duty positions available and will assist the employee in returning to work, if at all possible, even if in a limited capacity.

So that we can properly abide by any recommendations that you make, please complete the attached Return to Work form. Please give this form back to our employee on completion of this initial visit. If the employee is unable to return to work, please fax a copy of this report to our insurance department so that this claim can be expedited as soon as possible.

Should you have any further questions, please use the following contacts:

Job #: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Release of Medical Information and Return to Work Authorization

TO BE COMPLETED BY THE EMPLOYEE:

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I hereby authorize any and all providers of medical surgical treatment deemed necessary in regard to my reported occupational injury or illness to release any medical information acquired in the course of treatment to my employer, the insurance carrier or their agents.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY MEDICAL PROVIDER:

Name of Medical Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Treatment/Medication: \_\_\_\_\_

Referred To (If Applicable) \_\_\_\_\_

New Injury

Reoccurrence/Aggravation of Existing Condition

No Injury/Illness Found

Return to Work Status:

Regular Work

Restricted Work

Unable to Return To Work until: \_\_\_\_\_

Unable to Return to Work Indefinitely. Next Scheduled Appointment is \_\_\_\_\_

Please Detail Restrictions (If Any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Doctors Name:

(Print) \_\_\_\_\_

Doctors Signature \_\_\_\_\_ Date: \_\_\_\_\_

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## TAKE 5 FOR SAFETY

### DAILY - OPERATION HAZARD ANALYSIS

Operation: Off load delivery truck flatbed

- Procedure:
- (1) Verify delivery
  - (2) Where to be off loaded
  - (3) Set up
  - (4)
  - (5)
  - (6)
  - (7)

Hazards:

- (1) MPT
- (2) Ground stable to support the weight
- (3) Loads shift during transit
- (4) 6-foot rule Fall
- (5) Rigging
- (6)
- (7)

Precautions:

- (1) Ensure flag person is certified, use stop /slow paddle
- (2) Inspect ground, are we near an excavation
- (3) Inspect load before releasing hold downs, stand off
- (4) to the side.
- (5) If we have to climb on top of material use P.F.A
- (6) with a Single retractable lifeline.
- (7) Inspect rigging, hooks, shackles pinch points

## HRJV TRACK TRAINING LOG

Name	S.S. #	Issue Date	Notice Date	Expiration Date

**\*\*\*ALL WORK TO BE PERFORMED IS WITHIN MTA C&D, MNR, AMTRAK AND CSX PROPERTY LIMITS. HRJV DOES NOT ANTICPATE THE NEED FOR NYCDOT, NYCDEP and NYCDOB ROAD PERMITS OR NYCDOT, NYCDEP and NYCDOB PERMITS. IF NEEDED, PERMIT LOG WOULD BE IDENTICAL WITH ISSUSE DATE AND AMPLE TIME 30 DAYS NOTICE PRIOR TO EXPIRATION\*\*\***

## DISCIPLINARY ACTION FORM

Name: \_\_\_\_\_ Project: \_\_\_\_\_

Trade: \_\_\_\_\_ Date: \_\_\_\_\_

Employer (Joint Venture or Subcontractor) \_\_\_\_\_

Reason (Explain below. Use back of form or separate sheet if needed.)

Type of Disciplinary Action Taken:

1. Oral Warning      [ ]      3. Suspension      [ ]  
2. Written Warning:      [ ]      4. Discharge      [ ]

I have discussed the above cited disciplinary action with the employee named above effective this date:

---

Supervisor

---

Date

---

Employee

---

Date

---

Superintendent

---

Date

Comments:

Project:	MNR Penn Station Access DB Project Contract #CBX001	Issue Date:	January 14
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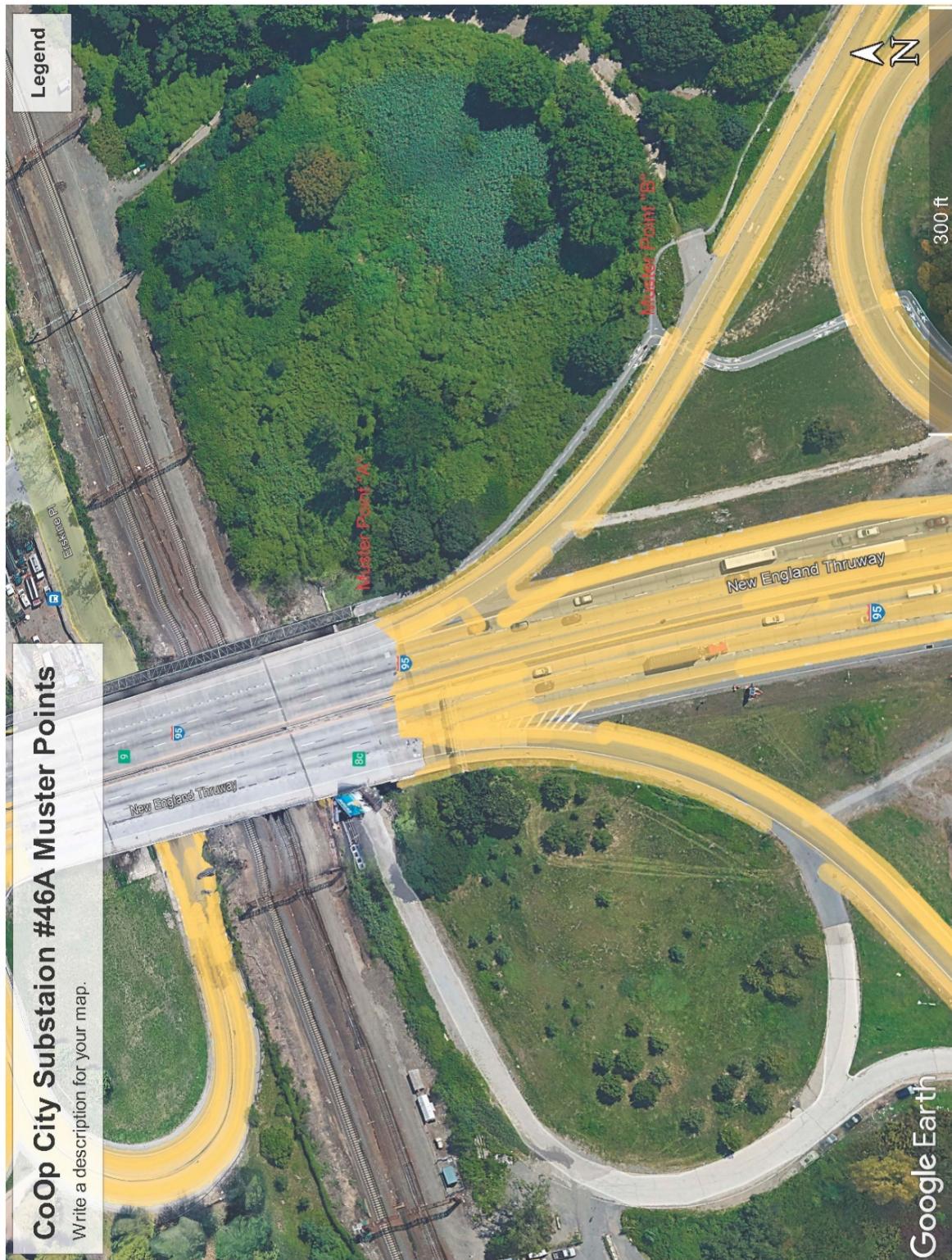


**REFERENCE DOCUMENT ON, SAMPLE DAILY SIGN IN / OUT LOG**

1 of 1

Metro-North Railroad		<u>Contract Employee Sign In / Sign Out Log</u>										Page _____ of _____							
<b>Emergency Numbers</b>		MTA Police (888) 682 - 9117 or (212) 878 - 1000		Operations Command Office / Rail Traffic Controller (212) 340 - 2050		GCT Station Master's Office / Fire Command Center (212) 340 - 3191 / 3192													
<b>Contract Number / Project Description</b>		<b>Contract #1000071252 Prospect Hill Rd Bridge Project</b>		<b>Contractor (Prime)</b>		<b>Halmar International</b>													
<b>Work Location</b> (Give this description to emergency services)		<b>MNR Southeast Yard and Prospect Hill Road Southeast, NY 10509</b>		<b>Field Office Location / Phone</b>		<b>Prospect Hill Rd</b>													
<b>Start</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>H</b>	<b>F</b>	<b>SA</b>	<b>SU</b>	<b>Date</b>	<b>Time</b>	<b>Finish</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>H</b>	<b>F</b>	<b>SA</b>	<b>SU</b>	<b>Date</b>	<b>Time</b>
<b>Contacts</b>		<b>Contractor's Site Representative</b>		<b>Contractor's 24 hr Emergency</b>		<b>Metro-North Project Manager</b>		<b>Metro-North Representative</b>											
<b>Name</b>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>											
<b>Cell Number</b>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>											
<b>Office Number</b>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>											
<b>Metro-North Authorization</b>		<b>Print Name:</b> <input type="text"/>		<b>Signature:</b> <input type="text"/>		<b>MNR</b>													
<b>Name (Print)</b>		<b>Training Card ID #</b>		<b>Company</b>		<b>Date</b>		<b>Time On Site</b>		<b>Signature</b>		<b>Date</b>		<b>Time Off Site</b>		<b>Signature</b>			

## MUSTER POINTS Co-op City



## MUSTER POINTS HG-1



Project:  
Document  
Reference:

MNR Penn Station Access DB Project Contract #CBX001  
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## MUSTER POINTS HG-2



Project:  
Document  
Reference:

MNR Penn Station Access DB Project Contract #CBX001  
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## MUSTER POINTS OAK ST.



Project:  
Document  
Reference:

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## MUSTER POINTS SUB STATION 47



## MUSTER POINTS SUB STATION 46



## Driving Directions - Bowery Bay to Mt Sinai Hospital Queens

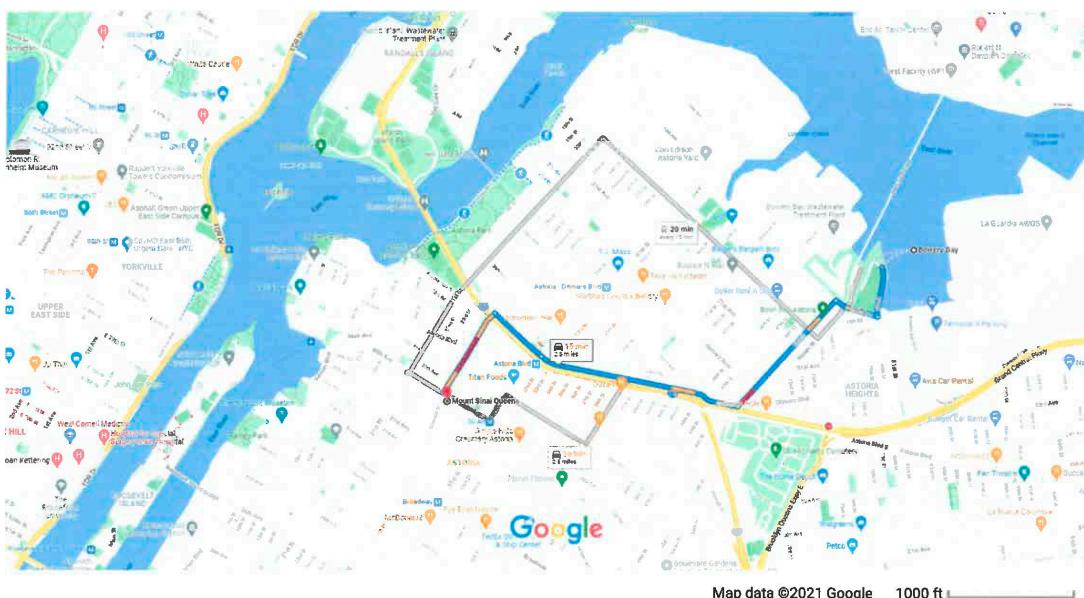
9/14/21, 10:40 AM

Bowery Bay, Queens, NY to Mount Sinai Queens - Google Maps

**Google Maps**

Bowery Bay, Queens, NY to Mount Sinai Queens

Drive 2.5 miles, 15 min



 via Astoria Blvd N 15 min

Fastest route now, avoids road closure due to construction

 This route has restricted usage or private roads

 via 49th St 16 min

Some traffic, as usual

2.5 miles

 10:44 AM–11:04 AM 20 min

  Q100 

### Explore Mount Sinai Queens



Restaurants



Hotels



Gas stations



Parking Lots



More

<https://www.google.com/maps/dir/Bowery+Bay,+Queens,+NY/Mount+Sinai+Queens,+25-10+30th+Ave,+Queens,+NY+11102/@40.7747773,-73.9...> 1/1

