

SECTION 011410- WORK RESTRICTIONS AND SPECIAL PROVISIONS

PART 1 - GENERAL

Note: References to the COR or POR in this section shall generally mean the Camp Navajo Facilities Engineering (CN FE) office. In some cases, the Contracting or Purchasing Officer may designate a different single point of contact.

1.1 SPECIAL SCHEDULING REQUIREMENTS: **See other sections for specific information regarding scheduling requirements, milestone dates and project completion dates.**

1.2 CONTRACTOR ACCESS AND USE OF PREMISES: Contractor shall ensure that personnel employed on Camp Navajo become familiar with this section of the contract documents and obey Camp Navajo regulations. Keep within the limits of the work and avenues of ingress and egress as directed. Do not enter restricted areas unless required to do so and until cleared for such entry.

A. Access to Camp Navajo by Contractor Personnel

1. Access to Limited Area:

- a. Access Badge and Escort Requirements: The Contractor will be responsible to provide escort for all personnel required to be down-range (in the limited area), including delivery vehicle operators. The Contractor will be issued up to Ten "No Escort Required" badges (NER) and subcontractors will be allowed to have two to five NERs based on numbers of personnel, crew size and activities. The remaining personnel will be issued "Escort Required" badges. This includes equipment and delivery vehicle operators and personnel from organizations that are not performing work on the down-range facilities. CN will give special consideration to drivers of time constrained materials such as hot asphalt and ready-mix Portland Cement concrete. For the purpose of this paragraph, a subcontractor is meant as an organization that is engaged in performing on-site work on a regular basis within the project location. All Contractor access badges shall be surrendered to security upon departing "down-range". Badges will be issued by surrendering a picture ID such as a valid driver's license at the security checkpoint, generally Post #3.
- b. Identification of Employees: The Government shall provide each of the Contractor's employees a Security Access Badge of either the "ESCORT REQUIRED" or "NO ESCORT REQUIRED" type before entry into the Limited Area is permitted. Contractor shall ensure that all employees wear the Security Access Badge while performing work inside the Limited Area. Badges are to be secured at Post #3 or Bldg 8 when contractor personnel depart the limited area. Badges are NOT TO BE REMOVED FROM CAMP NAVAJO. Contractor shall ensure that personnel employed on Camp Navajo

Become familiar with and obey Camp Navajo regulations. Keep within the limits of work and avenues of ingress and egress as directed. Do not enter restricted areas unless required to do so and until cleared for such entry.

- c. Obtaining Access Badges: Not less than thirty (30) working days prior to the commencement of work at Camp Navajo by any employee of the Contractor or any subcontractor, the project superintendent shall submit to CN FE, in writing, the following information on each employee: name, social security number, date of birth, local address, company and type of Security Access Badge requested ("ESCORT REQUIRED" or "NO ESCORT REQUIRED"). Contractor/subcontractor personnel who are to be issued "ESCORT REQUIRED" badges shall, on the day of access, produce and surrender a picture ID card prior to receipt of an access badge.
- d. Contractor personnel, including subcontractor personnel, shall complete and submit questionnaires or other forms as may be required for security purposes. Any individual who is found, or subsequently found to be ineligible based on a trustworthiness and reliability check at the sole discretion of Camp Navajo will be denied access. Access badges will be issued daily and only for the time required to be inside any restricted area, and shall be returned to security upon exiting any restricted area.
- e. Lost Badges: Contractor employees, to include all subcontractor, suppliers, and delivery personnel issued badges, shall promptly report loss or destruction of their Security Access Badges to the Security Office or the Military Police Desk Sergeant. A lost badge affidavit will be completed by the losing individual describing the circumstances of loss/destruction. New badges will be issued by the Security Office in accordance with the written procedures of Camp Navajo, with replacement cost of ten dollars (\$10.00) per badge to be borne by the Contractor. Cost of replacement badge(s) will be deducted from final payment to the Contractor.
- f. Ammunition Storage Area (ASA) Requirements: Visitors and contractor personnel shall have an approved CN Form 19b on file. The approved 19b-Annex B Form is valid for up to one year, or through the duration of the project, should the project be completed in less than one year from the approval of the 19b-Annex B. Approval for access via the submittal of a 19b-Annex B requires one of the additional processes be completed.
 - i) Documentation of a current security clearance, interim security clearance, or an approved NAC.
 - ii) Processing of a submitted DD Form 369 (Police Records Check).

