

# **Launch Support Services For 576<sup>th</sup> FLTS**

## **Safety Plan**

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Santa Barbara Applied Research, Inc.  
2151 Alessandro Dr., Suite 220  
Ventura, California 93001

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### 1.0 POLICY/PURPOSE

Safety is a prime consideration in planning and performance of work. Therefore, no task is undertaken until all the safety ramifications are understood and proper safety precautions are instituted and enforced. The objective of this safety plan is to eliminate injuries and reduce damage to equipment and property. Further, this plan fulfills the requirement for a safety plan per the LSS contract and doubles as the *Injury and Illness Prevention Program (IIPP)*.

### 2.0 SCOPE

SBAR, Phoenix Contract Services, Inc. (PCSI), and EG&G personnel specifically fall under this IIPP. This work instruction establishes minimum requirements for all LSS operations, to include subcontractors.

### 3.0 REFERENCES AND DEFINITIONS

#### 3.1 References

- 29 CFR 1910: Occupational Safety and Health Standards.
- 29 CFR 1926: Safety and Health Regulations for Construction
- Eastern and Western Range 127-1 (EWR 127-1).
- All Technical Orders (T.O.) and AFOSH standards referenced in the contract PWS and PWS Appendix B.
- American National Standards Institute (ANSI) standards, T.O.s, American Welding Society (AWS) standards, etc.
- T8 CCR, Chapter 4, Subchapters 1, 2: Unfired Pressure Vessel Safety Orders Boiler and Fired Pressure Vessel Safety Orders.
- CA Department of Health Services: Lead Worker Requirements
- EM 385-1-1: US Army Corps of Engineers, *Safety and Health Requirements Manual*.
- AFPAM 91-215, *Operational Risk Management (ORM) Guidelines and Tools*
- AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*
- AFSPCMAN 91-710, Range Safety User Requirements
- AFI 91-510, Air Force Consolidated Occupational Safety Standard
- AFSPCMAN 91-201, Explosive Safety Standard



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- AFOSH 91-25, Confined Spaces
- AFOSH 91-201, Materials Handling and Storage Equipment
- 30 SWI 32-102, Fire Prevention

### 3.2 Related SBAR Work Instructions

- CP-00-7000, Safety Program Lockout, Work Instruction
- CP-00-7000-002, Lockout Tagout, Work Instruction
- CP-00-7000-003, Hearing Conservation, Work Instruction
- CP-00-7000-004, Respiratory Protection Program, Work Instruction
- CP-00-7000-05, Confined Space, Work Instruction
- CP-00-7000-02A, Lockout Tagout, Training Syllabus
- CP-00-7000-03A, Hearing Conservation Training Syllabus
- CP-00-7000-04A, Respiratory Protection Program Training Syllabus
- CP-00-7000-05A, Confined Space Training Syllabus

### 3.3 Definitions/Abbreviations

**CCR:** California Code of Regulations.

**CFR:** Code of Federal Regulations

**Functional Area Manager (FAM):** A senior supervisory individual who is responsible for the leadership, direction, and overall success of an area of the LSS, such as technical services, operations, contracting, finance, engineering, logistics, quality, specific projects/contracts, etc.

**High Risk Operation:** Also referred to as a “hazardous” operation or job. Any task where there is a real or potential condition that can cause mission degradation, serious injury or illness or death, and/or extensive damage to or loss of equipment or property. If a job is rated as “Extremely High” or “High” using the Risk Assessment Matrix, the job or operation is designated as High Risk.

**LSS:** Launch Support Services Contract.

**Major Mission Degradation:** A scheduled Force Development Evaluation (FDE) mission is cancelled and/or rescheduled due to a mishap involving LSS personnel and/or LSS maintained equipment. There is no minimum dollar amount associated with the mishap.



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**Major System Damage:** A Customer's equipment and/or property is harmed by LSS operations; however, there is no FDE mission impact. Damage is greater than \$10,000.

**Minor Mission Degradation:** A scheduled FDE mission is delayed (e.g., an FDE launch occurs within its prescribed window) due to a mishap involving LSS personnel and/or LSS maintained equipment. There is no minimum dollar amount associated with the mishap.

**Minor System Damage:** A Customer's equipment and/or property is harmed by LSS operations; however, there is no FDE mission impact. Damage is less than \$10,000.

**Mishap:** An unplanned event or series of events resulting in death, injury, occupational illness, damage to or loss of equipment or property, and/or damage to the environment. There is no minimum dollar amount.

**NEC:** National Electric Code.

**PPE:** Personal Protective Equipment.

**Probability:** The likelihood that an individual event will occur.

**QSE:** Quality, Safety and Environmental. In the LSS organization, safety is combined with the functions of quality assurance and environmental compliance for administrative purposes.

**QSS:** Quality/Safety/Scheduling Manager is the LSS individual responsible for the management of the LSS quality program, and the Quality Assurance Office (QAO). The QAO also includes the Lead Environmental Technician for administering this Safety Plan.

