SAFETY PROGRAM SUPPORT SERVICES

CLIN 3 ACTIVITY 3

PERFORMANCE WORK STATEMENT

1.0 REQUEST INFORMATION

1.1 Type of Activity: The Safety Program Support Services Activity is a firm fixed-price Activity.
1.2 Description: Safety Program Support Services
1.3 Location: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
1.4 Travel: Travel is anticipated for this Activity and associated administrative oversight but will be coordinated to minimize overall travel costs.
1.5 Training: Training is anticipated related to maintaining certifications required to perform scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer's Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on- line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.

2.0 GENERAL REQUIREMENTS

2.1 This Activity is covered by the Service Contract Act.

2.2 Referenced directives should use the latest version and procedures may have been updated to manuals.

2.3 The Activity involves support for:
2.3.1 Conduct of Safe Operations
2.3.2 Emergency Notification System (ENS)
2.3.3 General Facility Safety Maintenance/Inspections
2.3.4 Fire Protection and Life Safety
2.3.5 Fire Protection Systems
2.3.6 Accident/Incident/Occurrence Identification, Reporting, and Investigation
2.3.7 Corrective Action Tracking System Management
2.3.8 Operating Experience Analysis

3.0 DESCRIPTION OF SERVICES

The contractor shall provide safety program support services by implementing regulatory safety-based programs through, surveillance, compliance monitoring, safety systems maintenance, training, communication, and reporting as defined by this PWS. A Certified Safety Professional (CSP) shall be part of the Contractor's staff.

4.0 SCOPE

4.1 Conduct of Safe Operations

4.1.1 The contractor will develop, implement, and maintain a robust inspection and surveillance process in support of NETL Manual 421.1-00.04, Construction Safety Analysis and Review System and Permit Process (or successor document), to verify compliance of all NETL employees, contractors (permanent and seasonal), and visitors to safety, health, and environmental laws, rules, regulations, and requirements. The contractor will inspect all on-site construction activities and related equipment to verify safe conduct of operations in accordance with work plans, safety plans, permits, activity hazard analysis, NETL procedures, operator's manuals, etc. An electronic log of all inspections will be maintained on an NETL server accessible to NETL ES&H personnel and updated daily with non-compliances and non-conformities reported to the project Contracting Officer's Representative

(COR)/Responsible Person (RP) and ACOR as soon as is practicable. Each construction project will be inspected at least two times per day, however, will be increased or reduced depending on on-going construction risk and construction contractor performance.

Historical Information Only: Inspection times vary but are anticipated to average 30 minutes per project. Some activities may require more frequent surveillance. After hours/other-than-normal duty hours support is required for work such as utility outages. This support shall be provided at the request of the ACOR and is limited to 10 times per year, per location. The average number of new construction projects per year, at each site is as follows: Pittsburgh – 12, Morgantown – 9, Albany – 6. The average period of performance for a construction project at NETL is 165 calendar days.

4.1.2 The contractor will perform safety orientations/briefings for new employees, visitors, and off-site contractor personnel working temporarily on the site. For visitors and off-site contractors, the orientation/briefing shall be commensurate with the PWS and tailored to address safety-related issues which are applicable to the work being performed. For new employees, the orientation will include administration of the authorized/approved ES&H PowerPoint presentation. All safety orientations/briefings will also cover NETL-site specific general safety requirements. Off-site contractor safety orientations/briefings will include review of the information pertinent to the work being performed in the contractors' Environmental, Safety & Health (ES&H) plan, facilitating Activity Hazard Analyses (AHA), and informing off-site contractor personnel and visitors that all work at NETL is subject to surveillance inspections at any time. Visitors and off-site contract personnel require only a single safety orientation/briefing each year. New employees require only a single briefing orientation/briefing at the start of their employment. The contractor will record the safety orientations/briefings on NETL Form 440.4-12/1, Contractor/Visitor Orientation. Completed forms will be scanned and filed/placed at K:\Common\CONSTINS\Contractor_Visit or orientations.

4.1.2.1 As part of the safety orientations/briefings, the contractor will help the host verify that those briefed have access to appropriate basic PPE including safety glasses, hard hats, and hearing protection as needed.

For Historical Information Only: The orientation/briefing is expected to take 30 minutes on average. The monthly average of safety briefings per site is as follows: Pittsburgh – 50, Morgantown – 60, Albany - 50. The contractor will be required to provide this service during off-hours (no more than 10 times per year per location) to facilitate work that requires utility outages, activities requiring restricted site access, or unplanned events.

4.1.3 The contractor will support assessments/inspections of all NETL work areas and facilities as required by NETL Procedure 421.1--01, R&D Safety Analysis and Review System, NETL Manual 421.1-00.02, Support Operations Safety Analysis and Review System, and NETL Manual 421.1-00.03, Facility Use Safety Analysis and Review System (or successor documents) to verify compliance of all NETL employees, contractors (permanent and seasonal), and visitors to safety, health, and environmental laws, rules, regulations, and requirements. Upon request by the ACOR, the contractor will inspect any on-site operation activities, facilities, and related equipment to verify safe conduct of operations in accordance with regulations, DOE requirements, consensus standards (e.g., ANSI, NFPA, ASTM, IBC, CGA), work plans, safety plans, permits, activity hazard analysis, NETL procedures, operator's manuals, etc. An electronic log of all inspections will be maintained on an NETL server accessible to NETL ES&H personnel and updated daily with non-compliances and non-conformities reported to the project COR/RP and ACOR as soon as is practicable, but before the end of the next business day. The contractor will provide a draft report to the Federal lead assessor/inspector and the ACOR within 5 business days of the assessment/inspection.

