

REQUEST FOR PROPOSALS FOR
Safety Consultant for Accident and Illness Prevention Program (AIPP)

ISSUING OFFICE

Pennsylvania Turnpike Commission
Operations Safety and Incident Response Department

RFP NUMBER

10-10480-2708

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REQUEST FOR PROPOSALS FOR
Safety Consultant for Accident and Illness Prevention Program (AIPP)

TABLE OF CONTENTS

| | | |
|-----------------|--|-----------|
| Part I | - GENERAL INFORMATION FOR PROPOSERS | 3 |
| Part II | - INFORMATION REQUIRED FROM PROPOSERS | 8 |
| Part III | - CRITERIA FOR SELECTION | 11 |
| Part IV | - WORK STATEMENT | 12 |

Attachment A – PTC Location Addresses

Attachment B – Scope of Work Examples

PART I

GENERAL INFORMATION FOR PROPOSERS

I-1. Purpose. This request for proposals (RFP) provides interested Proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy a need for a Safety Consultant for Accident and Illness Prevention Program (AIPP)

I-2. Issuing Office. This RFP is issued for the Commission by the Operations, Safety & Incident Response Department.

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. To acquire a Safety Consultant to be utilized as an additional resource to meet the requirements set forth by the Pennsylvania Department of Labor and Industry for the Pennsylvania Turnpike Commission's (PTC) Accident and Illness Prevention Program (AIPP) to ensure the PTC's Self-Insurance status(workers compensation).

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a cost plus fee for services contract. The Commission may in its sole discretion undertake negotiations with Proposers whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

I-6. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing Proposers.

I-7. Subcontracting. Any use of subcontractors by a Proposer must be identified in the proposal. During the contract period use of any subcontractors by the selected Proposer, which were not previously identified in the proposal, must be approved in advance in writing by the Commission.

A firm that responds to this solicitation as a prime may not be included as a designated subcontractor to another firm that responds to the same solicitation. **Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firm or firms involved.** This does not preclude a firm from being set forth as a designated subcontractor to more than one prime contractor responding to the project advertisement.

I-8. Incurring Costs. The Commission is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.

I-9. Questions and Answers. Written questions may be submitted to clarify any points in the RFP which may not have been clearly understood. Written questions should be submitted by email to RFP-Q@paturndpike.com with **RFP 10-10480-2708** in the Subject Line to be received no later than **October 21, 2010 by 12:00 noon**. All questions and written answers will be posted to the website as an addendum to and become part of this RFP.

I-10. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the Commission's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to ensure the submitted proposal complies with any changes in the published advertisement.

I-11. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's Contracts Administration Department, Attention: Wanda Metzger, on or before **12:00 P.M., Monday, November 29, 2010**. The Pennsylvania Turnpike Commission is located at 700 South Eisenhower Boulevard, Middletown, PA 17057 (Street address). Our mailing Address is P. O. Box 67676, Harrisburg, PA 17106.

Please note that use of U.S. Mail delivery does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals. If the Commission office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open. Unless the Proposers are otherwise notified by the Commission, the time for submission of proposals shall remain the same.

I-12. Proposals. To be considered, Proposers should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in **five (5)** hard copies and one **complete and exact** copy of the technical proposal on CD-ROM in Microsoft Office or Microsoft Office-compatible format to the Contract Administration Department. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. For this RFP, the proposal must remain valid for at least **120** days. Moreover, the contents of the proposal of the selected Proposer will become contractual obligations if a contract is entered into.

Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, the Commission shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.

I-13. Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

I-14. Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-15. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Proposers for the purpose of obtaining “best and final offers.” To obtain best and final offers from Proposers, the Issuing Office may do one or more of the following: a) enter into pre-selection negotiations; b) schedule oral presentations; and c) request revised proposals. The Issuing Office will limit any discussions to responsible Proposers whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award.

I-16. Prime Proposer Responsibilities. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

I-17. Proposal Contents. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission’s option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing Proposers at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

In accordance with the Pennsylvania Right-to-Know Law (RTKL), 65 P.S. § 67.707 (Production of Certain Records), Proposers shall identify any and all portions of their Proposal that contains confidential proprietary information or is protected by a trade secret. Proposals shall include a written statement signed by a representative of the company/firm identifying the specific portion(s) of the Proposal that contains the trade secret or confidential proprietary information.

Proposers should note that “trade secrets” and “confidential proprietary information” are exempt from access under Section 708(b)(11) of the RTKL. Section 102 defines both “trade secrets” and “confidential proprietary information” as follows:

Confidential proprietary information: Commercial or financial information received by an agency: (1) which is privileged or confidential; **and** (2) the disclosure of which would cause substantial harm to the competitive position of the person that submitted the information.

Trade secret: Information, including a formula, drawing, pattern, compilation, including a customer list, program, device, method, technique or process that: (1) derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; **and** (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The term includes data processing software by an agency under a licensing agreement prohibiting disclosure.

65 P.S. §67.102 (emphasis added).

The Office of Open Records has determined that a third party must establish a trade secret based upon factors established by the appellate courts, which include the following:

- the extent to which the information is known outside of his business;
- the extent to which the information is known by employees and others in the business;
- the extent of measures taken to guard the secrecy of the information;
- the value of the information to his business and to competitors;
- the amount of effort or money expended in developing the information; and
- the ease of difficulty with which the information could be properly acquired or duplicated by others.

See Crum v. Bridgestone/Firestone North Amer. Tire., 907 A.2d 578, 585 (Pa. Super. 2006).

The Office of Open Records also notes that with regard to “confidential proprietary information the standard is equally high and may only be established when the party asserting protection shows that the information at issue is either ‘commercial’ or ‘financial’ and is privileged or confidential, and the disclosure *would* cause substantial competitive harm.” (emphasis in original).

For more information regarding the RTKL, visit the Office of Open Records’ website at www.openrecords.state.pa.us.

I-18. Debriefing Conferences. Proposers whose proposals are not selected will be notified of the name of the selected Proposer and given the opportunity to be debriefed, at the Proposer’s request. The Issuing Office will schedule the time and location of the debriefing. The Proposer will not be compared with other Proposers, other than the position of its proposal in relation to all other proposals.

I-19. News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-20. Commission Participation. Unless specifically noted in this section, Proposers must provide all services to complete the identified work.

I-21. Cost Submittal. The cost submittal shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal. **Failure to meet this requirement may result in disqualification of the proposal.**

I-22. Term of Contract. The term of the contract will commence on the Effective Date (as defined below) and will end after three (3) years with options to renew for two (2) additional one-year periods. The Commission shall fix the Effective Date after the contract has been fully executed by the Contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained.

I-23. Proposer’s Representations and Authorizations. Each Proposer by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement, omission or misrepresentation shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the

submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.

- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to the Commonwealth.
- h. The Proposer is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i. The Proposer has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each Proposer, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

PART II

INFORMATION REQUIRED FROM PROPOSERS

Proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. Each proposal shall consist of two (2) separately sealed submittals. The submittals are as follows: (i) Technical Submittal, in response to Part II-1 through II- 7 hereof; (ii) Cost Submittal, in response to Part II-8 hereof.

The Commission reserves the right to request additional information which, in the Commission's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Commission may make such investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the Issuing Office all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Commission that such Proposer is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in Part IV of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of person hours allocated to each task.

II-4. Prior Experience. Include experience with state government (public entities) in the area of Accident and Illness Prevention Program (AIPP) consulting and comply in preparing various safety documents, policies and procedures to meet the requirements as set forth by the Department of Labor and Industry for an approved AIPP currently and in the future as requirements change. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-5. Personnel. Include the number, and names where practicable, of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the work. Include through a resume or similar document education and experience in employee safety for public entities. Indicate the responsibilities each will have in this project and how long each has been with your company. Identify subcontractors you intend to use and the services they will perform.

II-6. Training. If appropriate, indicate recommended training of Commission personnel. Include the personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

II-7. DBE/MBE/WBE Participation. The Turnpike Commission is committed to the inclusion of disadvantaged, minority, and woman firms in contracting opportunities. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Proposal. Proposed DBE/MBE/WBE firms must be certified by the Pennsylvania Department of General Services (www.dgs.state.pa.us) or the Pennsylvania Unified Certification Program (www.paucp.com) at the time of the submission of the proposal. While D/M/WBE participation is not a requirement for this RFP, inclusion of D/M/WBEs will be a factor in the evaluation determination. **If further information is desired concerning DBE/MBE/WBE participation,** direct inquiries to the Pennsylvania Turnpike Commission's Contract Administration Department by calling (717) 939-9551 Ext. 4241.

II-8. Cost Submittal. The information requested in this section shall constitute your cost submittal. **The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separate from the technical submittal.**

Proposers should **not** include any assumptions in their cost submittals. If the proposer includes assumptions in its cost submittal, the Issuing Office may reject the proposal.

Examples of programs that will be assigned to the selected proposer are listed in Part IV-2 and further detailed in Attachment B of this RFP. The proposer shall provide a total cost for the five (5) examples listed. Each example program's total cost must further be broken down but not limited to the following components:

- a. Direct Labor Costs.** Itemize to show the following for each category of personnel with a different rate per hour:
 - (1) Category: e.g., partner, project manager, analyst, senior auditor, research associate.
 - (2) Estimated hours.
 - (3) Rate per hour.
 - (4) Total cost for each category and for all direct labor costs.
- b. Labor Overhead.** Specify what is included and rate used. If there is no labor overhead rate in your proposal, so state.
- c. Travel and Subsistence.** Itemize transportation, lodging and meals per diem costs separately. Travel and subsistence costs must not exceed current Conus rates and IRS approved mileage rates. If there are no travel and subsistence costs in your proposal, so state.
- d. Subcontract Costs.** Itemize as in (a) above. If there are no subcontract costs in your proposal, so state.

- e. **Cost of Supplies and Materials.** Itemize. If there are no supplies and materials in your proposal, so state.
- f. **Other Direct Costs.** Itemize. If there are no other direct costs in your proposal, so state.
- g. **Total Cost.** Inclusive of items a to f .