**Risk:** The probability and severity of failure or loss from exposure to various hazards.

**Safety Hold:** A Safety Hold is an order issued by any member of the QAO, supervisory personnel, lead technician, Government official, etc. This order is given when in the opinion of the issuing authority there is a situation that is either unsafe or requires more study prior to commencing/continuing the operation. Safety Holds can only be removed by the individual initiating the Safety Hold, QSS Manager, or LSS Program Manager and only after careful consideration of all the facts. Personnel will not proceed until the issuing authority, QSS Manager, or LSS Program Manager has removed the Safety Hold.

**Severity:** The expected consequences of an event in terms of mission impact, injury, or damage.



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### 4.0 RESPONSIBILITIES

#### 4.1 QSS Manager

The QSS Manager is responsible for this WI and manages the safety program.

#### 4.2 Program Manager

The LSS Program Manager has the authority and responsibility for implementing this injury and illness prevention safety program. When warranted and on a case-by-case basis, the LSS Program Manager ensures appropriate administrative and/or disciplinary actions are taken when safety policies and procedures are not followed.

#### 4.3 Safety Specialist Functions

The QSS Manager and Lead Environmental Technician are responsible for field safety inspections, training, and providing assistance the LSS Program Manager in the administration of the safety program.

#### 4.4 Support Services Manager

The SBAR Support Services Manager and LSS Program Manager ensures that subcontractors comply with the relative portions of this plan as well as all pertinent OSHA, and Air Force safety directives.

#### 4.5 Managers and Supervisors

Managers and supervisory personnel are responsible for the safe conduct of operations within their area of responsibility, managing the risks associated with their operations, and ensuring their personnel comply with all relevant safety directives, for example, the *Code of Safe Practices*.

#### 4.6 Employees

Personnel will comply with pertinent safety directives affecting their specific task, for example, the *Code of Safe Practices*. Further, employees are required to wear the appropriate PPE and do not commence any operation unless the mandatory PPE is on-hand. Also, employees notify the QSS Manager or Lead Environmental Technician if they believe a specific job requires specific PPE that is not presently available.

Employees are expected to report to work in adequate and appropriate clothing. Suitable shoes/boots for the work environment are required for safety. Sneakers (unless safety toes) are prohibited if there is any danger from falling objects, e.g., tools. Hairstyles that create a hazard will be adequately controlled.



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Employees will report safety violations to their immediate supervisor and/or QSS or Lead Environmental Technician. Employee suggestions for safety improvements are always welcome. Further, when appropriate, employees will use AF Forms 457, USAF Hazard Report, to report hazardous situations to the Air Force.

### 4.7 Quality Assurance Office (QAO)


The safety duties of the QAO include:

- Function as the agency responsible for administration of the occupational safety and health program.
- Ensure safety and health inspections of LSS operations are conducted annually and documented, notifying management and supervisory personnel of any violations and/or unacceptable attitude towards safety and health.
- Develop and implement safety/health programs and procedures (e.g., hearing conservation, lockout/tagout, and confined spaces).
- Advise LSS management regarding all safety and health matters.
- Conduct risk assessments.
- Establish a liaison with Air Force safety personnel to ensure that LSS personnel comply with local regulations and emergency procedures.
- Ensure safety and health meetings are conducted at least quarterly or more frequently if determined necessary and documented.
- Assist subcontract supervisory personnel in establishing effective safety programs in their work areas.
- Ensure a general safety briefing and orientation for new LSS employees and subcontractors is conducted before they begin work.
- Develop and implement a safety-training program.
- Ensure that safety notices are posted throughout work areas.
- Conduct and document mishap investigations.
- Assist LSS Program Manager with maintaining records and submitting reports of occupational illness and/or accidents.
- Investigate and resolve any accidents or exposure to hazardous substances.
- Ensure inclusion of safety requirements in all subcontracts.





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- Maintain updated regulations and standards through subscription/update services (e.g., Barclays, *California REGWATCH*, VAFB Technical Library, Internet searches, etc.) as required.
  - Revise as needed the *Code of Safe Practices* and coordinate with SBAR the revisions and publishing of changes.
  - Review and evaluate subcontractor Job Safety Analyses to ensure that they adequately cover all aspects of a proposed job.

Conduct pre-performance briefings and on site inspections to insure that subcontractor personnel are properly supervised, trained, motivated and in possession of the proper PPE for the job at hand.

Assist functional areas with processing AFTO 22 changes when required. AFTO 22s will be kept by the QSS Manager and approval status monitored. Conflicts with T.O.s and safety requirements will be resolved by working with the 576th FLTS QAP office and 30 SW/SEAL. T.O. changes affecting operations will be reviewed and then briefed to personnel to ensure current information is being used in all functional areas.

### 5.0 REQUIREMENTS/PROCEDURES

Figure 1 below identifies the Federal, State and customer requirements that drive the Code of Safe Practices and requirements established within the document. The safety planning process is defined in Figure 2. A risk assessment matrix is shown in Figure 3.