Project:

MNR Penn Station Access DB Project Contract #CBX001

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Document

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Revision:

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Reference:

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## Driving Directions - Coop City to Montefiore Hospital

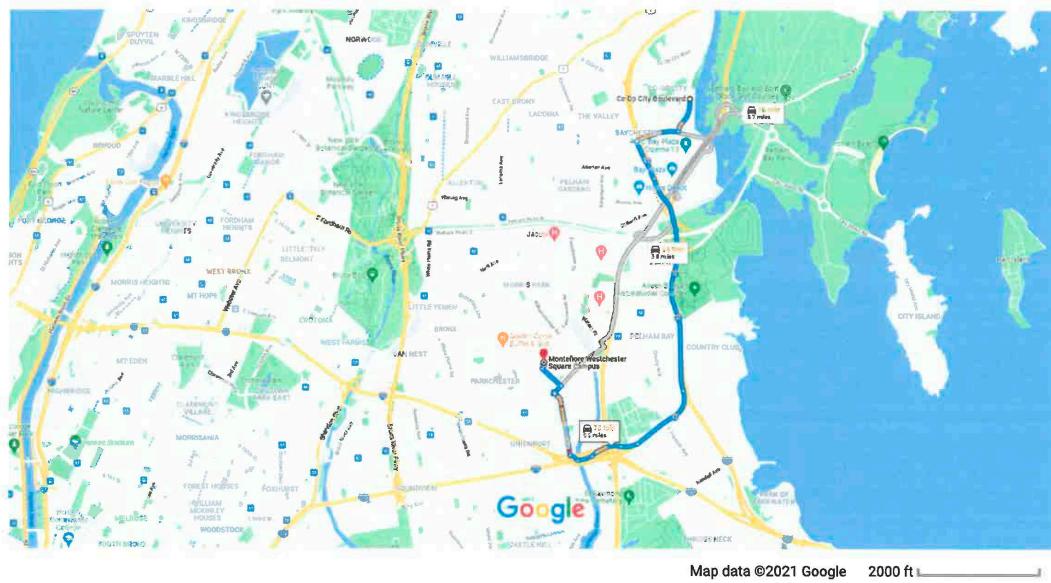
9/14/21, 10:48 AM

Co Op City Blvd, Bronx, NY 10475 to Montefiore Westchester Square Campus - Google Maps

**Google Maps**

Co Op City Blvd, Bronx, NY 10475 to Montefiore Westchester Square Campus

Drive 5.2 miles, 16 min



### Co Op City Blvd

Bronx, NY 10475

Get on I-95 S/New England Thruway from Co Op City Blvd and Bartow Ave

5 min (1.0 mi)

- ↑ 1. Head south on Co Op City Blvd toward Bellamy Loop 0.3 mi
- ↗ 2. Turn right onto Bartow Ave 0.4 mi
- ↖ 3. Turn left onto Edson Ave 0.2 mi
- ↗ 4. Merge onto I-95 S/New England Thruway via the ramp on the left to Geo Washington Bridge 0.2 mi

Follow I-95 S to Bruckner Blvd. Take exit 6A from I-95 S

4 min (2.9 mi)

- ↗ 5. Merge onto I-95 S/New England Thruway 1.9 mi
- ⓘ Continue to follow I-95 S

<https://www.google.com/maps/dir/Co+Op+City+Blvd,+Bronx,+NY+10475/Westchester+Square+Medical+Center,+2475+St+Raymond+Ave,+Bron...> 1/2

Project:  
Document  
Reference:

MNR Penn Station Access DB Project Contract #CBX001  
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9/14/21, 10:48 AM

Co Op City Blvd, Bronx, NY 10475 to Montefiore Westchester Square Campus - Google Maps

- 6. Keep right at the fork to stay on I-95 S, follow signs for Triboro Bridge/Geo Washington Bridge  
0.6 mi
- 7. Use the right lane to keep right at the fork, stay on I-95 S and follow signs for Cross Bronx Expy/Geo Washington Bridge/S Interstate 678/Whitestone Bridge  
0.2 mi
- 8. Take exit 6A to merge onto Bruckner Blvd  
0.2 mi

**Continue on Bruckner Blvd. Take Zerega Ave and Rowland St to Seddon St**

- 9. Merge onto Bruckner Blvd  
6 min (1.2 mi)
- 10. Continue straight to stay on Bruckner Blvd  
292 ft
- 11. Turn right onto Cross Bronx Service Rd N (signs for Geo Washington Bridge/Zerega Ave/Cross Bronx Expy/I-95)  
0.1 mi
- 12. Turn right onto Zerega Ave  
430 ft
- 13. Turn right onto Westchester Ave  
0.6 mi
- 14. Turn left onto Rowland St  
459 ft
- 15. Turn right onto St Raymond Ave  
0.2 mi
- 16. Turn left onto Seddon St  
154 ft
- i Destination will be on the right**  
118 ft

### Westchester Square Medical Center

2475 St Raymond Ave, Bronx, NY 10461

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

<https://www.google.com/maps/dir/Co+Op+City+Blvd,+Bronx,+NY+10475/Westchester+Square+Medical+Center,+2475+St+Raymond+Ave,+Bron...> 2/2

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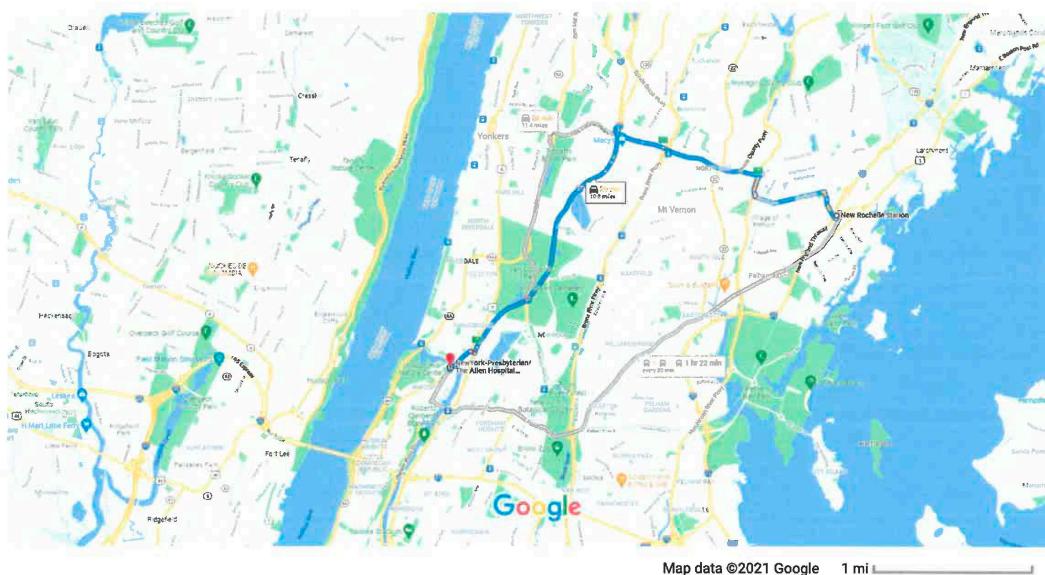
## Driving Directions - New Rochelle to NY Presbyterians

9/14/21, 10:50 AM

New Rochelle Station to NewYork-Presbyterian/The Allen Hospital - ColumbiaDoctors - Google Maps

**Google Maps**

New Rochelle Station to NewYork-Presbyterian/The Allen Hospital - ColumbiaDoctors    Drive 10.8 miles, 26 min



### New Rochelle Station

1 Penn Central Railroad, New Rochelle, NY 10801

Get on Hutchinson River Pkwy N from Memorial Hwy and Lincoln Ave

10 min (2.1 mi)

- ↑ 1. Head southwest on Station Plaza S toward Shearwood Pl
  - 233 ft
- ↗ 2. Turn right onto Memorial Hwy
  - 0.4 mi
- 📍 3. At the traffic circle, take the 2nd exit onto Norman Rockwell Blvd
  - 0.2 mi
- ↙ 4. Use the left 2 lanes to turn left onto Lincoln Ave
  - ⓘ Pass by the gas station (on the left in 1.2 mi)
  - 1.2 mi
- ↗ 5. Turn right onto First Ave
  - 203 ft
- ↗ 6. Turn left to merge onto Hutchinson River Pkwy N
  - 0.2 mi

<https://www.google.com/maps/dir/New+Rochelle+Station,+Railroad+Way,+New+Rochelle,+NY/NewYork-Presbyterian%2FThe+Allen+Hospital+-+...> 1/3

9/14/21, 10:50 AM

New Rochelle Station to NewYork-Presbyterian/The Allen Hospital - ColumbiaDoctors - Google Maps

**Take Exit 6B and Cross County Pkwy to Central Park Ave in Yonkers. Take exit 4N-4S-5 from Cross County Pkwy**

5 min (3.2 mi)

- ▲ 7. Merge onto Hutchinson River Pkwy N                          0.1 mi
- ▼ 8. Take exit 6B to merge onto Cross County Pkwy toward Saw Mill Pkwy/Yonkers                          2.0 mi
- ▼ 9. Use the right 2 lanes to take exit 4N-4S-5 toward Central Park Ave                          0.4 mi
- ◀ 10. Keep left, follow signs for Central Park Ave/I-87 S and merge onto Central Park Ave                          0.7 mi

**Get on I-87 S**

2 min (0.8 mi)

- ▲ 11. Merge onto Central Park Ave                          0.6 mi
- ▲ 12. Slight left to merge onto I-87 S toward New York                          0.2 mi

**Follow I-87 S to W 230th St in Bronx, New York. Take exit 10 from I-87 S**

5 min (4.1 mi)

- ▲ 13. Merge onto I-87 S                          4.0 mi
- ▼ 14. Take exit 10 for W 230 St                          0.1 mi

**Take U.S. 9 S/Broadway to your destination in Manhattan**

5 min (0.6 mi)

- ▶ 15. Turn right onto W 230th St                          413 ft
  - ◀ 16. Turn left at the 1st cross street onto U.S. 9 S/Broadway                          0.5 mi
  - ▶ 17. Turn right onto W 220th St                          197 ft
  - ◀ 18. Turn left                          190 ft
- Destination will be on the right

**NewYork-Presbyterian/The Allen Hospital - ColumbiaDoctors**

5141 Broadway, New York, NY 10034

[https://www.google.com/maps/dir/New+Rochelle+Station,+Railroad+Way,+New+Rochelle,+NY/NewYork-Presbyterian%2FThe+Allen+Hospital+-+... 2/3](https://www.google.com/maps/dir/New+Rochelle+Station,+Railroad+Way,+New+Rochelle,+NY/NewYork-Presbyterian%2FThe+Allen+Hospital+-+...)

