

Bulk Fuel Construction Gustavus, Alaska

Site Safety and Job Hazard Analysis Plan

May 2011

**USACE Contract No. W911KB-07-D-0016
Task Order No. 0005**

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1 PROJECT DESCRIPTION

Scope of Work:

This task order is for installation of a new marine header and barge fill pipelines. Work will be performed at the new dock and within a portion of the dock road right-of-way. The dock is located on property vested in the state of Alaska. WMC will construct the work as shown on the drawings attached to the "Bulk Fuel Construction, Gustavus, Alaska" Request for Proposal (RFP). The City of Gustavus is located in Icy Strait at the mouth of Glacier Bay approximately 60 miles west of Juneau.

General:

Western Marine Construction Inc's (WMC's) Safety Program provides a framework to ensure that safety is integrated into every aspect of our project operations. The objective of the Safety Program is to ensure that every worker is protected, but in the event of an incident there is a plan in place for every foreseeable injury. This program integrates strict compliance with local, state and federal regulations as well as WMC's own specific knowledge of safety considerations to our work. In this contract we will use the U.S. Army Corps of Engineers' (USACE's) Definable Feature of Work (DFW) 3-phase inspection system which will include an Activity Hazard Analyses (AHA) for each DFW. This plan identifies safety activities which will be implemented to ensure that work elements are performed safely and to WMC and the USACE's satisfaction.

Definable Features of Work:

- Pipe Welding
- Pressure Testing on Welds
- Heat Shrinkable Pipe Protection
- Pipe Placement on Structure
- Pipe Placement Underground

2 STATEMENT OF SAFETY AND HEALTH POLICY

Company Experience

WMC is a general construction company specializing in the design and construction of marine harbor and dock projects. The company's home office is in Seattle, Washington where it has been in business since 1961. Western Marine is currently licensed as a general contractor in Alaska and Washington. Customers include the U.S. Government, state and local governments, as well as many private business customers. The projects have been located throughout Coastal Alaska including the Aleutian Islands, south down the Pacific Coast including Puget Sound and west to the Marshall Islands, the Federated States of Micronesia, and Guam.

Innovative design and construction solutions tailored to customer's requirements are an important ingredient of Western Marine's traditional bid and negotiated design bid projects. The majority of Western Marine's work has been hard dollar traditional bid contracts. Recently we have been involved in more design build and negotiated contracts as owners look for more value. We are continually faced with unique and technical challenges. We strive to fully prepare our crews and equipment to meet those challenges. Our experience has clearly shown the value of careful planning and attention to details. Where it is beneficial, Western Marine has also entered into partnerships with other contractors, equipment operators, and owners to share resources. Our staff and field crews form a team that is efficient in planning, expediting, and safely completing projects in a cost-effective, timely, and professional manner.

Our scope of services and project experience include: marine tug and barge service, pile driving, trestle and pier construction, dredging, floating docks and marinas, rock quarrying, breakwaters, armor rock revetment, road and bridge construction, underwater drilling and blasting, mooring systems, subsurface water and waste lines, and ocean outfalls. Western Marine owns and operates a complement of heavy equipment, marine gear, and specialty equipment.

It is Western Marine's philosophy that contract performance and employee safety are enhanced through planning, communication, quality equipment, and education programs. We value our reputation with government agencies, private owners, engineers, suppliers, and subcontractors. We make every effort to provide quality projects on schedule at competitive prices. We encourage any further questions or request for references.

During the performance of this contract, the following Company Health and Safety Policy and accident prevention plan guidelines shall be implemented under the supervision of the Project Manager and the Safety Officer. All applicable provisions of the U.S. Army Corps of Engineers Safety and Health Requirements Manual 385-1-1, 15 Sep 08, shall become an integral part of our company safety plan for this project. Special consideration will be given to the Hazard Analysis for each definable job-specific item. It shall be the responsibility of the Project Superintendent and the Site Safety and Health Officer of WMC to have a full understanding of compliance and administration of the safety guidelines and for managing a safe project.

WMC has had an exemplary safety record for many years. We maintain injury and accident records and post the U.S. Dept. of Labor OSHA 300A Form in our home office as required.

COMPANY HEALTH AND SAFETY POLICY

It is the policy and practice of Western Marine Inc. to furnish our employees a safe place of employment, which is free from recognized hazards that cause death or serious physical harm, as set forth in Federal, State and local standards.

Accident prevention can be accomplished only through the cooperation of all members of this organization. Neither management, supervision, nor this manual can prevent accidents. Each of us must assume responsibility for safety. An effective safety program requires that everyone participate and contribute.

An unsafe worker is a danger to them self, co-workers, the public, and the equipment with which they work. A capable, mentally alert employee will avoid accidents by learning all they can about their work, using the proper safeguards, protective equipment, and avoiding shortcuts. No job is so important that enough time cannot be taken to do every task in a safe manner.

An accident doesn't "just happen." Accidents are most often the result of repeated unsafe (physical) conditions or unsafe (human) practices, usually a combination of both.

Each employee must comply with the safety practices and requirements set forth in this manual. **Safety is an integral part of each and every job!** Every employee will be held accountable for performing their job safely. Appropriate disciplinary action will be taken for violations.

IT IS THE POLICY OF WESTERN MARINE CONSTRUCTION, INC. THAT THERE WILL BE NO DRUGS OR ALCOHOLIC BEVERAGES OF ANY KIND AT THE WORKSITE. VIOLATION IS CAUSE FOR IMMEDIATE DISCHARGE.

