



SITE-SPECIFIC HEALTH, SAFETY, AND ENVIRONMENT PLAN (SSHSEP)

**11th LRS/ATS Supply & Fuels
Joint Base Andrews, MD**

**Akima Technical Solutions, LLC
3066 East Perimeter Road
Joint Base Andrews, MD 20762**

Contract No: FA7014-11-C-0018

Implemented by

**Akima Technical Solutions, LLC
3066 East Perimeter Road
Joint Base Andrews, MD 20762**

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A. INTRODUCTION

All written programs and policies applicable to our operations have been incorporated into this program. A periodic review of this material will be performed to ensure that the information presented is current.

When necessary, new specific procedures and policies will be developed and implemented.

This is our safety philosophy and the elements which are the foundation to our Safety Program.

All accidents and injuries can be prevented. Nothing we do in our daily activities is so important that we will sacrifice safety. Management is responsible, and will be held accountable, for preventing injuries and occupational illness. Occupational safety and health is part of every employee's total job performance. Working safely is a condition of employment. All workplace hazards can and will be safeguarded. Training employees to safely work is essential and the responsibility of management/supervision. We will continuously try to exceed our safety standards.



B. SAFETY AND HEALTH POLICY STATEMENT

It is our policy at Akima Technical Solutions, LLC to provide a safe, accident-free, and healthy work environment for everyone.

However, excellent safe and healthy conditions do not occur by chance. They are the result of diligent work and careful attention to all company policies by everyone.

Safety demands cooperation on everyone's part. Thus, it is important that communication be kept open at all times between management and employees. Workers who notice hazards or other safety problems, or feel that they need additional training, must notify their manager. Managers and Leads must address these concerns and take corrective action when warranted.

Everyone at Akima Technical Solutions, LLC is obligated to know the safety requirements and standards for their area or job, and just as important, to abide by them. Managers and Leads must instill a positive attitude and safety awareness in their workers through personal adherence, personal contact, training, and regularly scheduled safety meetings. It is the duty of all employees to perform their work with maximum regard for the safety of themselves and co-workers.

Our safety policies are based on past experience and current standards, and are also an integral part of the company's personnel policies. This means that compliance with these policies is a condition of employment and must be taken seriously. Failure to comply is sufficient grounds for disciplinary action or for termination of employment.

Safety and health are every bit as important in this organization as productivity and quality. In fact, they go hand in hand. Of course the best reason for you to observe these policies is because it's in your own self-interest to do so. Conscientiously following them can help you stay safe, healthy, and able to work, play, and enjoy life to its fullest.

Tab# 1 Wing Safety Policy Letter



C. DISCIPLINARY POLICY AND ACTIONS

Akima Technical Solutions, LLC Andrews Support Division strives to create a safe and healthy workplace for all employees. To achieve this objective will require the cooperation of everyone. All employees must follow and adhere to all company safety policies and procedures.

Management will be advised of any infraction and take part in the expected course of action. All safety mishaps and violations will be thoroughly investigated, documented, and each record of events and findings will be maintained. All participants and witnesses will provide written statements and will be interviewed. An investigation report will result noting the specific problem(s) and presenting a detailed/clear course of action(s) expected for improvement.

Any employee, who has failed to follow any company safety policy, fails to follow established safety guidelines, fails to use required or provided safety equipment, commits unsafe acts, or has failed to notify the employee's manager of an accident or unsafe condition will result in disciplinary action, up to and including termination of employment. Any disciplinary warning letters, suspension letter or termination letter will be retained in the employee's personnel file and a copy given to the employee.

Incidents that involve imminent danger, or in the opinion of management, show a complete disregard for safety, shall be immediately referred to corporate management for appropriate action. The Company reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

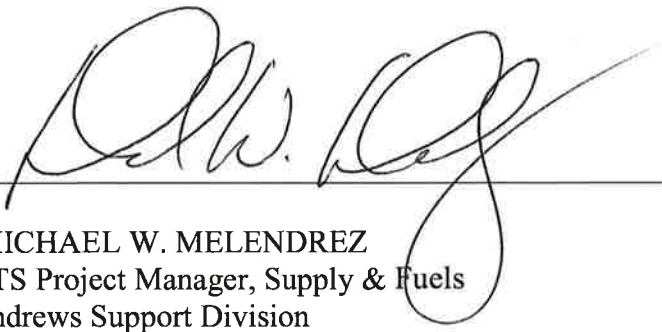


D. SAFETY INCENTIVE PROGRAM

This company will implement a Safety Incentive Program. The program is designed to recognize those employees who contribute through the safe performance of their assigned tasks and promote Akima Technical Solutions, LLC Safety Program.