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## Driving Directions - Sunny Side to Mount Sinai

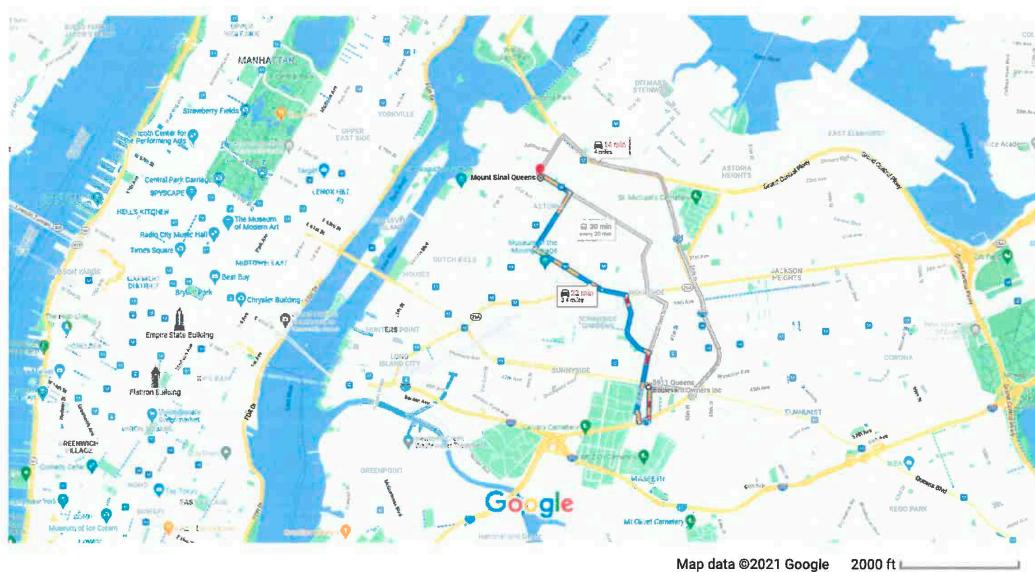
9/14/21, 10:38 AM

5911 Queens Boulevard Owners Inc to Mount Sinai Queens - Google Maps

**Google Maps**

5911 Queens Boulevard Owners Inc to Mount Sinai  
Queens

Drive 3.4 miles, 22 min



 via I-278 E      14 min

Fastest route, despite the usual traffic

4.0 miles

 via 34th Ave      22 min

Heavy traffic, as usual

3.4 miles

 10:39 AM–11:09 AM      30 min

  Q18

### Explore Mount Sinai Queens



Restaurants



Hotels



Gas stations



Parking Lots



More

<https://www.google.com/maps/dir/5911+Queens+Boulevard+Owners+Inc,+5911+Queens+Blvd,+Queens,+NY+11377/Mount+Sinai+Queens,+25-...> 1/1

## Driving Directions - Van Nest to Montefiore Westchester Square

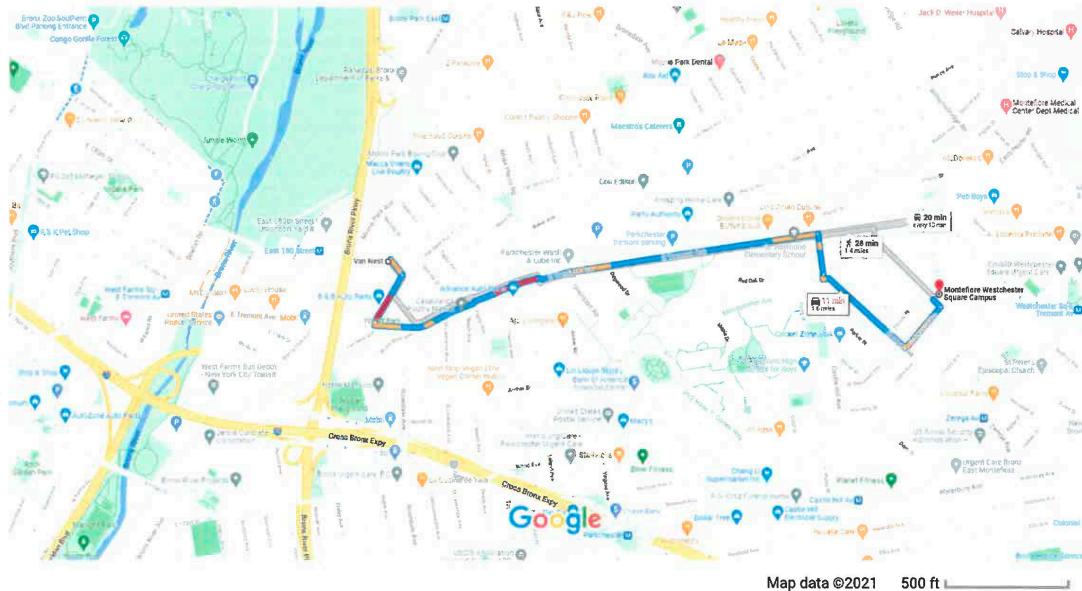
9/14/21, 10:46 AM

Van Nest, Bronx, NY to Montefiore Westchester Square Campus - Google Maps

**Google Maps**

Van Nest, Bronx, NY to Montefiore Westchester Square Campus

Drive 1.6 miles, 11 min



### Van Nest

Bronx, NY

- ↑ 1. Head southeast on Van Buren St toward Carl Paul Jennewein Pl/Van Nest Ave  
220 ft
- ↗ 2. Turn right at the 1st cross street onto Van Nest Ave  
0.1 mi
- ↖ 3. Turn left at the 3rd cross street onto E Tremont Ave  
1.0 mi
- ↗ 4. Turn right onto Castle Hill Ave  
453 ft
- ↖ 5. Turn left onto Zerega Ave  
0.2 mi
- ↖ 6. Turn left onto St Raymond Ave  
0.1 mi
- ↖ 7. Turn left onto Seddon St  
118 ft
  - ⓘ Destination will be on the right

<https://www.google.com/maps/dir/Van+Nest,+Bronx,+NY/Westchester+Square+Medical+Center,+2475+St+Raymond+Ave,+Bronx,+NY+10461/@...> 1/2



## MNR Quarterly Inspection HI- Rail

### METRO NORTH RAILROAD QUARTERLY CONTRACTORS VEHICLE/MACHINE AND HI-RAIL GEAR INSPECTION

11/11/2016

PROJECT MANAGER WORK ORDER # \_\_\_\_\_ MNR WO# \_\_\_\_\_

UNIT / PLATE #: \_\_\_\_\_ DATE: \_\_\_\_\_

MACHINE NAME: \_\_\_\_\_ VEHICLE MAKE/MODEL: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ HI-RAIL MANUFACTURER: \_\_\_\_\_

LOCATION: \_\_\_\_\_ LAST DATE INSPECTED: \_\_\_\_\_

MNR PROJECT

MANAGER: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

#### HI-RAIL GEAR INFORMATION & MEASUREMENTS

	MODEL#	GUIDE WHEEL GUAGE (INCHES)	TRAM (INCHES) / MUST BE WITHIN 1/4"
FRONT:		MANUFACTURERS SPECS	ACTUAL MEASUREMENT
REAR:			LEFT FRONT TO RIGHT REAR: _____ RIGHT FRONT TO LEFT REAR: _____ DIFFERENCE: _____

#### HI-RAIL CHECKLIST

#### VEHICLE CHECKLIST

#### VEHICLE CHECKLIST

N/A	PASS	FAIL	REPAIRED	N/A	PASS	FAIL	REPAIRED	N/A	PASS	FAIL	REPAIRED
1) WHEEL BRGS & SEALS	—	—	—	13) TRAVEL LIGHTS F/R	—	—	—	26) FIRST AID KIT	—	—	—
2) RAIL WHEELS	—	—	—	14) STOP / TAIL LIGHTS F/R	—	—	—	27) FLAGGING KIT	—	—	—
3) RAIL WHEEL FLANGES	—	—	—	15) HEADLIGHTS F/R	—	—	—	28) FIRE EXTINGUISHER: WITHIN INSPECTION DATE	—	—	—
4) RAIL BRAKES & RIGGING	—	—	—	16) STROBE LIGHT(S) 360 <sup>A</sup>	—	—	—	29) 3RD RAIL CLEARANCE:	—	—	—
5) GUIDE WHEEL LOAD	—	—	—	17) BACKUP ALARM	—	—	—	30) SELF GUARDED FROG CLEARANCE: MIN 2-3/4"	—	—	—
6) STEERING LOCK	—	—	—	18) REVERSE LIGHTS	—	—	—	31) OUTRIGGER TO 3RD RAIL CLEARANCE	—	—	—
7) HYD. CYLINDERS & PUMP	—	—	—	19) HORN(S)	—	—	—	OVERALL HEIGHT: 32) MAX ON HYRAIL: 14FT. 10IN. Ft. _____ In. _____	—	—	—
8) HYD HOSES & FITTINGS	—	—	—	20) SUSPENSION PARTS	—	—	—	33) OVERALL WIDTH: Ft. _____ In. _____ MAX: 10FT. 6IN.	—	—	—
9) CONTROL LEVERS	—	—	—	21) TIRES/AIR PRESSURE	—	—	—				
10) LIFTING HANDLE	—	—	—	22) BOOM LOCK / CRADLE	—	—	—				
11) RAIL SWEEPS	—	—	—	23) TOW TAB(S)	—	—	—				
12) LOCK PINS AND/OR CYLINDER DRIFT LOCK(S)	—	—	—	24) RAIL CLAMPS	—	—	—				
				25) LEAKS	—	—	—				

PASSED INSPECTION: \_\_\_\_\_

FAILED INSPECTION: \_\_\_\_\_

DEFICIENCIES CORRECTED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

#### RESTRICTIONS:

\* This equipment complies with Metro North's standards as noted in above referenced items only, and clearance measurements are for travel to and from work location. The use of this equipment by Contractors, State Inspectors, or Metro North employees must follow all Metro North regulations and procedures unless other written procedures have been approved by Metro North.

INSPECTED BY: \_\_\_\_\_ MAN#: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR/ OPERATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

INSPECTION REPORT REVIEWED BY: \_\_\_\_\_ MAN#: \_\_\_\_\_ DATE: \_\_\_\_\_

COPIES: ORIGINAL- NWP SHOP, COPY- CONTRACTOR, COPY- PROJECT MANAGER APPROVAL/STICKER #: \_\_\_\_\_

Project:  
Document  
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## EXCAVATING SOILS AT RAILROAD LOCATIONS EPC-03-001



Long Island Rail Road

CORPORATE SAFETY DEPARTMENT  
ENVIRONMENTAL PLANNING & COMPLIANCE

**Procedure/Instruction: EPC-03-001**  
**EXCAVATING SOILS AT RAILROAD LOCATIONS**

**Effective DATE:** August 11, 2003  
Updated: Mar. 2015  
Mar. 2017

**A. Introduction:**

At existing railroad shops, yards, substations, right-of-ways and other locations, past operations may have resulted in the chance of soils containing very low levels of chemical substances. Examples may include: trace levels of metals from lead-based paint around old painted structures, oils and greases around train yards and repair locations, transformer oil in soil at electric substations, and greasy or sooty compounds left from coal ash ("clinker").

This Procedure/Instruction has been prepared to eliminate any risk that may be posed to LIRR workers who must dig in these locations. It is to be applied on a case by case basis, with any questions referred to Department Management and Corporate Safety Department.

**B. Required Steps/Actions:**

1. The first step of any LIRR excavation, regarding the soil composition and possible presence of contaminants, is to review the current Corporate Safety Department Environmental Audit Map on the intranet. This map includes all LIRR sites with documented soil contamination. If your site appears on the map in red, it may have soil concerns that could affect your project. Contact Corporate Safety Department before proceeding to excavate at these sites. If your site is not shown or is shown in black (does not have soil concerns) proceed to Step 2 as follows;
2. When digging at an existing railroad facility, the recommended procedures include:
  - a. Wherever possible excavate with mechanical means, such as backhoes, ditch-witches or excavators.
  - b. Wash facilities must be available for use by workers at the end of the task, before breaks, before meals, or at the end-of-shift. For field operations, wet-wipes are acceptable for fulfilling this requirement.
  - c. Where hand digging must be used, workers must be instructed to brush soil from clothing and shoes. Disposable coveralls, shoe coverings and gloves shall be made available upon workers request. Work clothing should be laundered.
  - d. All equipment should be cleaned before leaving the worksite. The preferred method is hosing down with water, removing any clumps of dirt and soil. If water is not available equipment should be brushed clean of any dirt and soil using a broom or stiff brush. Disposable items can be placed in the trash, no special disposal is necessary.
3. Where evidence of soil contamination is found, such as an odor, a stain or visible contaminant, the soil feels greasy, or results from laboratory analysis indicate a contaminant:
  - a. Stop any excavation work or only excavate by mechanical means; and
  - b. Immediately contact Corporate Safety Department (information below) to assess the situation.

**C. Regulations or Policy References:** LIRR Corporate Policy & Procedure Environmental Management SAFE-003.

**D. Corporate Safety Department Contacts:**

Director - Environmental Planning & Compliance; 347-494-6034  
Field Environmental Engineer; 347-494-6927

**E. Forms & Attachments:** None.

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## SITE SAFETY ORIENTATION PRESENTATION



# SITE SAFETY ORIENTATION



Project: MNR Penn Station Access DB Project Contract #CBX001      Issue Date: January 14  
Document Safety, Health & Environmental Plan      Revision: 2  
Reference: MTA C&D RFP VOL 2 Package 1 Section 1.9      Page: 202

# INTRODUCTION

## Our goals:

- To supply our employees with a safe work environment
- Avoid and prevent accidents or incidents through risk assessments
- Educate our employees
- Comply with or exceed Federal, State, Local, and contractual requirements
- ZERO ethical breaches!