General Safety Rules

1. Any employee that reports to work under the influence of alcohol or narcotics or is found to be consuming these intoxicants during working hours will be immediately discharged.
2. Any employee that is involved in an accident caused by willful and intended disregard of safety practice and policy will be immediately discharged.
3. Horseplay, skylarking or practical jokes are strictly prohibited.
4. Each employee shall comply with all company safety rules, policies and procedures that apply to his/her job.
5. All employees must wear proper **Personal Protective Equipment** for the task. This includes: Hard Hats, eye protection, hearing protection, floatation vests, gloves, footwear, protective clothing. **Remind fellow employees when they forget.**
6. Employees working alone in an isolated area shall make arrangements to have periodic contact by an immediate supervisor or co-worker (buddy system).
7. Know the locations and proper operation of the fire extinguishers in your area and report extinguishers that have been discharged, damaged or are otherwise inoperable.
8. Know the location and proper use of first-aid equipment, life rings, and other **safety equipment provided**.
9. Signs warning of potential hazards are in place on the job for your protection. They must be strictly observed.
10. Do not operate any machinery, equipment without authorization and **proper training**.
11. Always **report** any **defective equipment** and power or hand tools to your immediate supervisor. Never use tools that have been tagged out of service.
12. Unauthorized repair of any company equipment or vehicle is prohibited.
13. Practice lifting properly. Lift with your legs, not your back. Get help or use equipment if the load is too heavy or awkward to **handle safely**.
14. If you are **doubt** about the **safe** or proper way to accomplish a job task, **ask** your immediate supervisor/foreman for instruction.
15. Be aware of entry into unsafe locations and **confined spaces**. If unsure ask your supervisor.
16. Riding on loads, crane hooks, or material hoists are prohibited.
17. Never get on or off any vehicle while it is in motion.
18. **Use good judgment** in doing you work. Never take shortcuts unnecessary chances.
19. **Smoking is not allowed** in any company vehicle, enclosed work space, office, or housing.
20. It is your responsibility to **report any unsafe condition** or act to your foreman/supervisor or the Safety Officer.
21. If you are **injured or feeling ill** report this to your supervisor or to the safety officer immediately.

3. **JOB DUTIES**

Duties of Management:

- Provide the means to accomplish the stated policy.
- Enforce this policy.
- Require all subcontractors to abide by this policy.
- Conduct safety inspection of jobs and equipment regularly.
- Have all accidents investigated and correct the cause.
- Assist with immediate treatment for injuries.
- Provide all necessary equipment.
- Meet regularly with Superintendent and Foreman to review safety program.

Duties of Job Superintendent/Foreman:

- Be responsible for on-site safety and maintaining safe working conditions in all areas under his supervision.
- Have weekly safety meetings with all on site personnel and foreman to review all aspects of safety program.
- Make available all necessary personnel protective equipment, job safety materials and first aid equipment such as hard hats, goggles, etc., and enforce the use of this equipment by the workmen.
- Instruct general foreman that safety practices are to be followed and safe conditions maintained.
- Instruct general foreman individually regarding their safety responsibilities.
- Require all subcontractors to adhere to all safety responsibilities.
- Review all accidents with foreman and see that corrective action is taken immediately.
- Have available copies of Federal and other applicable regulations at the main and jobsite offices.
- Be familiar with laws pertaining to safety and their basic requirements.
- Notify Corps of Engineers Resident Engineer of all accidents immediately.

- **Duties of the Site Safety and Health Officer:**
 - To coordinate and implement safety programs for each specific phase of this project, with the Corps of Engineers, contractor's and subcontract personnel utilizing EM 385-1-1 and contract specifications.
 - To prepare activity hazards analysis for all definable features.
 - Conduct safety meetings:
 - To ensure employees are aware of job specific hazards and safety policies.
 - Review MSDS for specific tasks and products.
 - Explain job specific activities and coordination with the foreman and crafts personnel.
 - To provide onsite emergency drills and safety training.
 - To be prepared for emergency medical evacuation.
 - To answer employee questions and concerns regarding safety practices.
 - To maintain Material Safety Data Sheet library for all materials on the project.
 - Assure equipment is adequate for the task, in safe condition, and operated safely.
 - To provide, and assure maintenance of, project safety equipment and first aid facilities.
 - To acknowledge and correct unsafe conditions or work practices.
 - To document all safety related inspections, observations, discussions, and incidents.
- Documentation will be in the form of:
 1. Activity hazard analysis for specific activities.
 2. Photographs to document work practices and conditions.
 3. Safety meeting reports
 4. Accident reports
 5. Training documentation.
 6. Equipment inspection and repair records
- **All documentation will be kept on site and/or at the home office, and submitted to the Contracting Officer, upon request.**

- **Duties of Project Personnel:**

- Work according to good safety practices as posted, instructed and discussed.
- Refrain from any unsafe acts that might endanger themselves or their fellow workers.
- Use safety protective equipment provided.
- Report any unsafe condition or act to their supervisor or immediately.
- Maintain good housekeeping practices at all locations and on all equipment.
- Use common sense and Think of Safety always.
- Keep current on training and skills

4. SUBCONTRACTORS AND SUPPLIERS

Coordinating and Controlling Subcontractors

All Subcontractors will be required to review and **comply** with Western Marine Construction, Inc. **Accident Prevention Plan**.

Weekly Subcontractor meetings will be mandatory. The agenda will include: Scheduling, Review of new tasks starting that week and Review of Activity Hazard Analysis Plan for those activities, coordination issues, safety concerns.

Subcontractors will be required to attend preparatory and follow up inspections for their work items, at which time the Activity Hazard Analysis Plans for their work will be reviewed.

The following subcontractors will be working on the project:

NONE

This list may be amended from time to time as necessary.

5. TRAINING

Mandatory Training.

Mandatory training and certifications applicable to this project are outlined in EM 385-1-1. Cranes and derricks may only be operated by qualified operators.

Training Records and Requirements:

- Crane Operators, Independent or WMC certification
- Forklift Operators, Independent or WMC Certification
- Explosives, current ATF licenses & state blasting license
- On Highway Truck Drivers, current, valid state **Commercial Drivers License**
- Automobile, Current, valid state driver's license
- First Aid and CPR cards

First Aid and CPR Training.

- a. The **Gustavus Clinic** is closed so all employees with injuries will be flown to **Bartlett Regional Hospital in Juneau Alaska** for treatment. Employees will be directed to call **911** to reach **emergency** personnel. USCG emergency contact by **VHF channel 16**.
- b. First Aid qualified personnel will be identified at the job site. There will always be a first aid trained person onsite during any work.

Safety Indoctrination and Training.