The company's safety goal is ZERO Incidents. To emphasize this objective and to celebrate Safety excellence, the project site will award the employees with a special function when the project achieves 120 days free of any Mishaps. The number of days will be posted in both the main Supply building (3066) and the main Fuels building (5014) and will be updated on a weekly basis so employees can track the number of Mishap free days accumulated. Once a mishap occurs, the 120 free Mishap days incentive will start over again. Mishaps that occur and are deemed not to be the employee's responsibility will not affect or count against this incentive program.

Safety deeds that are acknowledged and documented as above and beyond the normal safety work tasks, by a lead, manager, or safety committee rep, will be presented to the Project Manager. Upon final review the project will recognize the employee(s) with a certificate of appreciation and 4 hours of paid leave.



MICHAEL W. MELENDREZ
ATS Project Manager, Supply & Fuels
Andrews Support Division

Date 18 Sep 2017



E. RESPONSIBILITIES

Our goal is to protect all employees from injuries and illness while working on the project site. It is the responsibility of everyone to work safely while performing their duties.

Duties and responsibilities of all personnel under our health and safety program are in the following:

Managers

1. Administers all aspects of the occupational health and safety program.
2. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
3. Assists leads in the health and safety training of employees.
4. Conducts inspections to identify unhealthy or unsafe conditions or work practices and then takes action to eliminate any potential safety hazards.
5. Completes written report of inspections.
6. Recommends programs and activities that will develop and maintain incentives for and motivation of employees in health and safety.
7. Ensures the following information is posted in places where employees can see them on each job: the current state health and safety poster, emergency telephone numbers, OSHA Form 300A, and other notices required by Workers' Safety.
8. Investigates all mishaps and near misses and takes action to eliminate post accident safety hazards. Keeps Project Manager informed of all findings.
9. Oversees Post-Mishap Accountability Board that will further analyze the actions taken during a particular Mishap in order to prevent future occurrences.
10. Maintains a log and reports Department of Transportation (DOT) recordable accidents to Fleet Manager and the DOT as required by the Federal Motor Carrier regulations.

Project Manager

1. Familiar with health and safety regulations related to this project site.
2. Directs and coordinates health and safety activities within the project site.
3. Ensures arrangements for prompt medical attention in case of serious injury have been provided for each job, to include transportation, communication, and emergency telephone numbers; and a person with valid certified first aid training is available if required.
4. Requires all employees supervised to use individual protective equipment and safety devices.
5. Ensures that serviceable safety equipment is available, maintained, used, and stored correctly.
6. Ensures all employees are instructed and trained in job health and safety requirements.
7. Conducts frequent and regular health and safety inspections of work area and directs correction of unsafe conditions.
8. Conducts weekly staff meetings with all managers as needed.
9. Ensures that all employees are aware of, and comply with the requirements for safe practices.
10. Reviews all accidents/incidents with management and workers involved.
11. Ensures that corrective action is taken immediately to eliminate the cause of the accident.
12. Requires all subcontractors and their employees to comply with health and safety regulations.
13. Maintains copies of applicable programs and OSHA forms on site, in accordance with company practice and policy.
14. Track recordable incidents that include medical treatment beyond first aid, restricted work cases, lost workday cases, and fatalities as well as non-recordable incidents and near misses.
15. Report accidents that result in an occupational fatality or five or more hospitalized workers to OSHA within eight (8) hours of occurrence and all report all other safety incidents within 24 hours.



Managers and Leads

1. Familiar with, explains, and enforces health and safety regulations that apply to company operations within his/her area of responsibility.
2. Ensures all employees in their work area use safety devices and proper individual protective equipment as required.
3. Instructs and trains all persons within area of responsibility in job health and safety requirements, to include hazard recognition and avoidance, and requires compliance by workers with the safety rules established.
4. Conducts weekly (or as often as needed) safety briefings with all employees in their work area.
5. Ensures that injuries are treated promptly and reported properly.
6. Investigates all mishaps, obtains all pertinent data, initiates corrective action and then will forward all corresponding documentation to the Project Manager.
7. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility.
8. Reports to the Project Manager on any corrective actions needed which may be beyond their control.

