



**Building Community  
and  
Building It Safer**

**CONTRACTOR  
SAFETY MANAGEMENT  
PROCESS**

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## INTRODUCTION

Safety is considered a core value at JEA. As such, the safety of our employees, contractors, suppliers, vendors and visitors is of paramount importance. We believe that no project, job, or task is so important that it cannot be done safely and without incident. To that extent, all Contractors working at or for JEA must ensure safety and incident prevention is always kept at the forefront. It is understood that the ultimate responsibility for providing a safe workplace resides with each individual Contractor. Thank you in advance for helping JEA build community and building it safely.

All contractors shall comply with OSHA standards and requirements appropriate to the work and tasks they are performing and are expected to comply with those standards and requirements while performing any work under a contract or other agreement to work with JEA. All Contractors are required to ensure that they and their employees, subcontractors, suppliers, vendors, and visitors, while working at or for JEA, comply with all applicable Safety Regulations and this manual. Non-compliance with safety requirements shall be treated the same as non-compliance with any contract item. Non-compliance may result in work stoppage; employee(s) dismissal from JEA projects and/or sites and willful or repeated non-compliance may result in a breach of contract and potential contract termination.

## SAFETY WILL NOT BE SACRIFICED FOR PRODUCTION.

Safety shall be considered an integral part of quality control, cost reduction, and job efficiency. Every level of management and supervision shall be held accountable for the safety performance demonstrated by the employees under their supervision.

## STATEMENT OF POLICY

It is the policy that all Contractors and JEA are provided a safe workplace. JEA and all others employed on the project will conduct their work in a safe manner consistent with sound safety practices in addition to all written requirements.

JEA requires that all Contractors and subcontractors fully comply with this manual and all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, requirements and guidelines of government authorities, agencies and any other authorities having control or responsibilities bearing on the performance of work.

Contractor management and supervision are charged with the responsibility of preventing the occurrence of incidents or conditions that could lead to injuries or illness. The ultimate success of this safety program depends fully upon the total cooperation of every Contractor and their employees. Moreover, it is the responsibility of the Contractor's management to ensure safety rules and procedures are enforced and to further ensure that effective training and education programs are employed. Work will be performed in a safe manner to protect all employees, visitors, the public, and adjacent property.

## OBJECTIVES

To control the exposures and prevent the failures that cause fatalities, injuries, illnesses, equipment damage and/or fire, damage, or destruction of property at JEA.

## GOALS

Proactively eliminate and/or control recognizable hazards to achieve zero work-related injuries, illnesses, and property damage.

## DEFINITIONS

**Contractor:** Refers to a company performing work at or for JEA. May include common titles as:

- Prime Contractor
- General Contractor
- Subcontractor
- Tier Contractor

**Contractor Employee:** These are workers that are not employed but are brought onto a JEA site or project by a Contractor that has agreed to perform work for JEA.

**Contractor Safety Representative:** This is an employee of a Contractor who has been identified to be the contact for safety for that Contractor. This can be a collateral duty if contract language does not dictate that a professional safety representative be on a job site, indicating that it cannot be a collateral duty.

**Contractor's Site Management:** This is the team of Contractor employees working on a JEA project or site. This is intended to be focused on the those at a site on a given day.

**Contractor Sponsor:** This is the JEA employee, department head, or designee, who brought a contractor onto a JEA facility, site, project, or activity and is the primary contact for the Contractor to ensure work is being performed, completed, etc. This may be a project manager, engineer, manager, mechanic, etc.

**Contractor Supervisor:** This is an employee of, or hired by, the Contractor who is the Contractor's representative for directing daily activities at the JEA project site. This is the single point of contact for the Contractor on a JEA project and is responsible for work activities and job site safety. Their official title may include titles such as:

- Supervisor
- Foreman
- Superintendent
- Project Manager
- Field Supervisor
- O&M Working Lead
- Maintenance Lead

**General or Prime Contractor:** The terms General Contractor or Prime Contractor are synonymous with one another. The terms are used in reference to a Contractor that has entered into a contract with JEA to perform work.