Escort Required (ER) access to the ASA can be provided to personnel needing access by the sponsoring NER badge holder. ER personnel who will be visiting the ASA on a one time basis (such as contractors involved in a pre-bid conference), will not be vetted, but must be under the direct observation and control of the NER badge holder. Distinguished visitors will not be vetted, at the direction of the Garrison Commander. A NER badge holder can escort up to ten (10) ER personnel. The NER badge holder must maintain control and visual contact with all of the ER personnel that are sponsored.

Training: Personnel who have NER access to the ASA, at a minimum, will receive the ASA awareness briefing. Personnel requiring NER access will be trained by the Facilities Engineering Trainer or a designated ASA trainer.

2. Non-Limited Area Access: Camp Navajo will not issue badges for contractor personnel not needing access to the limited area. This area includes the administration area and commercial/industrial operations areas, the Training Site, the Bellemont Armory. Not less than three working days prior to needing access to Camp Navajo (excluding the Limited Area) the contractor shall provide to the CN FE office or other designated Camp Navajo office a listing of all personnel, contractor or sub-contractor, expected to be at the job site. Contractor shall provide the following information for each person: full name, social security number, date of birth, local address and phone number and company.
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- B. Lost and Found Property: It is the responsibility of the Contractor to ensure that all articles of possible personal or monetary value found by his employees are turned into Installation Security office or the office of the Camp Navajo Facilities of Engineer (CNFE).
 - C. Interruption of Services: The contractor shall coordinate at least 15 days in advance with CN FE for any interruption of utilities or roads. No later than three working days prior to such interruption, the contractor shall notify CN FE in writing of the proposed interruption. The contractor shall provide required and adequate markings or warnings regarding such closures.
 - D. Smoking: Smoking in the limited area or "down-range" is strictly prohibited. Smoking in other areas shall be closely monitored. There shall be no smoking in any facility on the installation except in those so designated as a smoking area.
 - E. Fires: All activities producing flames or sparks such as welding, grinding, and soldering require a flame or burn permit. Burning of trash or other materials is prohibited. This applies to work performed anywhere on Camp Navajo.
 - F. Photography: All cameras require a permit. There shall be no unauthorized photography.
 - G. Working Hours: Normal working hours shall be a 40-hour week consisting of not fewer than four 10-hour days during the period Monday through Thursday, 6:00 A.M. to 4:30 P.M. with State and Federal holidays included in the 40 hours at 8 hours each. The Contractor shall have a designated superintendent or other person(s) designated to act in behalf of the Contractor on site or available within 15 minutes at all times when Contractor or subcontractor delivery, or other personnel are on-site or scheduled to be on-site. Government personnel including CN FE personnel will not issue receipts for materials, services or equipment being delivered to or provided at the work-site.
 - H. Contractor's Trailer/Office: If the Contractor determines that a temporary building (office, trailer, etc.) is required to complete the project then the CN FE shall be notified to coordinate location, utility hookup, etc. during the pre-construction meeting. The contractor site is located to the southwest of the National Weather Service building and North of the fence line. Utility requirements shall be coordinated with CN FE for hookup. Utility hookups will

be completed by Facilities Engineering personnel unless otherwise approved by CN FE. A meter will be installed for each utility and the Contractor will be billed monthly for each utility service provided. If no meter is provided the contractor will be a billed a flat rate per month.