For Historical Information Only: These assessments take an average of 60 minutes to conduct and 60 minutes to prepare the draft inspection report. There are approximately 20 inspections/assessments of this type each month at each location.

4.1.4 The contractor will implement and maintain functional requirements of NETL Procedure 440.1-20, Lockout/Tag out (LOTO) Program (or succeeding documented program) in strict consultation with the Electrical Safety Program Manager. The contractor will provide LOTO training to all persons performing LOTO operations at

ALB, MGN, and PGH on NETL-specific systems under NETL control. Training session sign-in sheets will be maintained on an NETL server accessible to NETL ES&H personnel. The contractor will maintain LOTO supply boards (or equivalent) stocked with LOTO locks, tags, and ties. The contractor will conduct an assessment of each of the board supplies not less than monthly and restock as appropriate. An annual assessment of the NETL LOTO Program will be conducted to assess the program against 29 CFR 1910.147, *The control of hazardous energy* (lockout/tagout).

For Historical Information Only: Presently there are 21 LOTO boards across all NETL locations. The contractor is responsible for the acquisition and distribution of all LOTO materials and supplies.

4.1.5 In strict consultation with the NETL Electrical Safety Program Manager, the contractor will provide draft Equipment Specific LOTO Procedures related to Site Operations Support contract-maintained facilities infrastructure (i.e., HVAC, boiler equipment, etc.) to be reviewed by the responsible party and accepted by the NETL Electrical Safety Program Manager at a rate of 80 per year.

4.1.6 The contractor will provide required testing at an NEC compliance and certification testing laboratory for electrical safety personal protective equipment (PPE). Equipment to be tested includes electrical gloves, electrical mats, poles, grounding conductors and other arc flash equipment/clothing. The contractor will maintain a uniform tracking program for this equipment across all three sites. Records of testing certifications and equipment inventory will be maintained on an NETL server accessible to NETL ES&H personnel and updated within 3 business days of issue, collection, shipping, or receipt of a certified electrical PPE item.

For Historical Information Only: There are 90 pieces of electrical equipment which require testing.

4.1.7 The contractor will implement the requirements of NETL Manual 440.1-03.16, Confined Space Operations (or its successor document) and 29 CFR 1910.146 as approved by the ACOR in consultation with the Confined Space Program Manager (CSPM) to ensure the following requirements:

4.1.7.1 Confined spaces are clearly identified and marked appropriately per OSHA requirements. The contractor is responsible for maintenance of the existing signage/labels and adding signage/labels to new confined spaces.

4.1.7.2 An inventory of all confined spaces (permit-required and non-permit required) is maintained with specific information concerning the individual confined spaces. The inventory of confined spaces will be updated as new confined spaces are added (within 3 months) and reviewed/updated annually prior to December 31st. Record of this inventory will be maintained on an NETL server accessible to NETL ES&H personnel.

4.1.7.3 Provide a training program to qualify NETL personnel involved with confined space entry. Training will include entry requirements, the duties of confined space personnel (line management/supervisor, entry supervisor, attendants, entrants, and permit issuers), role of signature authority for entrants, atmospheric monitoring equipment and use, hazardous energy containment, emergency rescue, and distributing and use of safety equipment. Training curriculum will have the concurrence of the CSPM and must conform to 29 CFR 1910.146. Training curriculum must be provided to the ACOR and CSPM along with training documentation. Training records will be collected on NETL F-360.1- 2 (or equivalent). Training records will be delivered to the ACOR and CSPM within two weeks after training completion.

4.1.7.3 Provide management and oversight of the permitting process for confined space entry. Upon request, the contractor will have a qualified individual prepare the NETL Confined Space Entry Authorization Form (NETL Form 440.1-16/1), keep a log of permits at each location, provide atmospheric monitoring support, and periodic verification of permitted activities conformance to requirements. On average, 8 confined space permits are issued per location per each month (total of 288). Once complete, expired permits will be scanned maintained on an NETL server accessible to NETL ES&H personnel. Occasionally, the contractor will be required to provide this service during off-hours to facilitate work that requires utility outages, activities requiring restricted site access, or unplanned events. This may be needed up to 10 times each year at each site.

4.1.8 The contractor will issue safe work permits and manage the NETL safe work permitting and verification process in accordance with NETL Procedure 440.1-58, Special Work Permits and Activity Hazards Analysis (or successor documents). Examples of work that requires instantaneous permitting is as follows: hot work, excavation and penetration work, energized electrical work, and fire safety impairment work. (See above section for confined space permits.) The contractor will be responsible for issuing, recording, and archiving permits. Completed permits will be scanned and maintained on an NETL server accessible to NETL ES&H personnel.

For Historical Information Only: Excluding confined space permits, NETL anticipates that an average of 3 permits (various types) will be required each week at each location (ALB, MGN, and PGH). Hence each location anticipates an annual total of 156 non-confined space permits per location per year for both on-site and off-site personnel.