HR Manager / Admin

1. Maintains all records and reports, (i.e. Mishap Incident file, OSHA 300 Injury/Illness Log, OSHA 300A Injury/Illness Summary, all safety and environmental reports and audits) concerning all mishaps that have taken place during company operations.
2. Maintains all medical documentation, evaluations and exposure monitoring records until the end of Joint Base Andrews project site contract. All company records will be maintained at the Corporate Site when project site contract has expired.



Employees

1. All employees are required to work safely in accordance with federal, state, and local regulations as well as the rules established by the company.
2. All employees are required to wear the proper personal protective equipment specified for the particular job or task performed.
3. All employees are required to notify their Lead or Manager immediately of any unsafe acts or conditions observed on the job.
4. All employees are required to periodically review the safety program and make recommendations to the management or Safety committee representatives regarding hazards which may need to be addressed.

Tab# 2-a Project Site Safety Points of Contact
2-b Site Emergency Plan Coordinator



F. SAFETY RULES

All company safety policies and procedures must be followed.

Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job. Persons with symptoms of alcohol and/or drug abuse are encouraged to discuss personal or work-related problems with the manager/employer. Reference Tab 4-b the Drug-Free Workplace Program and Training.

No one knowingly shall be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.

Horseplay, scuffling and other acts which tend to endanger the safety or well being of employees are prohibited. Fighting or instigating fights will not be tolerated.

Crowding or pushing when boarding or leaving a vehicle or other conveyance shall be prohibited.

All injuries shall be reported to the appropriate Manager, Project Manager, and HR Department immediately so that individuals can receive immediate medical attention. This will ensure individuals will receive any workmen's compensation benefits due to them.

Work shall be well planned and supervised to prevent injuries when working with equipment and handling heavy materials. When lifting heavy objects employees should use proper lifting techniques.

Employees should ensure that all guards and protective devices are in place, properly adjusted, and report all deficiencies to management. Approved protective equipment shall be worn in specified work areas.

Employees will not perform any major maintenance on any electrical equipment, machinery, air or water lines. Any major maintenance will be accomplished by an outside certified contractor if needed. All employees must be authorized and trained to operate any machinery, equipment, tools and company vehicles. All employees may be required to demonstrate the ability to operate any machinery, equipment, tools and company vehicles.

All tools and equipment must be inspected before and after each use. NEVER use damaged equipment. Destroy or tag defective tools and equipment out of service.

Employees shall observe all warning signs and tags (i.e. caution tags, do not operate tags, lockout tags, and danger tags, etc.).



Any damaged ladders, scaffolds or other supporting structures will be reported immediately to their Lead or Manager. Work is to be arranged so that employees are able to face the ladder and use both hands when climbing.

Before working with any solvent materials containing a low flashpoint, power tools and sources of ignition that may be present will be turned off or disconnected.

Machinery will not be repaired or adjusted while in operation.

Do not throw material, tools, or other objects from heights (whether structures or buildings) until proper precautions are taken to protect others from the hazard of the falling object.

Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.

Gasoline and such solvents shall not be used for cleaning purposes except when directed as an approved T.O procedure. Smoking is prohibited when working with any flammable substance.

Accredited Protective Personal Equipment is available and must be worn as required in designated work areas.

Authorized American Society for Testing and Materials, ASTM, Safety work boots or shoes must be worn in all applicable work areas. Inappropriate footwear or shoes with thin or badly worn soles, or exposed metal will not be worn and must be replaced. The ANSI rating of 75 falls under the ANSI Z75, Standard for Personal Protection Protective Footwear, which has been replaced by the new ASTM International standards, entitled F2412-05 Standard Test Methods for Foot Protection and F2413-05 Standard Requirements for Protective Footwear.

Long-legged pants must be worn. Loose or frayed clothing, dangling ties, lanyards, jewelry, etc. will NOT be worn around moving machinery in order to prevent any potential safety mishaps.

Smoking is only permitted in designated and fire department approved smoking areas.

In addition to the rules established here, employees are expected to follow all safety instructions as provided in training.



G. HOUSEKEEPING

1. Proper housekeeping is the foundation for a safe work environment. Following good housekeeping habits leads to the prevention of accidents and fires, as well as creating a professional appearance in the work area.
2. Material will be piled or stored in a stable manner so that it will not be subject to falling.
3. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
4. Stairways, walkways, exit doors, electrical panels, or access to firefighting equipment will be kept clear of materials, supplies, trash, and debris.

H. MISHAPS

Each employee has the responsibility to immediately report all work-related mishaps, illnesses, and near misses to the appropriate Manager, Project Manager, and HR Department.