**Figure 1 – SBAR Safety Program**



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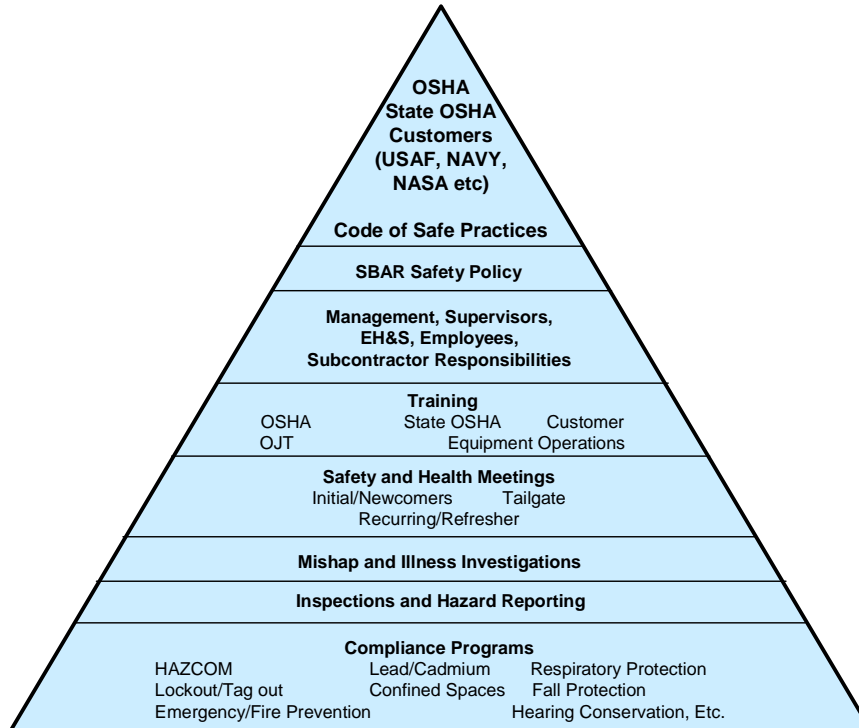
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**Figure 2 - Safety Program Planning**



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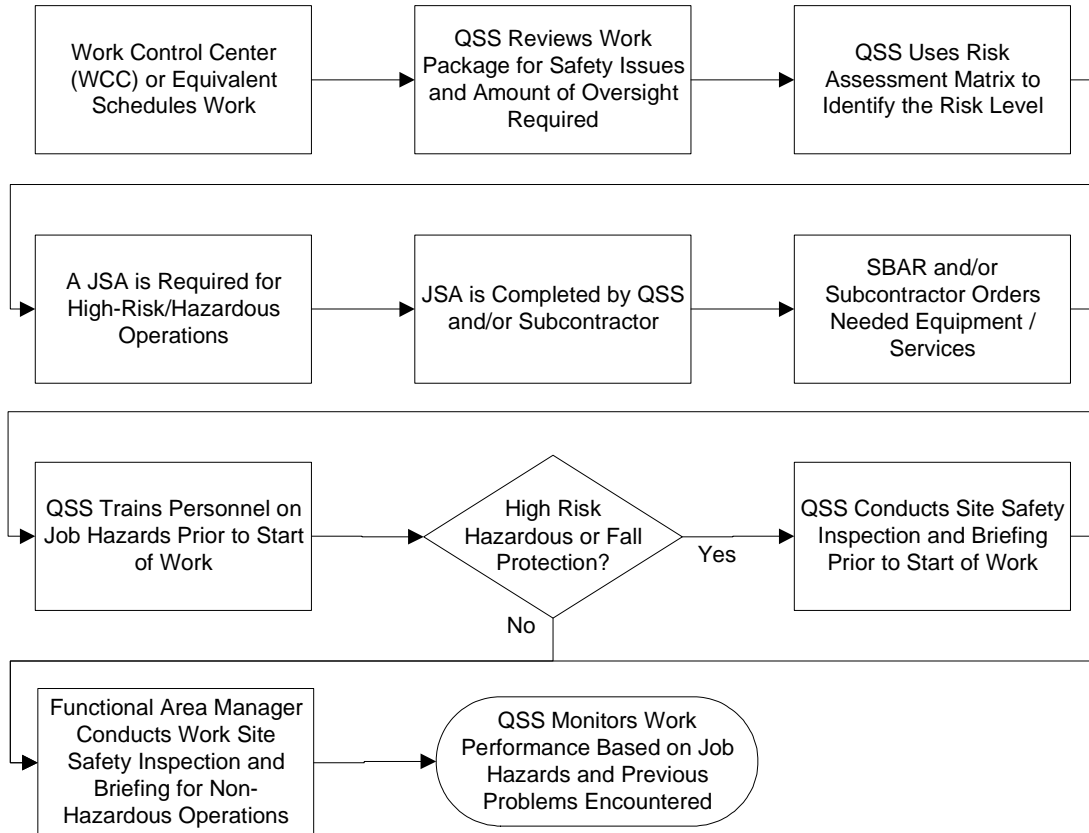
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Figure 3 - Risk Assessment Matrix

		PROBABILITY					
		Frequent	Likely	Occasional	Seldom	Unlikely	
		A	B	C	D	E	
SEVERITY	Catastrophic	I	Extremely		High		Medium
	Critical	II	High	High		Medium	Low
	Moderate	III	High	Medium		Low	
	Negligible	IV	Medium	Low			
RISK LEVELS							

### SEVERITY

Catastrophic: Complete mission failure, death, or loss of system

Critical: Major mission degradation, severe injury, occupational illness or major system damage

Moderate: Minor mission degradation, injury, minor occupational illness or minor system damage.