- a. Safety indoctrination shall be given to all personnel working on the jobsite. Topics of discussion to include: General provisions of this Accident Prevention and Safety Plan with special emphasis on personal protective equipment.
- b. The Project Superintendent is responsible for safety indoctrination through his chain of command.
- c. Copies of the safety plan will be available at all times.
- d. The Corps of Engineers Safety Manual EM-385-1-1 will be available to all supervisors and crewmembers. A copy will be kept at the on-site construction office.
- e. Weekly safety meetings will be conducted to review past activities, plan for new or changed operations, review pertinent aspects of appropriate activity hazard analyses (by trade), establish safe working procedures for anticipated hazards, and provide pertinent safety and health training and motivation. Meetings shall be documented, including date, attendance, subjects discussed, and names of individuals conducting the meeting. Documentation shall be maintained and copies furnished to the designated authority on request. ATTENDANCE AT THE WEEKLY SAFETY MEETING IS MANDATORY FOR ALL WORKERS.

SAFETY MEETINGS

The superintendent of each job shall be responsible for conducting a weekly safety meeting, or as the case may be, responsible for the foreman conducting such meetings.

Weekly safety meetings shall be held every Monday before work with additional meetings as necessary.

Topics to discuss may vary, but quite common examples for grading operation may include: speed of machines, any change in normal haul road pattern, slipping hazards, proper reporting of accidents, faulty equipment, review Hazard Analysis/Mitigation etc.

Any action taken pertaining to the previous week's suggestions shall be reported. Notes should be taken on the current meeting and turned into the office.

These notes, including date, locations, and signature of persons present shall be summarized in the field office on the proper form and retained in the field office files.

All Western Marine Const., Inc. Subcontractors and Suppliers will be required to attend weekly Safety meetings and submit their reports to Western Marine.

HOW TO HOLD A SAFETY MEETING

- I. A Company Policy – Operate safest manner possible.**
- II. Instruct worker in safe working practice.**
- III. Hold safety meetings.**
 - a. Once a week, in the morning. Ample time shall be allowed to discuss all topics of concern to all participants.
 - b. Inside or out, raised platform or truck bed good for large groups.
 - c. Point out specific examples from your job.
 - d. Demonstrate proper procedures.
 - e. Ask questions to get discussion started and bring men into meeting. Speak up so all can hear; summarize conclusions; ask for action at close of meeting.
- IV. Planning ahead assures a good meeting**
 - a. Jot down ideas for your meeting as you observe operations.
 - b. Correct safety violation when it occurs, make a note of it and use the violation as an example in a meeting so all can benefit.
 - c. Review notes and pick out a subject to discuss.
 - d. Make the men a part of the meeting.
 - e. Ask questions to get discussion started.
 - f. Assign workers the task of selecting or presenting a subject for discussion.
 - g. Respond to every suggestion no matter how foolish they sound to you.
 - h. Close meeting by summarizing the conclusions reached. If there are any unanswered problems, promise to investigate and report later and “DO IT”.

Western Marine Construction, Inc SAFETY MEETING

Date: _____ No. Attending: _____
Location: _____ Superintendent: _____
Job No. _____

Topics discussed: _____

Suggestions and Actions Taken: _____

Attendees Signature:

_____	_____
_____	_____
_____	_____
_____	_____

Qualifications of Crane Operators

Oral Examination Requirements:

1. ___ Understands responsibilities of Operator, rigger, signalperson and lift supervisor.
2. ___ Knowledge of USACE crane safety requirements and the crane's operation manual.
3. ___ Can determine the crane's configuration and find the capacity using the load chart.
4. ___ Determine the size and center of gravity of load.
5. ___ Use and limitations of crane operator aids.
6. ___ Understands inspection, testing and maintenance requirements of crane.
7. ___ Understands ground conditions and outrigger and matting requirements.
8. ___ Understands crane set-up assembly, dismantling and demobilization procedures.
9. ___ Understands requirement for clearance from power source.
10. ___ Understands signaling and communication procedure.
11. ___ Has reviewed factors that reduce rating capacity.
12. ___ Has reviewed emergency control measures

Practical Examination Requirements:

- a. ___ Crane Inspection.
- b. ___ Establish a stable foundation and level the crane.
- c. ___ Raise, lower, extend, retract and swing boom.
- d. ___ Raise and lower load line.
- e. ___ Attach load, hold load, move load.
- f. ___ Read load, boom angle and other indicator devices.
- g. ___ Complete crane log.

Safety Officer _____ **Date** _____

Operator _____ **Date** _____

6. SAFETY AND HEALTH INSPECTIONS

There will be **frequent safety inspections** by the QC and Safety Officer of the worksites, material, and equipment to ensure compliance with safety procedures.

Identified safety and health issues and deficiencies, and the actions, timetable, and responsibility for correcting the deficiencies shall be recorded in inspection reports.

Follow-up inspections to ensure correction of any identified deficiencies shall be conducted and documented in a like manner.

External Inspections:

Third Party inspection and certification of cranes annually will be performed by Crane Consultants, Inc..

Alcohol and Drug Abuse:

Western Marine Construction practices a "Drug Free Work Force" policy. Marine personnel with active Coast Guard licenses are under a random drug testing program.

Heavy equipment operators have worked with Western Marine in the past or are hired through the union where pre-screening has been enforced. On-site prevention will include daily safety checks, weekly safety meetings and open communication with the work force on a daily basis to prevent any potential abuse.

Any reduction in accident rates DOES NOT JUST HAPPEN. It is the result of PLANNED ACTIVITY. The degree to which a job PLANS FOR SAFETY and THE EFFECTIVENESS WITH WHICH IT CARRIES OUT THE PLAN determine how well it will succeed in preventing needless injury and equipment damage. COMPARISON OF ACCIDENT RATES AMONG JOBS DOING SIMILAR CONDITIONS IS A GOOD MEASURE OF THE PLANNING AND ADMINISTRATIVE ABILITY OF SUPERVISION.