I. Permits: There are no charges for these permits.

1. Heat/Flame-Producing Permit: Obtain permit from Camp Navajo Fire Department prior to using any heat/flame-producing tools or equipment. After the permit is issued by the Fire Department, it will be approved or disapproved by the Camp Navajo Safety Officer and Quality Assurance Officer.
2. Excavation Permit: Obtain permit from Camp Navajo Facilities Engineering prior to commencing any excavation work. Coordinate this activity through CN FE at least 72 hours prior to any required excavation. Facilities Engineering will locate utility lines prior to any excavation work.
3. Camera Permits: Camera permits are required for any and all photography down-range (Limited Area). Permit shall be obtained from the office of the Director of Industrial Operations (CN DIO) through the office of the CN FE. At least three working days prior to needing the permit, the contractor shall submit the following information to the CN FE; full name of the photographer, Social Security Number, date of birth, company name, make and model of camera, serial number of camera and dates camera will be required.
4. Cell Phone Permits: Cellular Telephones and similar electronic devices (Blackberries, pagers, Bluetooth, etc.) in the Ammunition Storage Area (ASA) pose a potential radio frequency hazard to ammunition and explosives, and camera cell phones pose a potential security risk. Permit shall be obtained from the office of the Director of Industrial Operations (CN DIO) through the office of the CN FE. At least three working days prior to needing the permit, the contractor shall submit the following information to the CN FE; full name of the phone owner, company name, make and model of cell phone/cell phone w/ camera, and dates cell phone will be required.

J. Utilities

1. Non-potable water: Non potable water shall be available from either Pond #1 or Pond #3. Pond #1 may be a source of non-potable water if the contractor exercises great care so as not to contaminate the pond as it is an ultimate source of drinking water for Camp Navajo. The contractor shall furnish all necessary material and equipment to remove the water from either pond. The contractor shall provide all emergency equipment per CN fire department and environmental compliance materials and equipment. IF Camp Navajo allows the contractor to draw water from Pond #1, the contractor shall pump from the southwest corner. At Pond #1, the contractor shall not conduct pumping operations within the posted boundary about 30' from the pond edge, and all fueled equipment shall be kept from a location where a spill could contaminate the pond. At Pond #3 the contractor shall take precautions so as not to contaminate the water.
2. Potable Water: Potable water for construction purposes may be obtained from the fire hydrant at the southwest corner of Building 2 (or other designated and agreed upon fire hydrant on Camp Navajo). The contractor shall provide all necessary equipment to

draw water. This shall include at a minimum, a double check, backflow device with a valid inspection tag prior to use. The contractor shall notify the Camp Navajo Facilities Engineering (CN FE), FMO North, or other designated Camp Navajo personnel, at least 72 hours prior to start of water drawing operations. Camp Navajo may charge for the use of such water.

3. Wastewater: No wastewater or any liquid contaminant from construction activity shall be disposed into the Camp Navajo wastewater collection system, either directly or indirectly. The contractor shall collect and remove all such liquid waste from Camp Navajo and dispose of properly in accordance with all applicable rules and regulations.
4. Electrical: Camp Navajo personnel shall complete all power connections up to the service panels provided by Camp Navajo. The contractor shall notify the CN FE office at least three working days prior to the desired time of connection (at a location previously approved for such connections). If the location is metered, Camp Navajo shall bill the contractor monthly at the same rate billed to other on-site customers. If not metered, Camp Navajo shall bill the contractor monthly at a flat rate.
5. Interruption of Services: Permission to interrupt any Camp Navajo roads, railroads or utility services shall be coordinated up to 15 calendar days in advance and shall be requested in writing no later than three work days prior to the desired date of interruption. The Contractor's equipment shall be conspicuously marked for identification.
6. Communications: Camp Navajo shall not provide telephone connectivity unless available nearby and shall install telephone connections at the contractor's expense. The contractor is responsible for supplying a cell phone for communication between the military desk sergeant for expected deliveries to Post 3 guard shack (773-3259), Camp Navajo Fire Department for fire and medical emergencies (773-3211), and the Purchasing Officer's Representative. Contractor is responsible for escorting all deliveries from the guard shack to the work site.

k. Preparation

Remove debris to ensure minimum interference with roads, streets, and other adjacent occupied and used buildings. Do not close or obstruct roads, streets, or other occupied or used buildings without permission from the Owner. Ensure safe passage of people around construction area operations to prevent injury to people and damage to adjacent buildings to remain. Ensure safe passage of people around construction area.