**Intrinsically Hazardous Work (IHW):** A naturally risky or dangerous activity, task, or job. Work that is IHW includes, but is not limited to:

- Construction
- Demolition
- Working from heights
- Working in confined spaces
- Handling or working around hazardous chemicals
- Operating machinery with rotating components
- Working in or around excavation

- Working on ladders or scaffolds
- All hot work activities
- Remodeling office spaces or facilities
- Working with electricity
- Working with or near water or wastewater

**JEA Safety Qualified:** Contractor's that have an average 3-year EMR of 1.0 or less and submitted a signed JEA Contractor Safety Qualification Form and a letter from their Workers' Compensation carrier verifying the 3 years of EMR numbers noted on the form, to JEA Safety and Health Services, and have received a response from JEA Safety and Health Services indicating they have met the requirements and are JEA Safety Qualified.

Note: JEA Safety Qualification must be updated before the Contractor's Workers' Compensation insurance expires. Companies that allow their workers' compensation insurance to lapse shall be removed from the list of JEA Safety Qualified Contractors and work on JEA projects/sites shall be halted.

**Job Safety Briefing:** JEA refers to the meeting prior to beginning work on a given shift, day, or a new task as a "Job Safety Briefing". Job Safety Briefings are to be held at the start of each work shift, as work tasks or hazards change and/or as additional personnel arrive at the job site. One of the most important objectives of holding Job Safety Briefings is to raise awareness among workers about the potential dangers associated with their jobs / tasks as well as how to control those dangers. Conducting Job Safety Briefings should be done so that all employees understand the purpose and importance of identifying and controlling these dangers. Common names for Job Safety Briefing include but are not limited to:

- Safety Task Assignment (STA)
- Job Brief
- Tailgate Safety Meeting
- Tailboards
- Pre-job Briefing

**Qualified:** Is defined as one who is trained in, and familiar with, all applicable Safety Regulations. This person shall be capable of identifying existing and predictable hazards in the work environment related to unsanitary, hazardous, and/or dangerous conditions to employees, and who is authorized to take prompt corrective measures to eliminate or adequately control them.

**Safety Regulations:** Refers to all applicable federal, state, local, industry, and JEA standards or regulations.

**Severe Weather:** Includes any natural weather phenomena to include:

- Thunderstorms
- High winds
- Tornados
- Hurricanes
- Or, other natural weather event

**Subcontractor:** This is a term used to refer to a Contractor that is performing work for another Contractor that has entered into a contract or another agreement to perform work for JEA such as a General or Prime Contractor.

**CHAPTER 1**  
**ADMINISTRATION AND ORGANIZATION**

1.1 **Purpose and Scope:** The purpose and scope of these requirements is to establish, implement, and execute:

- A. An effective program for the prevention of incidents that cause or may cause injuries.
- B. The assignment of specific responsibilities to Contractors.
- C. Ensure safety and compliance with all applicable Safety Regulations.

These safety requirements have been designed to assist all Contractors, and their supervision, to recognize, evaluate, and subsequently control hazardous activities or conditions within their respective areas of contract responsibility. Each Contractor is directly responsible for establishing and maintaining a program that focuses on the elimination of workplace incidents and the protection of people, the environment, and property. JEA **will not** assume the responsibility for or relieve any Contractor of their direct responsibility for the safety of Contractor employees, JEA employees, and the public.

1.2 **Objective:** The objective of these requirements is to identify how the program will be administered, identify responsibilities, and ensure compliance.

1.3 **Program Effectiveness:** The effectiveness of the safety program depends upon the active participation and commitment of all Contractors and their employees and the coordination of their efforts in carrying out the following basic responsibilities:

- A. Plan all work to eliminate personal injury, property damage, and the loss of productivity. Follow OSHA standards and all other applicable laws, regulations, Contractor's safety standards, JEA's safety standards, and project safety requirements.
- B. Establish and maintain a system for early detection and correction of unsafe practices and conditions for each work activity.
- C. Always provide adequate protection for adjacent public and private properties and ensure the safety of the public.
- D. Establish and conduct safety education programs designed to promote active participation of all employees through:
  - 1. Safety meetings and communication.
  - 2. Investigation of incidents that have caused, or could cause, injuries to determine the root cause and ensure appropriate corrective actions to prevent reoccurrence has been taken.
  - 3. The application of proper safe work practices and procedures.
  - 4. Use of personal protective equipment and mechanical guards.
  - 5. Safety instructions and training programs for individual employees.