REVIEW OF ACCIDENT PREVENTION PROCEDURES

How well are you planning your safety activities? How effective is your follow through to see that the plan is carried out? The following check list can serve as a guide in corrective deficiencies:

• Planning

1.	Have you gone over the work to be done and thoroughly discussed the hazards?	
2.	Have you reviewed all state, local, owner and company safety regulations applicable to your work?	
3.	Have you provided all necessary physical protection – machine guards, barricades, railings, bracing, warning signs, parking facilities, fire protection?	
4.	Have you thoroughly studied the load bearing capacity of temporary structure members? Is the design adequate for the loads to be carried?	
5.	Have you developed safe operating procedures for hazardous operations – crane operations, trenching methods, rigging, traffic patterns, dumping procedures, flagging traffic?	
6.	Have you provided for personal protective equipment – hard hats, goggles, respirators, safety belts and hearing protection?	
7.	Do you have first aid kits where required?	
8.	Have you posted telephone numbers of doctors, ambulance services, and hospitals?	
9.	Have you made adequate provision for the protection of the public, particularly children?	
10.	Do you have an organized plan for disposing of scrap and maintaining good housekeeping?	

• Education

1.	Is there a planned procedure for training of all employees?	
2.	Is every new equipment operator checked out on the equipment to insure that they are competent?	
3.	Are you holding weekly toolbox meetings?	
4.	Is a part of each weekly supervisor meeting devoted to safety?	
5.	Do you discuss hazards with your crew before starting a new operation?	
6.	Are you making a special effort to instruct safe methods for operations that have a high accident potential – correct lifting methods, use of small tools, climbing and descending procedures, working near cranes, backing trucks, crushers?	
7.	Do you have a safety bulletin board on your job?	
8.	Do you use posters, signs and literature advantageously?	

9.	Have you instructed personel in what to do in case of a serious accident?	
• Follow-up and Enforcement:		
1.	Do you make frequent and regular inspection of equipment-brakes, cables, guard, and structural members?	
2.	Do you observe work habits CONSTANTLY and correct unsafe practices IMMEDIATELY?	
3.	Do you inspect ladder, scaffolds, ramps, barricades, and walkways, on a frequent and regular basis?	
4.	Do you insist on strict compliance with safety rules getting rid of men who refuse to comply whenever necessary?	
5.	ARE YOU CAREFUL NEVER OT VIOLATE SAFE PRACTICES IN YOUR OWN CONDUCT?	
6.	When you detect a missing barricade, a faulty ladder, etc., do you have the matter taken care of at once?	
• Investigating and Reporting:		
1.	Do you investigate all accidents or near misses thoroughly?	
2.	Are specific steps taken to avoid recurrence?	
3.	Are accident reports complete including causes and steps taken to prevent recurrence?	
4.	Do you report all accidents involving the public regardless of our degree of liability?	
5.	Do you check with doctors to determine when a injured employee will be available for work following an accident?	
6.	Do you investigate specific activities and the items of equipment involved in accidents?	

8. SAFETY, INCENTIVE PROGRAMS, AND COMPLIANCE

It is Western Marine, Inc.'s goal to maintain its exemplary safety record beyond this contract. To promote this we will continue to offer incentives and perks to remind all employees of the need to actively work to reduce hazards & injuries. We will discuss the rewards of a good safety record for the company, the employee, and their families.

Company procedures for holding managers and supervisors accountable for safety will be handled on a case by case basis.

8. ACCIDENT REPORTING

The Project Superintendent and Safety Officer are responsible for reporting injuries and accidents. The Project Superintendent will instruct foremen and workers that injuries or occupational-related illnesses are to be reported to the Contracting Officer's Representative as soon as possible using the procedure shown below. No foreman or superintendent shall decline to accept a report of injury.

ACCIDENT REPORTING PROCESS:

- 1) Accident occurs.
- 2) First Aid rendered if necessary; Paramedics, Fire Department and Police summoned if necessary 911 or VHF channel 16.
- 3) Foreman and Project Superintendent are notified immediately (see phone list); accident scene is left undisturbed for investigation.
- 4) COR (Corps of Engineers) personnel notified immediately (see phone list).
- 5) Superintendent investigates scene, initiates reports (Corps of Engineers forms POD 265-R and EN Form 3394; see attached). Initial written reports are submitted within 24 hours.

ACCIDENT NOTIFICATION:

Safety Officer	Joe Zech	(206) 622-9161
	Home:	(206) 323-5774
Project Manager	Kriss Hart	(907) 697-2855
	Cell:	(206) 849-4812
Home Office	Bill Kerzie	(866) 622-9161
	Home:	(425) 827-2201
	Cell	(206) 849-4814
Corps of Engineers	Gustavus Office:	(907) 697-2888
	Gustavus Fax:	(907) 697-2887
	Christine Dale:	(907) 753-5618

Exposure data (man hours) will be reported to the designated person at the Corps of Engineers not later than the 5th of the following month by the home office.

The Project Superintendent is responsible for ensuring that the following records are maintained and available to the designated authority on request: daily records of all first aid treatments, records of all exposure and accident experience incidental to the work, records of employee exposure to toxic materials and harmful physical agents, maintain access to the project's workers compensation claim reports that detail compensable claims.

ACCIDENT REPORT

This report is to be made out immediately by the Superintendent for all accidents. Superintendent submits this to home office and maintains a copy in the field office.

The following instructions apply to type of accident:

Employee Personal Injury

Notify employer and complete form LS-201 for on water injury. Complete USACE Form POD 265-R, June 1, 1998. If you do not have this version of the form, request it from the office. Send these in promptly even if the employee does not go for treatment – they may do so later and the report must be on file. Only “first aid” type incidents are exempt. Complete Foreman’s Accident Report form and send to office.

Equipment Damage

Complete Equipment Damage or Loss Report and send to office.

Vehicle/Auto Damage

Complete Vehicle Accident Report and send to office.

Public Personal Injury or Public Property Damage

Obtain copy of policy report and send to main office. Do not discuss the accident with the injured party. Refer them to the office to obtain further information on insurance carriers.