1.3 OCCUPIED AND EXISTING BUILDINGS

The Contractor will be working in and around existing buildings. Do not enter buildings without prior approval from CN FE. The Contractor shall accept responsibility for the materials and equipment stored on Camp Navajo. The Contractor shall coordinate with the POR or COR regarding storage areas on Camp Navajo. Generally, Camp Navajo will permit the contractor and subcontractors to use areas as close to the

work site as practicable considering the mission. This includes areas for storage of material and equipment, dumpsters and other trash containers, sanitation facilities, fuel points, and the like. In all cases, the Contractor shall be responsible to maintain the area for trash, garbage, and construction debris, and to provide any warning signs, fire extinguishers, MSDS's, and other items that may be required by CN regulations for storage "down-range". The Contractor and CN FE shall conduct a condition survey of each area turned over to the Contractor prior to the Contractor using the areas. The Contractor shall be responsible to restore the area(s) to as close to original condition as practicable before leaving the area(s). See paragraph 1.2H for administrative space for contractors.

1.4 SECURITY REQUIREMENTS

- A. Vehicle Requirements: Contractor's, subcontractor's, and employees' vehicles shall be in good working order and licensed for travel over public roads. All original equipment such as lights, exhaust system, brakes, tires, windshield, windshield wipers, and seat belts, shall be in good working condition. Each vehicle shall carry a fully charged fire extinguisher (2.5-lb. minimum, ABC, dry-type). All personnel operating vehicles shall have a current driver's license. Registration and proof of insurance shall be carried in the vehicle at all times. Only company-owned vehicles will be allowed "down-range" (no privately owned vehicles). A list of vehicles to be used shall be furnished to Camp Navajo Security, to include company, vehicle operator(s), vehicle description and license number.
1. Contractor and subcontractor personnel shall not take any of the following items into Camp Navajo and where indicated into the Limited Area:
 - a. Firearms (firearms will not be stored by Camp Navajo security personnel) – all of Camp Navajo
 - b. Alcoholic beverages of any type – all of Camp Navajo
 - c. Cigarette lighters or flame-producing devices – Limited area only
 - d. Cameras, unless a signed, written permit has been issued by the Camp Navajo Commander – Limited Area only
 - e. Cell Phones, unless a signed, written permit has been issued by the Camp Navajo Commander – Limited Area only
 - f. Drugs of other than a prescription-type (prescription drugs shall be in original containers) shall not be brought onto Camp Navajo.
 - g. Ammunition, explosives, explosive devices, fireworks and similar type items are prohibited on Camp Navajo unless specifically authorized in writing by Camp Navajo and necessary and essential for accomplishment of the work to be performed.
 2. Personnel, personal equipment, construction equipment, and vehicles entering Camp Navajo and the Limited Area are subject to search at any time. Security personnel will search all vehicles entering and exiting the Limited Area. Vehicle operator has the responsibility for raising hood to engine compartment and opening covers to all other compartments on vehicle. Contractor personnel will experience some delays because of this.
- B. Identification of Contractor Vehicles: Each Contractor-provided vehicle and towed trailer shall show the Contractor's name so that it is clearly visible on both front doors of the vehicle and both sides of a towed trailer and shall at all times display a valid State license plate and safety inspection sticker, or the Contractor may furnish a clearly legible identification sign mounted on the dashboard of the vehicle identifying the company and

operator. Privately owned vehicles shall not be allowed "down-range" at any time. Contractor vehicles operated on Government property shall be maintained in a good state of repair.