Unsafe acts and conditions observed by any employee should be brought to the attention of his/her Manager and Lead.

Managers are required to document all mishaps, illnesses, unsafe acts and unsafe conditions reported by employees and will submit a report to the Project Manager or designated representative as soon as possible.

Managers or designated representatives are required to take immediate appropriate corrective action to ensure the prevention of future mishaps and forward all corresponding documentation to the Project Manager.

Managers will review all mishap documentation and perform a thorough post-mishap investigation. Any safety initiate or corrective action will be recommended to the Project Manager for implementation.

In the case of a fatality or the hospitalization of five or more ATS and/or non-ATS employees, or other individuals, the Project Manager will notify ATS's Safety Director immediately. The Safety Office will notify the local OSHA Office or contact 1-800-321-OSHA within 8 hours of receiving notice of accident or fatality.

Tab# 3-a Mishap Reporting Procedures/forms

Tab# 3-b Return to Work Program/forms



I. RECORDS

The company shall only maintain employee information needed to conduct business and safeguard the confidentiality of employee records.

Managers or designated representative will ensure the accuracy and maintenance of all records related to the safety program including Safety Data Sheets (SDS), Mishap Reports, and the OSHA Log and Summary. SDSs will be maintained so as to be accessible to each and every employee

Managers or designated representative will ensure recordable injuries or illnesses are entered on the OSHA 300 Log within 24 hours of acknowledge of the incident.

J. TRAINING

No employee will be allowed to perform a job or task unless they have received the proper training concerning all job hazards present and the necessary measures taken to perform the job safely. Management or designated representative will schedule the following training:

- **Orientation Training**

Each employee will participate in a safety orientation training session. Topics addressed will include: essential features of the Occupation Safety & Health; ATS Safety & Health Program; job specific hazards; and individual responsibility.

- **Safety Briefings**

Managers disseminates Safety information on a daily, weekly, monthly basis and conducts monthly briefings as needed.

- **Health and Welfare Training**

Employees are our most valuable asset and their health and welfare is our top priority. Training and dissemination of information will be provided on numerous topics (proper lifting techniques, stress, vision, heart, hearing and noise reduction, nutrition, and drug/alcohol affects, etc.). Evaluations and Surveys will be performed as on an annual basis or as required. References:

- Tab# 4-a Emergency First Aid and CPR**
- Tab# 4-b Drug/Alcohol Free Workplace Program & Training**
- Tab# 4-c Medical Surveillance**
- Tab# 4-d Hearing Conservation Program**
- Tab # 4-e Chemical Industrial Hygiene Evaluation**
- Tab # 4-f Workplace Ergonomics**
- Tab # 4-g Lifting and Back Techniques**
- Tab # 4-h Heat Stress Management**
- Tab # 4-i Workplace Violence**
- Tab #4-j Office Safety Plan**



- **Globally Harmonized System/Hazard Communication Training**

Globally Harmonized System (GHS) / Hazard Communication (HAZCOM) plans are developed to protect employees' health and safety by identifying the hazardous materials used in the work areas. An inventory listing of hazardous chemicals stored or used will be kept in file. An inventory will be conducted on an annual basis and updated during the year when a new or old chemical has been added or deleted from the project site. Training is provided by management, vendor or designated representative in the procedures and practices to control exposure to these chemicals.

Tab# 5 GHS/HAZCOM Plan, Hazardous Materials Inventory listings

- **Personal Protective Equipment**

ATS will provide personal protective equipment (PPE) required for employees to do the job without causing occupational injury or illness to themselves. Managers and Leads will identify and verify the requirements for any safety equipment needed. Our Safety Plan ensures that the equipment is not merely issued, but that it is correctly used. Once hired, an individual will receive instruction on the proper use and wear of the Personal Protective Equipment (PPE) in their respective work area. Here are some examples of PPE issued whenever they can contribute to the safety of a job: safety goggles, hearing protection, reflective belts, reflective vests, hard hats, gloves, aprons and proper clothing.

Tab# 6 PPE Guidelines

- **Base Disaster Preparedness**

Base provides training, performs inspections and conducts exercises for natural disasters, man-made disasters, and fire evacuation drills, etc. Fire Extinguisher training is also provided initially and on an annually basis by the base fire prevention office. Building Evacuation plans will be posted in prominent locations throughout each of our buildings.