1.4 **Administration:**

- A. All Contractors are responsible for the implementation of the project safety requirements. These requirements will be administered by each Contractor and will include maintaining and auditing individual subcontractor safety performance for compliance with all applicable federal, state, local, and established project safety requirements, including, but not limited to, Contractors' individual safety programs. Contractors are responsible for ensuring all subcontractors are safety qualified by JEA prior to the subcontractor commencing work.

- B. Subcontractors are held to the same requirements and standards of safety performance as the general Contractor. Contractors shall ensure that their Subcontractors are properly trained and work in accordance with this document. Subcontractors are also subject to work site assessment and training verification. The Contractors are responsible for ensuring any subcontractors they bring onto a JEA site or project are JEA Safety Qualified Contractors and are held to the same standard for workplace safety as the Contractors. Contractors are responsible for all subcontractors they bring onto a JEA site or project. Subcontractors are held to the same provisions of the CSMP as the Contractor. If a Contractor brings a subcontractor onto as JEA site or project that is not a JEA Safety Qualified Contractor, they may be found in breach of contract pursuant to the provisions of the contract.
- C. Under the terms and conditions of the contract documents, each Contractor is required to administer their own activities and those of their subcontractors. Contractors and subcontractors are responsible for the safety of their employees.
- D. Where the Contractor's safety programs differ from JEA safety policies, JEA policies, contracts, and procedures shall prevail. If there is a difference that may create a less safe situation, the JEA Contractor Sponsor shall be notified and the issue discussed with JEA Safety and Health Services, the Contractor whose policy is in question, and the Contractor Sponsor. JEA Safety and Health Services will render the final decision.
- E. Prior to commencement of construction work as defined by OSHA, the Contractor and their safety supervisor shall attend a pre-construction safety conference with the JEA Project Management Team (Contractor Sponsor) and a member of the JEA Safety and Health Services team or designee. The purpose of the meeting shall be to review safety-related procedures, forms, record keeping, reports, etc. and to clarify any questions regarding project safety.
- F. Records and minutes of safety meetings are mandatory. Lack of recording and prompt and proper distribution shall indicate non-compliance with project requirements. A list of attendees will always be part of these records and minutes. Attention must be afforded the following basic areas of instruction and safety communication:
1. Orientation
  2. Job Safety Briefing Process
  3. Hazard Recognition
  4. Meetings
  5. Specific Instruction
  6. Promotional Material
- G. Safety Meetings:
1. Monthly safety meetings - Contractors shall conduct and document monthly safety meetings. The Contractor Supervisor shall ensure all their employees working on JEA sites or projects shall be afforded the opportunity to attend the monthly safety meeting or be provided details and materials from any missed safety meetings. Incident prevention shall have a prominent place on the agenda and the record of these meetings shall reflect the specific items discussed.
  2. Special Meetings - JEA reserves the right to call special safety meetings as and when it deems necessary. Where feasible, attendees will be notified of such meetings verbally or in writing. Attendance will be mandatory for the Contractor. Failure to attend will result in immediate contractual action.
  3. Documentation - Meetings shall be documented and provided to JEA upon request.
- H. Inspections: Contractors are responsible for ensuring compliance with all applicable Safety Regulations and JEA's safety policies. Continued evaluation of the safety performance of the Contractor under this section will be accomplished by all Contractors. Contractors shall be notified

of unsafe practices observed by anyone performing a safety inspection or audit.