Negligible: Less than minor mission degradation, injury, occupational illness, or minor system damage.

### PROBABILITY

Frequent: Occurs often in the life of the system.

Likely: Occurs several times in the life of the system.

Occasional: Will occur in the life of the system.

Seldom: May occur in the life of the system.

Unlikely: Should not occur in the life of the system.

### 5.1 General

The 576th Launch Support Services Contract (LSS), Contract No. FA4610-06-C-0001 provides mission essential support for functional areas associated with launch operations and ensures continuing timely, responsive, and technical excellence in mission and test support for the 576th FLTS operating at Vandenberg AFB, CA. SBAR



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is teamed with EG&G (corrosion control) and **Phoenix Contract Services, Inc. (PCSI)** refurbishment services) and are the nucleus of the LSS. The LSS team is responsible for providing and managing a skilled work-force capable of providing services in the following areas:

- Management and Technical Direction
- Launch Facility Refurbishment
- Corrosion Control Services
- Maintenance Programs Management Services
- Vehicle Issue and Control Services
- Equipment Issue and Control Services
- Training Management Services
- Environmental Management Services
- Security
- Emergency Requirements
- Facility Management
- Data Management
- Phase-In/Phase-Out
- Quality and Safety

LSS FDE launch operations that involve hazardous procedures or changes that deviate from technical orders (T.O.) will be coordinated through the 576<sup>th</sup> FLTS and 30 SW/SEAL. As required, hazardous procedures will be coordinated through the 576<sup>th</sup> FLTS and then coordinated for a 30-day review and approval through the 30 SW/SEAL to ensure compliance with EWR 127-1/AFSPCMAN 91-710.

### 5.2 SBAR Safety Policy Statement

The management of SBAR is committed to the safety of their employees and the protection of equipment and facilities assigned to them. Safe performance is paramount in achieving efficiency.

We can achieve our goal of safe performance without the injury and financial loss by establishing safe working conditions and by providing guidance and enforcement through information, training, accident investigation, and inspections.

To protect the safety and health of our employees, it is our intent to operate this business within the parameters established by Federal and State laws, Air Force Instructions, and 30 SW Range Requirements to ensure compliance with the standards, which regulate our industry.



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Employees at all levels of our organization are expected to report any unsafe conditions to their supervisors so corrective or preventive measures could be implemented.

Working together, we can succeed in having a safe, healthful and productive workplace from which we will all benefit.

### 5.3 Safety Planning

A Job Safety Analysis, using the National Safety Council's Job Safety Analysis form or a similar form [JSA Form.doc](#), is developed prior to commencing any work where the hazards are unknown, personnel are unsure as to which safety precautions require employment, and/or the work is categorized as High Risk. This analysis is also required for subcontractor operations.

The QSS Manager or Lead Environmental Technician consults and coordinates the preparation of accident prevention plans with SBAR employees for functional areas and assists in subcontractors plans, as required, for specific jobs to be performed. In addition, the plans are reviewed and updated as necessary to include anticipated hazards and changes in job conditions. QSS Manager or Lead Environmental Technician documents this process for each new project via the LSS Project [Quality/Safety/Environmental Requirements Checklist.doc](#). For each project, subcontractors receive a copy of the Checklist during the proposal process and are required to comply with the provisions stipulated in the Checklist. QAO revises this Checklist as needed to meet changing contract requirements.

As a minimum, the following items are considered in the safety planning process:

- Layout of work site, speed limits, access, storage areas, utilities, shop areas, fuel storage tanks, parking areas, electrical distribution lines.
- Temporary electrical installations (methods of supplying electrical power and lighting).
- Types of equipment to be used.
- Types of protective equipment.
- Barricades and warning signs.
- Methods and coordination to re-route traffic or other personnel around work site and work areas.
- Method of cleanup (types of equipment and procedures planned for use).
- Access to work areas and work platforms for workers.



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- Methods of minimizing exposure to, and effects of, a fall.
- Potential for performing work in areas where explosive or flammable fuels/chemicals may present a hazard.
- Potential for performing work in areas where exposure to friable asbestos, PCB's, or other health hazards.
- Method of steel erection (bracing, temporary flooring etc.).
- Scaffolding erection.
- Methods of lifting.
- Methods of corrosion control/painting (health hazard involved).
- Connecting and disconnecting utility services (gas, water, electrical, sewers).
- Buddy Care (employees working together for mutual safety in a hazardous environment).
- Air Force Technical Orders, OSHA, and AFOSH requirements

### 5.4 Risk Assessment

During the planning process, the LSS evaluates all known risks. QAO and management use the Risk Assessment Matrix (RAM), Figure 3, to categorize pending jobs. For all High Risk Operations, a Job Safety Analysis is required. Jobs are considered as High Risk if they fall in the "Extremely High" or "High" blocks of the RAM.