- C. Traffic Regulations: Personnel are subject to all traffic regulations of Camp Navajo. Upon request by the Contractor, a copy of the Camp Navajo traffic regulations will be provided. Use of seat belts by all operators and passengers on Camp Navajo is mandatory. Speed limit "down-range" is a maximum of 35 mph unless posted for a lower speed. Violators will be allowed one warning, after which the operator will not be allowed to drive down range.
- D. Contractor Supply and Delivery: Contractor's supply and delivery truck drivers and co-drivers entering Camp Navajo to deliver or pick up items shall report to the Security Sergeant, Post No. 3. From there the drivers will be directed to the proper destination. Those drivers and co-drivers who are required to enter the Limited Area will be issued "Escort Required" badges. A Contractor's employee will escort the drivers to the job site, and their vehicles will be inspected by security personnel for contraband, weapons, or other items identified by the Camp Navajo Commander. Weapons belonging to long-haul truck drivers will be secured in the contraband room at Post No.3 during the time drivers are inside the Limited Area.
- E. Security of Contractor's Vehicles, Storage Containers, Tools and Temporary Administrative Spaces: the contractor shall be responsible for securing the work sites on Camp Navajo. The contractor shall secure tools and workboxes, storage containers and structures, vehicles and administrative facilities, temporary or permanent, at the end of each work period. If such vehicles or equipment cannot be secured (locked), the contractor shall ensure that unauthorized personnel cannot operate the equipment or vehicle. The contractor shall maintain keys or other access means in a secured and controlled location. The contractor shall ensure that lights and equipment are off unless required for the performance of the work. If equipment such as space heaters, air compressors and lights must remain on when the area is not attended, notify the Camp Navajo purchasing (or contracting) officer's representative and leave a note before departing the work site(s). Camp Navajo security personnel may confiscate keys if left in vehicle and secure the doors where possible. Camp Navajo personnel may shut down equipment and turn off lights if there is no readily apparent reason that said equipment remain on. The contractor or agent thereof shall not hold Camp Navajo responsible for theft or other disappearance of tools or equipment not secured. The contractor will provide storage facilities and exercise such measures as will ensure the preservation of the quality and fitness of all materials and/or equipment to be used in the work.
- F. Contractor personnel working in the Limited Area will travel directly to and from Post 3 and the work area. Contractor personnel are only authorized to be in the pre-designated work area. Contractor personnel are prohibited from all other areas in the Limited Area unless specifically authorized by Camp Navajo.

- G. Contractor personnel are prohibited from approaching any Camp Navajo operation in the Limited Area without prior expressed authorization and necessity to be at that operation and then only with permission from Camp Navajo operations on-site supervisor.
- H. Camp Navajo may require that contractor personnel temporarily halt operations for limited periods in certain areas of the Limited Area for Camp Navajo to conduct necessary operations.
- I. Stored material and/or equipment, even though approved before storage, may again be inspected prior to their use in the work.
- J. Stored items shall be located so as to facilitate their prompt inspection.

1.5 OCCUPANCY REQUIREMENTS

- A. Camp Navajo will remain in operation during the entire construction period and the Contractor shall conduct his operations so as to cause the least possible interference with the normal operations of the activity.
- B. Ensure that new utility lines are complete, except for the connection, before interrupting existing service.
- C. Interruption to Telephone Service, Electric Service, and Fire Alarm. These shall be considered utility cut-overs pursuant to the paragraph entitled "Work Outside Regular Hours." This limit includes time for deactivation and reactivation.

1.6 ENVIRONMENTAL COMPLIANCE

- A. General Protection of Land and Cultural Resources: The Contractor shall confine his construction activities to areas defined on the drawings unless prior written approval is granted by CN FE. The land and cultural resources outside the limits of work performed under this contract shall be preserved in their present condition.
 - 1. Damage by Contractor: Cultural resources unnecessarily damaged by the Contractors equipment or operations shall be mitigated to a level accepted by FME at the Contractors expense. The contracting or purchasing officer through the FME in consultation with the State Historical Preservation Office (SHPO) will decide what method of mitigation will be required.
 - 2. Cultural Resources Mitigation: All known sites shall be avoided if possible. If sites are discovered during ground-disturbing activities, they shall be avoided if possible and mitigated in other ways if avoidance is not possible. Any sites approved for mitigation (other than avoidance) by CN FE will be treated in accordance with the SHPO requirements (section 106 – 36CFR 800).
 - 3. Excavation: Notify CN FE three working days before trenching for culverts and/or underground electrical work in roadways. Trenching (excavating) will be monitored by Camp Navajo government personnel.
NOTE: Construction delays or diversions of work could occur in order to mitigate impacts to cultural resources (archaeological sites) that may be encountered during

grading and excavating operations. These delays or diversions may extend from a few hours to several days depending upon the significance of the resources discovered and the level of mitigation needed.