Any costs not provided in the cost proposal will be assumed as no charge to the Commission.

The selected Proposer shall only perform work on this contract after the Effective Date is affixed and the fully-executed contract sent to the selected Proposer. The Commission shall issue a written Notice to Proceed to the selected Proposer authorizing the work to begin on a date which is on or after the Effective Date. The selected Proposer shall not start the performance of any work prior to the date set forth in the Notice of Proceed and the Commission shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the date set forth in the Notice to Proceed. No Commission employee has the authority to verbally direct the commencement of any work under this Contract.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal should be (a) timely received from a Proposer; (b) properly signed by the Proposer; and (c) formatted such that all cost data is kept separate from and not included in the Technical Submittal.

III-2. Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the Commission. This committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies Commission needs. Award will only be made to a Proposer determined to be responsive and responsible in accordance with Commonwealth Management Directive 215.9, Contractor Responsibility Program.

III-3. The following criteria will be used in evaluating each proposal:

a. Understanding the Problem. This refers to the Proposer's understanding of the Commission needs that generated the RFP, of the Commission's objectives in asking for the services or undertaking the study, and of the nature and scope of the work involved.

b. Proposer Qualifications. This refers to the ability of the Proposer to meet the terms of the RFP, especially the time constraint and the quality, relevancy, and recency of studies and projects completed by the Proposer. This also includes the Proposer's financial ability to undertake a project of this size.

c. Personnel Qualifications. This refers to the competence of professional personnel who would be assigned to the job by the Proposer. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on studies/services similar to that described in the RFP. Particular emphasis is placed on the qualifications of the project manager.

d. Soundness of Approach. Emphasis here is on the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the service/project. Of equal importance is whether the technical approach is completely responsive to all written specifications and requirements contained in the RFP and if it appears to meet Commission objectives.

e. Cost. While this area may be weighted heavily, it will not normally be the deciding factor in the selection process. The Commission reserves the right to select a proposal based upon all the factors listed above, and will not necessarily choose the firm offering the best price. The Commission will select the firm with the proposal that best meets its needs, at the sole discretion of the Commission.

f. DBE/MBE/WBE Participation. This refers to the inclusion of D/M/WBE firms, as described in Part II-7, and the extent to which they are expected to participate in this contract. Participation will be measured in terms of total dollars committed or percentage of total contract amount to certified D/M/WBE firms.

PART IV

WORK STATEMENT

IV-1. Objectives.

a. General. The proposer must possess extensive experience and knowledge to support the Pennsylvania Turnpike's Accident and Illness Prevention Program (AIPP) in accordance with Article X, Health and Safety Sec. 1001 of the Pennsylvania Workers' Compensation Act. They must be able to assist in the assessment, development, implementation and audits to comply with reporting requirements to the Commonwealth in order to ensure the Commission maintains its self-insurance status. In addition, the proposer must be able to provide new and innovative technologies to support the goal of improving the current and future AIPP. This may include conducting site assessments at designated locations to evaluate practices, procedures, and conditions that may prevent or eliminate injury or illness as identified by the Operations Safety and Incident Response Department.

In addition the proposer will need to be licensed and/or a certified safety professional. Proposer will routinely provide support to the Operations, Safety and Incident Response Department to include a representative who will work closely with the Operations Safety and Incident Response Department to ensure that these services are effective.

b. Specific. To effectively support the Turnpike's AIPP, the vendor must routinely develop and assist the Operations, Safety & Incident Response Department in implementing effective programs to comply with Article X, Health and Safety Sec. 1001 of the Pennsylvania Workers' Compensation Act.

IV-2. Nature and Scope of the Project. This project will require on site visits as needed to various Commission facilities as listed in Attachment A, as well as the Pennsylvania Turnpike Commission Administration Building located in Harrisburg. In addition, the proposer shall review and comment on existing safety programs, assist in identifying hazards at all PTC facilities, provide methods of mediating these hazards, and review federal and state requirements, and as required by the Pennsylvania Department of Labor and Industry, compliance with the Pennsylvania Workers' Compensation Act for Self-Insured status, and any other related consultation on safety issues not here-in identified, but may be identified through annual safety assessments, quarterly reviews, daily observations, or as identified by PTC staff.

The following examples of existing PTC programs, Attachment B, shall be reviewed and addressed as part of your response to this RFP:

1. Lockout/Tagout Program
2. Bloodborne Pathogen Program
3. Industrial Hygiene Surveys
4. Hearing Conservation Program
5. Confined Space Entry Procedures

The proposers proposal shall review the attached programs; list the hours they would devote to the review, development and training for the program area, list their work plan in the approach to the problem, and identify persons who would be assigned to the review, development and training for these programs.

IV-3. Requirements. The proposer must ensure that the Pennsylvania Turnpike Commission Accident and Illness Prevention Program (AIPP) are in compliance with applicable state and federal regulations.

IV-4. Tasks. The proposer will support the Commission in the development, implementation and review of current and future AIPPs in the following areas: risk assessment and control programs including but not limited to workplace safety inspections, safety program development, employee injury investigation, job safety assessments; industrial hygiene programs including but not limited to indoor air quality, job hazard assessment, hazard communication programs, respiratory protection programs, hearing conservation programs, personal protective equipment, community right to know reporting, blood borne pathogens(BBP); educational and communication programs including but not limited to specialized educational seminars, train-the-trainer programs; and web based training programs including but not limited to review of current training programs.

IV-5. Reports and Project Control. Provide routine feedback on all AIPP tasks monthly or as required by the Safety Operations and Incident Response Department.

a. Task Plan. A work plan for each task that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each element and the deliverable items to be produced. The proposer must be able to assist with the development of comprehensive plans for reducing trends identified by the Operations, Safety & Incident Response Department.

b. Status Report. A **monthly** progress report covering activities, problems, and recommendations; the report should be keyed to the work plan developed by the Proposer in its proposal, as amended or approved by the Commission. The vendor will provide routine feedback through monthly progress reports to the Operations Safety & Incident Response Department.

c. Problem Identification Report. An “as required” report, identifying problem areas. The report should describe the problem and its impact on the overall project and on each affected task. It should list possible courses of action with advantages and disadvantages of each, and include Proposer recommendations with supporting rationale. Assess hazards, evaluate, develop program improvements, conduct industrial hygiene and ergonomic evaluations and to provided agency specific training as necessary or as identified by the Operations Safety & Incident Response Department.