4.1.9 The contractor will provide training on the proper use and care of personal fall protection equipment per the requirements of NETL Procedure 440.1-04.23G, Working from Elevated Heights (or successor documents) and conforming 29 CFR 1910 and 29 CFR 1926 to all persons requiring fall protection at ALB, MGN, and PGH working on NETL-specific facilities under NETL control. Records of training will be documented on NETL F 360.1-2 (or equivalent) and maintained on an NETL server accessible to NETL ES&H personnel. A class syllabus/lesson plan detailing the course outline and key learning objectives will be provided with each record of training. Training will be made available to employees, supervisors, CORs, and ES&H personnel at all locations no less than semi-annually.

For Historical Information Only: Anticipate 30 participants annually each at MGN and PGH and 20 participants annually at ALB.

4.1.10 The contractor will properly maintain, inspect, and issue personal fall protection equipment per the requirements of NETL Procedure 440.1-23G, Working from Elevated Heights (or successor documents) and conforming 29 CFR 1910, 29 CFR 1926, and ANSI standards for fall protection, as appropriate. Equipment required shall include safety harnesses, lanyards, fall-arrest reels, tie-off lines, etc. The contractor will keep an accurate inventory and log of issued fall protection equipment and inspections performed. This log will be stored and maintained on an NETL server accessible to NETL ES&H personnel.

For Historical Information Only: There are 20 persons at each location that regularly require fall protection PPE.

4.1.11 The contractor will implement and maintain an inspection process for portable ladders at each location that conforms to the requirements of 29 CFR 1910.23; American National Standard for Ladders — Portable Wood — Safety Requirements, ANSI A14.1-2017; American National Standard for Ladders — Portable Metal — Safety Requirements, ANSI A14.2-2017; American National Standard for Ladders — Portable Reinforced Plastic — Safety Requirements, ANSI A14.5-2017, and NETL Procedure 440.1-23, Working from Elevated Heights (or successor documents). Contractor will ensure its employees are trained in basic ladder safety (e.g., as provided by the American Ladder Institute) and that ladder inspectors understand the requirements of ANSI ASC 14.1-2017, ANSI ASC 14.2-2017, and ANSI ASC 14.5-2017. Ladders will be thoroughly inspected prior to each use.

4.1.11.1 Contractor shall maintain a Portable Ladder *inventory* for each site on the K: drive. Each inventory shall include the ladder ID #, building, location, and type (wooden, metal, or fiberglass and the manufacturer).

4.1.11.2 Non-compliant ladders will be tagged "out-of-service" and the issue reported to the ACOR.

For Historical Information Only: There are approximately 250 portable ladders.

4.1.12 The contractor will implement a Fixed Ladder inspection program that conforms to the requirements of 29 CFR 1910.23 (d) Fixed Ladders – Installation and ANSI ASC 14.3-2018, American National Standard for Ladders — Fixed — Safety Requirements, as well as NETL Manual, Working at Elevated Heights.

4.1.12.1 Contractor will ensure its employees are trained in basic ladder safety (e.g., as provided by the American Ladder Institute) and that ladder inspectors understand the requirements of ANSI ASC 14.3-2018.

4.1.12.2 Contractor shall maintain a Fixed Ladder inventory for each site on the K: drive. Each inventory shall include the ladder ID #, building, location, type (Manufacturer), installation date, inspection date, and maintenance/repair comments.

4.1.12.3 Contractor shall develop a Fixed Ladder inspection checklist based on the requirements of ANSI ASC 14.3-2018, Section 9. Use, Maintenance, and Inspection of Ladders. The inspection checklist will include but is not limited to inspection of major ladder components for rust, corrosion, and deterioration, and grounding. The checklist will be approved by the SME and ACOR.

4.1.12.4 Fixed ladders shall be inspected triennially, and the results documented on the K: drive. (Fixed ladders will be inspected more frequently as determined by the users and exposure.)

4.1.12.5 Inspection records shall be maintained on the K: drive; maintenance/repairs shall be included in the comments section.

4.1.12.6 Inspected ladders shall be marked using a metal or other tag (resistant to exposure), indicating the date of inspection and inspector's name.

4.1.12.7 Non-compliant ladders will be tagged "out-of-service" and the issue reported to the SME for direction on how to correct the non-compliant issue.

4.1.12.8 Newly installed fixed ladders shall be stamped, marked or welded with the manufacturer name and address, and the date of installation on the inside of the bottom of the siderail with a permanent legible marking that will stand up to environmental conditions, per ANSI ASC 14.3-2018, Section, 4.4.1 Markings.

For Historical Information Only: There are approximately 150 fixed ladders.

4.1.13 The contractor will provide training and qualification certification for authorized NETL industrial truck operators and oversight personnel to include forklifts, scissor lifts, high reach (JLG), and front-end loaders that conforms to NETL Procedure 440.1-15, Powered Industrial Trucks, NETL Procedure 440.1-04.27, Vehicle Safety and On-site Parking (or successor documents) and 29 CFR 1910.178. Training must include both classroom instruction and operations ("hands-on") verification. Training records will be collected on NETL F 360.1-2 (or equivalent). Training records will be delivered to the Vehicle Safety Program Manager (VSPM) and the ACOR within one week after training completion.

For Historical Information Only: There are about 20 authorized or oversight persons requiring one or more of this type of qualification at each location.