1. Contractors are responsible for conducting continuous daily monitoring of their operations to ensure they are aware of the possible sources of potential injury or loss due to unsafe acts or conditions.
2. Contractors shall perform at a minimum, at least one documented self-audit monthly until the end of the project requiring on-site work at JEA. A copy of this audit shall be provided to the JEA Contractor Sponsor or their designee upon request and retained in the project history file.
3. Contractors shall plan the procedures to be followed for each operation. Contractor employees chosen to perform any such planned operation shall be trained in all aspects of the procedures, including emergency actions to be taken in the event of a mishap.
4. Contractors shall conduct monthly formal inspections/audits of their worksite in addition to daily monitoring. Contractors may use the JEA Field Safety Assessment (FSA) Form (Appendix B) found online at the JEA Contractor Safety website [https://www.jea.com/About/Procurement/Contractor\\_Safety/](https://www.jea.com/About/Procurement/Contractor_Safety/) or their own internal inspection form as appropriate. Copies of the monthly inspection form shall be presented to the JEA Contractor Sponsor or other JEA employees upon request.
5. Contractors shall forward copies of any and all inspection reports and/or citations received by the Contractor from OSHA or other sources to the JEA Contractor Sponsor and JEA Safety and Health Services.
6. In the event an OSHA Compliance Officer visits a JEA work site, the Contractor must immediately inform the JEA Contractor Sponsor. The JEA Contractor Sponsor shall notify JEA Safety and Health Services.
7. All Contractors' operations, equipment, and facilities shall be inspected and maintained as directed by these requirements and as required by Safety Regulations. Contractors are prohibited from using JEA owned or operated tools, equipment, machinery, etc. without prior approval from JEA Contractor Sponsor and Safety and Health Services.

## **1.5 Duties and Responsibilities:**

- A. JEA Contractor Sponsors are ultimately responsible for ensuring their Contractor(s) complies with the requirements of this manual, implements an effective safety strategy that provides a safe working environment and reduces the potential for workplace incidents and injuries and verification of Contractor compliance in all areas under their control.
- B. Contractor's Site Management is responsible for the implementation of the Contractor's Safety Program and compliance with this manual. Their responsibilities include but are not limited to:
  1. Ensure full compliance with all aspects of this manual.
  2. Ensure the Contractor employees are wearing PPE appropriate to the worksite hazards. The minimum PPE requirement is:
    - a) Hard Hat
    - b) Safety Glasses (to include side shields if safety glasses are not designed to protect the sides)
    - c) Safety Footwear that meets the below standard:
      - i. Leather or similar material
      - ii. Defined heel
      - iii. EH - Electrical Hazard Rating
      - iv. Ankle support - 5 inch upper (Line Maintainer Boots - 10 inch upper)
      - v. No pull-on style for line maintainer boots

3. Administer an effective safety strategy that provides a safe working environment and reduces the potential for workplace incidents and injuries.
4. Establish a clear understanding of each employee's responsibilities and specific duties.
5. Investigate workplace incidents and make corrective action(s) with the intent of eliminating or reducing the potential of the incident happening again.
6. Hold one formal safety meeting each week with their supervisors and maintain documentation of same on file for the duration of the contract.
7. Review safety performance and act as may be necessary within their area of responsibility.
8. Ensure the effective communication of safety information between site supervision, employees, subcontractors, and JEA.
9. Alert site personnel about potential dangers that may develop from their ongoing operations.
10. Ensure an efficient housekeeping program has been established and enforce its application and assign duties to individuals.
11. Perform daily safety checks of work areas.
12. Perform a monthly documented safety audit.
13. Ensure Safety Task Assignments (STA) are conducted daily and when significant changes to work activities or worksite conditions occur.  
Note: JEA has created a STA (Appendix C) for Contractors to use at their discretion.
14. Upon request by JEA, provide verification that all employees on a project have been trained in accordance with federal, state, local and JEA requirements and are eligible to work on JEA projects.
15. Upon request by JEA, provide verification of substance abuse screening as required by this manual.