Pennsylvania Turnpike Commission

Locations

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|---|--|--|---|--|---|
| PA Turnpike Commission Central Administration Building 700 South Eisenhower Boulevard Middletown PA 17057 | PA Turnpike Commission Gateway Int. #2 MP 1.4 - Burkey Road Enon Valley PA 16120 | PA Turnpike Commission Irwin Int. #67 MP 67.4 - Route 30 Irwin PA 15642 | PA Turnpike Commission Gettysburg Pike Int. #236 MP 236 - Rt. 15 Mechanicsburg PA 17055 | PA Turnpike Commission Fort Washington Int. #339 MP 338.5 - Route 309 Fort Washington PA 19034 | PA Turnpike Commission Wilkes Barre Int. #105, Rt. 9 MP A105.3 - Rt 115 Bearcreek Blvd Bear Creek PA 18601 |
| PA Turnpike Commission TIP Building 2850 Turnpike Industrial Drive Middletown, PA 17057 | PA Turnpike Commission Warrendale Int. #30 117 Plaza Lane Warrendale PA 15086 | PA Turnpike Commission New Stanton Int. #75 MP 75.5 - Rt. 119 & 170 New Stanton PA 15672 | PA Turnpike Commission Harrisburg West Int. #242 MP 241.9 - R.D. #1 New Cumberland PA 17070 | PA Turnpike Commission Willow Grove Int. #343 MP 342.9 - Route 611 Willow Grove PA 19090 | PA Turnpike Commission Wyoming Valley Int. #112, Rt. 9 MP 92.6 - Rt. 315 Pittston PA 18640 |
| PA Turnpike Commission Eastern Regional Office MP 330.1E - 251 Flint Hill Road King of Prussia, PA 19406 | PA Turnpike Commission Butler Valley Int. #39 MP 39.1 - R.D. #2 Gibsonia PA 15044 | PA Turnpike Commission Donegal Int. #91 MP 90.7 - Rt. 31 & 711 Donegal PA 15628 | PA Turnpike Commission Harrisburg East Int. #247 MP 247.3 - I283 & 176 Highspire PA 17034 | PA Turnpike Commission Philadelphia Interchange #351 MP 351.3 - Route 1 Bensalem PA 19020 | PA Turnpike Commission Keyser Avenue Int. #122 MP A121.5 - Keyser Ave Taylor PA 18517 |
| PA Turnpike Commission Western Regional Office 2200 North Center Avenue New Stanton, PA 15672 | PA Turnpike Commission Allegheny Valley Int. #48 MP 47.7 - R.D. #2 Cheswich PA 15024 | PA Turnpike Commission Somerset Int. #110 MP 109.9 - Water Works Road Somerset PA 15501 | PA Turnpike Commission Lebanon-Lancaster Int. #266 MP 266.4 - 3018 Lebanon Road Manheim PA 17545 | PA Turnpike Commission Delaware Valley Int. #358 MP 357.7 - Route 13 Bristol PA 19007 | PA Turnpike Commission Clark Summit Int. #131, Rt. 9 MP 110 - exit 58 off I81 Clark Summit PA 18411 |
| PA Turnpike Commission District 1 Fare Collection WRO - 2200 North Center Avenue New Stanton PA 15672 | PA Turnpike Commission Mt. Jackson Interchange MP B43.2 - Route 108 New Castle PA 16102 | PA Turnpike Commission Bedford Int. #146 MP 145.5 - RD #2, Business Rt. 220 Bedford PA 15522 | PA Turnpike Commission Reading-Lancaster Int. #286 MP 285.9 - 316 Rear Lausch Road Denver PA 17517 | PA Turnpike Commission Delaware River Bridge Int. #359 MP 358.1 - Airport Rd. & Green Lane Bristol PA 19007 | PA Turnpike Commission California Int. Mon-FayetteExpressway MP 4.96 - RD 1, Box 283 Coal Center PA 15423 |
| PA Turnpike Commission District 2 Fare Collection MP 154.2 - 1605 Ashcom Road, Suite 1 Everett PA 15537 | PA Turnpike Commission North Toll 60 Milepost B41.4 New Castle PA 16102 | PA Turnpike Commission Breezewood Int. #161 MP 162.8 - 1 Mile S. of Rt. 30 Breezewood PA 15533 | PA Turnpike Commission Morgantown Int. #298 MP 298 - Route 10 Morgantown PA 19543 | PA Turnpike Commission Lansdale Int. #31, Rt. 9 MP A30.3 - Rt. 63 Kulpsville PA 19443 | PA Turnpike Commission M39 Mon-FayetteExpressway Coyle Curtain Road Interchange Monongahela PA 15063 |
| PA Turnpike Commission District 3 Fare Collection MP 241.9 - R.D. #1 New Cumberland PA 17070 | PA Turnpike Commission Moravia Interchange MP B39.5 - Route 168 Wampum PA 16157 | PA Turnpike Commission Fort Littleton Int. #180 MP 179.5 - Route 522 Fort Littleton PA 17223 | PA Turnpike Commission Downingtown Int. #312 MP 312 - Rt. 100 Pottstown Pike Uwchland PA 19480 | PA Turnpike Commission Quakertown Int. #44, Rt. 9 MP A43.9 - R.D. #2, Box 342 Quakertown PA 18951 | PA Turnpike Commission M44 Mon-FayetteExpressway MP 43.8 - 520 Crackerjack Rd Monongahela PA 15063 |
| PA Turnpike Commission District 4 Fare Collection MP 330.1E - 251 Flint Hill Road King of Prussia PA 19406 | PA Turnpike Commission Beaver Falls Interchange MP B30.7 - Wallace Run Road Beaver Falls PA 15010 | PA Turnpike Commission Willow Hill, Int. #189 MP 188.6 - Rt. 75 Path Valley Road Willow Hill PA 17271 | PA Turnpike Commission Valley Forge Int. #326 MP 326.3 - Schuylkill Exp.way King of Prussia PA 19406 | PA Turnpike Commission Lehigh Valley Int. #56, Rt. 9 MP A57.2 - Rt. 22 Toll Road Exit Allentown PA 18105 | PA Turnpike Commission M48 Mon-FayetteExpressway 3870 Finleyville-elrama Rd Gastonville PA 15336 |
| PA Turnpike Commission District 5 Fare Collection MP A50.1 - 2952 Mountain Road Slatington PA 18080 | PA Turnpike Commission South Toll 60 MP B28.9 - Route 51 Beaver Falls PA 15010 | PA Turnpike Commission Blue Mountain Int. #201 MP 201.3 - Cumberland Hwy, Rt. 997 Newburg PA 17240 | PA Turnpike Commission Norristown Int. #333 MP 333.1 - Germantown Pike Plymouth Meeting PA 19462 | PA Turnpike Commission Mahoning Valley Int. #74, Rt. 9 MP A75.7 - 1649 Int. Rd on Rt. 209 Lehigh PA 18235 | PA Turnpike Commission M52 Mon-FayetteExpressway 2001 Mainline Toll Plaza Rt 43 Jefferson Hills PA 15025 |
| PA Turnpike Commission District 6 Fare Collection MP B33.8 - 1808 Shenango Rd New Galilee, PA 16141 | PA Turnpike Commission Pittsburgh Int. #57 MP 56.5 - R.D. #1 Turtle Creek PA 15145 | PA Turnpike Commission Carlisle Int. #226 MP 226.3 - Rt. 11 Carlisle PA 17013 | PA Turnpike Commission Mid County Int. #20 MP 333.15 - Germantown Pk & Rt. 476 Plymouth Meeting PA 19462 | PA Turnpike Commission Pocono Interchange #95, Rt. 9 MP A94.7 - Junction 180 & Rt. 940 White Haven PA 18661 | PA Turnpike Commission M4 Mon-FayetteExpressway 5600 PA 43 Smithfiled PA 15478 |

Pennsylvania Turnpike Commission

Locations

| | | | | |
|---|---|---|---|--|
| PA Turnpike Commission M5 Mainline Plaza Mon-Fayette MP 4.7 - Rubles Mill Road Smithfield PA 15478 | PA Turnpike Commission Gibsonia Maint Bldg - MP 39.6 3000 Haberlein Road (Allegheny C) Gibsonia PA 15044 | PA Turnpike Commission District 2 Maint.- MP 154.2 1657 Ashcom Road (Bedford County) Everett, PA 15537 | PA Turnpike Commission Newville Maint. - MP 214.2 246 Center Rd.(Cumberland Co.) Newville, PA 17241 | PA Turnpike Commission Quakertown Maint Bldg - MP A43.7 R.D. #2, Box 345 (Bucks Co.) Quakertown PA 18951 |
| PA Turnpike Commission M18 Mon-FayetteExpressway 174 Upper Middletown Road Smock PA 15480 | PA Turnpike Commission Harrison City Maint Bldg - MP 63.2 1012 Sandy Hill Rd. (Westmoreland C) Irwin PA 15642 | PA Turnpike Commission Somerset Maint Bldg - MP 113.9 177 Menser Road (Somerset C) Somerset PA 15501 | PA Turnpike Commission New Cumberland Maint Bldg - MP 243.8 519 Marsh Run Road (York Co.) New Cumberland PA 17070 | PA Turnpike Commission Slatington Maint Bldg - MP A70.1 2952 Mountain Road (Lehigh Co.) Slatington PA 18080 |
| PA Turnpike Commission M19 Mon-FayetteExpressway 1098 Fox Ridge Road New Salem PA 15468 | PA Turnpike Commission Donegal Maint Bldg - MP 88.8 R.D. #1, Box 331 (Westmoreland C) Acme PA 15610 | PA Turnpike Commission Kegg Maint Bldg - MP 132.34 WB (Bedford Co.) Manns Choice PA 15550 | PA Turnpike Commission Mt. Greta Maint Bldg - MP 265.5 3014 Pinch Road (Lancaster Co.) Manheim PA 17545 | PA Turnpike Commission Lehigh Tunnel Milepost A70.7 Lehigh County, PA 18951 |
| PA Turnpike Commission AKH - Route 66 Interchange Milepost G9.40 Delmont PA 15626 | PA Turnpike Commission Greensburg Maint Bldg - MP G7.2 NB 241 AKH Maintenance Lane (Westmoreland) Jeanette PA 15644 | PA Turnpike Commission Allegheny Tunnel Milepost 122.18 Berlin PA 15530 | PA Turnpike Commission Bowmansville Maint Bldg - MP 288.3 441 Panorama Drive (Lancaster Co.) Denver PA 17517 | PA Turnpike Commission Pocono Maint Bldg - MP A94.6 Box 18 - Star Route (Carbon Co.) White Haven PA 18661 |
| PA Turnpike Commission AKH - Route 130 Interchange Milepost G7.77 Jeanette PA 15644 | PA Turnpike Commission Greensburg Salt Storage - MP G7.2 NB A.K.H. Bypass, Toll 66 Greensburg PA 15601 | PA Turnpike Commission Everett Maint Bldg - MP 154.2 1657 Ashcom Road (Bedford C) Everett PA 15537 | PA Turnpike Commission New Cumberland Salt Stor MP 245.5 WB - York County New Cumberland, PA 17070 | PA Turnpike Commission Wyoming Valley Maint Bldg - MP A114.6 Route 315 (Luzerne Co.) Pittston PA 18640 |
| PA Turnpike Commission AKH - Route 30 Interchange Milepost G6.30 Greensburg PA 15601 | PA Turnpike Commission Jefferson Hills Maint Bldg - MP M51.4 NB Rt. 43 Turnpike Ext(Allegheny Co.) Jefferson Hills PA 15025 | PA Turnpike Commission Burnt Cabins Maint Bldg - MP 186.0 24455 Locke Road (Huntingdon C) Shade Gap PA 17255 | PA Turnpike Commission District 4 Maint. - MP 333.6 402 Germantown Pike Plymouth Meeting, PA 19462 | |
| PA Turnpike Commission AKH - Mainline Interchange Milepost G4.70 Greensburg PA 15601 | PA Turnpike Commission Jefferson Hills Salt Stor. - MP M51.4 NB Route 43 Jefferson Hills PA 15025 | PA Turnpike Commission Tuscarora Tunnel Milepost 186.1 Shade Gap, PA 17255 | PA Turnpike Commission Devault Maint Bldg - MP 316.2 Rt. #1 Box 44, Valley Hill Rd Malvern PA 19355 | |
| PA Turnpike Commission AKH - Route 136 Interchange Milepost G4.03 Greensburg PA 15601 | PA Turnpike Commission Beaver Valley Salt Stor - MP 9.4 WB Exit 10 New Galilee, PA 16141 | PA Turnpike Commission Blue-Kitt Tunnels (2 locations) Milepost 197.4 Amberson, PA 17210 | PA Turnpike Commission Plymouth Meeting Maint Bldg - MP333.6 402 Germantown Pike (Montgomery C) Plymouth Meeting PA 19462 | |
| PA Turnpike Commission District 1 Maintenance - MP 39.6 3000 Haberlein Rd(Allegheny County) Gibsonia, PA 15044 | PA Turnpike Commission Laurel Hill Salt Stor - MP 99.4 EB Westmoreland County Jeanette PA 15644 | PA Turnpike Commission Sideling Hill Salt Stor - MP 168.4 WB Breezewood PA 15533 | PA Turnpike Commission Trevose Maint Bldg - MP 353.1 Pa. Turnpike and Galloway Road (Bucks Co.) Bensalem PA 19020 | |
| PA Turnpike Commission Homewood Maint Bldg - MP 11.8 286 Foxwood Road (Beaver Co.) Wampum PA 16157 | PA Turnpike Commission California Inter. Salt Stor - MP M34.96 RD1,Box 283 Coal Center PA 15423 | PA Turnpike Commission District 3 Maint. - MP 288.3 441 Panorama Dr. (LANCASTER C) Denver, PA 17517 | PA Turnpike Commission District 5 Maint. - MP A94.6 Box 18 Star Route (CARBON CO) White Haven, PA 18661 | |

ATTACHMENT B

SAFETY CONSULTANT SCOPE OF WORK EXAMPLES

Examples of Scope of Work, shall be, but not limited to, recognizing hazards in the workplace, suggest approaches or options for solving safety or health issues, provide a written report summarizing findings, and assist in developing or maintaining an effective safety and health program.