4.1.14 The contractor will locate/relocate in response to request from the VSPM and maintain the five NETL radar speed signs (1 at ALB, 2 at MGN, and 2 at PGH) to verify operation at least 80 percent NETL operation hours at each location. WE2 will download data from each sign as requested by the VSPM and produce the standard reports and compile a summary report in consultation with the VSPM, with a limit of six (6) times per year between the three sites. The raw data file in CSV format, the standard reports, and a summary report will be transferred to the VSPM after the data is downloaded.

4.1.15 The contractor will, upon request of the ACOR, assist any worker at NETL (ALB, PGH, MGN locations) or any NETL personnel based at those locations working off-site in the conduct of hazard identification and the development of recommendations to implement hazard controls as described in NETL Order 440.1, E, S and H Program(or successor document) which is based in part on 29 CFR 1960. This assistance will include recommending substitution, engineering controls, administrative controls, and personal protective equipment (PPE) suitable for the scope of work being evaluated. Request for assistance will vary in duration and intensity but is anticipated to consume an average of 20 professional consultation hours per week for all NETL activities.

4.1.16 The contractor will, upon request of the ACOR, provide professional safety consultation and document review of safety programs, directives, procedures, manuals, work plans, etc. The contractor will demonstrate a firm understanding of risk assessment, hazard control strategies, records management strategies, fire protection assurance, regulatory compliance, accident investigation methodology, and strategies for program initiation and management. The contractor will also demonstrate familiarity with the National Fire Protection Association (NFPA) codes, Occupational Safety and Health Administration (OSHA) regulations, Department of Energy safety regulations, and consensus standards (such as ANSI, ASTM, IBC, and CGA) as related to safety program

implementation and management. Consultations will be provided to support line supervisors, authorities having jurisdiction (AHJs), and program managers. Request for assistance will vary in duration and intensity but is anticipated to consume an average of 40 professional consultation hours per week for all NETL activities.

4.2 Emergency Notification System (ENS)

4.2.1 The contractor will maintain a functional ENS at ALB, MGN, and PGH. ENS system design, maintenance, service, and upgrade shall be per CLIN 3, Activity 2. The ENS is a supervised paging system requiring high reliability and high availability operating in compliance with all applicable OSHA, NFPA, and DOE requirements 99.5% of the time in functionally occupied space. This requirement includes, ensuring that:

4.2.1.1 Perform an annual full ENS system test and inspection in accordance with NFPA 72 (2019 or current version) and be present for one quarterly NETL system test. Submit formal documentation of all component test results and proposed corrective actions using the inspection and testing form as referenced in NFPA 72 unless otherwise approved by ACOR.

Note: The ENS in Albany and Pittsburgh is an integral part of the fire alarm system, while the system in Morgantown has not been fully integrated into the fire alarm system.

4.3 General Facility Safety Maintenance/Inspections

4.3.1 The contractor will provide the VSPM with an updated inventory of all ride in/on utility carts to include GEM and Taylor Dunn electric carts and Gator (ATV/ORV) vehicles for each location, whether electric or fuel powered. The contractor will inspect the charging cords for all electric carts for excessive wear or other damage preventing safe use and replace damaged cords if needed. The contractor will keep a log recording the date, location/cart ID, and a photo of each cord replaced. The log will be maintained on an NETL server accessible to NETL ES&H personnel. The contractor will issue daily inspection checklists for each utility cart. The contractor will collect and analyze the completed inspection checklists for potential safety issues. The contactor will take any cart with a safety issue out-of-service and alert the maintenance team and the custodial officer of the issue.

For Historical Information Only: The approximate number of electric carts at each site is: ALB – 10, MGN – 37, PGH – 2. Twelve (12) new cords are typically needed each year.

4.3.2 The contractor will perform crane inspections in accordance with 29 CFR 1910.179 for all cranes and hoist at the ALB, MGN, and PGH sites designated for use in a permitted work area. The contractor will also inspect rigging to verify conformance to 29 CFR 1910.184, ASME, ASTM, and other applicable standards are met, as appropriate. A log of each inspection will be maintained on an NETL server accessible to NETL ES&H personnel. Cranes will be inspected monthly or semi-annually (as appropriate), and load testing of cranes will be done every 5 years (or per current OSHA requirements).

4.3.3 The contractor will provide OSHA-compliant training for crane operators at all sites covering both proper crane operations, and proper rigging selection and rigging techniques. The contractor will provide signage and log- sheets for crane operators as user aids. The contractor will request any required crane maintenance via work order. Contractor will also review crane use rates and recommend cranes for inspection at use (due to their infrequent use) at all three sites and with ACOR approval, implement a minimal use inspection/repair scheme for those cranes meeting said criteria.

For Historical Information Only: Counts on cranes and hoist requiring inspection and service are as follows: ALB – 20, MGN – 10, and PGH – 10.

4.3.4 The contractor will conduct random inspections of site emergency lighting to verify proper operation of these units in accordance with applicable OSHA and NFPA standards. The contractor will initiate actions to correct observed deficiencies within 5 business days of discovery.

4.3.5 The contractor will facilitate the proper operation of all laboratory eyewashes and safety showers in accordance with OSHA, NFPA, ANSI, and other applicable standards. Eyewashes and safety showers will be tested, inspected, and repaired per regulatory requirements and ANSI Z358.1. The contractor will provide and maintain 5 portable emergency eyewash stations at ALB, and 4 each at PGH and MGN

where placing a permanent station is deemed not feasible. Inspections will be logged on the inspection tags associated with each shower, eyewash, or combination unit. Anticipate that the following numbers of safety showers and eyewashes will require support at each location:

Location	Eyewash	Shower	Portable (Combo)
ALB	57	34	5
MGN	80	33	4
PGH	103	40	4

4.3.6 The contractor shall provide all supplies, signs, and replacement parts for all eyewashes and safety showers. Repairs shall be requested via the NETL work order system.