Tab# 7-a Fire & Emergency Evacuation Procedures

Tab# 7-b Fire Safety Training

- **Confined Space Entry Familiarization**

The fuels department has two types of Permit Required Confined Spaces: Fuel Valve Pits and Jet A Aboveground Tanks. Only Water and Fuels Maintenance (WFM) personnel are allowed to fully enter and perform any maintenance. However, Fuels employees may access the refueling hydrant pits on the flight line for the refueling of aircraft, and Bulk Storage and Lab employees may enter the tops of two fuel tanks located in Bulk Storage for sampling and gauging requirements, but are not to access the floating pan's ladder, in accordance with locally established procedures approved by the Program



Manager. All Fuels employees receive familiarization training on the types and locations of the confined spaces.

Tab# 8 Confined Space Policy Guidelines

- **Lock-out / Tag-out Training**

Employees that are subject to deactivate or de-energize electrical controls, equipment, or circuits and thus exposed to electrical energy will be trained in lockout/tag-out procedures.

Tab# 9 Lock-out / Tag-out Program and Procedures

- **Elevated Work/Fall Protection**

Training will be provided to all employees whose job duties would entail working in elevated work conditions.

Tab# 10 Elevated Work/Fall Protection Plan

- **Motor Vehicles and Mechanized Equipment**

Forklift Training: One or more individuals will be designated as the Powered Industrial Truck Trainer by the Project Manager. Forklift Training is coordinated between the prime contractor, DynCorp, and ATS. DynCorp provides the classroom portion and ATS provides the forklift driving test. Once the training is accomplished, individuals will be able to operate the appropriate Powered Industrial Truck Machinery. Re-Certification will be accomplished every three years.

Vehicle Safety Training: All drivers will receive driving safety training. All drivers who access the flight line will receive classroom training and testing. All flight line drivers will receive a day and night time orientation ride from an ATS certified trainer and will be given a color vision test. Once completed the individual receives a 483 card, Certificate of Competency for flight line driving that must be renewed annually as long as the employee is in a position that requires it.

All employees are instructed NOT to use a cell phone on Joint Base Andrews except with a hands free device and must limit radio traffic to only essential communications while operating any vehicle or forklift.

Tab# 11-a Motor Vehicles & Mechanized Equipment Guidelines



K. SAFETY AUDIT AND INSPECTIONS

All internal and external audits will be maintained and filed in the Administrative office. All Safety inspections will be maintained and filed by management. In addition, the Fuels Environmental & Compliance Inspector will continue to include safety inspections as part of his semi-annual inspection process of each Fuels Flight Element.

Each employee will perform a safety check of their area of the jobsite before work and check all equipment and personal protective equipment before each use.

The Managers, Leads or designated representatives will perform periodic spot checks and monthly inspections using the appropriate checklists. All inspections and spot checks will be forwarded to the Project Manager.

Any formal written safety inspection reports will be filed by the Safety Project Manager's office.

Tab# 12-a ATS HSE Audit Checklist

Tab# 12-b Routine Workplace Inspection Form

L. VISITORS

All visitors will be signed in and escorted in controlled areas. All visitors doing business on the project site will be given a safety precaution briefing where applicable.

M. JOB HAZARD ANALYSIS / PRE TASK PLANNING

The job hazard analysis identifies and eliminates any potential hazard in various work areas. Pre task planning or safety task assignment raises awareness of safety work procedures in the work place. This enhances communication between workers and management.

Tab# 13-a Job Hazard Analysis Documents



N. SAFETY AND HEALTH COMMITTEE

A joint employee-management safety committee has been established to protect the safety and health of its employees. The Safety Committee members are responsible for adhering to and complying with all applicable safety regulations as set forth in the Company Safety Policies, the Collective Bargaining Agreement (CBA), this site Safety Plan and government laws and regulations. The Safety Committee will maintain employee interest in operating a safe workplace; communicate information regarding safety to employees; evaluate safety work conditions; recommend safety actions to the Company; and perform an ongoing evaluation of the safety rules and program.

The Project Manager shall chair the Safety Committee and each flight will have at least one representative. The Committee should meet as often as necessary, but not less than monthly. Formal minutes will be taken at the meetings and maintained for at least one year. A successful Safety Committee plans activities and works with Management to improve the safety culture at Joint Base Andrews.

Tab# 14-a Safety & Health Committee Representatives

Tab# 14-b Safety Committee Procedures

O. Subcontractor Compliance

All contracts and subcontracts require that state laws concerning health and safety will be observed by the subcontractor. The provisions of these health and safety responsibilities apply to subcontractors and their employees working for this company. Failure to fulfill this requirement is a failure to meet the conditions of the contract.