SUPERVISOR'S ACCIDENT REPORT

Job # _____ Job Name _____ Date of Occurrence _____ Time _____ AM/PM
Location of Accident _____

PERSONAL INJURY

PROPERTY DAMAGED

Employee Name	_____	Property Damaged	_____
Occupation	_____	Estimated Cost	_____
Name of Injury	_____	Nature of Damage	_____

Did injured see Dr.? _____ If No, Why not? _____

If Yes, Name & Address of Dr. or Hospital _____

VEHICLE ACCIDENT REPORT

Date of Accident		Time of Accident		AM/PM
Location of Accident				
Police Department to Whom Reported				
Detailed Description of Accident				

COMPANY VEHICLE

Equipment # _____ Year _____ Make _____ Model _____

License # _____

Drivers name, address & phone _____

Drivers License # _____ Date of Birth _____

Describe Damage _____

PROPERTY DAMAGE

Owners Name, Address & Phone _____

Drivers Name Address & Phone _____

Drivers License # _____ Date of Birth _____

Year _____ Make _____ Model _____ License # _____

Describe Property (other than vehicle) _____

Describe Damage _____

When & Where Can Property be Seen? _____

INJURED

Name Address & Phone # _____

WITNESSES

Name Address & Phone # _____

If Passengers, Which Vehicle _____

Remarks _____

Date _____ Signature _____

EQUIPMENT DAMAGE OR LOSS REPORT

Equipment #		Accident Date	
Make & Model of Equipment		Job #	
Damage to Equipment or Equipment Loss			
Cause of Accident or Equipment Loss (Describe Fully)			
Superintendents Comments on Accident or Loss			
Signed		(Job Superintendent)	

Cost of Equipment Repair and Related Costs:

Remarks		Estimated:	
	Parts		
	Labor		
Reported By			
Pictures:	Are Enclosed	Have Been Taken	Will Be Taken

9. MEDICAL SUPPORT AND EMERGENCY RESPONSE

In the event of an accident or natural disaster, prompt response is crucial to minimize injury and/or damage. Trained employees will be familiar with the location of first-aid equipment and able to administer first-aid.

Crew Member's with current **CPR** certification:

Doug Arnold

Derek Boice

Kurt Larson

If off-site emergency assistance is required, they will be notified immediately through the following emergency telephone numbers and reporting instructions that will be posted next to company telephones and radios.

Local Emergency Numbers are as follows:

VHF USCG Emergency: Channel #16

Gustavus Emergency: 911

USCG Search and Rescue: 1-800-478-5555

Gustavus Clinic: (907) 697-3008

City of Gustavus: (907) 697-2451

Fire Department: (907) 697-2707

- **First Aid - Injuries**

- Immediate, prompt treatment of injuries will, in many cases, prevent minor injuries from becoming major ones. All employees are responsible for immediately reporting all injuries that occur on the job to their supervisor/foreman.
- Adequately supplied first aid kits shall be maintained in all offices and vehicles. The kits shall be readily accessible, prominently displayed whenever possible, and the location made known to all potential users. A log sheet will be provided in the break room and shall be completed for each use.
- When an employee is involved in an accident while performing assigned work, it shall be the supervisor's responsibility to complete a report concerning the accident. It will also be the responsibility of the supervisor to decide if an employee requires professional medical attention.
- If the injury is serious enough to warrant transport by an ambulance, treatment should be given at the nearest hospital emergency room or Trauma Center.
- The supervisor/foreman shall arrange transportation for the injured employee's primary treatment. The injured worker should never drive himself in for treatment. Pain or delayed shock can interfere with their driving ability.
- After treatment has been completed, it is the responsibility of the employee to maintain contact with his supervisor and to advise him/her of the type of treatment being received and expected duration of that treatment. Upon return to work, the employee must provide the supervisor with a return to work slip from the treating physician.
- Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions, which could result in a similar accident occurring again.
- All first aid treatment for minor injuries will be reported on the daily. First Aid Treatment Log will be maintained.
- All accidents will be included in the daily CQC Reports.

10. PERSONAL PROTECTIVE EQUIPMENT

The work activities that are performed routinely by our employees involve many industrial hazards. The tasks range from office activities to heavy labor and intensive use of equipment and tools. Elaborate research has been conducted to develop measures to protect employees from industrial injury. When hazards cannot be avoided or engineered out of a machine or work procedure, then personal protective clothing or equipment must be utilized to control the hazardous exposures that may otherwise cause an unnecessary accident.

An employee who fails to wear the appropriate safety gear becomes a gambler who is betting against the odds, his/her life, eyesight, etc., betting "it won't happen to me". Losing that bet becomes far more uncomfortable than wearing the necessary protective safety gear throughout the duration of a job!

Knowledge of the hazards, knowledge of the protection available, and a frame of mind that supplements the importance of personal protection and safe work habit it is the key to successful prevention of unnecessary employee injury.

- **Head Protection:**

Hard hats shall be worn in all designated areas.

- **Face and Eye Protection:**

Injuries to the face and eyes exist in many operations. There are many types of safety glasses, goggles, face shields, etc., to protect workers from these hazards. Face and/or eye protection shall be worn when:

- Grinding, cutting or drilling with power tools.
- Welding or around welding
- Using impact wrenches and compressed air tools.
- Chipping, scraping, or scaling paint, rust or other materials.
- Using punches, chisels or other impact tools.
- Cleaning dust or dirt from beneath vehicles, machinery etc.
- Using or handling corrosive or reactive liquid and/or other hazardous material.
- Working in the vicinity of machinery or operations where there is possible danger from flying objects or dust.
- Working on any overhead surface that requires an employee to face upward.

- **Hearing and Noise Control**

Both moving and stationary equipment utilized in performance of the Company's work oftentimes operate at levels above the safe standard or for long durations.

- Wear ear protection appropriate to the task, Always.

- **Footwear:**

One of the major hazards of our business is the slip and fall potential. Ladders, catwalks, inclines, and oily fluids are all encountered on a daily basis. Proper footwear is essential. Shoes will be worn that meet the following requirements:

1. Sturdy, with slip resilient soles.
2. Appropriate to the weather and task being performed.
3. Be in good repair.

Floatation Aid:

A major risk for death in marine construction work is drowning. A person may fall or be thrown into the water. Due to injuries, cold, shock, or the weight of heavy clothing and tool this person may not be able to swim. To protect against this event all personnel working over the water and exposed to the risk of falling into the water are required to wear:

1. USCG approved floatation vest in good repair.
2. If working at night in exposed locations wear emersion light.
3. Additionally a throw able life ring with retrieval line shall be available

Fall Protection:

Western Marine has available at the jobsite approved fall protection devises for the use of employees engaged in work where falling is a hazard. Only employees that have been trained in the proper use are authorized to use the PPE. Before using fall protection equipment the employee will inspect thoroughly all components. Potential fall hazards and prevention measures are as follows:

2. Ensure ladders are in good order
3. In the event fall exposure is possible wear approved fall protection equipment.

Hand Protection:

Everyone works with their hands, protect them. Exposure to chemicals, abrasion, puncture wounds, cuts, burns, cold, etc. can have severe consequences. Wear appropriate hand protection for the task:

1. Good work glove for general wear
2. Leather insulated glove for cutting & burning
3. Rubber gloves for chemicals, wet, or electrical work.
4. Latex or silicone glove liners for chemical or blood exposure.