4.4 Fire Protection and Life Safety

4.4.1 The contractor will maintain the functional requirements of the NETL fire protection system and provide life safety programs, per NETL directives and/or manuals, as applicable. The responsibilities include:

4.4.1.1 Reviewing fire protection program plans and procedures annually and submitting suggested updates to reflect current site practices, and DOE and regulatory requirements;

4.4.1.2 Providing technical reviews and consultation for life safety code compliance and fire protection facility feature and system modifications;

4.4.1.3 Performing tri-annual facility fire protection appraisal (FFPA) on a rotating basis among the three NETL sites (one site per year). DOE will review the status of the buildings to be included in the assessment. Estimate 2/3 of buildings to be included per assessment. The report shall meet the requirements of the most current version of DOE O 420.1 and DOE STD 1066 as related to facility fire safety. The contractor will provide a draft report for NETL review for a period of two weeks;

4.4.1.4 Preparing pre-fire plans and making them available to DOE and on-site personnel such as emergency response personnel and, site maintenance personnel; and

4.4.1.5 Conducting annual fire extinguisher training, including “hands on” fire extinguisher use training. Educational materials shall be supplied to employees who are not in the Emergency Response Organization (ERO) positions. HAZMAT technicians, fire wardens, and employees who serve on fire watches as part of the hot work operations requirements shall be offered annual hands-on fire extinguisher training.

Note: Conducting fire drills is the responsibility of the Emergency Risk Management and Response Program under CLIN 4 Activity 4, as required.

4.5 Fire Protection Systems Testing and Inspection

Fire protection system design, maintenance, service, and upgrade shall be per CLIN 3, Activity 2.

4.5.1 The contractor will test and inspect fire suppression (including required standpipe and sprinkler head flow testing), fire detection, and fire alarm systems. This work will conform to applicable NFPA, OSHA, and ANSI standards. If practical and determined to be reasonably cost neutral, any multi-year cycle of system testing should be completed on an appropriate schedule to normalize costs (e.g., required 5-year sprinkler obstruction testing should be completed for 20% of an individual site per year rotating to ensure entire site coverage based on risk management, etc.), as approved by the ACOR.

4.5.2 Perform fire alarm system inspections and tests in accordance with NFPA 72 (2022 or current version). Submit formal documentation of all component test results and proposed corrective actions using the inspection and testing form as referenced in NFPA 72 unless otherwise approved by NETL ACOR.

4.5.3 The contractor will assist NETL with inspections of fire protection systems to verify conformance with approved design drawings. Non-conformities will be documented with a report sent to the Fire Protection Program Manager (FPPM) and the ACOR.

4.5.4 In accordance with NFPA requirements, the contractor will inspect all fire extinguishers related to accessibility, charge, and function, including providing maintenance on mounting brackets and hooks monthly. An annual inspection of all fire extinguishers will also be conducted to provide NFPA annual fire extinguisher inspection requirements (along with monthly requirements) and ensure that: 1) the extinguishers are in the proper location,
2) the location and application are still viable/necessary, and 3) the extinguisher type is suitable for needs of the operational area supported. A log of each inspection will be maintained on an NETL server accessible to NETL ES&H personnel. Upon request, place additional mounting boards, hooks, signs, and fully functional fire extinguishers where needed. Approximate quantity of fire extinguishers across the 3 sites: ALB - 270 extinguishers, MGN - 450 extinguishers, PGH - 320 extinguishers.

4.5.5 The contractor will also be responsible to verify that the required 6- and 12-year maintenance and the NFPA required recertification on all fire extinguishers are performed when needed.

4.6 Accident/Incident/Occurrence Identification, Reporting, and Investigation

4.6.1 The contractor will take prompt action to identify, categorize, notify, investigate and report on, as requested by the ACOR, accidents/incidents/occurrences per DOE Order 232.2, Occurrence Reporting, NETL Procedure 151.1-01.02, Emergency Categorizations, Classifications, and Notifications, and NETL Procedure 231.1- 00.01D, National and Local Occurrence Reporting and Processing of Operations Information (or successor documents). For estimation purposes, annual averages of accidents/injuries greater than first aid are: ALB=2, MGN=22, and PGH=15.

4.6.2 The contractor will notify all DOE officials in a timely manner of accidents/incidents/occurrences per NETL directives applicable to the severity of the event as required by the above referenced DOE Order and NETL Procedures.

4.6.3 The contractor will enter initial reports, that meet the DOE reporting criteria in DOE Order 232.2, into the DOE Headquarters Occurrence Reporting and Processing System (ORPS) database. Those not rising to that level will be considered for the other DOE reporting databases (such as Computerized Accident and Incident Reporting System (CAIRS), Lessons Learned, etc.)

4.6.4 The contractor will assist persons responsible for corrective actions in performing root cause analyses as requested, and providing corrective action recommendations to the Safety Management, OE Program Manager, NETL Gatekeeper, and Lead Assessors.