In addition, the Contractor shall review and comment on existing safety programs, assist in identifying hazards at all PTC facilities, provide methods of mediating these hazards, and review federal and state requirements, and as required by the Pennsylvania Department of Labor and Industry, compliance with the Pennsylvania Workers' Compensation Act for Self-Insured status, and any other related consultation on safety issues not here-in identified, but may be identified through annual safety assessments, quarterly reviews, daily observations, or as identified by PTC staff.

The following examples of existing PTC programs (as attached) shall be reviewed and addressed as parts of your response to this RFP:

1. Lockout/Tagout Program
2. Bloodborne Pathogen Program
3. Industrial Hygiene Surveys
4. Hearing Conservation Program
5. Confined Space Entry Procedures

The Proposer shall review the attached programs; list the hours they would devote to the review, development and training for the program area, list their work plan in the approach to the problem, and identify persons who would be assigned to the review, development and training for these programs (if needed).

EXAMPLE

PROGRAM #1

Lockout/Tagout Procedure

Lockout/Tagout Procedure

PURPOSE:

The purpose of this lockout/tagout procedure is to isolate machinery and/or equipment from its source of energy while being repaired. It will be used to ensure that all personnel and employees are not exposed to a potentially hazardous source.

SCOPE:

This procedure shall be followed by all Pennsylvania Turnpike Commission (Commission) employees. All machinery and/or equipment shall be locked and tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

This procedure does not apply to the work on cord and plug connected electrical equipment for which exposure to the hazards of unexpected energization or start up of equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control (within arms reach and line of sight) of the employee performing the servicing or maintenance.

DEFINITIONS:

Affected Employee

An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under the lockout or tagout, or whose job requires him to work in an area in which such servicing or maintenance is being performed.

Authorized Employee

An authorized employee is one who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person, when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or tagout system implemented.

PROCEDURE TO FOLLOW:

A. PRE-PLAN MAINTENANCE

Whenever maintenance on machinery and/or equipment is to be performed it should be planned ahead of time. Considering the type of work employees are involved in, this may not always be possible. Before initiating any maintenance by an authorized employee who will be performing the work, is to communicate with all parties affected including the supervisor.

B. FILLING OUT THE LOCKOUT TAG

It is important to fill out the tag completely prior to starting work or maintenance. The tag must be completely filled out prior to starting work or maintenance. The tag is to be placed on the machine and/or equipment where everyone attempting to start it can visibly see the tag. The top half of the Lockout Tag will include:

- The reason or cause for maintenance of other remarks
- The time and date machine and/or equipment went out of service
- The name of person(s) performing maintenance

C. DE-ENERGIZATION PROCEDURE

This procedure will be used whenever work is to be performed on a piece of equipment that unexpected energization could cause injury:

- The authorized employee doing the work is to notify all affected employees that a lockout or tagout system is going to be utilized and the reason thereof. The authorized employee (the one performing the maintenance) should know in advance what type and magnitude of energy or equipment utilizes, and its potential hazards.
- If the machine and/or equipment is operating, the authorized employee is to shut it down by normal stopping procedure. (i.e. depress the stop button, turn the key to off position and remove etc). It is imperative to eliminate all possibility of potential energy that may be stored. This would include electricity, hydraulics, pneumatics and thermal energy.
- The authorized employee is to disconnect the power source if possible and place the lockout and/or tagout device on the source. This can be done by placing individual locks on breaker switches, disconnecting the battery source and tagging, or simply removing the key or fuse switch. In every case, it is imperative that some type of notification accompanies the device (**i.e. DO NOT START, DO NOT OPERATE, etc**).
- The authorized employee is to test the isolating device to ensure the machine and/or equipment is now de-energized. This must be done in a manner that insures that no personnel are exposed.
- The machine and/or equipment is now locked out and/or tagged out. Maintenance can now be performed.

D. PLACEMENT OF LOCK(S) AND TAG(S)

- **Routine maintenance or repairs:**

Authorized employees as well as outside contractors performing work on equipment, are required to lockout and tagout the equipment using their own lock(s) and tag(s). Each lock is to be keyed differently from the other locks being used for that repair and must be personally placed by the authorized employee.

In the event that an authorized employee does not have their own lock, a lock supplied by the District Superintendent or his designee shall be used. All locks are to have only two keys, one for the authorized employee and the other for the District Superintendent or his designee. The authorized employee key is to be on their person until the task is complete. The District Superintendent or his designee should retain the other key in case the original key is lost or destroyed.

Each employee involved with the maintenance or repair must lock and tag out. It is required to do your own lockout and verification.

- **Maintenance or repairs using multiple people:**

When more than one employee is working on a piece of equipment, each employee must attach their own lock to the lockout device. If the device cannot accept all the locks required, a hasp that allows for multiple locks should be used.

If the job requires an extensive amount of personnel or a large amount of locks, a lock box can be used.

E. RESTORING MACHINE/EQUIPMENT TO NORMAL OPERATION

- If more work is needed to the machine or equipment, the procedure will start again at the de-energization step.
- If the work has been completed and the equipment is ready for normal production operations, the authorized employee is to check the area around the machine(s) or equipment to ensure that no one is exposed.
- After all tools have been removed from the machine or equipment, guards have been re-installed and all employees are in the clear, remove lockout and or tagout devices. Operate the energy isolating device(s) to restore energy to the machine or equipment.
- Notify affected employees that the servicing or maintenance is complete and the machine or equipment is ready for use.

F. CHECK MAINTENANCE PERFORMED

At this time, the machine is ready to be tested to see if it is now working properly.

- If the repairs made are completed and the machine and/or equipment is ready for service, to continue step G below.
- If more repairs are necessary, de-energization steps will be followed (**Go to Step C**).

G. FILE APPROPRIATE PAPERWORK AND TAGS:

- At this time, after all maintenance is complete, the bottom section of the lockout tag should be returned to the District Superintendent or his designee. This should be done no later than the end of the workday.
- The District Superintendent or his designee is to create an organized file documenting the process so that it can be utilized to track the down time of the equipment.

H. SEQUENCE OF LOCKOUT AND TAGOUT:

- The District Superintendent/Designee is to notify all effected employees that a lockout or tagout system is going to be utilized. The authorized maintenance employee shall be aware of the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazardous thereof.

- If the machine or equipment is operating, shut it down by normal stopping procedure (depress the stop button, open toggle switch, etc).
- Operate the switch valve or other energy isolating device so that the equipment is isolated from its energy source(s). Stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lock and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s).
- After ensuring that no Commission personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- **CAUTION** Return operating control(s) to “neutral” or “off” position after the test.
- The authorized employee shall make sure the lock or tagout are still in place and that they are still effective if he/she has been away from that job for any extended period. Minimally, any lock-out device, which is connected to an energy source, must be inspected on a quarterly basis.

Lockout/Tagout procedures shall be audited at least annually by the Department of Operations Safety and Incident Response. This audit will determine how well authorized employees follow these procedures and comply with the Pennsylvania Turnpike Commission Lockout/Tagout Program.

EXAMPLE

PROGRAM #2

BLOODBORNE PATHOGENS PROGRAM

BLOODBORNE PATHOGENS PROGRAM

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN For THE PENNSYLVANIA TURNPIKE COMMISSION

AN EXPOSURE CONTROL PLAN (ECP) IS REQUIRED BY OSHA'S BLOODBORNE PATHOGEN REGULATION (29 CFR 1910.1030) TO IDENTIFY THE INDIVIDUALS WHO WILL RECEIVE TRAINING, PROTECTIVE EQUIPMENT, VACCINATION, OR OTHER PROVISIONS OF THE STANDARD BY DETERMINING THE TASKS AND JOB CLASSIFICATIONS OF THE OPERATIONS AT RISK FOR OCCUPATIONAL EXPOSURE TO POTENTIALLY INFECTIOUS MATERIALS.

IDENTIFICATION:

Pennsylvania Turnpike Commission
P.O. Box 67676
Harrisburg, PA 17106-7676
Phone: (717) 939-9551 (daylight hours)
(800) 932-0586 (after hours)

Attention:
Allen W. Baldwin
Director of Operations, Safety and Incident Response

PURPOSE

This exposure control plan has been implemented to meet the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard (29CFER 1910.1030)

The objective is twofold:

1. To protect our employees from health hazards associated with Bloodborne Pathogens.
2. To provide appropriate procedure should an employee be exposed to Bloodborne Pathogens.

EXPOSURE DETERMINATION

PA Turnpike Employees may be incidentally exposed due to improper or unregulated disposal of medical or potentially infectious material in the normal course of business, when providing assistance at a crash scene, or when administering first aid to a fellow employee as follows:

| <u>Job Classification</u> | <u>Tasks and Routes of Procedures</u> | <u>Potential Exposure</u> |
|--|--|----------------------------------|
| Mtce. Utility Worker (MUW) | General custodial duties at maintenance garage, lubrication of equipment, respond with incident response vehicle to emergencies on roadway or turnpike facilities. May assist fellow employees whom may become ill or injured at work. | Skin Contact |
| Follow Post Exposure Evaluation and Follow-up | | |
| Plumbers | Maintain boilers, plumbing facilities, water lines and waste water treatment plants on Commission property. Required work duties in waste water treatment plants. | Skin Contact |
| Follow Post Exposure Evaluation and Follow-up | | |
| Janitor-Mtce., Fare Coll., or Admin Svs. | General Cleaning and care of Administration Buildings | Skin Contact |
| Follow Post Exposure Evaluation and Follow-up | | |

ENGINEERING/WORK PRACTICE CONTROLS

The following control methods are utilized as they are associated with tasks described in the exposure determination.

