

TECHNICAL APPENDIX 1 ES&H PROGRAM FOR CONSTRUCTION

Multi-Organization Construction Site Safety Walkthrough

1.0 Background and Purpose

Background: The vast majority of incidents happen when barriers are bypassed, procedures are not followed or there are departures from safe behaviors by workers. Unsafe conditions have historically been a small percentage of the causes of accidents whereas behaviors or unsafe acts are the bulk of the causes. In order to eliminate these incidents from the workplace we must concentrate our efforts to those actions that will have the biggest return on “investment” such as the elimination of unsafe behaviors and the evaluation of work processes and barriers to determine conformance with accepted practices.

Purpose: To establish a process for conducting formal safety program evaluations and field assessments through site safety walkthroughs for construction activities. These assessments should consider management systems, employee behaviors, conformance to the subcontractor safety plan, and performance to Fermilab requirements as expressed in contractual documents, pre-bid and pre-construction meetings.

2.0 Scope

This procedure applies to all active construction activities that require a multi-organizational scrutiny as designated by the Chief Operations Officer.

3.0 Responsibilities

3.1 Construction Manager

- Determine the frequency of walkthroughs based upon input received from the Chief Operations Officer and the Project Manager. Frequency should be identified in the Project Execution Plan (PEP).
- Identify walk-through team members. The team should be kept to a reasonable size and may include the Construction Manager, Construction Coordinator, Subcontractor Superintendent, a representative from the Fermilab ESH Section, a representative from the Department of Energy Fermi Site Office if requested, and Project ESH Support, if one is assigned.

- Conduct a closeout meeting as described below.

3.2 Construction Coordinator and/or Task Manager

Assist the Construction Manager in the walkthrough process as requested. Such requests may include:

- Transmit all concerns to the Sub-Contractor for resolution and provide copies to all team members.
- Review corrective action responses from the Sub-Contractor and provide feedback to the Construction Manager and the Project ES&H Support.
- Track responses to action items (in a formal database, daily/weekly logs or construction meeting minutes).
- Document & distribute closeout-meeting minutes.

3.3 ES&H Section Representative

- Provide technical support relative to safety issues.

3.4 Project ES&H Support

- Participate in walkthroughs focusing on safety issues that would impact installation and operational activities that will follow construction.
- Provide feedback from walkthroughs and closeout meetings directly to the Project Manager.

4.0 Procedure

4.1 The Construction Manager (CM) will identify the time and frequency of the walkthrough.

4.2 The CM will develop an agenda for the walk-through and identify any specific areas to focus on using Appendix A as guidance. Trying to cover a broad spectrum of programs or activities may result in specifics being missed. This is especially true for a larger project, or one covering more than one work site. Interviews with subcontractor employees are encouraged.

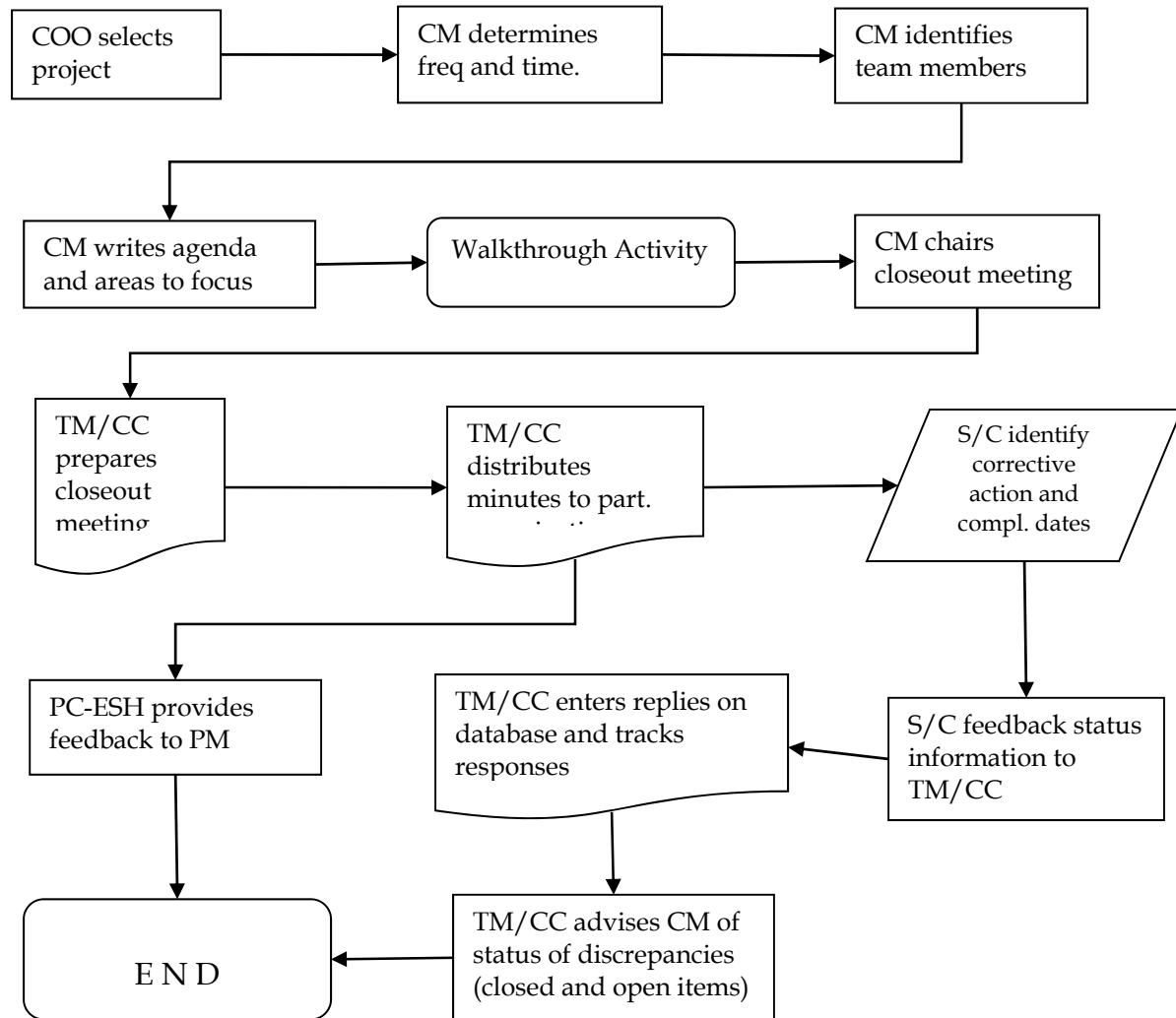
Note: Field observations from one visit may give rise to focused assessments at a future date or provide justification for a formal audit.

- 4.3 CM will complete a closeout meeting with all participating organizations to discuss results of the walkthrough and to discuss suggestions for possible corrective actions.
- 4.4 Document walkthrough results through meeting minutes that will be distributed to all participating organizations.
- 4.5 Enter concerns and corrective actions into a database created for the specific project.

5.0 Corrective Actions

- 5.1 The walkthrough report shall be provided to the subcontractor for action.
- 5.2 The subcontractor shall identify corrective actions and completion dates. Corrective actions shall be completed as quickly as possible.

Multi-Organizational Safety Walkthrough Flow Diagram



Abbreviations:

COO	Chief Operating Officer
CM	Construction Manager
TM/CC	Construction Coordinator and/or Task Manager
PC-ESH	Project ES&H Support
PM	Project Manager
S/C	Subcontractor