4.6.5 The contractor will analyze NETL-related accidents/incidents/occurrences to identify potential trends with a report compiled and delivered to NETL quarterly.

4.6.6 The contractor will assist DOE in conducting investigations of accidents/incidents/occurrences that fall outside the DOE Level A or B designation. The contractor will provide a Certified Safety Professional (CSP) for oversight of accident investigations. The contractor's duties for investigating accidents/incidents/occurrences include:

4.6.6.1 Promptly preserving the scene thorough the erection of barriers and signs;

4.6.6.2 Documenting the scene with pictures, sketches, and narratives that provide the appropriate level of scale, description, and reference in accordance with accepted accident investigation practices.

4.6.6.3 Obtaining statements from witnesses, as appropriate, record circumstances and conditions, and document the extent of injuries for all involved.

4.6.6.4 Providing DOE with an estimated cost of property damage.

4.6.7 At the direction of the ACOR, the contractor will prepare a final report of findings on all accidents/incidents/occurrences commensurate with the intensity of the event.

For Historical Information Only: There has been 1 major accident/incident/occurrence each quarter. Five to ten minor accidents/incidents/occurrences per quarter per site.

4.6.8 The contractor will prepare OSHA reports, documented in 29 CFR 1904, 1910, and 1926. They will prepare draft reports implementing the initial and final reporting requirements of the CAIRS and ORPS.

4.6.9 The contractor will include in each report recommendations to correct safety- and health-related deficiencies in workplace conditions that are suspected to have created the event of the accident/incident/occurrence.

4.6.10 The contractor will monitor, collect, and deliver NETL measures/indicators and generate quarterly injury/illness reports and provide timely submission of employee quarterly work hours.

4.6.11 The contractor will prepare the annual OSHA 300 log for NETL and deliver to the OSHA Program Coordinator.

4.7 Corrective Action Tracking System Management

4.7.1 The contractor will provide expertise for NETL's corrective action tracking system (CATS), presently AIIS, and keep the CATS databases updated/current.

4.7.2 The contractor will provide training and documentation on how to use and administer the corrective action tracking database, upon request. Training shall include Root Cause Analysis and CATS User training, along with maintaining/updating and presenting the CATS User Handbook (most recent versions provided/updated as necessary).

4.7.3 The contractor will enter findings into NETL's corrective action tracking system daily at the request of lead assessors or the gatekeeper, including generating corrective action recommendations.

4.7.4 The contractor will assist with the verification of corrective action closures, including auditing/reviewing all CATS finding closed during a given month within 90 days of the end of the month closed (to allow for peak CATS finding closure months). CATS Finding Auditing/Review for proper closure documentation will be required to be kept on a SHARED DRIVE location in a format determined by the ACOR.

For Historical Information Only: Nominal annual CATS findings closed are 60 findings (5 per month average).

4.7.5 The contractor will advise and assist corrective action responsible persons in the development of root cause analyses and possible corrective action identification as requested by the ACOR.

4.7.6 The contractor will provide appropriate monthly report(s) from the NETL Corrective Action Tracking System (CATS), sorted by site location and responsible persons for open/pending actions or other periodic CATS reports as requested by the ACOR.

4.8 Operating Experience Analysis

4.8.1 The contractor will keep a log of the number of reports created, number of lessons-learned and operating experience documents distributed, and those implemented at NETL.

4.8.2 The contractor will provide support for the director's new safety initiative, currently referred to as the "NETL Safety Campaign" (or similar program), monthly. In this effort, the contactor will provide expert information and review for the Director's assigns to develop mass e-mails, safety fliers, safety bulletins for weekly staff meetings, safety videos, safety talks, and internet postings. Themes/activities will vary and, for example, will include similar content as what was previously done each year for the

National Fire Prevention Week information campaign. Support will also include a Safety Day at each site (tentatively in June, but subject to change).

5.0 SUPPORTING FUNCTIONS

5.1 Directives Support

5.1.1 The contractor shall assist with reviewing and revising NETL directives to verify that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.

5.2 Weekly Reports – The contractor will provide the following weekly reports:

5.2.1 Weekly update report of all ES&H activities by noon each Tuesday.

5.2.2 Weekly two week look ahead report of all planned ES&H activities for each site by COB each Wednesday.

5.3 Training and Travel

5.3.1 Training will be provided as requested for safety-specific training associated with this Activity, as requested by the ACOR. This training is expected to be limited in volume (i.e., new hires, periodic re-certifications, etc.) and is based on previously provided train-the-trainer courses (e.g., site support contractor personnel were previously trained as trainers). A syllabus/lesson plan (outlining the course content) and attendance record will be provided as part of the documentation for all training delivered under this Activity. The contractor will provide a record of all ES&H-related training to the ACOR within 2 weeks after completion of said training. Copies or pictures of the final slides or other training materials (PowerPoint presentation, transparencies, booklets, print- outs, hand-outs, etc.) will be provided for each training course developed or delivered under this Activity, upon request of the ACOR.

5.3.2 The contractor will provide confirmation of travel and training activities in the travel and training plan by providing certificates or other reasonable verification of accomplishment.

Note: All support for training development will be charged to this CLIN Activity, even though training may encompass actions from multiple CLIN Activities. Delivery of training remains with the originating CLIN Activity.