# TOPICS

- PPE
- FALL PROTECTION
- ELECTRICAL
- LOCK OUT / TAG OUT (LOTO)
- LADDER SAFETY
- MATERIAL HANDLING
- FIRE SAFETY
- HOUSEKEEPING
- MATERIAL SAFETY DATA SHEETS
- SCAFFOLDS
- SAFETY DISCIPLINE POLICY
- ACCIDENT REPORTING
- ALCOHOL, DRUGS, AND SMOKING
- EMERGENCY ACTION PLAN
- CONFINED SPACE ENTRY
- WORKAROUND HEAVY EQUIPMENT
- AERIAL WORK PLATFORMS / SCISSOR LIFTS
- ENVIRONMENTAL ISSUES



# PERSONAL PROTECTIVE EQUIPMENT



<u>Required at ALL times</u>	<u>Required by Task or Environment</u>
<ul style="list-style-type: none"><li>▪ ANSI approved hardhat</li><li>▪ Hi visibility safety vest</li><li>▪ ANSI approved safety glasses Z87 or Z87+</li><li>▪ Work boots</li><li>▪ Short sleeve shirt with a minimum of 4" past the shoulder</li><li>▪ Long pants</li></ul>	<ul style="list-style-type: none"><li>▪ Face shield</li><li>▪ Hearing Protection</li><li>▪ ½ face respirator only after receiving medical clearance and an annual fit test</li><li>▪ Kevlar chaps with the use of a chain saw</li><li>▪ Other, as needed</li></ul>



# FALL PROTECTION



- Required when exposed to a fall of 6 feet or greater.
- Open edges.
- Aerial lifts.
- Scaffolds.
- Walkways bridging a gap.
- Guard rails must be 42" high and sustain 200 lbs of force in any direction.
- Hole covers must be either 3/4" or 5/8" plywood secured and marked with either "HOLE or COVER"
- Personal Fall Arrest Systems must be inspected prior to you donning the items. The anchor point must be rated for 5,000 lbs.

# ELECTRICAL SAFETY

- Extension cords must be constructed of three wire for heavy use or extra heavy use. Cords classified as SO, SJ, and ST meet these requirements.
- Never alter the prongs on the male section of the plug.
- No exposed wires are acceptable.
- All temporary wiring, including extension cords, must be used in conjunction with a GFCI.
- Extension cords must be routed off of the ground to avoid slips, trips and falls.
- DO NOT route extension cords through doorways.



# LOCKOUT TAGOUT (LOTO)

- If you need to work on a piece of equipment which is energized you need to control the energy source.
- There are many different types of energy. Examples: electric, steam, hydraulic, spring, and pneumatic.
- The power needs to be de-energized, switches need to be shut off, circuit breakers need to be closed and locked out by the person performing the work.
- A tag needs to be attached to the lock with the Company's Name, Date, and the person's name who applied the lock.
- Only the person who has installed the lock may remove it.
- Only after the system has been locked and tagged out may work be performed.
- Upon completion of the work make sure that all the guards have been reinstated, all tools have been removed, and your coworkers are aware that you're ready to restart the equipment.

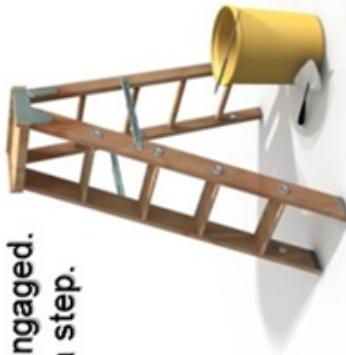


# LADDER SAFETY

All ladders are to be inspected prior to use.  
Defective ladders must be tagged "DO NOT USE, OUT OF SERVICE".

## A-Frame Ladders:

- Must be used with the legs fully open and spreaders fully engaged.
- The top landing and the step below are not to be used as a step.
- You cannot sit on the top or straddle the top.
- You must face the ladder while working off of it.
- Ladders cannot be placed in front of door ways.
- Must maintain 3 points of contact at all times.



## Straight Ladders:

- Must be sloped at a 1 to 4 ratio.
- Ladders must be tied off at the top and extend three feet beyond the landing.
- Never carry any items while ascending or descending a ladder. You must maintain a three point hold at all times.
- Never exceed the ladders rated capacity that includes you and your tool belt.
- Never move a ladder while on it.
- Metal ladders cannot be used near electric overhead lines and third rails.



# MATERIAL HANDLING

- Know the weight of the item which you're about to lift. Not everyone can lift the same weight.
- If the item is too heavy get help or use mechanical means.
- Make sure the route that you're about to take is clear. Avoid excessive twisting and turning.
- Use proper lifting techniques. Keep your back straight, bend at your knees, not your waist, get a good hand on the material and lift using your thighs not your back. Literally stand upright.
- When you get to the location where you want to store the material again keep your back straight bend at the knees and squat down, keep your back straight.
- While material handling, use a heavy duty work glove
- DO NOT carry any material by the banding strap.
- Stand off to the side when cutting the material banding and wear your safety glasses.
- Never reach for an item. Either walk around or move the material that is blocking the material you need to access.



# FIRE SAFETY

- Fire needs three things to burn:  
**HEAT (ignition source),  
OXYGEN,  
& FUEL.**

Remove one of these elements and a fire cannot start.

- Know your **Site Specific Emergency Action Plan.**
- If the fire is too big call 911 first. Only attempt to suppress the fire after you've called 911.
- If your escape route is about to be compromised, get out of the building immediately. A piece of equipment is not worth your life.

- Have type A, B, and C rated fire extinguishers at your location. Inspect them monthly.
- Type A** – Ordinary combustible materials such as wood, paper, etc.
- Type B** – Flammable liquids such as gas, oil, grease and other petrochemical products.

- Type C** – Electrical fires.



**Fire Triangle**

# FIRE SAFETY CONT'D

REMEMBER THE ACRONYM:

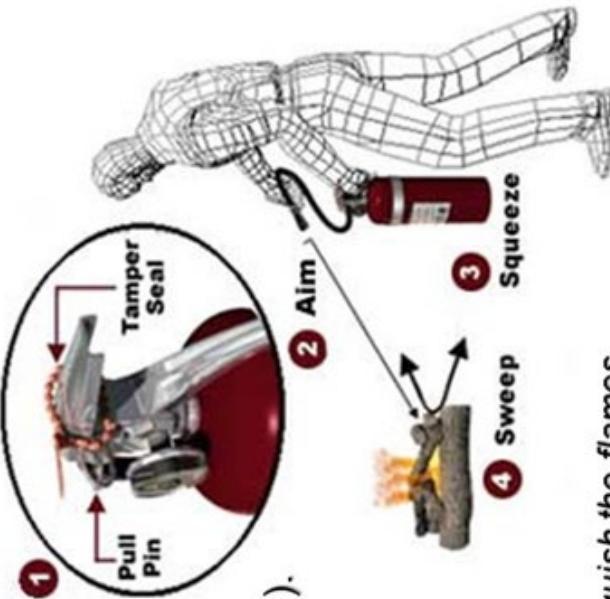
## P. A. S. S.

**P** = Pull the pin.

**A** = Aim (at the base of the fire, not the top).

**S** = Squeeze the trigger

**S** = Sweep back and forth



*Stand back at least 12 feet while trying to extinguish the flames.*

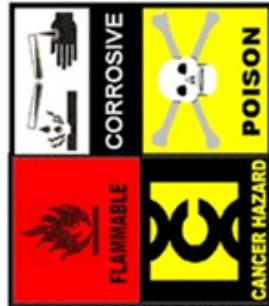
# HOUSEKEEPING

- Must be performed daily.
- If you spill something, clean it up. If you can't clean it up, cordon off the area.
- DO NOT BLOCK doorways, stairways, and fire extinguishers.
- Stored materials must be kept back 6 feet from interior openings and 10 feet back from an exterior wall when the wall doesn't surpass the height of the material stored.
- Keep walkways and aisles clear.
- Have burnt out bulbs replaced right away. You cannot avoid a slip or a fall if you cannot see where you are walking.



## GLOBAL HARMONIZATION SYSTEM (HAZCOM)

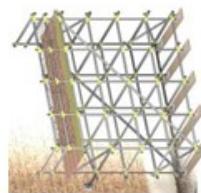
- An employer must educate their employees about the chemicals with which they work and how they can protect themselves while working with these chemicals.
- All employees must know the location of the right to know center which includes copies of the Safety Data Sheets (SDS). In the event of an exposure, the SDS must accompany the individual to the hospital.
- All drums, cans, and bottles must be labeled to avoid cross contamination.
- The employer must educate the employees annually.



# AERIAL WORK PLATFORMS / SCISSOR LIFTS

- Employees must be trained in the use of AWPs / Scissor lifts, as prescribed by the manufacturer, OSHA, and corporate policy.
- Training is good for three years unless the employee exhibits improper use, near misses, or accidents.
- Articulating booms require Personal Fall Arrest the moment that you enter the lift.
- Employee's feet must not leave the bottom of the work platform.
- EQUIPMENT CANNOT BE OPERATED IN A MANNER OTHER THAN WHAT IT WAS DESIGNED FOR.
- Manufacturer's Operator Safety Manual, ANSI Reference Standard, and the AEM manual must be in the weather proof compartment before each use.
- Inspect the equipment daily
- Maintain a dual 360 degree awareness at all times (above, below, and around the sides)





# SCAFFOLDS

- Must be erected by a competent person.
- Must be inspected and documented daily (SCAFFTAG).
- Needs fall protection at 6 feet.
- 4:1 ratio of the narrowest section to the height before either being tied into the structure or outriggers being utilized.
- Employees must be trained in recognizing the hazards associated with scaffolds.
- Supported scaffolds over 60 feet in height.
  - Needs to be designed by a registered PE.
  - Tube and Coupler scaffolds greater than 125 feet.
    - Needs to be designed by a registered PE.



# DISCIPLINARY POLICY

Designed to protect the employee. Specific projects may have more stringent ramifications.

## TWO (2) TYPES OF VIOLATIONS:

### A. IDLH VIOLATION (Immediately Dangerous to Life or Health)

1. First Violation – Written warning, suspended up to three days, upon return the employee is retrained.
2. Second Violation ( Within a Six Month Period ) – Termination

### B. NON – IDLH VIOLATION

1. Verbal or Written Warning. Any time the employee has accrued in the safety incentive program will be lost and their clock will be restart.
2. Second violation employee may be suspended and will be retrained.

**NO ONE HAS THE RIGHT TO PUT YOU IN AN UNSAFE SITUATION AND NO EMPLOYEE WILL BE PENALIZED FOR REFUSING TO WORK IN AN UNSAFE ENVIRONMENT.**



# ACCIDENT REPORTING

- All accidents must be reported immediately to your supervisor, even if you thinks it's "No Big Deal". Failure to do so may result in disciplinary action.
- Details are needed the same day of the incident. The purpose of the accident investigation is to fact find, not fault find.
- **If you require medical attention, a doctor's note or hospital discharge papers must be submitted as soon as possible.**





## ALCOHOL, DRUGS, & SMOKING

- ZERO TOLERANCE for alcohol consumption, even during lunch break and off of the property.
- Use or possession of illegal drugs will not be tolerated. Employee will be removed from the project and reported to the Police.
- NO SMOKING on any construction site.



# EMERGENCY ACTION PLAN (E.A.P.)

- Each project must have their E.A.P. posted.
- Know your muster point(s).
- **DO NOT LEAVE YOUR MUSTER POINT until released.**
- Walk, do not run.
- If you're working with heavy equipment, shut it down prior to evacuating your work area.
- **DO NOT SPEAK TO MEMBERS OF THE PRESS! ALMAR WILL ISSUE AN OFFICIAL STATEMENT WHEN ADEQUATE INFORMATION HAS BEEN GATHERED.**



# CONFINED SPACE ENTRY

- Employer must train their employees of the hazards associated with confined space entry and proper entry procedure. (This slide does not count as the training -- you will need to attend a specialized training before entering any confined spaces.)



- Potential hazards may include:

- Hazardous atmosphere
- Lack of oxygen / Oxygen Enriched
- Explosive gasses
- Entrapment and/or engulfment.
- Smoking is not permitted in a confined space.
- Depending on the type of atmosphere, non-sparking tools and intrinsically safe lighting may be required.
- Check with local FDNY to see if they have a confined space rescue team.



## TRACK SAFETY TRAINING MNRR/LIRR & AMTRAK

- Must have before going out to the field.
- All 3 Must be in your possession, copy to Safety.
- Good for One year.



## TRACK SAFETY TRAINING MNRR/LIRR & AMTRAK

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- Good for One year.