- B. Spill Prevention and Response: To prevent and reduce the impact of fuel, lubricant, and other regulated material releases to the environment, the Contractor shall comply with the requirements outlined in the Camp Navajo Spill Prevention, Control and Countermeasures Plan (SPCCP).
1. Spill Reporting: In the event of a fuel or other regulated material release to the environment, the contractor shall immediately report a release or spill to the Camp Navajo Fire Department.
 2. Spill Prevention: To minimize environmental contamination during a project, the contractor shall provide secondary containment for stationary fuel containers and fuel transfer points. Appropriate spill response equipment shall be available on site, and ongoing preventive maintenance of vehicles and material storage facilities shall be instituted to prevent releases.
 3. Spill Cleanup: The contractor shall be responsible for the cleanup, restoration, and disposal of all wastes resulting from contractor generated spillage, refueling, and leakage. If the contractor is unable or unwilling to affect such cleanup, restoration and disposal, Camp Navajo shall take appropriate actions and bill the contractor for such effort.
 4. Waste Disposal: All spill residue, contaminated oil, unused product, and empty containers generated by the contractor shall be disposed of by the contractor in accordance with applicable local, state, and federal regulations and directives.

1.7 PRE-BID SITE VISIT

- A. The contractor shall schedule an on-site visit with the purchasing officers' representative (POR) prior to submitting a bid to review the project, take field measurements, and examine the conditions of substrates, supports, and other conditions under which this work is to be performed.

1.8 PRE-CONSTRUCTION CONFERENCE

- A. Scheduling: After award of contract, but prior to commencement of any work at the site the Purchasing Officer will schedule a pre-construction conference and organizational meeting at the project site or other convenient location. The Purchasing Officer will conduct the meeting to review responsibilities and personnel assignments. The performance period after the Notice To Proceed (NTP) shall be identified in the contract documents..
- B. Attendees: The Government (Owner), the Contractor and his superintendent, major subcontractors, manufacturers, suppliers and other concerned parties shall be represented at the conference by persons familiar with and authorized to conclude matters relating to the work.

- C. Agenda: The meeting will address items of significance that could affect progress including such topics as:
1. Tentative construction schedule
 2. Critical work sequencing
 3. Administration of value engineering
 4. Designation of responsible personnel
 5. Procedures for processing field decisions and change orders
 6. Procedures for processing applications for payment
 7. Distribution of contract documents
 8. Submittal of shop drawings, product data, and samples
 9. Preparation of record documents
 10. Use of the premises
 11. Office, work and storage areas
 12. Equipment deliveries and priorities
 13. Safety procedures
 14. First Aid
 15. Security
 16. Housekeeping
 17. Working hours

1.9 QUALITY ASSURANCE

- A. Contractor Responsibilities: The contractor shall provide inspections, tests and similar quality control services specified in individual specification sections and as otherwise required by governing authorities, except where they are specifically indicated to be the Government's responsibility or are provided by another identified entity. Note: It is the intent of these specifications that Camp Navajo as the owner or the government does not contract for, make arrangements for, and PAY for any tests required to validate the construction activities of the contractor or any subcontractor or supplier. These services include those specified to be performed by an independent agency and not by the Contractor. Costs for these services shall be included in the contract sum.
- B. Re-testing: The contractor is responsible for re-testing where results of required inspection tests or similar services prove unsatisfactory and do not indicate compliance with contract document requirements regardless of whether the original test was the Contractor's responsibility.

Cost of re-testing construction revised or replaced by the Contractor is the Contractor's responsibility where required tests were performed on original construction.

1.10 WARRANTY

- A. The contractor will submit a written warranty agreeing to repair or replace materials or workmanship within the specified warranty period.

1.11 SAFETY REQUIREMENTS

A. Contractor Safety Program - Purpose

Camp Navajo's Safety Program is designed to meet employee, environmental and transportation safety requirements to protect *Camp Navajo* and contractor employees, jobsites, and equipment from injury, accident or loss. Contractors are defined as non-*Camp Navajo* state and federal employees, or businesses that are retained by *Camp Navajo* to provide specific labor or services.