C. All Contractors shall have an employee designated as their Contractor Safety Representative on site at all times, including overtime work scheduled outside of regular work hours. Depending on the work activities and tasks being performed, Contractors may be required to have their Contractor Safety Representative present when their subcontractors are working, even if no other employees of the Contractor is present. The Contractor Sponsor shall inform the Contractor if this is necessary. The Contractor Safety Representative shall:

1. Be identified on the daily Job Safety Briefing.
2. Have sufficient knowledge of the work activities performed, Contractor's safety program, and the JEA Contractor Safety Management Process (CSMP) to ensure compliance with the Safety Regulations.
3. Have the authority to stop work for unsafe work activities and make corrections and improvements necessary to ensure worksite safety.
4. Depending on the size and nature of the job, number of employees, hazards present, etc., the Contractor's Safety Representative may have collateral duties. The JEA Contractor Sponsor shall determine whether the Contractor Safety Representative can have collateral duties.

The Contractor's safety responsibility cannot be delegated to Subcontractors, suppliers, or any other entity or persons.

- D. Contractors may be required to employ a professional safety representative knowledgeable in occupational safety, health, and fire prevention. This requirement may be spelled out in the bidding process, bidding documents, or as a result of demonstrated poor safety performance. There shall be no deviation from this requirement.
- E. Contractors shall be required to immediately comply with OSHA regulations, contract terms, and all safety directives verbal or written.

WHEN A CONTRACTOR FAILS TO IMMEDIATELY CORRECT UNSAFE ACTS OR



CONDITIONS, JEA OR THEIR DESIGNEE RESERVES THE RIGHT TO UNDERTAKE CORRECTIVE ACTIONS AND DEDUCT THE COST OF THE CORRECTIONS FROM THE RESPONSIBLE CONTRACTOR'S PROGRESS PAYMENT.

1. Willful or repeated violations, or lack of cooperation with regards to the JEA Contractor Safety Management Process (CSMP) shall be considered a breach of contract and subject to the terms of the contract to include contract termination.
  2. Should an imminently dangerous condition be discovered, all work in the affected area(s) will be stopped until the required corrective actions are taken to the satisfaction of JEA.
  3. It is imperative that Contractor employees at every level comply with the provisions and directives of the CSMP, the applicable Safety Regulations, and those of JEA at all times.
  4. Employees of a Contractor that repeatedly and willfully violate safety regulations, will constitute non-compliance with relevant contractual provisions and will be reason for immediate removal of that employee from the JEA site and/or project.
  5. Upon request, the Contractor shall furnish all information on the safety of their operations to the JEA Contractor Sponsor within two (2) business days.
- F. The Contractor is responsible for ensuring that immediate action is taken to eliminate all unsafe acts and/or conditions. If the Contractor delays or refuses immediate corrective actions, JEA or its representative will take the following steps immediately:
1. Cease the operation that is unsafe,
  2. Stop payment for the work being performed (following the provisions of the contract),
  3. Correct the situation and back charge the responsible Contractor for expenses incurred,
  4. Permanently remove the responsible Contractor Site Management from the project.
- G. The Contractor's Safety Representative will continuously evaluate safety of all work areas throughout the workday and take corrective action to eliminate all unsafe acts and/or conditions and report these observations to the Contractor Supervisor on a daily basis or more frequently as the situation warrants. The Contractor's Safety Representative shall:
1. Conduct and document weekly "toolbox" safety meetings.
  2. Assist in incident investigations involving injuries, property damage, fire or near misses and preparation of required reports.
  3. Attend safety meetings as required.
  4. Enforce the use of personnel protective equipment required by federal, project rules, and regulations.
  5. Complete Contractor Incident Reports (Appendix D) for all incidents.
  6. Require the proper and safe use of tools, equipment, and machinery for the job.
  7. Ensure chemical handling, storage, and transportation is compliant with the OSHA Hazardous Communications standard and the instructions listed on the chemicals Safety Data Sheet (SDS).
  8. At their discretion, conduct an immediate meeting regarding safety concerns with Contractors, subcontractors, vendors, suppliers, and any project employees.
- H. The Contractor's employees have a significant role in the promotion of safety on a worksite.
1. No employee shall be required or knowingly be permitted to work in an unsafe environment except for the purpose of making safety corrections and then only after all precautions have been taken to ensure their protection.
  2. Each employee is responsible for learning and abiding by those Safety Regulations applicable to their work and for reporting observed or anticipated hazards to their immediate supervisor.
  3. Employees shall make every effort to protect themselves from injury and promote the overall safety of the worksite.
  4. Employees shall bring to the attention of the Contractor's Supervisor, Contractor's Safety

Representative, and/or JEA Contractor Sponsor any unsafe conditions, hazards, and training deficiencies that are known.