## ENVIRONMENTAL ISSUES

Wastes must be disposed of properly

- Universal Waste (includes batteries, fluorescent light bulbs, pesticides)
- Hazardous Waste (chemical products, aerosol cans, gasoline, etc.)
- Used Oil



Contact your supervisor to dispose of the above properly. Do not put these items in the regular dumpster!!



# QUESTIONS?

- Please feel free to ask your foreman or Superintendent any questions you may have.
- You may also contact the Halmar Health and Safety Representative.
- Have a Safe Day....



**EXAMPLE WARNING SIGNS USED ON JOBSITE**



FALLING  
DEBRIS

© 2000 SafetySoft Inc.



## WEEKLY TOOLBOX TALK

SUBJECT: Material Handling

### **What is manual materials handling?**

Manual materials handling (MMH) means moving or handling things by lifting, lowering, pushing, pulling, carrying, holding, or restraining. MMH is also the most common cause of occupational fatigue, low back pain and lower back injuries.

### **What makes manual materials handling hazardous?**

MMH is always hazardous but the level of hazard depends on what you are handling, what the task is, and what the conditions are at the workplace or work site.

### **For example, the material or load that you are handling may be:**

- too heavy for the task that you are doing
- located too high or low for a safe lift
- too big or may have a shape that makes it hard to handle
- wet, slippery, or have sharp edges that makes it hard to grasp, or
- unstable or can shift its center of gravity because contains some that can flow (e.g., a partially filled drum or concrete in a wheelbarrow), or
- too big to let you see where you are putting your feet.

### **The task can make MMH hazardous if a worker:**

- uses poor lifting techniques (lifting too fast, too often or too long; lifting with back bent or while twisting or reaching too far; lifting while sitting or kneeling, etc.)
- has to move material over long distance,
- not taking appropriate rest breaks; insufficient recovery time, and
- has a combination of handling tasks (e.g. lifting, carrying and lowering).

**The conditions where you are working can also contribute to hazards of MMH and result in injuries; for example,**

- walking surfaces that are uneven, sloping, wet, icy, slippery, unsteady, etc.,
- differences in floor levels or walking surfaces,
- poor housekeeping that causes slip, trip and fall hazards,
- inadequate lighting
- cold or very hot and humid working conditions,
- strong wind or gusty conditions,
- working at high pace,
- movement is restricted because of clothing or personal protective equipment, or
- space is small or posture is constrained or both

**Site Specific Topics discussed:**


Jobsite Name: \_\_\_\_\_

Job Number: \_\_\_\_\_

Date: \_\_\_\_\_

Foreman: \_\_\_\_\_

Toolbox Talk Reviewed  
by: \_\_\_\_\_

The above listed topics have been reviewed with me. I understand the information and my obligation to comply with all safety, health and environmental policies and programs.



<b>PRINT NAME</b>	<b>SIGN NAME</b>	<b>LAST 4 of SSN</b>

## SAFETY LOG

SAFETY SUPERVISOR:  
SSM / LICENSE #:  
LOCATION:

DAY & DATE:  
TIME:  
WEATHER:

### CREW

- 
- 
- 

### DESCRIPTION OF WORK

- 
- 
- 
- 
- 

### SAFETY COMMUNICATION

- 
- 
- 
- 

### ACCIDENTS / INCIDENTS YES / NO

#### DESCRIPTION:

- 
- 

#### SIGNATURE:

## FRA ACCEPTANCE LETTER CFR 49 Part 214.7



U.S. Department  
of Transportation

**Federal Railroad  
Administration**

August 23, 2021

Stefano Pappalardo  
Designated Employer Representative  
Halmar International  
421 Route 59  
Nanuet, NY 10954

1200 New Jersey Avenue, SE.  
Washington, D.C. 20590

Dear Designated Employer Representative,

This is in response to the revised submission of Halmar International drug and alcohol revised testing plan for regulated service employees that was submitted to FRA. It appears that your company is providing employees performing “regulated duties”, subject to either the Federal Hours of Service Laws “Covered Service” and/or performing Maintenance-of-Way (MOW) duties covered by the definition of “Roadway Worker” in 49 CFR Part 214.7, for general system railroads.

Your random plan is acceptable, and now can be placed into effect. However, since FRA only approves “railroad” random plans, please provide a copy of your random testing plan along with a copy of this letter to all the railroads that use regulated service personnel from your company. These railroads must document receiving your plan and acceptance letter in their plan submission when providing to FRA for approval.

The Federal Railroad Administration (FRA) will monitor implementation of your plan and if FRA’s on-site review of your program reveals compliance concerns which necessitate additional amendments, the FRA will advise you.

FRA appreciates your interest in railroad safety.

Digitally signed by SAMUEL C  
**SAMUEL C NOE** NOE  
Date: 2021.08.23 10:29:49 -04'00'

Sincerely,  
Jerry Powers  
FRA Drug and Alcohol Program Manager

Project:	MNR Penn Station Access DB Project Contract #CBX001	Issue Date:	January 14
Document	Safety, Health & Environmental Plan	Revision:	2
Reference:	MTA C&D RFP VOL 2 Package 1 Section 1.9	Page:	233

## NYS WC FORM C2F



**State of New York - Workers' Compensation Board**  
**Employer's First Report of**  
**Work-Related Injury/Illness**

**C-2F**

A work-related injury or illness must be reported within 10 days (Per Section 110) of the injury/illness or be subject to a penalty. Employers are not required to submit form C-2F to the Workers' Compensation Board if the employer's insurer will be submitting the accident information electronically to the Board on the employer's behalf. If you need assistance completing this form, please contact your insurer for guidance on the best method of reporting work-related accident information. If you submit this form to the Board, please send it to P.O. Box 5205, Binghamton, NY 13902 and provide a copy to your insurer.

**Employee Name**

**WCB Case Number (JCN)**

**Date of Injury**

**Claim Administrator Claim Number**

### INSURER / CLAIM ADMINISTRATOR INFORMATION

**Insurer Name**

**Insurer ID**

**Name**

**Info/Attn**

**Address**

**City**

**State**

**Postal Code**

**Country**

**Claim Admin ID**

### EMPLOYEE INFORMATION

**First Name**

**Middle Name/Initial**

**Last Name**

**Suffix**

**Mailing Address**

**City**

**State**

**Postal Code**

**Country**

**Phone Number**

**Date of Hire**

**Date of Birth**

**Gender**  Male  Female  Unknown

**Employee SSN**

**Occupation Description**

EMPLOYER INFORMATION			
Name		Employer FEIN	
UI Number		Manual Classification Code	
Industry Code			
Info/Attn			
Mailing Address			
City		State	
Postal Code		Country	
Physical Addr			
City		State	
Postal Code		Country	
Contact Name			
Contact Business Phone Number			

INSURED INFORMATION			
Insured Name		Insured FEIN	
Insured Type	<input type="checkbox"/> Insured <input type="checkbox"/> Self-Insured <input type="checkbox"/> Uninsured	Insured Location ID	
Policy Number ID			
Policy Effective Date			
	Policy Expiration Date		

**An employer or carrier, or any employee, agent, or person acting on behalf of an employer or carrier, who KNOWINGLY MAKES A FALSE STATEMENT OR REPRESENTATION as to a material fact in the course of reporting, investigation of, or adjusting a claim for any benefit or payment under this chapter for the purpose of avoiding provision of such payment or benefit SHALL BE GUILTY OF A CRIME AND SUBJECT TO SUBSTANTIAL FINES AND IMPRISONMENT.**

The above information is true to the best of my knowledge and belief.

If prepared by the employer:

Signature of Person Preparing Form		Date	
Print Name			
Title		Phone Number	

CLAIM INFORMATION		
Time of Injury	<input type="text"/>	Date Employer Had Knowledge of the Injury
Employment Status	<input type="text"/>	Date Employer Had Knowledge of Date of Disability
Estimated Weekly Wage	<input type="text"/>	Number of Days Worked Per Week
Work Week Type	<input type="checkbox"/> Standard Work Week <input type="checkbox"/> Fixed Work Week <input type="checkbox"/> Varied Work Week	
Work Days Scheduled	<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	
EMPLOYEE INJURY		
Full Wages Paid for Date of Injury	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Paid Salary in Lieu of Compensation <input type="checkbox"/> Yes <input type="checkbox"/> No
Initial Treatment	<input type="checkbox"/> No Medical Treatment <input type="checkbox"/> Minor On-Site Treatment By Employer <input type="checkbox"/> Minor Clinic/Hospital Treatment <input type="checkbox"/> Emergency Evaluation <input type="checkbox"/> Hospitalization Greater Than 24 Hours <input type="checkbox"/> Future Major Medical/Lost Time Anticipated	
Death Result of Injury	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Date of Death <input type="text"/>
Nature of Injury (i.e. Laceration, Burns, Fracture, Strain, etc)	<input type="text"/>	
Part of Body (i.e. left arm, right foot, head, multiple, etc)	<input type="text"/>	
Cause of Injury (i.e. Motor Vehicle, Machine, Strain or Injury by lifting, etc)	<input type="text"/>	
Accident/Injury Description (see instructions)	<input type="text"/>	

WORK STATUS		
Initial Date Last Day Worked	<input type="text"/>	Return To Work Type <input type="checkbox"/> Actual <input type="checkbox"/> Released
Initial Date Disability Began	<input type="text"/>	Physical Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No
Initial Return to Work Date	<input type="text"/>	Return To Work Same Employer <input type="checkbox"/> Yes <input type="checkbox"/> No
ACCIDENT LOCATION AND WITNESSES		
Premises (see instructions)	<input type="checkbox"/> Employer <input type="checkbox"/> Lessee <input type="checkbox"/> Other	
Organization Name	<input type="text"/>	
Street	<input type="text"/>	State <input type="text"/>
City	<input type="text"/>	Postal Code <input type="text"/>
County	<input type="text"/>	Country <input type="text"/>
Location Narrative	<input type="text"/>	
Witnesses	Business Phone Number	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

## MTA/Amtrak CONTRACTOR ACCIDENT / INCIDENT REPORT

SAFE-005

ATTACHMENT F



**Long Island Rail Road**

email to Accidentfiling@lrr.org

### CONTRACTOR ACCIDENT/INCIDENT REPORT

<b>1. Contractor Employee Information</b>					
Last Name	First Name	Date of Birth (mm/dd/yy)	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>		
Contractor Employee Identification #	Trade/Occupation		Job Title		
Date of Last Attendance at the LIRR Mandated Contractor Safety Training Class (mm/dd/yy)					
<b>Home Address and Phone</b>					
Street		Town/City			
State		Zip Code	Apartment #		
Home Phone (Please include area code)		Cell Phone (Please include area code)			
<b>2. Company Information</b>					
Name <b>3TC</b>					
<b>Company Address and Phone</b>					
Street <b>900 Merchant Concourse</b>		Town/City <b>Westbury</b>			
State <b>NY</b>		Zip Code <b>11590</b>	Building/Suite/Office # <b>414</b>		
Company Phone Number (Please include area code) <b>(516) 719-6500</b>		Company President Name			
Please check insurance type:		Contractor Company <input type="checkbox"/>	OCIP <input type="checkbox"/>		
LIRR Project # <b>6240</b>		LIRR Project Manager Name			
		LIRR Project Manager Employee #			
<b>3. Accident/Incident Information</b>					
Date of Incident (mm/dd/yy)	Time Employee Started Work (Hour : Minute)	Time of Incident / Accident (Hour : Minute)	Was Employee on Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Location (If on LIRR Property)</b>					
Branch Name	Track Number				Mile Post
	Type Please Check	Main <input type="checkbox"/>	Yard <input type="checkbox"/>	Siding <input type="checkbox"/>	
Station Name	Yard Name				Facility Name
<b>Notification to Long Island Rail Road</b>					
Notification made to:			Notification made by:		
Last Name <b>Jonathan</b>	First Name <b>Fazio</b>	Last Name <b>Walton</b>	First Name <b>Kirk</b>		
Title		Title <b>Safety Administrator</b>			
Department		Phone Number (Please include area code) <b>(516) 719-6538</b>			
Phone Number (Please include area code)		Time Notification Made (Hour : Minute)			

MTA Long Island Rail Road

Contractor Accident/Incident Report

Page **1 of 5**

May 2018

**Hard copy is uncontrolled - online version is most current.**



### CONTRACTOR ACCIDENT/INCIDENT REPORT

SAFE-005  
ATTACHMENT F

Mail Original Form to: Claims Bureau-Law Department  
Mail Code 1144, Jamaica Station Building  
93-02 Sutphin Blvd.  
Jamaica, NY 11435