### 5.5 Work Time Restrictions for High Risk Operations

A 60 hour work week (i.e., any seven day period), with a maximum of 12 hours per day, is established for personnel working High Risk Operations. Additionally, personnel working High Risk Operations, regardless of the number of hours they work in a week, are not allowed to work more than 14 consecutive days with at least 8-hours of rest. "High steel" corrosion control is an example of a High Risk Operation. Supervisory personnel may work longer hours; however, they are not allowed to exceed the 14 consecutive day requirement.

Only the LSS Program Manager can waive these requirements, on a case-by-case basis. Prior to granting a waiver, the Program Manager consults with the appropriate SBAR company representative/supervisor/manager (e.g., Technical Services, Operations Manager, Quality Manager), and the QSS Manager or Lead Environmental Technician. This includes any deviations from FDE launch safety requirements, and those will require coordination between the LSS Program Manager or QSS Manager and the 576<sup>th</sup> FLTS and 30 SW Safety.





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### 5.6 Code of Safe Practices

SBAR publishes, and when needed, revises the *Code of Safe Practices*. The *Code of Safe Practices* lists mandatory safety precautions that are enforced throughout the LSS. This document is distributed to each employee. Further, QAO conducts training on the *Code* anytime there are changes and periodically throughout the year. The *Code* is also mandatory for subcontractors; however, the QAO may waive specific portions (e.g., safety toe boots) for subcontractor operations where *Code* requirements are unnecessary or inappropriate.

### 5.7 New Employees and Subcontractor Safety Training

All new LSS employees attend an orientation on general safe work practices and receive instructions on hazards unique to their working environment. Initial training includes, but is not limited to, accident and hazardous condition reporting procedures, emergency procedures, fire prevention and protection standards, and individual responsibility for accident prevention. When existing employees are given new job assignments, they first receive the necessary safety and health training. Further, prior to commencing work, subcontractors involved in hazardous operations receive a detailed safety briefing on the hazards they're likely to encounter at the job site. Weekly "tailgate" safety meetings conducted by the subcontractors at the various project sites supplement this briefing.

### 5.8 OSHA Required Training

Federal OSHA mandates several general training requirements. The QAO determines which job classifications require OSHA mandated training and ensures requirements are met. QAO, LSS Program Manager, or subcontractors maintains all safety and health training records reflecting topic, date, attendance, and instructor's name. Additionally, equipment operators (e.g., forklifts, aerial platforms, cranes, etc.) are trained/certified on the equipment they will be operating and a record of this training/certification is maintained appropriately.

### 5.9 On-The-Job Safety Training

On-the-job safety and health training is conducted by the first line supervisor, QAO, and subcontractors on a regular basis. Employees are trained to work safely to avoid injuries. General hazards, site specific hazards, and methods that are safe/unsafe are identified to affected employees. Ongoing training is conducted to elevate the level of the safety consciousness for all employees.

### 5.10 Safety and Health Rules

LSS QAO and subcontractors constantly acquaint and instruct their personnel on job safety topics that are pertinent to work in progress. Safety meetings conducted





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at least monthly or more frequently as necessary emphasize strict adherence to safety procedures through films, lectures/briefings, and safety pamphlets/posters. These meetings are held either in the field or the main LSS Bldg. Additionally, these meetings fulfill the requirement for a "labor/management safety and health committee" and discuss the following topics:

- Job Safety Analyses results.
- Specific hazards associated with the various work sites.
- Applicable safety rules and regulations.
- "Lessons Learned" from recent mishap investigations.
- General safety education.
- Results of work site inspections.
- Results of investigations of alleged hazardous situations.
- Results of employee safety suggestions.
- Confirmations that identified hazards have been either abated or measures taken to reduce/eliminate the hazard.

**NOTE: Employees ARE encouraged to actively participate in these meetings.**

Senior level management discusses safety and health issues during their senior management meetings. If necessary, the LSS Program Manager convenes specialized safety and health meetings to discuss specific situations. The LSS Program Manager and QSS or Lead Environmental Technician **will** decide who is required to attend, on a case-by-case basis.

The LSS Program Manager or QAO maintains records of all safety and health meetings giving the date, attendees, and topics of discussion. Employees, Federal OSHA, and Air Force personnel are authorized to view these records as required.

### 5.11 Posters and Signs

Applicable safety posters and signs are displayed at suitable project sites.

### 5.12 Mishap and Illness Investigation

Mishaps are immediately reported to the appropriate manager and the QAO. When appropriate, lead technicians/foremen prepare the accident report form within 24 hours of the incident and forward it to the appropriate FAM, who then forwards the report to QAO. If warranted, QSS or Lead Environmental Technician uses the accident report to conduct a formal investigation. Further, QAO prepares a formal written report for all workers compensation claims and any other incident where a formal



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report is warranted. Further, as required by OSHA regulations, the applicable company (SBAR, or Phoenix Management, EG&G) prepares the appropriate log entry on their OSHA Form 200.

A Mishap Investigating Committee investigates all fatal accidents. The Committee assembles immediately after the accident and consists of at least the following persons:

SBAR Program Manager

QSS Manager

LSS Program Manager

Contracts Manager (for subcontractor fatalities)

Subcontractor management representative (if applicable)

Immediate Supervisor/Lead Technician

Operations in the area are suspended until the SBAR Program Manager; after consultation with the Air Force, the Mishap Investigation Committee, as applicable; is satisfied any necessary physical evidence has been obtained. Further, fatalities are immediately reported by phone, regardless of the hour, to the respective corporate president or designee.