5.4 International Organization for Standardization (ISO) 14001/ISO 45001 Certification Initiatives and Internal Audits

5.4.1 The contractor will provide audit support and may provide auditors for the ISO 14001 and ISO 45001 internal certification audits and will participate in NETL's internal and external audits and assessments as auditees upon request. There are 2 – 3 internal audits each year and 2 external audits each year. Audits may be performed at any or all locations. Telephonic and/or tele-video will be provided by NETL. ISO support activities include:

5.4.1.1 The contractor participating in planning and closeout meetings of internal audits

5.4.1.2 The contractor providing suggestions for implementing aspects, targets, objectives, and ES&H Management Plans (EMPs), as appropriate to the ISO Program Manager or Lead Auditor for consideration.

6.0 CONTRACTOR FURNISHED ITEMS AND SERVICES

The contractor shall provide all labor, materials, and supplies necessary to satisfactorily perform this Activity unless specifically identified to be provided by the Government within this PWS. Government furnished property/equipment, supplies and materials specific to this Activity are identified in section 7.0 of this PWS.

6.1 Conduct of Safe Operations

6.1.1 Maintain LOTO supply boards with locks, tags, and ties.

6.1.2 Provide testing for all electrical safety equipment through an NEC Compliance and certification testing laboratory.

6.1.3 Maintenance of all confined space signs and labels.

6.1.4 Personal fall protection equipment.

6.2 General Facility Safety Maintenance/Inspections
- 6.2.1 Charging cords for electric carts
- 6.2.2 Crane operator signage
- 6.2.3 Portable emergency eyewash stations
- 6.2.4 Supplies, signs, and replacement parts for all eyewashes and safety showers

6.3 Fire Protection Systems
- 6.3.1 Mounting boards, hooks, fire extinguishers, and signs.

7.0 GOVERNMENT FURNISHED PROPERTY, EQUIPMENT, SUPPLIES AND MATERIALS

7.1 Property: None
7.2 Equipment: None
7.3 Supplies and Materials: None
7.4 Shipping
- 7.4.1 The government shall provide funding for shipping supplies/equipment to other NETL sites or vendors as necessary.

8.0 DELIVERABLES

When reviewing draft deliverables, the government will return consolidated comments to the contractor in a timely manner allowing the contractor time to meet the due date for the deliverable.

The following table highlights the major deliverables associated with this Activity. An electronic copy of all deliverables (or notification of action) will be provided to the ACOR in addition to the designated interested party.

DELIVERABLE	FORMAT	FREQUENCY
Conduct of Safe Operations		
Log of construction activity surveillance inspections	Electronic - maintained on an NETL server accessible to NETL ES&H personnel. Inspections grouped by location.	Updated Daily with non- compliances and non- conformities reported to the project COR/RP and ACOR as soon as is practicable
Safety orientations/briefings documentation	Hard copies on site with access to NETL ES&H personnel or electronic (e-form or scanned) NETL Form 440.4-12/1 maintained on an NETL server accessible to NETL ES&H personnel, with appropriate records grouping and retention (as approved by the ACOR)	Within 5 business days of the briefing
Inspection and Assessment Draft Reports (FSARS, R&D SARS, Support Operation SARS, Focus, and Special Emphasis)	Electronic format provided by the ACOR delivered to lead assessor and ACOR	Within 5 business days of inspection or assessment
Draft Equipment Specific LOTO Procedures to be certified by the E&F Team and accepted by ES&H	ACOR-approved Format	As agreed/requested by ACOR, approximately 80 procedures per year
Annual assessment of the NETL Lockout/Tagout Program	ACOR-approved Format	Conducted in December, final report due by February 15, 2026

DELIVERABLE	FORMAT	FREQUENCY
Records of testing certifications and equipment inventory for electrical safety PPE	Electronic - maintained on an NETL server accessible to NETL ES&H personnel. Inspections grouped by location	Within 3 business days of issue, collection, shipping, or receipt of a certified electrical PPE item
Annual Inventory of Confined Spaces	Electronic or other, as approved by the ACOR in consultation with the CSPM. Maintained with appropriate access to NETL ES&H personnel.	Partial: Within 3 months of newly created, discovered, or identified spaces. Full: Annually by December 31st
Semi-annually review each site's electrical PPE inventory and testing status via documentation check	Electronic copy of semi-annual audit.	Within one month of electrical PPE shipment.
NETL Confined Space Entry Authorization Form (NETL Form 440.1-16/1)	Hard copies on site with access to NETL ES&H personnel or electronic (e-form or scanned) version maintained on an NETL server accessible to NETL ES&H personnel, with appropriate records grouping and retention (as approved by the ACOR)	Within 3 business days of cancellation.
Cancelled/Completed Work Permits (excluding confined space permits)	Hard copies on site with access to NETL ES&H personnel or electronic (e-form or scanned) version maintained on an NETL server accessible to NETL ES&H personnel, with appropriate records grouping and retention (as approved by the ACOR)	Within three (3) business days of cancellation/or received back from party performing work
Inventory and log of issued fall protection equipment and inspections performed	Electronic - maintained on an NETL server accessible to NETL ES&H personnel and grouped by location.	Within three (3) business days of change in inventory or inspection