Accident/Incident Detail					
Type of Incident (Please check all that apply)		<input type="checkbox"/> Fatality	<input type="checkbox"/> Injury	<input type="checkbox"/> Rail/Equipment	<input type="checkbox"/> Motor Vehicle
If Injury, type of injury (Please check all that apply)					
10 <input type="checkbox"/>	Bruise or contusion	90 <input type="checkbox"/>	FATALLY INJURED		
13 <input type="checkbox"/>	Crushing injury	91 <input type="checkbox"/>	Foreign object in eye		
20 <input type="checkbox"/>	Sprain or strain	92 <input type="checkbox"/>	Hernia		
30 <input type="checkbox"/>	Cut/laceration or abrasion	93 <input type="checkbox"/>	Concussion/closed head injury		
35 <input type="checkbox"/>	Puncture wound (other than needle stick)	94 <input type="checkbox"/>	Nervous shock (injury related)		
36 <input type="checkbox"/>	Needle stick	95 <input type="checkbox"/>	Internal injury		
40 <input type="checkbox"/>	Electrical shock or burn	96 <input type="checkbox"/>	Loss of eye		
50 <input type="checkbox"/>	Other burns	97 <input type="checkbox"/>	Reaction from one-time external exposure to chemicals, e.g., solvents, creosote.		
60 <input type="checkbox"/>	Dislocation	98 <input type="checkbox"/>	Symptoms due to one-time exposure to loud noise, e.g., an explosion		
70 <input type="checkbox"/>	Fracture (broken bone)	9A <input type="checkbox"/>	Symptoms due to one-time inhalation exposure to airborne contamination that does not exceed a single duty tour and without long term or permanent consequences		
71 <input type="checkbox"/>	Rupture/tear, e.g., tendon, cartilage (for hernia, use code 92)	9B <input type="checkbox"/>	Medical removal (under OSHA medical surveillance requirements)		
72 <input type="checkbox"/>	Gunshot/knife wounds	99 <input type="checkbox"/>	All other injuries		
74 <input type="checkbox"/>	Animal/snake/insect bite				
75 <input type="checkbox"/>	Dental related				
80 <input type="checkbox"/>	Amputation				

Location of Injury (Please check all that apply)					
1 Arm or hand:		5 Head or face:		6 Torso:	
A <input type="checkbox"/>	upper arm	A <input type="checkbox"/>	eye	A <input type="checkbox"/>	spine/spinal cord
B <input type="checkbox"/>	elbow	G <input type="checkbox"/>	eye area (not eyeball), e.g., eye lid	B <input type="checkbox"/>	upper back
C <input type="checkbox"/>	lower arm	B <input type="checkbox"/>	ear and surrounding area	C <input type="checkbox"/>	lower back
D <input type="checkbox"/>	wrist	C <input type="checkbox"/>	nose	D <input type="checkbox"/>	shoulder (includes rotator cuff)
E <input type="checkbox"/>	hand (general)	D <input type="checkbox"/>	mouth/teeth	E <input type="checkbox"/>	collar bone
F <input type="checkbox"/>	thumb/fingers	E <input type="checkbox"/>	skull/scalp	F <input type="checkbox"/>	ribs/sternum
G <input type="checkbox"/>	finger/thumb nail(s)	F <input type="checkbox"/>	neck/throat	G <input type="checkbox"/>	internal injuries
		H <input type="checkbox"/>	jaw/chin	H <input type="checkbox"/>	external injuries - other
3 Leg or foot:		I <input type="checkbox"/>	cheek	I <input type="checkbox"/>	hips/buttocks/pelvis
A <input type="checkbox"/>	upper leg	J <input type="checkbox"/>	forehead	J <input type="checkbox"/>	genitalia/groin area
B <input type="checkbox"/>	knee	K <input type="checkbox"/>	intracranial	K <input type="checkbox"/>	abdomen
C <input type="checkbox"/>	lower leg			L <input type="checkbox"/>	chest
D <input type="checkbox"/>	ankle				
E <input type="checkbox"/>	heel				
F <input type="checkbox"/>	toes				
G <input type="checkbox"/>	foot (general)				



**Long Island Rail Road**

**CONTRACTOR ACCIDENT/INCIDENT REPORT**

SAFE-005  
ATTACHMENT F

Mail Original Form to: Claims Bureau-Law Department  
Mail Code 1144, Jamaica Station Building  
93-02 Sutphin Blvd.  
Jamaica, NY 11435

What was the contractor doing when injured? (Please check)		
<input type="checkbox"/> 01 Aggravated pre-existing condition <input type="checkbox"/> 02 Apprehending/removing from property <input type="checkbox"/> 04 Assaulted by coworker <input type="checkbox"/> 03 Assaulted by other <input type="checkbox"/> 06 Bitten by animal <input type="checkbox"/> 05 Bitten/stung by bee, spider, other insect <input type="checkbox"/> 74 Blowing/falling debris <input type="checkbox"/> 07 Bodily function/sudden movement, e.g., sneezing, twisting <input type="checkbox"/> 72 Bumped <input type="checkbox"/> 73 Burned <input type="checkbox"/> 81 Caught Between Equipment <input type="checkbox"/> 79 Caught Between Machinery <input type="checkbox"/> 82 Caught Between Material <input type="checkbox"/> 08 Caught in or compressed by hand tools <input type="checkbox"/> 09 Caught in or compressed by other machinery <input type="checkbox"/> 12 Caught in or compressed by powered hand tools <input type="checkbox"/> 10 Caught in or crushed by materials <input type="checkbox"/> 11 Caught in or crushed in excavation, land slide, cave-in, etc. <input type="checkbox"/> 68 Caught, crushed, pinched, other. <input type="checkbox"/> 13 Cave in, slide, etc. <input type="checkbox"/> 16 Climatic condition, exposure to environmental cold <input type="checkbox"/> 15 Climatic condition, exposure to environmental heat <input type="checkbox"/> 14 Climatic conditions, other (e.g., high winds) <input type="checkbox"/> 17 Collision - between on track equipment <input type="checkbox"/> 18 Collision/impact - auto, truck, bus, van, etc. <input type="checkbox"/> 19 Committing vandalism/theft <input type="checkbox"/> 20 Defective/malfunctioning equipment	<input type="checkbox"/> 21 Derailment <input type="checkbox"/> 23 Electrical shock due to contact with 3rd rail, catenary, pantograph <input type="checkbox"/> 25 Electrical shock from hand tool <input type="checkbox"/> 22 Electrical shock while operating welding Equipment <input type="checkbox"/> 24 Electrical shock, other <input type="checkbox"/> 27 Exposure to chemicals - external <input type="checkbox"/> 26 Exposure to fumes - inhalation <input type="checkbox"/> 30 Exposure to noise - single incident <input type="checkbox"/> 29 Exposure to noise over time <input type="checkbox"/> 28 Exposure to poisonous plants <input type="checkbox"/> 31 Exposure to welding light <input type="checkbox"/> 32 Highway-rail collision/impact <input type="checkbox"/> 33 Horseplay, practical joke, etc. <input type="checkbox"/> 34 Lost balance <input type="checkbox"/> 35 Missed handhold, grab iron, step, etc. <input type="checkbox"/> 36 Needle puncture/prick/stick <input type="checkbox"/> 69 On track equipment, other incidents <input type="checkbox"/> 37 Other impacts - on track equipment <input type="checkbox"/> 38 Overexertion <input type="checkbox"/> 41 Pushed/shoved from <input type="checkbox"/> 39 Pushed/shoved into/against <input type="checkbox"/> 40 Pushed/shoved onto <input type="checkbox"/> 43 Ran into object/equipment <input type="checkbox"/> 42 Ran into on-track equipment <input type="checkbox"/> 46 Repetitive motion - tools <input type="checkbox"/> 45 Repetitive motion - typing, keyboard, etc. <input type="checkbox"/> 44 Repetitive motion - work processes <input type="checkbox"/> 47 Repetitive motion – other <input type="checkbox"/> 48 Rubbed, abraded, etc. <input type="checkbox"/> 49 Shot <input type="checkbox"/> 50 Slack action, draft, compressive buff/coupling	<input type="checkbox"/> 80 Slack adjustment during switching operation <input type="checkbox"/> 52 Slipped, fell, stumbled, etc. due to climatic condition (rain, snow, ice, etc.) <input type="checkbox"/> 51 Slipped, fell, stumbled, etc. due to irregular surface, e.g., depression, slope, etc. <input type="checkbox"/> 54 Slipped, fell, stumbled, etc. due to object, e.g., ballast, spike, material, etc. <input type="checkbox"/> 53 Slipped, fell, stumbled, etc. on oil, grease, other slippery substance <input type="checkbox"/> 70 Slipped, fell, stumbled, other <input type="checkbox"/> 55 Stabbing, knifing, etc. <input type="checkbox"/> 56 Stepped on object <input type="checkbox"/> 61 Struck against object <input type="checkbox"/> 77 Struck by other remote control locomotive controlled equipment <input type="checkbox"/> 76 Struck by own remote control locomotive controlled equipment <input type="checkbox"/> 60 Struck by falling object <input type="checkbox"/> 58 Struck by object <input type="checkbox"/> 59 Struck by on-track equipment <input type="checkbox"/> 57 Struck by thrown or propelled object <input type="checkbox"/> 62 Sudden release of air <input type="checkbox"/> 75 Sudden/Unexpected Movement of tools <input type="checkbox"/> 63 Sudden/unexpected movement of material <input type="checkbox"/> 64 Sudden/unexpected movement of on-track equipment <input type="checkbox"/> 65 Sudden/unexpected movement of vehicle <input type="checkbox"/> 71 Sudden, unexpected movement, other <input type="checkbox"/> 66 Sustained viewing <input type="checkbox"/> 67 Thrill seeking <input type="checkbox"/> 99 Other (describe in narrative)

MTA Long Island Rail Road

May 2018

Contractor Accident/Incident Report

Hard copy is uncontrolled - online version is most current.

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SAFE-005  
ATTACHMENT F



**Long Island Rail Road**

**CONTRACTOR ACCIDENT/INCIDENT REPORT**

Mail Original Form to: Claims Bureau-Law Department  
Mail Code 1144, Jamaica Station Building  
93-02 Sutphin Blvd.  
Jamaica, NY 11435

Treatment Information				
Check Type:	No treatment required <input type="checkbox"/>	Medical Aid Refused <input type="checkbox"/>	First Aid at Scene <input type="checkbox"/>	Lost Consciousness <input type="checkbox"/>
Multiple Treatment or Therapy <input type="checkbox"/>	Prescription <input type="checkbox"/>	Personal Physician <input type="checkbox"/>	Hospital <input type="checkbox"/>	
If Personal Physician, please provide: Personal Physician Name				
Street		Town/City		
State	Zip Code	Phone Number (Please include area code)		
If Hospital, please provide:				
Was the individual transported by ambulance? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Was the individual admitted? <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Hospital Name				
Street		Town/City		
State	Zip Code	Phone Number (Please include area code)		
Rail/Equipment Accident/Incident (Please check type of event)				
Derailment <input type="checkbox"/>	Head On Collision <input type="checkbox"/>	Rear End Collision <input type="checkbox"/>	Raking Collision <input type="checkbox"/>	
Broken Train Collision <input type="checkbox"/>	Highway Rail Crossing <input type="checkbox"/>	Rail Road Crossing <input type="checkbox"/>	Obstruction <input type="checkbox"/>	
Explosion-Detonation <input type="checkbox"/>	Fire/Violent Rupture <input type="checkbox"/>	Other Impacts <input type="checkbox"/>		
Other:				
Type of Rail/Equipment Involved (Please check all that apply)				
M3 <input type="checkbox"/>	M7 <input type="checkbox"/>	Locomotive <input type="checkbox"/>	C3 <input type="checkbox"/>	
M9 <input type="checkbox"/>	Crane <input type="checkbox"/>	Boom Truck <input type="checkbox"/>	Excavator <input type="checkbox"/>	
Track Car <input type="checkbox"/>				
Motor Vehicle Accident/Incident (Please attach copy of MV 104)				
Location				
Street and Cross Street		City/Town		Zip
Type of Vehicle(s) Involved (Please check all that apply)				
Company Automobile <input type="checkbox"/>	Personal Automobile <input type="checkbox"/>	Company Truck <input type="checkbox"/>	Company Van <input type="checkbox"/>	
Bus <input type="checkbox"/>	Tractor Trailer <input type="checkbox"/>	Crane <input type="checkbox"/>	Boom Truck <input type="checkbox"/>	
Post Accident/Incident Drug Alcohol Testing				
Testing Authority ( Please Check)				
Company Authority <input type="checkbox"/>	FRA Authority <input type="checkbox"/>	DOT Authority <input type="checkbox"/>		
Location for Test				
Name of Facility	Address	Phone Number (Please include area code)		
MTA Police Information				
Name and Badge Number of Responding Officer		Police Report Number		
Roadway Worker in Charge (Please attach copy of job briefing card)				
LIRR Employee Name		LIRR Employee #		