**NOTE: The SBAR/LSS Program Manager IS AUHTORIZED TO CONVENE the Mishap Investigation Committee for other types of mishaps..**

### 5.13 Notification of Family

The SBAR and LSS Program Manager and respective subcontractor corporate president or designee is responsible for family notifications in case of a fatality or other incident where family notifications are appropriate. The appropriate personnel make these notifications after consultation with the SBAR Senior Vice President. If the vice president is unavailable, these personnel consult with the SBAR President.

### 5.14 Notification of Outside Agencies

**NOTE: Record the date, time, and name of the USAF, AND FEDERAL OSHA representative CONTACTED. A FAX OR E-MAIL IS USED TO RECORD/VERIFY THE TELEPHONE NOTIFICATION (s).**

#### 5.14.1 USAF Notification

The LSS complies with the provisions of AFI 91-204 when a mishap occur involving Air Force personnel or property. The QAO Office notifies the 576 FLTS leadership and/or the 30 SW/SEG at 5-7233 and reports the following, as appropriate:



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- Injury resulting in hospitalization, death, or permanent disability.
- Three or more injured.
- Government property damage at \$2,000 or more.
- Any accident caused by or to USAF personnel or operations.
- Any accident that could or does jeopardize launch operations.

**NOTE: If there is any doubt, notify 30 SW/SEG.**

### 5.14.2 Federal OSHA Notification

QAO notifies OSHA at (800) 475-4020 within 8 hours of a work-related death or the in-patient hospitalization of three or more employees resulting from LSS operations. Report the LSS employer's name, accident location, date and time of the accident, number of fatalities or hospitalized employees, LSS contact person, phone number, and a brief description of the incident.

**NOTE Per OSHA Instruction CPL 2.43 "hospitalization" means to be sent to a hospital, or go to a hospital, or to be admitted to a hospital or an equivalent medical facility whether or not treatment was provided and without regard to the length of stay in the hospital. The amount or degree of treatment provided at the hospital is not the issue.**

In fatal accidents or multiple hospitalization cases, OSHA contact will be coordinated with the respective corporate president or designee.

### 5.15 Early Return to Work Program

The LSS makes every effort to provide temporary, light duty work for employees who are restricted from their regular work due to a work-related injury. This program helps injured workers in their rehabilitation from the injury and controls workers' compensation costs. The procedures are as follows:

- Employees having work related injuries and who are restricted from regular work duties are considered and evaluated for temporary modified work by the QAO and applicable FAM and appropriate measures coordinated with the LSS Program Manager.
- All modified work tasks are justified as a valid need of the operation. Tasks are selected for varying degrees of ability, effort, experience and skill requirements.
- Modified duty positions are assigned in accordance with the attending physician's work restrictions.



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- In some cases, the period of time for the availability of temporary work is restricted.
- If the employee is unable to return to his/her former position within a "reasonable" period of time, the modified duty position is eliminated.
- If the injured employee is released for temporary modified work by the attending physician, the employee reports to work on the date indicated or within two days of receiving the work release. If the employee fails to report to work when notified, this act is considered a violation of employee work rules and may result in termination of employment.

### 5.16 Inspections

QAO conducts safety and health inspections of ongoing work, including subcontractors. For High-Risk subcontractor operations and jobs involving fall protection, QAO conducts an inspection and briefing at the job site with the subcontractor and project lead prior to the work commencing. This inspection is recorded on the LSS [Field Safety Briefing & Inspection Checklist](#). QAO revises this checklist as necessary. Subcontractors are not allowed to proceed unless they've demonstrated their ability to comply with relevant safety rules and directives.

Inspections are documented, including the date of the inspection, inspector's name(s), findings, recommendations, and follow-up of previous discrepancies or recommendations. QAO develops, revises (as needed) and distributes inspection checklists. Inspections evaluate the following general areas:

- Compliance with applicable federal, state, local, and military regulations, ordinances, codes, and laws
- Status of training, certification, and equipment familiarity.
- Subcontractor safety compliance.
- Work area housekeeping and the absence of avoidable hazardous situations.
- Safety and health warning signs and notices.
- Availability and use of the appropriate personal protective equipment (PPE).
- Appropriate safety certificates and permits for potentially hazardous work (e.g., "burn" permits, confined space permits).
- The presence of strong supervision and a positive attitude towards safety.

QAO promptly informs the appropriate LSS FAM and SBAR/LSS Program Manager of any serious safety deficiencies. Safety deficiencies involving



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subcontractors are also reported to the SBAR/LSS Program Manager for action, as appropriate.

### 5.17 Housekeeping

All employees are required to practice good housekeeping in their work areas.

#### Emergency Action Plans and Fire Prevention

The LSS has developed emergency action and fire prevention programs IAW 29 CFR 1910.157, EWR 127-1, 30 SW 32-102, AFI 91-501 and the various launch facilities (LF) safety plans.