1. Examples of Contractor Employers are; but not limited to,
 - a. Building trades companies
 - b. Utility service or repair companies
 - c. Janitorial services
 - d. Pest control services
 - e. Food Service and vending groups
 - f. Transportation and shipping services
 - g. Raw product suppliers

2. Contractor compliance is a condition of doing business with *Camp Navajo*. Specific compliance is required in the following:
 - a. Local, State & Federal Safety, Environmental and Transportation Regulations, and laws
 - b. Fire & Building Codes
 - c. Minimum Liability & Workers Compensation Insurance Requirements

B. Responsibilities

1. Management

- a. Ensure contracts for bids contain appropriate information concerning the Contractor Safety Program including all requirements
- b. Provide access to MSDS material upon request of subcontractors
- c. Monitor all subcontractor activity at their location
- d. Ensure subcontractor follow and adhere to all OSHA requirements
- e. Provide a safe work environment

2. Contractors

- a. Conduct daily safety inspections of all assigned areas
- b. Identify and correct hazards
- c. Provide subcontractor employees with required personal protective equipment
- d. Ensure subcontractor employees have the proper training for assigned tasks
- e. Coordinate with *Camp Navajo* Safety Manager for safety related issues
- f. Maintain required insurance coverage
- g. Establish and maintain an effective Safety and Health Program
- h. Establish and maintain an effective Housekeeping Program
- i. Report any of the above to the *Camp Navajo* Safety Office

C. Minimum Insurance Requirements

Contractors and Vendors are required to meet minimum State and Federal Insurance Requirements according to the following schedule:

1. Coverage Minimum Per Occurrence Limits
 - a. Automobile Liability

- b. General Liability
- c. Products Liability
- d. Completed Operations Liability
- e. Workmen's Compensation

D. Certificates of Insurance

As proof of Insurance Coverage and Per Occurrence Limits, the contractor must provide *Camp Navajo* a Certificate of Insurance. The Certificate must list *Camp Navajo*, its Divisions and Subsidiaries as a Certificate Holder with notification of cancellation or non-renewal.

1. Required training for contractor employees

- a. General Safety Rules, including reporting of unsafe conditions
- b. Hazard communication and chemical safety
- c. Lockout/Tagout
- d. Electrical safety
- e. Evacuation routes, alarms and procedures
- f. Hot Work Program
- g. Confined Space Program
- h. Process safety management
- i. Personal protective equipment

E. Safety Reviews

To ensure the safety of *Camp Navajo* and contractor employees, company facilities and equipment, a comprehensive pre-work safety review conference will be conducted for all subcontractor work. As a minimum, the safety review participants will consist of *Camp Navajo* and contractor safety representatives. All task specific safety concerns shall be addressed and resolved prior to commencement of work by the contractor. Work may involve:

- a. Construction
- b. Renovation
- c. Equipment installation & repair
- d. Utility modifications
- e. Electrical work
- f. Work at elevated locations
- g. Confined space entry
- h. Use of toxic substances
- i. Hot work or welding

F. Hazardous Chemical/Substance Notification

1. Contractors must follow the OSHA Hazard Communication Standard requirements including safe handling and storage of chemicals. Contractors are required to inform the *Camp Navajo* Safety Manager of all hazardous substances which may be brought onto a *Camp Navajo* jobsite, including providing the most current Material Safety Data Sheet for each substance. All spills and leaks of hazardous chemicals must be immediately reported to the *Camp Navajo* Safety Office and *Camp Navajo* management.

G. Welding & Hot-Work Permit Program

1. All hot work and welding operations must be conducted under the control of a Heat and Flame Permit that has been pre-approved by the *Camp Navajo* Safety Manager, Fire Chief, QA and on site supervisor.

H. Confined Space Entry

1. Contractor employees are not authorized to enter any confined spaces or any *Camp Navajo* jobsites unless specifically required by the service or construction contract.

I. Work at Elevated Locations

1. All contractor employees when working at elevated locations shall use required fall protection equipment.

J. Other Policies and Procedures

1. All contractor employees shall adhere to all other *Camp Navajo* policies, including but not limited to: access to company jobsites, company equipment, use of controlled substances, firearm and explosive restrictions, harassment of other persons, traffic and parking regulations.

PART 2 - PRODUCTS Not used.

PART 3 - EXECUTION Not used.

END OF SECTION 01141