Incident Exposure

Wash hands thoroughly with soap and water

The Department of Operations, Safety and Incident Management is responsible for ensuring that health or safety hazards are identified and appropriate corrective action(s) is taken. Engineering controls are examined and maintained on a regular schedule to ensure their effectiveness. The exposure control plan is updated at least annually.

Follow Post Exposure Evaluation and Follow-up

PERSONAL PROTECTIVE EQUIPMENT

Employees must use appropriate personal protective equipment which is provided at no cost to the employee. It must be readily accessible in a variety of sizes.

- A. **Gloves:** must be worn when it is reasonably anticipated that the employee may have had contact with blood or other body fluids and when handling or touching contaminated items or surfaces.
 - 1. **Disposable gloves** must be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to provide an effective barrier is lost. Disposable gloves must not be washed or decontaminated for reuse.
 - 2. **Utility gloves** may be decontaminated and reused if the integrity of the glove is not compromised. They must be discarded if cracked, peeling, torn, punctured or exhibiting other signs of deterioration.
- B. **Masks and eye protection (glasses, goggles or face shields)** must be worn whenever there is the possibility that splashes, spray or droplets of blood or other potentially infectious materials may be generated, which could contaminate eye, nose or mouth.

HOUSEKEEPING

All equipment, working or environmental surfaces are cleaned and decontaminated after contact with blood or other potentially infectious material, using disinfection techniques.

TRAINING

Employees who may be incidentally exposed to improper or unregulated medical waste or other potentially infectious materials while performing their duties will receive the safety and health training described in this Exposure Control Plan.

Training will contain the following elements:

1. A written explanation of the modes of transmission of bloodborne pathogens, the epidemiology and symptoms of bloodborne diseases and information on the risks and benefits of the Hepatitis B vaccine.
2. A review of the facility's Exposure Control Plan, including methods of recognizing and preventing exposures, and the role of Universal Precautions, Housekeeping and Personal Protective Equipment.
3. The steps which must be taken each time an exposure incident occurs, including the need to report, investigate, decontaminate, and provide medical follow-up and the opportunity for a Hepatitis B vaccine.
4. Identification of the onsite location of the written Exposure Control Plan.

Training records for each covered employee are kept in his or her personnel file in SAP for Bloodborne Pathogens.

MEDICAL

If **an employee is** exposed, employees are offered a Hepatitis B vaccination at no cost to the employee **per the Post Exposure Evaluation and Follow-Up procedure on the following pages.**

Employees who decline the Hepatitis B vaccine will sign a "declination form". (Attachment A)

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost to them.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

In the event of an exposure, the employee should contact his/her supervisor immediately and the supervisor will contact the Risk Management Department Workers' Compensation section and the Director of Operations Safety & Incident Response. An exposure incident is defined as "a specific mucous membrane, broken skin, or puncture contact with blood that results from the performance of an employee's duties." An immediately available confidential medical evaluation and follow-up can be conducted by the employee's medical doctor &/or local hospital emergency room. Following the initial first aid (clean the wound with soap and water, flush eyes or other mucous membrane with water for 15 minutes), the Risk Management Department's Workers' Compensation and/or the Director of Operations Safety & Incident Response will:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident, and test blood for HBV, HCV, and HIV serological status.
- Then obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- After the appropriate consent is obtained, assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

DECONTAMINATION

Emergency decontamination will include the following:

Isolate the contamination. Wipe contacted skin areas with appropriate disinfecting towelettes. Isolate equipment and property until full decontamination can be performed.

A decontamination kit will be available at each facility on the Turnpike.

Attachment A

**Hepatitis B Vaccination
Declination**

Employee Name: _____

I understand that due to my possible occupational exposure to blood or other potentially infectious materials I may be a risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B Vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have a continued risk of exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed (employee)_____

Date_____

Signed (facility representative)_____

Date_____

Attachment B

First-Aid and Medical Treatment Procedures for Accidental Contact with Infectious Material.

Infectious Material First Aid:

Skin:

Remove protective and other clothing and shower for 10 minutes with a germicidal soap. Consult a physician if cuts, scrapes or puncture wounds occurred in or around area of skin contact; or if any bleeding results.

Eyes and Mucous Membranes:

Flush with plenty of water for 5–10 minutes. Consult a physician if large body areas are affected.

Puncture Wounds:

Puncture wounds may result from a penetrating entry into the body caused by protruding objects (e.g., needles), from broken glass, etc.

Employees who receive puncture wounds should: gently squeeze the area around the puncture to allow a small amount of blood to “flush out” the wound; wash with plenty of germicidal soap and water and rinse thoroughly; inform their supervisor as soon as possible.

Follow Post Exposure Evaluation and Follow-up

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN
PENNSYLVANIA TURNPIKE COMMISSION

I HERBY ACKNOWLEDGE THAT I HAVE RECEIVED AND READ ALL MATERIALS ON THE
TURNPIKE'S BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN.
THE MATERIALS INCLUDE INFORMATION ON THE FOLLOWING TOPICS:

PURPOSE OF THIS POLICY

EXPOSURE DETERMINATION

HAZARD & WORK PRACTICE CONTROL

PROTECTIVE EQUIPMENT

HOUSEKEEPING

TRAINING

EMPLOYEE'S NAME (PRINT) _____

SIGNATURE _____

DATE _____

SUPERVISOR'S SIGNATURE _____

DATE _____

LOCATION _____

Attachment D

POST-EXPOSURE EVALUATION AND FOLLOW-UP CHECKLIST

The following steps must be taken, and information transmitted, in the case of an employee's exposure to Bloodborne Pathogens:

| <u>ACTIVITY</u> | <u>COMPLETION DATE</u> |
|---|-------------------------------|
| • Employee furnished with documentation regarding exposure incident. | _____ |
| • Source individual identified. (_____) Source individual | _____ |
| • Source individual's blood tested and result Given to exposed employee. ____ Consent has not been able to be obtained | _____ |
| • Exposed employee's blood collected and tested. | _____ |
| • Appointment arranged for employee with healthcare professional. (_____) Professional's Name | _____ |

- Documentation forwarded to healthcare professional _____
- ____ Bloodborne Pathogens Standard
 - ____ Description of exposed employee's duties.
 - ____ Description of exposure incident, including routes of exposure.
 - ____ Result of source individual's blood testing.
 - ____ Employee medical records.

EXPOSURE INCIDENT INVESTIGATION FORM

Date of Incident: _____ Time of Incident: _____

Location: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Circumstances (work being performed, etc.):

How Incident Was Caused (accident, equipment malfunction, etc.):

Personal Protective Equipment Being Used:

Actions Taken (decontamination, clean-up, reporting, etc.):

Recommendations for Avoiding Repetition:

EXAMPLE

PROGRAM #3

Industrial Hygiene Surveys

Industrial Hygiene Surveys

Definition:

Industrial hygiene is the science that is devoted to the anticipation, recognition, evaluation and control of the environmental factors or stresses in the workplace that may cause illness, injury, impaired health or well-being or significant discomfort for a worker.¹

Scope

Recognition of health issues created within the work environment. Evaluate the short range/long range effects and development of corrective measures to eliminate existing problems and reduction of occupational illness, injuries and the reduction of worker's compensation claims, as part of our program's objectives.

Objectives

To ensure that all potential occupational and environmental health hazards at the Pennsylvania Turnpike Commission are controlled and maintained at levels at or below those established by existing occupational and environmental health and safety regulations and guidelines.

Program Review

The Pennsylvania Turnpike Commission's Industrial Hygiene Survey Program shall be reviewed once every two years in consultation with the Pennsylvania Turnpike Commission's Safety Committee.

Roles and Responsibilities - Department of Operations Safety and Incident Response

- Investigating and identifying potential occupational and environmental health hazards and recommending procedures to eliminate risk
- Consulting in the development and review of the Pennsylvania Turnpike Commission's Industrial Hygiene Survey Program
- Consulting in and having a designated representative present at the beginning of industrial hygiene testing, as performed by a representative of the Operations, Safety and Incident Response Department
- Developing, reviewing and revising the Industrial Hygiene Survey Program at the Pennsylvania Turnpike Commission, no less than once every two years
- Insuring that the appropriate worker member has been informed of scheduled (i.e., non-emergency) testing so that he or she can be present. Any concerns expressed by this representative should be documented
- Ensuring that the records of the Industrial Hygiene Survey test results are maintained and copies are provided to the appropriate Department(s) with the necessary recommendations, if any

Reporting Procedure

Upon discovery of an industrial hygiene concern by the employee, the annual safety assessment program or the quarterly union/management safety walks, the procedure below should be followed:

- The employee should contact his or her supervisor to begin an investigation, as per Pennsylvania Turnpike Commission's Hazard Reporting System. Please refer to the following URL for this procedure: <http://www.paturndpike.com>
- If deemed an industrial hygiene problem, the supervisor should contact the Department of Operations, Safety, and Incident Response to begin an industrial hygiene investigation.
- Where industrial hygiene testing is required, the Department of Operations, Safety, and Incident Response or designee will perform the appropriate testing.
- Department of Operations, Safety, and Incident Response reports all findings and makes recommendations, as needed.
- The reporting supervisor advises the original reporting employee of Department of Operations, Safety, and Incident Response's findings and makes available to the employee, upon request, a copy of the report

Standards and Guidelines

The results of the Industrial Hygiene Survey, as performed by Department of Operations Safety & Incident Response or designee, will be compared to existing occupational and environmental health and safety regulations and guidelines. These may include:

- Title 29, Code of Federal Regulations, "Labor", Part 1910, "Occupational Safety and Health Standards"
- "The Pennsylvania Workers' Compensation Act," Act of 1915, P.L. 736, No. 338, as amended
- Employee Safety Suggestion form to identify a hazard that we may not be aware of by the employee
- Trends analysis through Workers' Compensation Claims (Loss Time Report showing frequency and severity ratios)
- Annual Site Safety Analysis

¹ J. J. Keller & Associates, Inc., "KellerOnline®"

EXAMPLE

PROGRAM #4

Hearing Conservation Program

Hearing Conservation Program

- I. Purpose: The purpose of this program element is to establish policies and procedures that reduce or eliminate the level of noise in the work environment and any physical or environmental hazards to employees' ears to safe levels through engineering controls, administrative controls, and/or personal protective equipment. Methods may include personal protective equipment (ear plugs, ear muffs, etc.), points of operation equipment guards, non-hazardous tools, and other similar engineering controls.