### 5.18 Emergencies

In cases of injury, lead/supervisory personnel take charge and ensure area personnel are aware of the situation, stabilize the accident scene, first aid is administered, 911 and/or the 576th Missile Operations Center (MMOC) is called, someone is designated to meet the ambulance, etc. Next, lead/supervisory personnel promptly notify the appropriate LSS manager and QAO person who jointly respond to the scene. Further, in case of injury or alleged injury to a non-LSS employee, the lead/supervisor obtains the names, addresses, phone numbers, etc. of the personnel involved/injured.

In the event of a fire or some other emergency, personnel immediately notify 911 and/or the 576th MMOC, evacuate the facility, and, if possible, fight the fire. LSS personnel use extreme caution and are only authorized to fight "trash can" type fires. Personnel designate someone to meet the fire department and direct them to the scene.

### 5.19 Fire Prevention and Protection

Fire extinguishers are provided where necessary. All extinguishers are inspected monthly, serviced, and maintained annually. Inspections are recorded on the inspection tag attached to each extinguisher by appropriate facility managers.

No material is burned at the project site. Explosives are not used at project sites unless approved by the Government Contracting Officer. Only approved temporary heating devices are used and all flammable and combustible materials are handled and stored in compliance with NFPA 30, 30 SW 32-102, and AFOSH STD 91-43. Finally, "No Smoking" signs are provided as appropriate.

### 5.20 Personnel Protective Equipment (PPE)

LSS provides the appropriate PPE to all employees. Subcontractors do the same for their employees, as required. Commonly required items are safety toe



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footwear, hard hats, goggles/face shields, gloves, hearing protection, respirators, personal fall protection equipment, etc.

### 5.21 Violations and Hazards

When a safety violation or hazard is discovered, the violation/hazard is corrected as soon as possible. If the violation/hazard is life threatening, could cause injury, or could result in equipment damage, the employee discovering the violation/hazard issues a Safety Hold and work in the affected area is immediately terminated until the situation is corrected/abated. Further, employees who knowingly violate safety rules and procedures are subject to appropriate administrative and/or disciplinary measures IAW existing policies and procedures.

### 5.22 Sanitation and Medical Requirements

Potable water is obtained from the existing domestic water and/or bottled water is provided. Subcontractors provide disposable paper drinking cups from a covered dispenser and receptacles for disposal of the cups. All containers are kept in a sanitary condition. When necessary, chemical toilets, portable washing facilities, and portable eyewash stations will be provided when working in remote areas.

**NOTE: Remote locations are those areas that can not be serviced by an ambulance within 15 minutes.**

First aid, CPR, and Bloodborne Pathogen Awareness training is provided to all employees working in remote areas. First aid kits are located at all job sites. Personnel injured on the project site receive emergency first aid and are transferred to the nearest medical facility (e.g., Santa Barbara Medical Foundation, Lompoc hospital).

### 5.23 Hazardous Materials

LSS has implemented the Hazard Communication Standard program IAW 29 CFR 1910.1200, Subpart Z. The LSS Environmental Management Services (EMS) Office, prior to any hazardous material being used for the first time, will assist in obtaining the required material safety data sheet (MSDS).

LSS EMS Office notifies the appropriate Government agencies and individuals of any hazardous materials that are encountered and are outside the scope of the contract when required.

All hazardous materials are ordered through the HAZMART per the LSS contract. For first time orders, the EMS Office obtains a MSDS and processes a Form 3952 prior to placing an order with the Air Force supply system.

Prior to introducing any new chemical into the job sites, EMS reviews the MSDS for Proposition 65 (Prop 65) chemicals and Director's List of Hazardous Substances





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(Director's List). If any of these chemicals/substances are to be used, EMS notifies all affected employees and discuss with them the appropriate precautions to take when using the specific chemical. EMS then updates the master Prop 65/Director's List and distributes it throughout the work force.

### 5.24 Temporary Electrical Service

When required, temporary electrical service is installed and maintained to conform to all of the requirements of Division XV, EM 385-1-1 along with all applicable provisions of the NEC.

Warning signs are posted where required, as appropriate. All temporary components are plainly marked to indicate the maximum operating voltage, and all circuits are protected against overload and grounded.

### 5.25 Equipment/machinery

Before any machinery or mechanized equipment is placed in service, it is inspected, checked and determined to be in safe operating condition. The vendor providing rented equipment provides "certification" as to the safety and hands-on training of the operation of the equipment in question. Records of tests, inspections, and training are maintained.

Ongoing inspections are made at such intervals as necessary to insure a safe operating condition and proper maintenance. Any machinery or equipment found to be in an unsafe operating condition is tagged at the operator's position with a DD Form 1577 (Unserviceable (Condemned) Tag-Material), a DD Form 1577-2 (Unserviceable (Repairable) Tag-Material), an AF Form 981(Out of Order), or similar form. The equipment/machinery cannot be used until the unsafe condition has been corrected. Only the person installing the tag, or their supervisor, may remove the tag and put the unit back into service.