MTA Long Island Rail Road

Contractor Accident/Incident Report

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SAFE-005  
ATTACHMENT F



**Long Island Rail Road**

**CONTRACTOR ACCIDENT/INCIDENT REPORT**

Mail Original Form to: Claims Bureau-Law Department  
Mail Code 1144, Jamaica Station Building  
93-02 Sutphin Blvd.  
Jamaica, NY 11435

<b>Other Individuals Directly Involved in Accident/Incident</b>				
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
<b>Witnesses</b>				
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
Last Name	First Name	Phone # (Please include area code)	LIRR Employee # (if applicable)	
<b>Weather</b>				
Temperature (F) Please check	Visibility Day	Dawn <input type="checkbox"/> Dusk <input type="checkbox"/> Dark <input type="checkbox"/>	Weather Please check	Clear <input type="checkbox"/> Rain <input type="checkbox"/> Cloudy <input type="checkbox"/> Fog <input type="checkbox"/> Fall Arrest <input type="checkbox"/> Sleet <input type="checkbox"/> Snow <input type="checkbox"/>
<b>Personal Protective Equipment Worn (Please Check All that Apply)</b>				
Safety Boots <input type="checkbox"/>	Gloves <input type="checkbox"/>	Goggles <input type="checkbox"/>	Safety Glasses <input type="checkbox"/>	Disposable Coverall <input type="checkbox"/>
Safety Shoes <input type="checkbox"/>	Gauntlets <input type="checkbox"/>	Chaps <input type="checkbox"/>	Hearing Protection <input type="checkbox"/>	Arc Rated Clothing <input type="checkbox"/>
Face Shield <input type="checkbox"/>	Hard Hat <input type="checkbox"/>	Respirator <input type="checkbox"/>	Fall Arrest <input type="checkbox"/>	Reflective Clothing <input type="checkbox"/>
Other:				
<b>Describe the Incident in Detail</b> (Use Additional Sheets As Necessary – Attach Pictures, Diagrams, and Maps)				
Report Prepared by (Last Name, First Name)		Phone # (Please Include Area Code)	LIRR Employee #	Date (mm/dd/yy)

MTA Long Island Rail Road

Contractor Accident/Incident Report

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# SUPPLEMENTS

Project:	MNR Penn Station Access DB Project Contract #CBX001	Issue Date:	January 14
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## OSHA QUICK CARD – Flu Protection



### Protect Yourself Pandemic Flu Respiratory Protection

Although influenza viruses are thought to be transmitted primarily by droplets through the air and contact with contaminated surfaces, it is possible that transmission could also occur by small particulates. Because of this, during a pandemic use a NIOSH-certified respirator for work involving close contact with people who are or may be ill with the pandemic virus. N95 respirators provide the minimum level of protection needed. A surgical mask is not a respirator.

#### **Who needs to wear a respirator?**

**"Very High Exposure Risk" Workers** with high potential exposure to known or suspected sources of pandemic virus during specific medical or laboratory procedures – for example, cough induction procedures, bronchoscopy, some dental procedures, invasive specimen collection, or manipulating lab cultures. These workers may need supplied-air or powered air-purifying respirators.

**"High Exposure Risk" Workers** with a high potential for exposure to known or suspected pandemic sources - for example, doctors, nurses, and other hospital staff who enter patients' rooms; and emergency responders transporting sick patients.

**Other Workers** whose work may not normally put them at Very High or High Exposure Risk but who, during a pandemic, are performing high-risk tasks such as isolating and quarantining people who are ill.

#### **Respiratory Protection Program**

Respirators must be used in the context of a comprehensive respiratory protection program, (see OSHA standard 29 CFR 1910.134 or [www.osha.gov](http://www.osha.gov)) which includes:

- Medical evaluation
- Training
- Fit testing
- Written program

#### For more complete information:



OSHA 3386-05N-09

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## CORONAVIRUS SAFETY & READINESS POSTERS

### Coronavirus: Safety and Readiness Tips for You

## CORONAVIRUS SAFETY



Follow these easy steps to help prevent the spread of COVID-19.



*March 03, 2020*

The American Red Cross is closely monitoring the evolving outbreak of Coronavirus Disease 2019 (COVID-19), as well as following the latest guidance from the Centers for Disease Control (CDC).

We know this is a stressful time and people want to know what they can do right now to protect themselves and their families. That's why the Red Cross is highlighting some everyday health safety and preparedness steps that people in the U.S. can take now in response to coronavirus concerns.

#### LIMIT THE SPREAD OF GERMS AND PREVENT INFECTION

There are common sense steps we can all take to prevent the spread of any respiratory virus:

- Get your flu vaccine.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose or mouth.
- Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food.
- Disinfect door knobs, switches, handles, computers, telephones, bedside tables, bathroom sinks, toilets, counters, toys and other surfaces that are commonly touched around the home or workplace.
- Follow the CDC's recommendations for using a facemask.
- CDC does not recommend that people who are healthy wear a facemask to protect themselves from respiratory diseases, including COVID-19.
- Facemasks should be used by people who are ill to help prevent the spread of the disease to others.

## Coronavirus: Consejos de seguridad y preparación para ti

### CORONAVIRUS SAFETY



Follow these easy steps to help prevent the spread of COVID-19.



03 de marzo de 2020

**La Cruz Roja Americana está monitoreando de cerca el brote en evolución de la Enfermedad Coronavirus 2019 (COVID-19), así como siguiendo las últimas directrices de los Centros para el Control de Enfermedades (CDC).**

**Sabemos que este es un momento estresante y la gente quiere saber lo que puede hacer en este momento para protegerse a sí mismo y a sus familias. Es por eso que la Cruz Roja está destacando algunas medidas diarias de seguridad y preparación para la salud que las personas en los Estados Unidos pueden tomar ahora en respuesta a las preocupaciones del coronavirus.**

#### LIMITAR EL SPREAD DE GERMS Y PREVENIR LA INFECCION

**Hay medidas de sentido común que todos podemos tomar para prevenir la propagación de cualquier virus respiratorio:**

- Obtenga su vacuna contra la gripe.
- Evite el contacto cercano con personas enfermas.
- Quédate en casa cuando estés enfermo.
- Cúbrase la boca y la nariz con un pañuelo de papel al toser o estornudar. Puede evitar que los que te rodean se enfermen.
- Lávese las manos a menudo con agua y jabón durante al menos 20 segundos, especialmente después de ir al baño; antes de comer; y después de sonarse la nariz, toser o estornudar. Si el agua y el jabón no están disponibles fácilmente, use un desinfectante de manos a base de alcohol con al menos 60% de alcohol. Lávese siempre las manos con agua y jabón si las manos están visiblemente sucias.
- Evite tocarse los ojos, la nariz o la boca.
- Practicar otros buenos hábitos de salud. Duerme mucho, sé físicamente activo, controla tu estrés, bebe muchos líquidos y come alimentos nutritivos.
- Desinfecte los pomos de las puertas, interruptores, asas, computadoras, teléfonos, mesitas de noche, lavabos de baño, inodoros, mostradores, juguetes y otras superficies que se tocan comúnmente alrededor del hogar o lugar de trabajo.
- Siga las recomendaciones de los CDC para usar una máscara facial.
- Los CDC no recomiendan que las personas que están sanas usen una mascarilla para protegerse de enfermedades respiratorias, incluyendo COVID-19.
- Las máscaras faciales deben ser utilizadas por personas enfermas para ayudar a prevenir la propagación de la enfermedad a otras personas.

## Safety Guidelines for MTA Construction Work

### LET'S KEEP THIS CONSTRUCTION SITE SAFE FOR EVERYONE

#### **GET VACCINATED**

Fully vaccinated period begins 2 weeks following the final dose

- Maintain proper hygiene**

Wash your hands for 20 seconds several times a day

- Wear proper PPE; Don't share it**

Gloves and masks provide additional virus protection  
Masks are required everywhere in the Transportation system &  
MTA facilities (including offices). If fully vaccinated: masks optional outside

- Monitor yourself for symptoms**

Symptoms include fever, cough, shortness of breath, chills, fatigue, muscle pain, headache, sore throat, nausea or vomiting, diarrhea, and new loss of smell or taste

- Follow MTA protocols if you feel sick**

Inform your supervisor and call the hotline

**MTA Employee Hotline:  
(646) 252-1010**

If hotline is unavailable, call:  
NYCT (347) 643-8466  
MTA Bus (718) 696-3643  
B&T (646) 252-7198  
LIRR (347) 494-6281  
MNR (212) 340-2112  
HQ (212) 878-1036  
C&D (646) 252-3393

- UNVACCINATED: Practice social distancing;**

- Phase work when necessary**

Stay 6 feet away from others whenever possible

Wear a mask

- UNVACCINATED: Limit crew sizes**

Reduce interactions with other work crews

**Contractor/Consultant Hotline:  
(877) 377-7059**

 MTA Construction & Development  
08.24.2021

## MTA SAFETY POSTERS

#### **Zero Tolerance Policy for Working Sick**

If you're experiencing any of the symptoms of COVID-19, you must notify your supervisor, leave the worksite immediately and call the appropriate hotline. **When in doubt, ask your supervisor.**

Stay up to date by visiting [www.ny.gov/coronavirus](http://www.ny.gov/coronavirus)



 NEW YORK STATE  
Department of Health

## What to do if a consultant / contractor is sick

08.24.2021

### Protect yourself from COVID-19 and stop the spread of germs.

Simple steps help stop the spread of COVID-19 and other viruses:

**Cover your nose and mouth** with a mask or face covering when appropriate.



**Wash your hands often with soap and water for at least 20 seconds.**



**Avoid close contact with people who are sick.**



**Avoid touching your eyes, nose, and mouth.**



**Stay home when you are sick. Tell your supervisor immediately.**



**Cover your cough or sneeze** with a tissue, then throw the tissue in the trash.

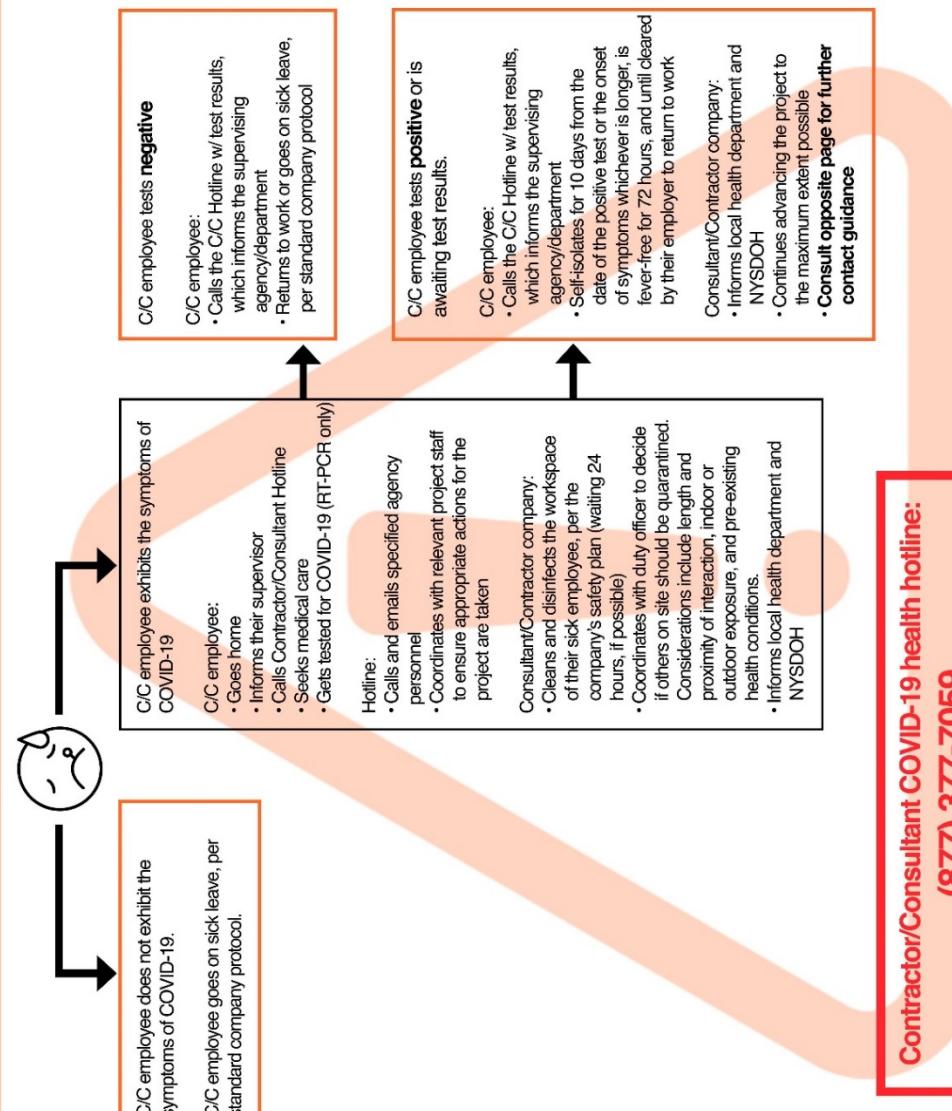


**Clean and disinfect** frequently touched objects and surfaces.



Get vaccinated.