- II. Introduction: This program contains requirements for the assessment of hazards to hearing and necessary control methods when these hazards may be present. Protection methods (presented in the order of desirability from most to least) may include engineering controls (elimination, enclosure, or substitution of hazard sources with less hazardous ones), personal protective equipment (hearing protection), or administrative controls (reducing length and/or severity of exposure).

- III. Procedure Elements:
 - A. Hazard Assessment: Conduct and document an assessment to identify and determine if a Hearing Conservation program and written policy/procedure are needed.
 1. The assessment should identify areas and operations where noise levels may pose a risk to employees and exceed the action levels as defined by the Occupational Safety and Health Administration (OSHA).
 2. Survey supervisory personnel from all Commission field locations, and areas within the Central Administration Building (CAB), Eastern Regional Office (ERO) and Western Regional Office (WRO) to gather information to determine work areas that may exceed the predetermined noise levels and warrant immediate attention.
 3. Conduct area or personal noise level monitoring to identify the need for engineering, administrative, and/or hearing protection controls.
 - a. Employees exposed to noise levels that equal or exceed 85 dBA on an 8-hour time-weighted average (TWA) basis shall be included in a Hearing Conservation Program.
 - b. Employees exposed to noise levels that equal or exceed 90 dBA on an 8-hour time-weighted average (TWA) basis shall be required to use hearing protection assuming the exposure cannot be reduced through engineering controls.

Note that Commission employees are typically assigned to work 7.5 hours during a normal shift, not inclusive of a meal period. Noise exposures during other periods of the day will be assumed to be less than 85 dBA, but the eight-hour time weighted average exposure will be used to determine whether hearing protection is required.

- B. Applicable Standards: Several standards and regulations pertain to hearing conservation and protective equipment. The following list includes several of the possible organizations and standards that may apply, but it is not inclusive.
 1. Occupational Safety and Health Administration (OSHA) Standards.
 - a. OSHA 29 CFR 1910.95 – Occupational Noise Exposure (including appendix A. through I.).
 2. ANSI (American National Standards Institute).
 3. ASTM (American Society for Testing and Materials).

C. Written Procedure: Develop a written policy/procedure to address the Hearing Conservation program. The policy/procedure should address the following areas:

1. Define and assign program roles and responsibilities.
 - a. Initial and periodic evaluation of noise exposures to employees.
 - b. Conduct survey and compile results.
 - c. Selection and purchase of hearing protection.
 - d. Scheduling and tracking of audiometric testing.
 - e. Scheduling and providing training for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels.
 - f. Ensuring and enforcing the proper usage of hearing protection.
 - g. Evaluation of program effectiveness and periodic inspections.
 - h. Recordkeeping.
2. Develop procedures for noise exposure evaluation and periodic monitoring.
 - a. Perform initial evaluation and testing.
 - b. Determine when changes in production, process, equipment or controls increase noise exposures to additional employees at or above the action level.
 - c. Determine when the methods of hearing protection being used should be modified more effectively, ensuring that exposure to noise levels are kept at acceptable levels.
 - d. List all locations, operations, occupations, and/or employees that are included in the PTC's hearing conservation program.
3. Develop procedures for baseline and annual audiometric testing.
 - a. Audiometric testing for all employees whose exposures equal or exceed an 8-hour time-weighted average of 85 decibels.
 - b. Establish a baseline within 6 months of an employee's first exposure at or above the action level.
 - c. Annually for as long as the employee is exposed to noise levels at or above the action level.
 - d. At the time of reassignment out of the area where the employee is exposed to noise levels at or above the action level.
 - e. At the time of termination of employment.
 - f. An evaluation of the annual audiogram shall be conducted to identify possible hearing loss beyond the standard threshold shift.
 - g. List the qualified medical organization or company that is contracted to conduct and evaluate the audiometric examinations.
4. Develop procedures for noise level controls and the proper use of hearing protection.
 - a. When employees are subjected to sound exceeding the established OSHA limits, feasible engineering or administrative controls shall be utilized. If such controls fail to reduce sound levels to an acceptable level, hearing protection shall be required and provided to employees.
 - b. Provide various (i.e., at least two) types of hearing protection devices to employees.
 - c. Areas requiring hearing protection should have signs posted to identify high noise level areas and the need for personal protection.
5. Develop procedures for recordkeeping.
 - a. Program assessments or evaluations.
 - b. Noise exposure measurement records shall be retained for two years.
 - c. Employee training records (three years).
 - d. Audiometric testing records shall be retained for the duration of the affected employee's employment.

D. Training: Develop content and frequency for employee training.

1. Define the initial training or orientation process for new employees working in the defined areas.
2. The training program shall be repeated annually for each employee included in the hearing conservation program. Information provided in the training program shall be updated to be consistent with changes in protective equipment and work processes.
3. The effects of noise on hearing.
4. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types.
5. Instructions on proper selection, fitting, use, and care (regular inspections, cleaning, sanitation, and proper storage).
6. The purpose of audiometric testing, and an explanation of the test procedures.

E. Checklists and Forms: Develop checklists and/or forms to assist with the evaluation of needs for this program.

F. Program Effectiveness Review and Response: The effectiveness of this program in preventing workplace injuries and illnesses should be evaluated at least annually with appropriate actions taken to address any program deficiencies found.

EXAMPLE

PROGRAM #5

CONFINED SPACE ENTRY POLICY & PROCEDURES



**PENNSYLVANIA TURNPIKE
COMMISSION**

CONFINED SPACE ENTRY POLICY

January 1997

PENNSYLVANIA TURNPIKE
COMMISSION

CONFINED SPACE ENTRY POLICY

| | |
|---|----|
| Introduction | 2 |
| Safety Policy | 3 |
| Employee Safety Responsibilities | 3 |
| Pre-Entry Certification | 4 |
| Safety Procedures | 4 |
| A. Access to a Confined Space | 4 |
| B. Testing Confined Space Atmosphere | 4 |
| C. Communication/Inventory | 5 |
| D. Confined Space Ventilation | 5 |
| E. Lowering Equipment | 5 |
| F. Hazardous Situations | 6 |
| G. Fall Protection | 6 |
| H. Fall Arresting Systems | 6 |
| I. Confined Space Entry Equipment | 6 |
| J. Training | 6 |
| K. Emergency Response Plan | 7 |
| L. Hazardous Warning | 7 |
| Instructions for Pre-Entry Certification Report | 8 |
| Pre Entry Certification Report | 9 |
| Entry Permit | 10 |
| Definitions | 11 |
| Emergency Response Plan | 13 |

INTRODUCTION

One of the most potentially hazardous situations in highway operations is entry into a confined space. The following are some types of confined spaces but is not all inclusive: manholes, sewers, pipes, lift stations, some bridge superstructures, substructures, underground utility vaults, wet wells and storage tanks. The hazard is that the atmosphere being entered can be contaminated with either flammable or toxic gases, or is deficient in oxygen. While this work procedure deals with a planned entry, the sections on atmosphere testing and use of self-contained breathing apparatus will be helpful for emergency entry into a confined space. Dangerous contaminants sometimes found in confined spaces may be grouped as follows:

1. Fuel gases - such as manufactured gas, natural gas, or liquefied petroleum gases;
2. Vapors of liquid fuels and solvents - such as naphtha, gasoline, kerosene, benzene, and other hydrocarbons;
3. Gases from fermentation of organic matter - such as methane, carbon dioxide, hydrogen, hydrogen sulfide, and mixtures deficient in oxygen;
4. Products of combustion - such as carbon dioxide or carbon monoxide from engine exhaust;
5. Gases and volatile substances within industrial drainage;
6. Gases formed after sewer explosions and fires;
7. Gases from the use of nitro explosives.

Because mixtures of these contaminants are not uncommon, explosion, fire, and asphyxiation hazards may all be encountered in the same confined space. Hazardous atmospheres encountered underground can, therefore, be classified as flammable, poisonous, or suffocating.

The explosion hazard of flammable gases is generally understood. However, it is important to keep in mind that such gases are combustible throughout a range of air mixtures, which start at the lower explosive (flammable) limit (LEL) with just enough gas present to support combustion and range upward to the upper explosive (flammable) limit (UEL), above which there is no longer enough air for combustion. This LEL-UEL range (in percent by volume) varies with the gas, and those having a wide range, such as hydrogen, are the most hazardous. Because the usual portable combustible gas indicators do not differentiate between gases - they indicate only relative combustibility and show how the sample compares with a suitable standard - the precautions described here pertain to all flammable gases.

Poisonous gases, some of which have no odor, can be fatal in very low concentrations in the air. Carbon monoxide can be fatal at 1/10 of one percent, and it is dangerous at even 1/50 of one percent, because it accumulates in the body with continued exposure. Certain types of poisonous gases, such as hydrogen sulfide, have paralyzing effects on the sense of smell after initial exposure. This makes fatal concentrations undetectable by their odor. Therefore, prescribed testing methods are the only safe precaution.

The presence of suffocation gases or vapors may result in oxygen deficiency - a concentration below the minimum necessary to support life. Normal air has 21 percent oxygen. Although 16 percent is considered the minimum concentration of oxygen to support life, Occupational Safety and Health Administration (OSHA) have established 19.5 percent as the safe minimum concentration for working in confined space.

