CONTRACTOR SAFETY PROCEDURES

1. OVERVIEW. DLA Europe and Africa responsibilities for the safety and health of contractor operations are generally limited to protecting DLA Europe and Africa operations and the safety of DLA Europe and Africa's personnel, facilities, and equipment. Contractors are responsible for safety and health risks to their personnel and the protection of the public, except where DLA Europe and Africa has contractually agreed to assume responsibility for the contract employee's health and safety. DLA Europe and Africa's responsibilities must be clearly stated in contract language, including DLA Europe and Africa contractor personnel deploying with the force. The following procedures outline the minimum responsibilities and procedures for an effective contractor safety program.

2. RESPONSIBILITIES.

a. Government Contractor:

(1) Comply with all laws, regulations, and statutes, as applicable, for protection of its onsite employees. It is the government contractor's responsibility to make certain that all safety requirements to include Occupational Health and Industrial Hygiene are met for its onsite employees, unless otherwise stipulated within the contractual language.

(2) Provide access to personal protective equipment (PPE), as required, for its onsite employees to safely complete their duties.

(3) Provide all safety training, as required, per applicable laws, regulations, and statutes to all its onsite employees as stipulated within contractual language.

(4) Ensure its onsite employees are made aware of and follow any/all applicable local safety policies/procedures.

(5) Ensure all employees report hazards in their workspaces thru the appropriate channels and the CGA representative, COR, and/or local safety office are notified of any hazards not immediately corrected.

(6) Have all Safety Data Sheet (SDS) forms available onsite for all hazardous chemicals the government contractor or any of its subcontractors, employees, etc. bring to the site.

(7) Government contractors at a DLA Europe and Africa site or sites shall provide a copy of their OSHA 300 log, or Host Nation equivalent, indicating recordable injuries and illnesses that occurred on site to the designated DLA Europe and Africa site Continuing Government Activity (CGA) representative, Contracting Officer Representative (COR), or via other avenues stipulated within the contractual language at the end of each quarter.

(8) Ensure that its onsite workspaces are being inspected periodically as required by laws,

regulations, statutes or local policy/procedure and copies of inspection sheets provided to the CGA representative, COR, or via other avenues as stipulated within the contractual language.

(9) Provide updated safety training records, at least annually, for long term contracts (contracts that last a minimum of six months).

(10) For all contracts (regardless of length) report all mishaps/near misses to the local safety office within 24 hours.

b. Contracting Office:

(1) Select a contractor based on DLA guidance and include contractor's safety history/program in consideration.

(2) Ensure that appropriate safety requirements are included in any contract that requires or permits the government contractor to perform any task with onsite employees.

(3) Ensure that government contractors comply with appropriate safety requirements in the contract.

(4) Ensure the contract provides for appropriate safety oversight and enforceable penalties for noncompliance with the safety provisions as stipulated in the contractual language.

c. Continuing Government Activity Representative:

(1) Assist the contracting office in developing appropriate safety requirements to be included in any contract that requires or permits the government contractor to perform any task with onsite employees.

(2) Provide input/feedback to the COR on safety documentation/deliverables required by the contract.

(3) Provide a safety orientation outlining the appropriate local safety rules and regulations, including emergency and hazard reporting procedures, to government contractors, and their onsite personnel prior to the start of work at any DLA Europe and Africa facility.

(4) Track identified hazards in the government contractor workspace through abatement.

(5) Provided SDS forms regarding any hazardous material already present in the government contractor workspace.

(6) Provide periodic monitoring of the government contractor's safety process as part of appropriate oversight processes.

(7) Stop work if an imminent danger or serious hazard exists.

(8) Maintain illness/injury records, reports of hazards, hazard abatement tracking logs, and training records.

(9) Monitor safety compliance and enforce penalties for noncompliance as stipulated in the contractual language.

d. Contracting Officer Representative:

(1) Report to the Europe and Africa site leadership and/or local safety representative any incident he/she witnesses of a government contractor violating an established safety procedure.

(2) Stop work if an imminent danger or serious hazard exists.

(3) Work with the Contracting Office and the local safety office to ensure that onsite government contractor employees receive the same safety awareness training as other workers in their area.

3. SAFETY EXPECTATIONS.

a. All contractors shall ensure that the level of safety provided to their employees meets all applicable federal, DoD, DLA, military host, and host nation policies and regulations.

b. Mishap and Near Miss Reporting/Tracking:

(1) For all contracts (regardless of length) all mishaps/near misses shall be reported to the appropriate safety representative within 24 hours.

(2) Any/all formal written investigation reports shall be provided to the appropriate safety representative within seven calendar days.

(3) Government contractors at a DLA Europe and Africa site(s) shall provide a copy of their OSHA 300 log, or Host Nation equivalent, indicating recordable injuries and illnesses that occurred on site to the designated DLA Europe and Africa site CGA representative, COR, or via other avenues stipulated within the contractual language at the end of each quarter.

c. Hazard Identification/Inspections:

(1) Government contractors shall ensure that its onsite workspaces are being inspected at least quarterly and copies of inspection sheets provided to the COR or via another avenue for tracking as required by contractual language.

(2) Any potential unsafe/unhealthful hazards observed by contractors outside of their control, i.e. a facility related issue if operating in a government owned facility, shall be reported immediately to the COR or other avenue as identified in the contractual language. Any mission/process related hazards under the control of the contractor shall be handled by the contractor or as identified in the contractual language.

(3) For all hazards the contractor shall ensure that controls are in place to protect employees.

(4) Contractors shall provide a list of any identified open hazards to the local safety office at least monthly and shall be invited to participate in the DLA Europe and Africa site's quarterly council meetings.

4. SAFETY TRAINING/QUALIFICATIONS.

a. Onsite contractor employees shall be trained in accordance with all applicable federal, DoD, DLA, military host, and Host Nation rules/regulations that apply to their specific work activities and as outlined in the contractual language.

b. A safety orientation outlining the appropriate local safety rules and regulations, including emergency, hazard reporting procedures, etc., will be provided to government contractors, and their onsite personnel prior to the start of work at any DLA Europe and Africa facility by the CGA representative, safety staff, or other designated individuals with the appropriate knowledge, skills, and experience.

c. If a government contractor's safety program meets or exceeds the requirements of the DLA Europe and Africa Safety programs, based upon review by the local safety representative, that training may be substituted for the DLA Europe and Africa Safety procedures.

d. The CGA representative will maintain a copy of the government contractor's training outline and records of attendance.

5. RECORDS.

a. Illness/injury records, reports of hazards, hazard abatement tracking logs, and training records shall be maintained as outline in these requirements, as outlined by local policy, and/or as documented in the contractual language.

b. The local CGA representative shall be the primary point of contact to ensure all documentation records are maintained as appropriate.