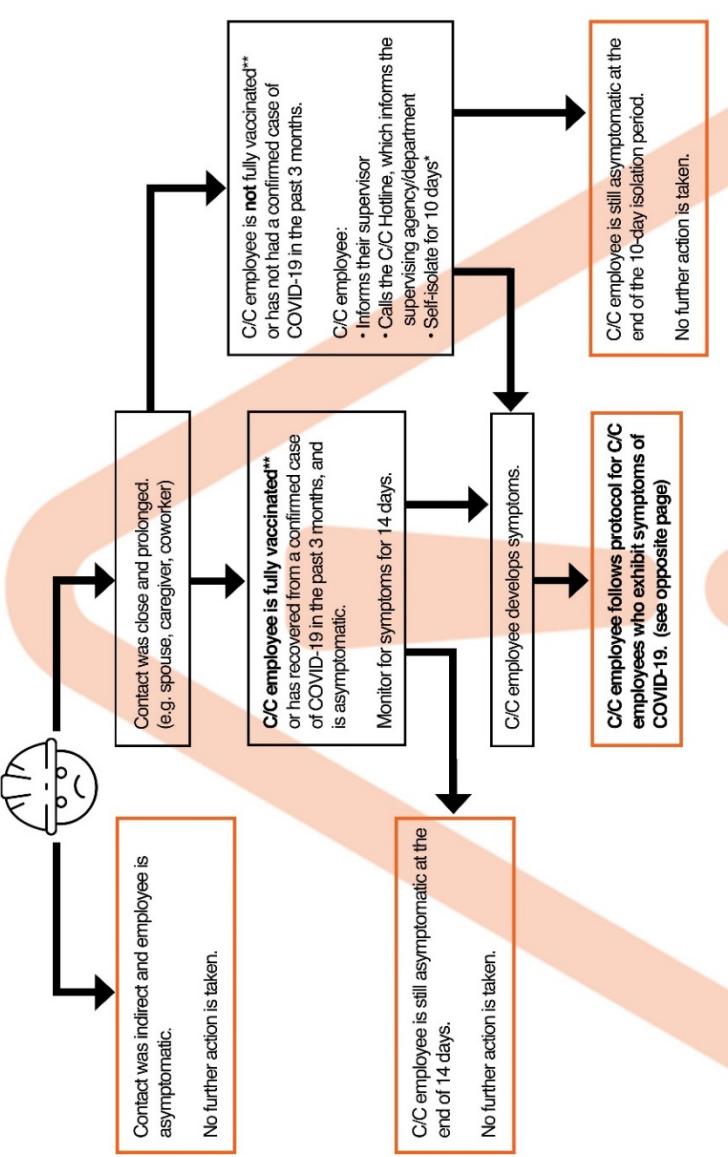
Stay up to date by visiting [www.ny.gov/coronavirus](http://www.ny.gov/coronavirus)



## What to do if a consultant/contractor had contact with an individual with confirmed COVID-19



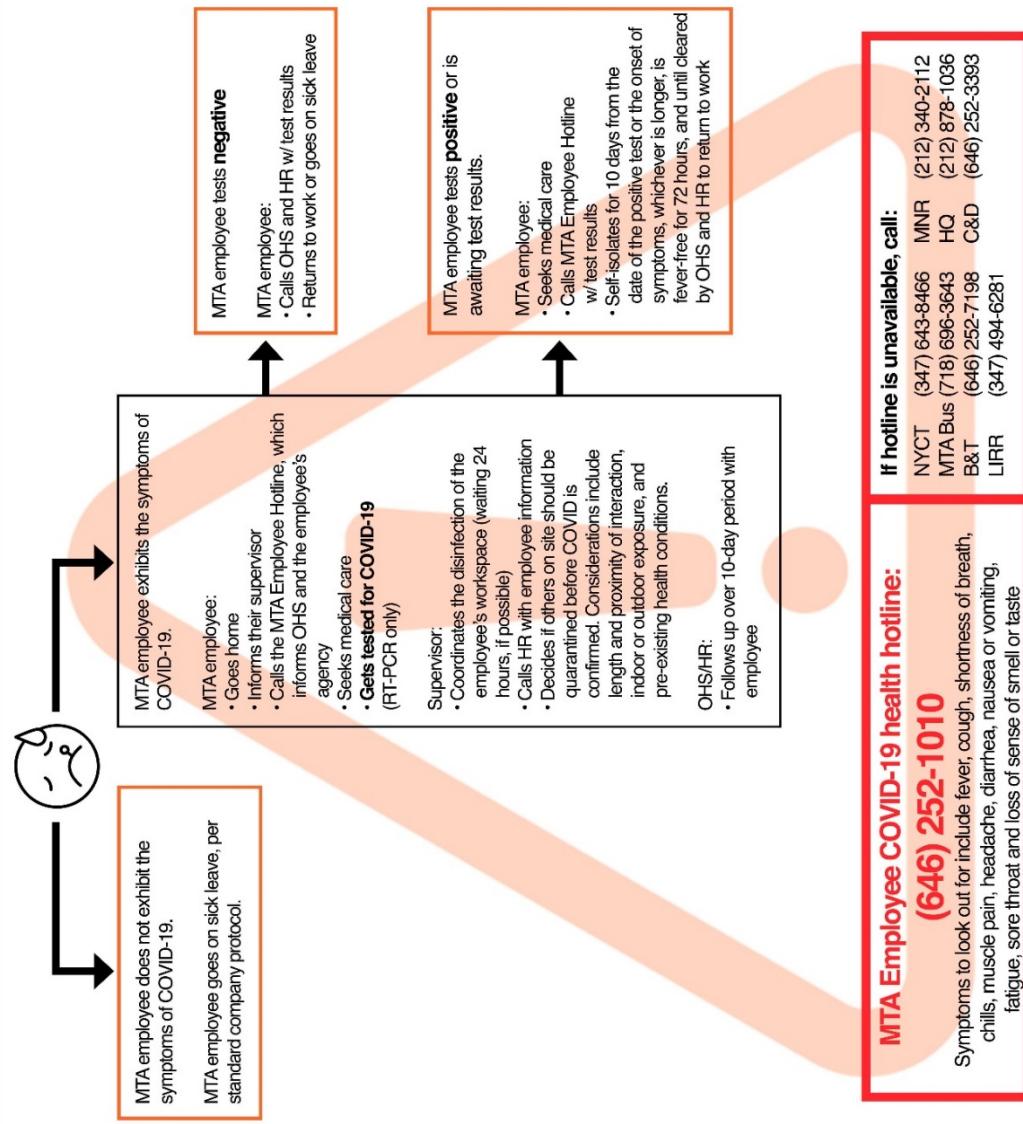
08.24.2021



**Contractor/Consultant COVID-19 health hotline:**  
**(877) 377-7059**

Symptoms to look out for include fever, cough, shortness of breath, chills, muscle pain, headache, diarrhea, nausea or vomiting, fatigue, sore throat and loss of sense of smell or taste

## What to do if an MTA Employee is sick



08.24.2021

### Protect yourself from COVID-19 and stop the spread of germs.

Simple steps help stop the spread of COVID-19 and other viruses:

- Cover your nose and mouth with a mask or face covering when appropriate.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid close contact with people who are sick.



Avoid touching your eyes, nose, and mouth.

Stay home when you are sick. Tell your supervisor immediately.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

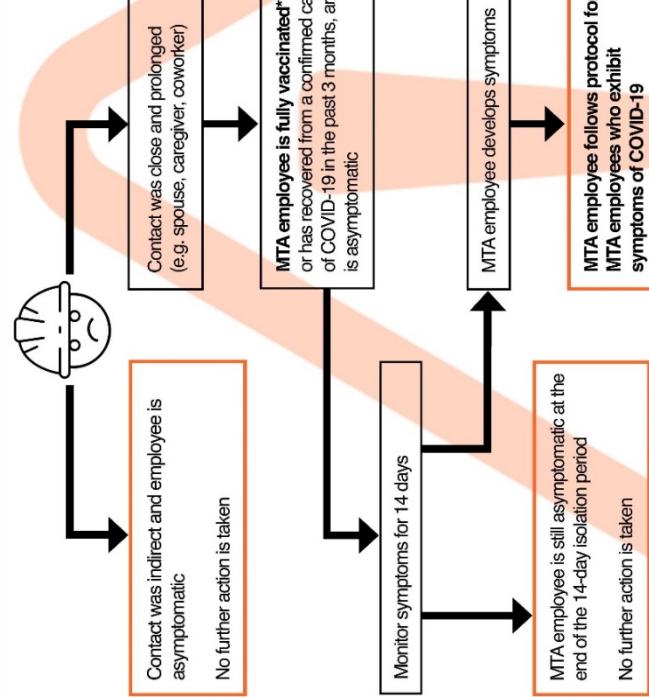
Clean and disinfect frequently touched objects and surfaces.

Get vaccinated.

Stay up to date by visiting [www.ny.gov/coronavirus](http://www.ny.gov/coronavirus)



# What to do if an MTA employee had contact with an individual with confirmed COVID-19



## Other scenarios for MTA employees

08.24.2021



If MTA employee is not fully vaccinated\*\* or has not had a confirmed case of COVID-19 in the past 3 months, and has recently traveled internationally:

MTA employee:

- Calls the Employee Hotline and provides the details of their travel, including their return date to NYS.
- Monitors themselves for symptoms.

- If able to work from home, self-isolate for 10 days from day of return.
- If unable to work from home, obtain test on days 3-5, and return to work on day 8 only if results are negative.

MTA C&D essential worker:

- No quarantine or test required.
- Test recommended 3-5 days after arrival.

### \*MTA C&D essential workers (Exposure)

- Isolate for 7 days.
- Obtain COVID test on day 5 (RT-PCR only).
- Return to work only if results are negative.
- Wear a mask and continue to monitor for 7 days after return to work.

\*\* The fully vaccinated period begins 2 weeks following the final dose

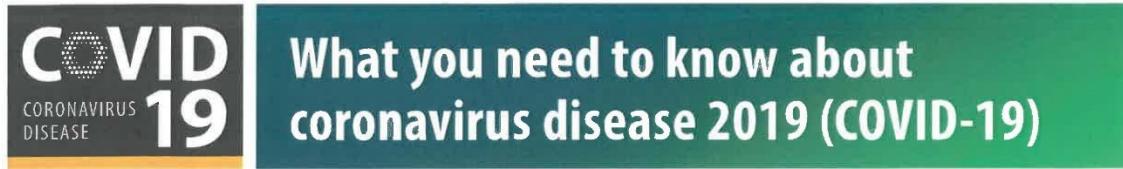
### If hotline is unavailable, call:

**(646) 252-1010**

Symptoms to look out for include fever, cough, shortness of breath, chills, muscle pain, headache, diarrhea, nausea or vomiting, fatigue, sore throat and loss of sense of smell or taste

NYCT	(347) 643-8466	MNR	(212) 340-2112
MTA Bus	(718) 596-3643	HQ	(212) 878-1036
B&T	(646) 252-7198	C&D	(646) 252-3393
LIRR	(347) 494-6281		

## CDC COVID-19 POSTER



### What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

### Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html#geographic>.

### Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.

### How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>.

### What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
- shortness of breath



CS314937-A 03/03/2020

### What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

### How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

### If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

### What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

### Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

### Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)