Although there are gases that are lighter than air, many vapors are heavier, such as butane, propane, and other hydrocarbons. Such gases remain in ground depressions and flow into low points such as underground structures, where they create a hazard that is difficult to remove. Other gases, generated by decaying vegetation or animal matter, find their way into manholes. Such gases are usually high in carbon dioxide, low in oxygen, and contain varying amounts of methane. Some, like hydrogen sulfide, may become combustible when more air is introduced to form a combustible mixture. They are dangerous primarily because they lack sufficient oxygen to support life. Oxygen deficiency may also be caused by oxidation of metals or other materials in damp, enclosed areas, or by the dilution or displacement of air by other gases.

SAFETY POLICY - CONFINED SPACE

The Pennsylvania Turnpike Commission recognizes that a program for safe working conditions has to be a partnership between management and the employees. Management's responsibility is to be aware of all known safety hazards and to provide employees with suitable safety equipment and training. Each employee must also be committed to personal and coworker safety; by observing and practicing the safety procedures for each work assignment.

Whenever a maintenance crew is performing work in or around a confined space, the Trades Supervisor shall assign a person to be a safety liaison. When the Safety Advisor is available for the work operation, he may be appointed as the safety liaison. The Trades Supervisor will be responsible for maintaining all records relating to confined space training, confined space location inventory, confined space pre-entry certification and confined space entry permits. Copies of these records shall be provided to the DED - Maintenance and to the Safety Department.

The Trades Supervisor is responsible for completion of the confined space permit, with necessary information, and also ensures that proper pre-testing of the confined space is completed, and that required safety equipment is utilized. All persons involved in confined space testing and entry shall be qualified and competent in confined space procedures and policies. The Trades Supervisor will submit a quarterly report (to the DED Maintenance, with a copy to the Safety Manager) regarding all confined space activity and training conducted each quarter.

EMPLOYEE SAFETY RESPONSIBILITIES

- A. Follow all safety rules and regulations established for the job.
- B. Wear proper safety equipment required for the job.
- C. Report all unsafe conditions to the supervisor.
- D. Report all injuries.
- E. Inform co-workers if performance is unsafe.
- F. If the entry into a confined space is questionable at any time a safety standpoint, notify the supervisor immediately. Do not enter a confined space that is not safe.

PRE-ENTRY CERTIFICATION

Once a problem is encountered in a confined space, it is quite likely that the problem will persist in the future. Therefore, it is good to have knowledge of those confined spaces that have had hazardous atmospheres.

Prior to making an entry into a confined space, a pre-entry certification report shall be completed by the Trades Supervisor or his designee. This report shall list the location of the confined space; reason for entry, names of workers involved, and the results of atmospheric testing. This report shall be completed and maintained by the Trades Supervisor. (See example form #1 attached)

The Trades Supervisor is also responsible for the completion of the entry permit. (See example form #2 attached)

SAFETY PROCEDURES

Setup

A. All required safety equipment should be in place and utilized by all members of the crew.

1. Each member of the crew should be familiar with all the safety equipment.
2. There will be NO SMOKING in the general area of the confined space, or in the confined space.

B. Testing Confined Space Atmosphere

Before workers are allowed to open and enter manhole structures or other confined spaces, the structures\ spaces shall first be tested for oxygen concentrations, flammable and non flammable gases, toxic vapors, hydrogen sulfide and other potential hazardous atmosphere conditions that may reasonably exist. The test results shall be used to determine ventilation and respiratory protection requirements. Sound testing procedures must be utilized.

All confined spaces shall be power ventilated at all times while people are in the confined space.

All personnel entering a manhole or other confined space shall wear appropriate class III safety harness and life lines for quick removal in case of an emergency. The safety harness and life lines shall be so attached that the body cannot be jammed in an exit opening. At least two (workers) one of which shall be the attendant and the other near by, shall remain on the surface in such a position that they can observe and assist in the removal of those in the manhole. A hoisting and/or retrieval device will be in place at all such locations.

Employees entering the confined space shall wear the gas/oxygen monitoring equipment and continuously monitor the atmosphere during the entire time in the confined space. Atmosphere monitoring will be completed and recorded every two hours on the entry permit.

If the gas monitor indicates an unsafe atmosphere, vacate space immediately, contact your supervisor and take steps to ventilate the confined space, identify source of the problem, and do not re-enter the space until the atmosphere is clear.

C. Communication/Inventory

Communications (visual, voice or signal line) shall be maintained between all individuals present.

Inventory: Each district shall maintain a current inventory of the following:

- * Confined space types
- * Confined space equipment, including ventilatory, hoist, winch harness, lanyards, tripods, testing equipment, rescue equipment.

D. Confined Space Ventilation

1. Even when all atmosphere tests are within allowable limits, the confined space shall be purged with a power blower with a fresh supply of air for at least (5) changes of air and continuously ventilated with a power ventilator while employees are in the confined space.
2. The atmosphere shall be continuously monitored by the attendant(s) outside the confined space while the confined space is occupied.
3. If gases are found or an oxygen deficiency exists, the following procedures shall be implemented:
 - a) For oxygen deficiency, ventilate for five (5) air changes and complete a new series of atmosphere tests again. Do not enter an atmosphere that tests below 19.5% O₂ by volume. If you cannot get a safe (19.5%) reading, close the space and contact your supervisor. Fifteen minutes shall be the minimum ventilation time.
 - b) If gases are detected, purge the confined space until you get a zero reading. You shall continuously monitor the atmosphere. At any time the concentrations exceed 10% LEL, cease operations and vacate the space. Close the space and advise the supervisor.
4. Blowers should be located so there are no unnecessary bends in the hose. One 90 degree bend reduces the blower capacity to 70% of rated capacity. Two 90 degree bends reduce capacity to 50% or 1/2. Three 90 degree bends reduce to 1/3 of capacity. Each additional hose length equals one 90 degree bend. When the output of the blower capacity is reduced to below 300 CFM, a larger or additional blower should be used. For continuous ventilation with people in a manhole, a blower of least 500 CFM shall be used. (Gas + 5 oxygen tests shall be made continuously, no matter how "clean" the confined space seems to be).

Blowers shall be located so they will not pick up exhaust gases from vehicles, heaters, furnaces or the blower engine. They shall not ingest fuel vapors, e.g., gasoline, propane, etc. The blowers should operate for 1 minute, to flush out the hose, prior to placing it in the manhole. Air should be tempered from temperature extremes. The blowers shall meet NFPA requirements to prevent ignition hazard.

E. Lowering Equipment

1. Never drop anything down.
2. Lower small items in a bucket
3. Large items such as hoses and crowbars must be securely tied before lowering.
4. Always announce before lowering anything.
5. The person below should never look up while something is being lowered. Stand to one side of the confined space and reach above to grab lowered items.

F. Hazardous Situations

1. Employees working in confined spaces shall wear life lines, and at least two workers shall be positioned at the surface where they can see or hear those in the confined space. They shall also be properly equipped with hoisting equipment and trained to render assistance in case of an emergency.
2. If the worker in the confined space loses consciousness and the Emergency Medical Technician or Paramedic must enter the confined space, the EMT or Paramedic shall use a self-contained breathing apparatus.
3. Remove the unconsciousness worker as quickly as possible.
4. Do not try to give the unconscious worker air from your breathing apparatus. If a spare breathing apparatus is available, use it.

G. Fall protection

Where a potential exists for persons or objects falling into a confined space; warning systems or barricades shall be employed at the entrance.

H. Fall Arresting Systems

Fall arresting systems shall be worn by personnel entering confined space.

I. Confined Space Entry Equipment

The following is a list mandating equipment that shall be available at the confined space:

1. Atmosphere Tester (flammability, toxicity, hydrogen sulfide, and oxygen) calibrated at least annually by certified personnel.
2. Self-contained Breathing Apparatus (Emergency Services)
3. Full Body Harness
4. Hoist
5. Hard Hat
6. Rope (life line).
7. Ventilator/Blower
8. Tripods

J. Training

1. General requirements. Personnel responsible for supervising, planning, entering or participating in confined space entry and rescue shall be adequately trained annually in their functional duties prior to any confined space entry.

Training shall include:

- An explanation of the general hazards associated with confined spaces.
- A discussion of specific confined space hazards associated with the facility, location, or operation.
- The reason for, proper use, and limitations of personal protective equipment and other safety required for entry into confined spaces. The use of confined space atmosphere monitoring equipment. All personnel required to work/or enter a confined space shall be trained annually in the Maintenance and Safety Department's Policy, Emergency Procedures and Policies.

K. Emergency Response Plan

1. A plan of action shall be written with provisions to conduct a timely rescue for individuals in a confined space should an emergency arise. Included in these provisions shall be:
 - Determination of what methods of rescue must be implemented to retrieve individuals.
 - Designation of rescue personnel that are immediately available where PCR entries are conducted.
 - Type and availability of equipment needed to rescue individuals.
 - An effective means to summon rescuers in a timely manner.
 - Hands-on training and drill of the attendant and rescue personnel in preplanning, rescue and emergency procedures annually.
2. Breathing equipment. All rescue personnel must use self-contained breathing apparatus/SCBA breathing equipment, when entering the confined space to rescue victims.
 - If it is established that the cause of the emergency is not a hazardous atmosphere, rescue breathing equipment is not required.
3. Rescue equipment inspection. All rescue equipment shall be inspected periodically by qualified person and prior to start of work to ensure that it is operable.

L. Hazardous Warning

1. **CONTRACTORS.** The Pennsylvania Turnpike Commission shall inform contractors of known confined spaces and the potential hazards associated with those confined spaces.
2. Identification of rescue responder. The Commission and the Contractor shall establish who will serve as the rescue responder in an emergency and what systems will be used to notify the responder that an emergency exists.

These are the minimum recommended requirements. Additional needs should be developed by local management to meet local needs and comply with appropriate Pennsylvania Department of Labor Standards. All personnel that may be required to use a self-contained breathing apparatus (SCBA) shall meet and comply with Pennsylvania State respirator policies. Variances to this policy will be evaluated by the Pennsylvania Turnpike Commission Maintenance and Safety Department on an individual basis upon receipt of a written report.