DELIVERABLE	FORMAT	FREQUENCY

Bi-Weekly Radar Speed Monitoring Reports	Will provide the following: Raw digital data file for each radar speed sign in .csv format; Data reports for each day detailing at least car counts, average speed, and violation/compliance counts in single hour increments in Excel format; Snapshot summary report combining data for each site, all sign location, that lists car counts, average speed, and percent compliance. Also with intro and summary language. Single page in MS Word format.	Not to exceed six (6) times per year combined between all three sites. Will provide as requested by the assigned VSPM.
Emergency Notification System (ENS)		
Submit formal documentation of all component test results and proposed corrective actions	Use inspection and testing form as referenced in NFPA 72 (unless otherwise approved by ACOR)	Annually
General Facility Safety Maintenance/Inspections		
Log recording the date, location/cart ID, and a photo of each cord replaced	Electronic - maintained on an NETL server accessible to NETL ES&H personnel.	Quarterly by January 31st, April 30th, July 31st, and October 31st
Log of crane inspections and load testing, one log each site	Electronic - maintained on an NETL server accessible to NETL ES&H personnel.	Within 2 weeks after completion of form, inspection, or test
Report of random emergency lighting testing	Electronic - maintained on an NETL server accessible to NETL ES&H personnel ACOR.	Completed during facility and project inspections and captured in those inspection reports. Official maintenance inspections are completed annually
Fire Protection and Life Safety		
Training records for fire extinguisher training	Electronic (scans acceptable) NETL F360.1-2 (or equivalent) and maintained on an NETL server accessible to NETL ES&H personnel	Within 1 week after training completion
Tri-annual FFPA Report	As agreed to by ACOR and conforming with DOE O 420.1 and DOE STD 1066 as related to facility fire safety	Draft: February 15th (two-week DOE review minimum) Final: by March 1st
Fire Protection Systems		
Provide reports of annual inspections of fire protection systems and identification of any non- conformances.	Electronic - maintained on an NETL server accessible to NETL ES&H personnel.	Within 2 weeks after the inspection is complete
Record of inspections and the NFPA required recertification on all fire extinguishers	Electronic - maintained on an NETL server accessible to NETL ES&H personnel.	Within 2 weeks after the inspection is complete

DELIVERABLE	FORMAT	FREQUENCY

Accident/Incident/Occurrence Identification, Reporting, and Investigation		
HQ Level Occurrence Reports	As described in DOE Order 232.2 and the DOE Headquarters Occurrence Reporting and Processing System (ORPS) database (http://www.energy.gov/ehss/policy-guidance-reports/databases/occurrence-reporting-and-processing-system)	As required, approximately (on average) eight (8) reportable occurrences NETL-wide per year.
NETL Injury/Illness Report	Completed NETL Form 440.1-34/1	Within 3 working days after occurrence of injury/illness.
Individual Illness/Injury Report (CAIRS)	NETL Form 231.1-2 DOE Form 5484.3 Reporting on DOE HQ database (http://energy.gov/ehss/policy- guidance-reports/databases/computerized-accident-incident-reporting-system)	Within 7 working days after occurrence of OSHA Recordable Injury
Tabulation of Working Hours (CAIRS)	NETL Form 231.1-1 DOE Form 5484.4 Reporting on DOE HQ database (http://energy.gov/ehss/policy- guidance-reports/databases/computerized- accident-incident-reporting-system)	Quarterly by January 9th, April 9th, July 9th, and October 9th
Final report of findings on all accidents/incidents/ occurrence investigations	ACOR Approved Format	As required
NETL High Level Metrics (OSHA Statistics)	Report indicating total OSHA Recordable and DART Case Rates, compared to prior year rates, external rates of similar organizations, and DOE Rates. Include breakdown by site operations and research and development operations. Format as determined by the ACOR	Quarterly by January 10th, April 10th, July 10th, and October 10th
Trend Analysis for NETL Organizations	Report trending covering multiple year period including general and specific causes of NETL injuries, organizational distribution, nature of injuries, and accident types. Format as determined by the ACOR	Annually by February 15th
OSHA 300 Log	Report and OSHA 300 Form deliver to the OSHA Program Coordinator	Annually by January 20th

DELIVERABLE	FORMAT	FREQUENCY
Corrective Action Tracking System Management		

Corrective Action Findings Report (AIIS, or successor, ad-hoc reports)	CATS ad-hoc report on open and pending findings in traditional format segregated by site and individual RPs delivered to ACOR and site office administrative assistant or designee	Monthly
Operating Experience Analysis		
None		
Supporting Functions		
Confirmation of travel and training activities in the travel and training plan by providing certificates or other reasonable verification of accomplishment	Electronic (scans acceptable) delivered to the ACOR	Within 2 weeks after training completion
Weekly update reports	As determined by the ACOR. Information will include activities, results, and effects on NETL.	Weekly noon each Tuesday Look ahead report each Wednesday
Training Documentation Attendance Records Syllabus or Lesson Plan which covers outline and learning objectives.	Electronic (scans acceptable) NETL F 360.1-2 (or equivalent) and maintained on an NETL server accessible to NETL ES&H personnel. E-mail to ACOR and training team for entry into the NETL/DOE training database (as appropriate).	Within two weeks after training completion
Slides and educational materials used in training course delivery developed or delivered under this Activity.	Electronic in MS Office format or PDF format consistent with training delivery vehicle.	Upon request of the ACOR or area SME.

9.0 REFERENCES

Implementation of safety program support will be consistent with OSHA/FEOSH regulations and following the most current versions of NETL's Safety Communications Plan, and NETL Directives – Orders, Procedures, and Manuals (or successor documents).