All repairs on machinery or equipment are made at a location that ensures the safety of mechanics. Heavy machinery, equipment, or parts thereof which are suspended or held apart by use of slings, hoists, or jacks are also substantially blocked or cribbed before workers are permitted to work underneath or between them. Aerial platforms, bulldozer blades, forklifts, and scraper blades are lowered to rest when not in use. The following additional practices are also observed when necessary:

- Inspections for determination of road conditions and structures will be made to ensure that load capacities are safe for the passage or placing of machinery or equipment.
- Platforms of all hoisting equipment will be equipped with "broken cable" safety devices.



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- Ropes, slings, cables and chains utilized for lifting are thoroughly inspected before each use. Subcontractors are required to furnish proof of load testing on any cranes and lifting equipment utilized.
- When signaling is required, only dependable and fully qualified personnel will be used as signalmen in hoisting operations.
- Where traffic controls are required, danger signs and instructional safety signs in the proper color and quantity are installed. Danger signs are prominently displayed as well as "Slow," "Caution," and "No Smoking" signs.

### 5.26 Confined Space Entry

In accordance with 29 CFR 1910.146 LSS has a safety program/procedure for confined spaces that establishes mandatory actions for working in and around confined spaces. LSS personnel will not enter any confined spaces without QAO first determining whether or not the space is a Permit or Non-Permit space.

### 5.27 Asbestos

Under no circumstances are LSS personnel authorized to disturb materials containing friable asbestos fibers. This includes floor and ceiling tile. If asbestos is suspected in the workplace, QAO notifies the base asbestos control office, 30 CES/CEV. CEV and QAO review the appropriate asbestos survey to determine if it's safe for LSS personnel to proceed. If asbestos is present, a certified asbestos contractor removes the asbestos prior to LSS personnel beginning work. If asbestos is somehow disturbed in the area/facility during normal operations work will cease and SBAR employees will vacate the area/facility until an assessment is made of the area/facility.

### 5.28 Lead/Cadmium

Corrosion Control personnel may be exposed to paint containing lead and/or cadmium; therefore, strict compliance with 29 CFR 1926.62, 29 CFR 1910.1025 requirements is mandatory. Further, Vandenberg AFB has published 30 SW PLAN 32-1002, Lead-Based Paint Management Plan that establishes policies and procedures to follow. Additionally, LSS has a lead/cadmium safety program/procedure that incorporates the above directives. Any work associated with lead based paint or cadmium will be coordinated through the LSS EMS Office prior to commencement of corrosion control work.

Basically, prior to commencing any Corrosion Control project, or any other work, where lead and/or cadmium base paint may be present, a laboratory analysis of the





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paint to be removed is obtained. Field test kits do not fulfill this requirement. If lead and/or cadmium are present, strict compliance with all of the above-cited documents is mandatory. The LSS EMS Office will coordinate all required analysis.

### 5.29 Hantavirus

Hantavirus, a serious respiratory illness, is present in dead rodents and rodent excrement. Normally, the risk to humans is small. However, large infestations, especially dried droppings, pose a greater health risk. Unfortunately, LSS employees frequently work in areas where they are likely to encounter dead rodents and/or rodent droppings.

Current Air Force safety precautions state that if the infestation (dead animals or feces) is small and a person is upwind of the site, the infestation can be safely removed using a general purpose disinfectant, latex gloves, plastic bags, and a face shield. If the infestation is large and/or the employee cannot remain upwind of the site, a HEPA respirator is required to be worn in addition to the above precautions. In any event, contact the LSS EMS Office and follow applicable Technical Order (TO) procedures for guidance when dead rodents or their droppings are encountered. Hantavirus clean up kits are available in the Equipment and Control Services Section for employees to sign out for use.

### 5.30 Hearing Conservation

Some LSS personnel may be exposed to harmful levels of occupational noise. Therefore, LSS has instituted hearing conservation programs IAW 29 CFR 1910.95. The hearing conservation program includes procedures for noise surveys, audiometric testing, use of hearing protection, access to information and training materials, etc.

LSS provides the appropriate hearing protection (i.e., PPE) for each affected employee and, in some cases, institutes administrative controls (e.g., restrict employee exposure) to further protect the hearing of employees.

### 5.31 Lockout/Tagout

LSS has a lockout/tagout program that implements 29 CFR 1910.147.

### 5.32 Respiratory Protection

LSS has a respiratory protection program IAW 29 CFR 1910.134.

### 5.33 Fall Protection

LSS has implemented the fall protection program IAW 29 CFR 1926.503.



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### 5.34 Scaffolding

Scaffolding is erected IAW OSHA (29 CFR 1910.28), and the manufacturer's instructions. Further, anytime scaffolding is erected for the first time, QAO inspects the scaffolding prior to use.

### 5.35 New Compliance Programs

As new OSHA, Air Force, etc. safety rules and regulations are promulgated, QAO revises this plan (as needed) and either develops a new work instruction (WI) or revises a current WI to accommodate the regulatory changes. Additionally, QAO ensures personnel training requirements are met in a timely fashion.



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### PREPARATION, REVIEW, AND APPROVAL OFFICIALS

Prepared By:

Quality Safety Scheduling (QSS) Manager  
SBAR, Inc.

Approved By:

Al Horton  
LSS Program Manager  
SBAR, Inc

Approved By:

Ted Schmoll  
Director , Corporate Programs  
SBAR, Inc.

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SBAR Safety Coordinator