INSTRUCTIONS FOR PRE-ENTRY CERTIFICATION REPORT

The "Pre -Entry Certification Report" shall be completed in duplicate by the Trades Supervisor immediately prior to entry into the confined space. The original shall be kept at the worksite while the work is being conducted. Following completion of the work or expiration of this report, the original shall be kept on file for a period of one (1) year from the date of entry with the district's Trades supervisor and the Safety Department.

A "Pre-Entry Certification Report" shall only be valid from the time the confined space is entered until it is closed, but shall not exceed 7.5 hours or one work shift.

Attachment #1

PRE-ENTRY CERTIFICATION REPORT

Report must be completed prior to entering confined space(s) for any purpose.

Date: _____ Time _____ am/pm

Location: _____

Equipment: _____

Purpose: _____

Employees entering the confined space:

- 1. _____ 2. _____
- 3. _____ 4. _____

Stand-by Observers: 1. _____
2. _____

- 1. Atmosphere tested for flammable concentration: Time ____ by: ____ (init.)
- 2. Test for toxic atmosphere: ppm of ____ Time: _____ by: _____ (init.)
- 3. Test for oxygen content: Reading: _____%, by: _____ (init.)
- 4. Surrounding area checked for flammability and toxic gases:
Time: _____ By: _____ (init.)

5. If a hazardous condition was encountered, what did you do to remove or compensate for the condition?

6. Recommended improvements for safety:

Approved by: _____ (Trades Supervisor) _____
or
_____ (Qualified Person)

ENTRY PERMIT

_____ CONFINED SPACE _____ HAZARDOUS AREA

PERMIT VALID FOR 8 HOURS ONLY. ALL COPIES OF PERMIT WILL REMAIN AT JOB SITE UNTIL JOB IS COMPLETED.

SITE LOCATION and DESCRIPTION _____

PURPOSE of ENTRY: _____

SUPERVISOR(S) in charge of crews _____ Type of Crew Phone # _____

• BOLD DENOTES MINIMUM REQUIREMENTS TO REQUIREMENTS COMPLETED REVIEWED PRIOR TO ENTRY •

| REQUIREMENTS COMPLETED | DATE | TIME | REQUIREMENTS COMPLETED | DATE | TIME |
|-------------------------------|-------|-------|----------------------------------|-------|-------|
| Lock out/De-energize/Try-out | _____ | _____ | Full Body Harness w/"D" ring | _____ | _____ |
| Line(s) Broken-Capped-Blanked | _____ | _____ | Emergency Escape Retrieval Equip | _____ | _____ |
| Purge-flush and vent | _____ | _____ | Lifelines | _____ | _____ |
| Ventilation | _____ | _____ | Fire Extinguishers | _____ | _____ |
| Secure Area (Post and Flag) | _____ | _____ | Lighting (Explosive proof) | _____ | _____ |
| Breathing Apparatus | _____ | _____ | Protective Clothing | _____ | _____ |
| Resuscitator – Inhalator | _____ | _____ | Respirator(s) (Air Purifying) | _____ | _____ |
| Standby Safety Personnel | _____ | _____ | Burning and Welding Permit | _____ | _____ |

Note: Items that do not apply enter N/A in the blank.

****RECORD CONTINUOUS MONITORING RESULTS EVERY 2 HOURS**

| **CONTINUOUS MONITORING** | Permissible |
|---------------------------|----------------------|
| TEST(S) TO BE TAKEN | Entry Level _____ |
| PERCENT OF OXYGEN | 19.5% TO 23.5% _____ |
| LOWER FLAMMABLE LIMIT | Under 10% _____ |
| CARBON MONOXIDE | +35 PPM _____ |
| Aromatic Hydrocarbon | + 1 PPM * 5PPM _____ |
| Hydrogen Cyanide | (Skin) * 4PPM _____ |
| Hydrogen Sulfide | +10 PPM *15PPM _____ |
| Sulfur Dioxide | +2 PPM * 5PPM _____ |
| Ammonia | * 35PPM _____ |

* Short-term exposure limit: Employee can-work in the area up to 15 minutes.

+ 8 hr. Time Weighted Avg.: Employee can work in area 8 hrs. (longer with appropriate respiratory protection).

REMARKS: _____

GAS TESTER NAME & CHECK # _____ INSTRUMENTS(S) USED _____ MODEL &/OR TYPE _____ SERIAL &/OR UNIT # _____

SAFETY STANDBY PERSON IS REQUIRED FOR ALL CONFINED SPACE WORK

SAFETY STANDBY PERSON(S) CHECK # _____ NAME OF SAFETY STANDBY PERSON(S) _____ CHECK # _____

SUPERVISOR AUTHORIZING ENTRY _____ AMBULANCE 2800 _____ FIRE 2900 _____
 ALL ABOVE CONDITIONS SATISFIED _____ Safety 4901 _____ Gas coordinator 4529/5387
 DEPARTMENT _____ Phone _____ Original to Department _____ Pink Copy to Safety _____

Definitions

Attendant:

A person who is assigned as standby to monitor a confined space process or operation and provide support or act as required.

Qualified Person:

One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authority to take prompt corrective measures to eliminate them.

Confined space:

Confined space is:

- (1) Large enough and so configured that an employee can bodily enter and perform assigned work,
- (2) Has limited or restricted means for entry or exit; i.e., tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry,
- (3) Is not designed for continuous employee occupancy.

Entry:

Ingress by persons into a confined space which occurs upon breaking the plane of the confined space portal with any part of his/her body; and all periods of time in which the confined space is occupied.

Hazard Evaluation:

A process to assess the severity of known, or real, or potential hazards, or all three, at or in the confined space.

Hoist:

A stationary hand-powered apparatus designed for lifting people with a mechanical advantage or four (4) to one (1).

Hot Work:

Work within a confined space that produces arcs, sparks, flames, heat or other sources of ignition.

Lockout/Tagout:

The placement of a lock/tag on the energy isolating device in accordance with an established procedure indicating that the energy isolating device shall not be operated until removal of the lock/tag in accordance with an established procedure.

Oxygen Deficient Atmosphere:

An atmosphere containing less than 19.5% oxygen by volume.

Oxygen Enriched Atmosphere:

An atmosphere containing more than 23.5% oxygen by volume.

Qualified Person:

A person who by reason of training, education, and experience is knowledgeable in the operation to be performed and is competent to judge the hazards involved.

Toxic Atmosphere:

An atmosphere containing a concentration of a substance above the published or otherwise known safe levels.

Winch:

An apparatus for lifting heavy or cumbersome objects with a mechanical advantage of ten (10) to one (1).

CFM:

An acronym for "Cubic Feet of Air per Minute".

LEL/LFL and UEL/UFL:

An acronym "Lower Explosive Limit" /"Lower Flammable Limit" and "Upper Explosive Limit"/"Upper Flammable Limit".

PEL:

An acronym for "Permissible Exposure Limit" which is the allowable air containment level established by the U. S. Department of Labor, Occupational Safety and Health Administration.

PCR:

An acronym for "Pre-Entry Certification Report".

SCBA:

An acronym for "Self-Contained Breathing Apparatus".

TLV:

An acronym for "Threshold Limit Value".

**PENNSYLVANIA TURNPIKE
COMMISSION**

CONFINED SPACE / EMERGENCY RESPONSE PLAN

Whenever a Confined Space Entry is scheduled, the following notifications are required.

1. Communications Center will be notified by the Trades Supervisor to have the contracted fire-rescue/ambulance service put on standby in case of an emergency.
 - A. Trades Supervisor will provide date, time and the location of the scheduled confined space entry to the Communications Center.
 - B. An attendant will be stationed outside the confined space at all times.
 - C. Radio contact between the attendant and person(s) in the confined space will be maintained at all times.
2. The Maintenance and Safety Department will also be notified, as stated in subsection IA.
3. Radio contact with the Communication Center will be maintained while the confined space entry is in progress, and until all personnel have exited the confined space safely.
4. In case of emergency, the Trades Supervisor or the Lead Person at the scene will ensure that everyone vacates the confined space.
 - A. Trades supervisor of Lead Person will contact the communications Center to dispatch fire-rescue/ambulance service to the scene, providing as much information as possible to the dispatcher regarding the location and extent of the injured person(s).
 - B. The Turnpike Emergency Response unit will be dispatched to the scene to act as a liaison for communications. The Emergency Response crew member(s) will not enter the confined space at any time. All required Confined Space Entry forms will be completed and made available to the DED - Maintenance and to the Safety Manager.

Addendum No. 1

RFP # 10-10480-2708

Safety Consultant for Accident and Illness Prevention Program (AIPP)

Following are the answers to questions submitted in response to the above referenced RFP as of October 21, 2010. All of the questions have been listed verbatim, as received by the Pennsylvania Turnpike Commission.

1. How many site visits per year?

One, system-wide, site visit the initial year to assess current conditions. Additional site visits may be necessary as safety issues are identified to further develop safety reports or training needs.

2. What type of services will be expected during site visits (i.e. training, audits, etc.)?

Site safety assessments, Job Safety Analysis (JSA), confined space training, and any area that may be identified as a need through site safety assessments and/or a JSA.

3. Are all the persons providing safety services required to be a Certified Safety Professional (CSP)?

The proposer shall have as their principal consultant a Certified Safety Professional. The proposer's support staff can have non-CSP assigned to the contract; however, the CSP will be solely responsible for the content of the services rendered under this contract.

4. What type of training services will be expected and how should they be expected to be delivered (i.e. in person, webinar, etc.)?

The proposer will be required to develop webinars as needed depending on assessment of current and proposed safety programs. Additional "in-person" training may be needed to meet training requirements mandated by the Pennsylvania Department of Labor and Industry, or as identified by other Federal or State mandates. Other safety training services may be developed as needed other than webinars or "in-person" training.

All other terms, conditions and requirements of the original RFP dated October 5, 2010 remain unchanged unless modified by this Addendum.