●
● **Sun & Wind Exposure:**

Prolonged exposure to outside weather conditions including sun and wind can cause damage to the skin and has been shown to increase the risk of skin cancer. Apply a Ultra Violet blocking moisture crème to exposed skin. Wear sun glasses to protect the eyes from harmful UV light.

General Health Issues:

Be aware of your own health and those around you. Before traveling to a remote project site it is advised that you have visited your doctor for an annual physical and made them aware of any medical issues that you may be aware of as well as the type and typical locations of your work. Do not overlook dental, ears, and eyes. If while on a jobsite you notice any health related issues, get them check and make others aware of the problem. If you notice someone else have medical issue bring it to a supervisor's attention. It is much better to deal with a medical problem sooner!

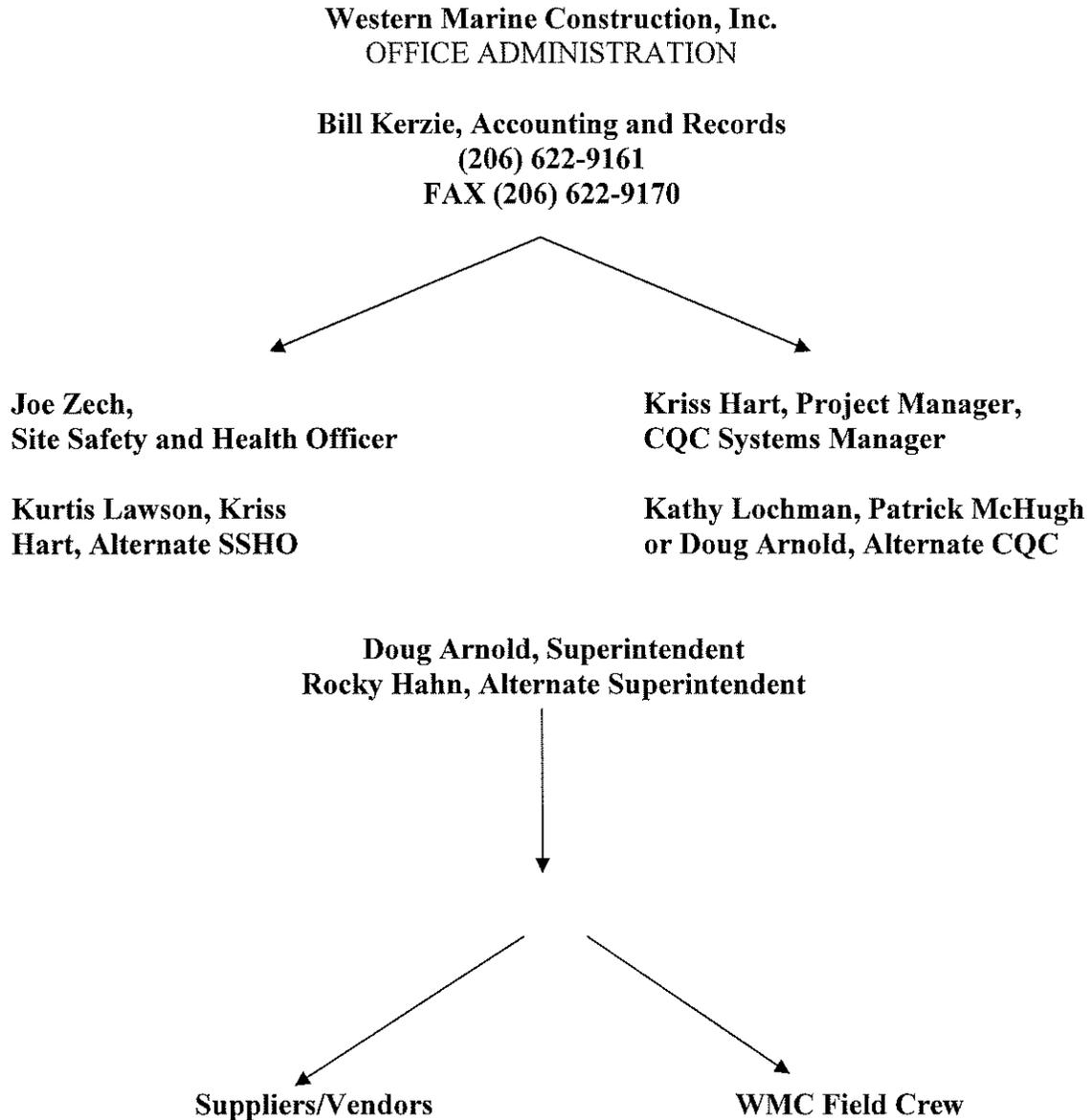
ATTACHMENTS

ORGANIZATIONAL CHART

RESUMES

ACTIVITY HAZARD ANALYSIS

Contractor's Organization Chart



PERSONNEL EXPERIENCE

- A. Kriss E. Hart
- B. Project Assignment: **CQC System Manager, Project Manager**
- C. Western Marine Construction, Inc.
- D. Years with WMC: 30
- E. Education:
 - Juneau/Douglas High School
 - Western Washington University
 - Oregon State University (pre-engineering)
- F. Active Registrations:
 - Licensed Tug Operator
 - Certified Diver
- G. Specific Experience / Project Qualifications:
 - Mr. Hart has 24 Years experience as Project Manager and Superintendent for WMC in marine construction including; piledriving, underwater drilling, dredging, blasting, excavation, outfalls, mooring systems, rock production, breakwaters, revetments, docks, floating breakwaters and facilities, ferry terminals, dolphins, etc. Kriss has had experience in weather and tidal conditions similar to this project location.
 - Mr. Hart has training and experience in surveying, CQC Control/Management, HAZWOPER, First Aid / CPR, and project management. He has been directly involved in most of Western Marine's projects since 1981.

PERSONNEL EXPERIENCE

- A. Joseph E. Zech, P.E., Vice President
- B. Project Assignment: **Site Safety & Health Manager**
Project Manager
- C. Firm: Western Marine Construction, Inc.
- D. Joined WMC in February 2000
- E. Education:
 - Roosevelt High School (Seattle, WA)
 - Seattle University, BSCE

Active Registrations and Certifications

- USACE: Construction Quality Management for Contractors
- First Aid/CPR Certified
- Professional Engineer, State of Alaska #9552
- Professional Engineer, State of Washington #30118
- Professional Engineer, State of California #43230

- F. Specific Experience / Project Qualifications

Joe was in charge of design, construction and business development for various engineering firms from 1981 to 1986 and for his own construction company from 1986 to 1992. From 1992 to 2000 Mr. Zech was employed by another Alaska General Contractor as Project Manager and then General Manager responsible for the entire Alaska market where he worked with Western Marine on various projects that required their marine expertise and experience. He has had extensive construction and management experience in Alaska marine projects including but not limited to piling (sheet & other), dolphins, marine transportation and an extensive knowledge of the design and construction of arctic foundations and piling work. Since joining Western Marine in February 2000, Joe has been directly involved with all aspects of management and the successful completion of Wrangell Narrows Dredging, King Cove Dredging and Float Project, Ouzinkie Small Boat Harbor, Naknek Boulder Removal and ,most recently, Sand Point Harbor Improvements.

PERSONNEL EXPERIENCE

- A. Doug Arnold
- B. Project Assignment: **Alternate CQC,
Superintendent**
- C. Western Marine Construction, Inc.
- D. Years with WMC: 24
- E. Education:
 - Tacoma High School
 - Western Washington University
- F. Active Registrations:
 - Licensed Tug Operator
- H. Specific Experience / Project Qualifications:
 - Mr. Arnold has 24 Years experience as Superintendent and General Foreman for WMC in the Marine Construction Industry. This includes; Breakwaters, Boat Harbors, piledriving, underwater drilling, dredging, blasting, excavation, outfalls, mooring systems, rock production, breakwaters, docks, floating breakwaters, ferry terminals, dolphins, etc. Mr. Arnolds has had an extensive background in all aspects of marine construction in many cities throughout the State of Alaska.
 - Mr. Arnold has training and experience in CQC/Management, Marine Fire Fighting and Confined Space Entry, HAZWOPER, First Aid / CPR, and project supervision He has been directly involved in most of Western Marine's projects since 1987.

Kathy Streveler Lochman

Alternate Contract Quality Control

PROFESSIONAL EXPERIENCE – 15 Yrs

Quality Assurance Representative – 10 Yrs
Project Manager – 5 Yrs
Site Superintendent – 5 Yrs
Construction Company Owner-5 Yrs

ROLES AND RESPONSIBILITIES

Mrs. Lochman has served as a project manager, site superintendent, chemist and as quality control system manager. She has estimated task orders, written proposals and work plans, overseen the execution of projects and been responsible for the successful completion of assigned task orders.

RELEVANT EDUCATION

B.S., Chemistry, University of Hawaii, Manoa 1993

RELEVANT SPECIALIZED TRAINING

Cost Reimbursement Contracting, School of Business and Public Management
OSHA Inspection/Compliance for Construction and Operation Activities
HAZWOPER, 40 hour
HAZWOPER, annual refreshers 1995-2008
ADEC Qualified Person
USACE – Construction Quality Management for Contractors, 2006

RELEVANT EMPLOYMENT HISTORY

CONTRACTOR TO US ARMY CORPS OF ENGINEERS--Quality Assurance
Representative for previous TERC and other contracts, 1994-2004
HOURLY WAGE

BETHEL NATIVE CORPORATION – Project Manager/Site Superintendent, 2004-2008
HOURLY WAGE

FAIRWEATHER CONSTRUCTION-Owner 2003-2010

AHTNA Engineering Services-2009

WESTERN MARINE CONSTRUCTION-Spring 2009-Present

PERSONNEL EXPERIENCE

Kurtis Larson, Project Engineer

Project Assignment: **Assistant CQC**
Safety and Health Assistant

Firm: Western Marine Construction, Inc.

Joined WMC in February 2007

Education:

Montour High School, Pittsburgh, PA

Alfred University, BA, Biology

Training and Certifications

USACE: Construction Quality Management for Contractors

40 HR OSHA (HAZWOPER including HAZMAT, HAZCOM, and respirator fitting)

EM 61 Subsurface Detection Equipment

Z Surveyor GPS Training

Cold Water Survival Certified

First Aid/CPR Certified

Specific Experience / Project Qualifications

Kurtis recently joined Western Marine as a Project Engineer to assist in all aspects of the Alaska marine construction activities. Kurt has had experience in Alaska as a NMFS Fisheries Observer and also worked as an Engineering Technician and Geophysical Assistant on an Ordinance Removal project in Kahului, HI for Parsons Engineering. Kurtis recently has been working on the Sand Point Harbor Improvement project and has been directly responsible for all turbidity testing, rock gradation testing, holding weekly safety meetings and assisting with general day-to-day Quality Control duties. Kurtis also has been directly involved with manufacturing and transporting "B" Rock for the Bethel Bank Stabilization and Armor rock for the False Pass Harbor project as well as assisting with all of the required rock gradation tests and barge draft measurements for tonnage of rock transported.

PERSONNEL EXPERIENCE

- A. Patrick M. McHugh
- B. Project Assignment: **Alternate CQC**
- C. Western Marine Construction, Inc.
- D. Joined Western Marine Construction December 2009
- E. Education:
 - Sammamish High School, Bellevue WA
 - Washington State University
- F. Active Certifications:
 - USACE- Construction Quality Management for Construction
 - Certified Erosion and Sediment Control Lead
 - First Aid/CPR Certified
 - Certified Diver
- I. Specific Experience / Project Qualifications:

Patrick graduated for the Washington State University school of Architecture with a degree in Construction Management in 1996. After graduation, Patrick's role as Project Engineer consisted of quality control manager on several fast track multi-million dollar projects. These early projects set the foundation for a carrier in construction with a complete understanding of needed systems to ensure quality construction. Patrick was promoted to Project Manger and then Senior Project Manager over the next 12 years. In 2009 Western Marine Construction recruited Patrick to join the team and aid in management, estimating and project quality control. Since joining Western Marine Patrick has been involved in the completion of the Chignik Harbor Dredging, Sand Point Mooring Floats and preconstruction on both Angoon and Hoonah ferry terminal replacements for the Alaska Department of Transportation.

Pipe Welding	Potential Hazards	Recommended Controls
<p>Principle Steps</p> <p>Welding Pipe</p>	<p>This activity includes handling pipe, setting pipe on welding rollers/table welding, turning and re-handling for next sections of pipe or fittings to be welded.</p> <p>Welding hazards include burns and flashes</p>	<ul style="list-style-type: none"> - Do not pick up overweight section of pipe by yourself. - Always use your legs when picking up materials - Property welding attire includes flame resistant clothing, steel toes boots, welding shield and welding gloves - First aid kits with burn care readily available.
<p>Equipment to be used:</p> <p>Welding Machines Angle Grinders</p>	<p>Inspection Requirements:</p> <p>Inspect welding equipment, leads and grounding connections. Make sure angle grinders are grounded with GFCI. Inspect grinder cord for nicks and cuts</p>	<p>Training Requirements:</p> <p>All welders must be certified and have current cards.</p>

Pressure Test Welds		
Principle Steps	Potential Hazards	Recommended Controls
Connect test caps and pressurize.	Pressure caps becoming loose and blowing off end.	<ul style="list-style-type: none"> - Make sure to pressure regulator on compressor is set correctly. - Test emergency blow off on compressor tank - Do not stand directly behind test plugs while pressurizing -
Equipment to be used: Compressor	Inspection Requirements: Inspect compressor for physical damage and cut/micked cords and hose. Check oil in compressor if required.	Training Requirements: On-site procedural training

Heat Shrink Pipe Protection		
Principle Steps	Potential Hazards	Recommended Controls
Install heat shrink sleeves and wraps at fitting and pipe welds.	Burns	<ul style="list-style-type: none"> - Employees shall wear flame retardant gloves during installation.
Equipment To Be Used: Weed Burner	Inspection Requirements: Inspect propane tank, valves and lines to make sure all is in good working order. Check manufacture date on the propane tank, must be within 12 years.	Training Requirements On-site procedural training

Pipe Placement on Structure	Potential Hazards	Recommended Controls
<p>Principle Steps</p> <p>Install hangers, pipe and final welding by forklift.</p>	<p>Dropping, Falling Objects, Pinching</p>	<ul style="list-style-type: none"> - Slings and their fittings and fastenings, shall be inspected for use on each shift and as necessary during use. Ensure operators are competent to operate the equipment. - Ensure operators are aware of manufacturer's load and speed restrictions. - Where fall hazards occur, proper fall restraint systems must be in place.
<p>Install hangers, pipe and final welding by skiff.</p>	<p>Man Overboard, Sinking, Overturning, Fire</p>	<ul style="list-style-type: none"> - Skiffs and Crew boats shall not be overloaded. - The number of Personnel onboard shall not exceed the number of PFD's - Vessel operators may not wear headphones for entertainment purposes (music, radio, etc.). - Boats shall have sufficient freeboard and stability to safely carry the cargo and passengers allowing for weather and water conditions. - Carry minimum amount of Fire Extinguishers.
<p>Paint Fuel Header Pipes</p>	<p>Chemical exposure</p>	<ul style="list-style-type: none"> - Review MSDS sheets - Where protective clothing as noted in the MSDS installation procedures.
<p>Equipment To Be Used: Fork Lifts and Skiffs.</p>	<p>Inspection Requirements: Inspected by mechanic prior to use, Monitor radio, Scheduled engine maintenance, PFD's and Fire Extinguishers</p>	<p>Training Requirements</p> <ul style="list-style-type: none"> - Competent and Experienced Operators - Competent Individuals for vessel and forklift operation. - On-site procedural training

Pipe Placement Underground	Principle Steps	Potential Hazards	Recommended Controls
Trenching/Backfill	Trench collapse	<ul style="list-style-type: none"> - No trenches shall have vertical cuts over 4'. - Keep area clear of non-essential personnel - Proper PPE - Good communications - Experienced operators - Good house keeping 	
Installing pipe in trench and Final Welding (see welding pipe above)	Crushing, pinching.	Competent riggers & operators Communication at all times Establish line of authority	
Equipment To Be Used: Excavator, Forklift	Inspection Requirements: Inspected by mechanic prior to use, Scheduled engine maintenance and Fire Extinguishers	Training Requirements <ul style="list-style-type: none"> - Competent Operators - Forklift certified - On-site procedural training 	

Equipment Repair & Maintenance		
Principle Steps	Potential Hazards	Recommended Controls
Maintenance	This will include lube oil and grease as well. Tires, brake checks, coolant, fluids check and fill, cleaning, lights, wipers, batteries, etc. Pinches, burns, spills, fire, uncompleted work.	<ul style="list-style-type: none"> - Secure equipment before beginning work - Proper PPE - Review MSDS - Have maintenance manuals - Allow hot equipment to cool. - Good house keeping - Fire extinguishers ready. - Mark and properly dispose of used fluids and parts - Log all work and findings
Repair	This includes repairs to equipment of many different types. Work may be in a shop or in the field and may be over the water. Falls, pinch points, lifting, falling parts and tools, fluids, burns, compressed air.	<ul style="list-style-type: none"> - Proper PPE especially eyes - Secure equipment prior to starting work. - Good Planning, have repair manuals. - Good housekeeping - Fire extinguishers - Review MSDS - Have enough help before starting project. - Log all work and findings
Equipment to be used: Skiffs, forklift, trucks, compressors, welding machines, small tools	Inspection Requirements: Operator certificates Fire extinguishers tags Proper and good condition PPE Mechanics qualifications & experience.	Training Requirements: On-site procedural training Review MSDS of materials Review all equipment manuals (repair, maintenance, operation, parts)