- 1.6 **Reporting Injuries and Illnesses:** Contractor employees shall report all work-related injuries and illnesses to their employer, regardless of the perceived severity. When a Contractor employee is injured or becomes ill at the worksite, the Contractor shall ensure the employee is properly cared for and investigate to determine if any other employees have been exposed to possible illness and render appropriate care. It is the responsibility of the Contractor to ensure that their employees know how to report an injury, where to go if injured, and what to do in the event of an injury or illness.
- 1.7 **Incident Reports:** All injuries and/or incidents involving employees, the public, or property damage shall be reported to the Contractor's Safety Representative immediately. The Contractor's Safety Representative shall complete a JEA Contractor Incident Report (Appendix D) form and send it to [safety@jea.com](mailto:safety@jea.com) within 24 hours measured from the time the incident occurred. This report shall be signed by the Contractor Supervisor and JEA's Contractor Sponsor. A copy of the report shall be maintained by the JEA Contractor Sponsor within the project history file. Filling out the incident report carefully and completely will help identify the cause of the incident and help in developing corrective actions/measures with the intent of preventing similar occurrences in the future.
- 1.8 **Reservation of Rights:** JEA reserves the right to interpret, change, revise or depart from any/all policies and procedures at any time without notice. JEA further reserves the right to promulgate safety standards during construction or other projects as may be deemed necessary in the interest of safety, at no additional cost to JEA. Nothing in this safety manual is intended to alter or infringe upon an employer's or employee's status or infringes on the rights of any employee or Contractor.
- 1.9 **Disciplinary Program:**
- A. Contractors that fail to comply with any project safety requirements that are a part of the contract documents or Safety Regulations will result in stoppage of work, supervisor and/or employee dismissal from the JEA site and/or project, and any willful or repeated noncompliance by the Contractor will be a breach of contract and subject to contractual provisions.
  - B. Contractor's Site Management or other person in charge of work activities that requires, requests, asks, threatens an employee's employment, allows, or condones employees to work unsafely or in unsafe conditions shall be removed from the JEA Site and/or project and not permitted to return.
  - C. Any Contractor employee, supervisor or manager who openly exhibits disregard, defiance, or disrespect for worksite safety will be removed from the JEA Site and/or project and not permitted to return.
  - D. Any Contractor employee, supervisor or manager who knowingly falsifies any safety investigative documents or testimony involving a safety investigation will be removed from the JEA Site and/or project and not permitted to return.
  - E. All Contractor employees involved in violent physical encounters (fighting) or threats of violence, theft, or destruction of property will be removed from the JEA Site and/or project and not permitted to return.

**CHAPTER 2**  
**CONTRACTOR SAFETY MANAGEMENT PROCESS**

- 2.1 **Purpose and Scope:** The CSMP is developed to promote worksite safety and reduce the potential for injury or damage to JEA employees, Contractors, the public, the environment, and/or property and applies to all Contractors that work at or for JEA. The CSMP consists of the following four elements:
1. JEA Safety Qualification
  2. Contractor Safety Orientation
  3. Drug Free Workplace
  4. Worksite Assessment
- 2.2 **Objectives:** To establish the process for JEA Safety Qualification and ensuring JEA Business Units are using Contractors that are compliant with the JEA Contractor Safety Management Process (CSMP).
- 2.3 **JEA Safety Qualification:** JEA Safety Qualification is based on the Experience Modification Rate (EMR) provided by the Contractor's Workers' Compensation Insurance provider. Contractors must have a three-year average EMR of 1.0 or less and agree to the provisions of the CSMP to become JEA Safety Qualified. The average EMR is calculated using a company's EMR from their workers' compensation liability insurance provider covering the three most recent years. The three years will be averaged to determine the Contractor's average EMR.
- A. Contractors are required to submit the JEA Contractor Safety Qualification Form (Appendix A) and a copy of their most current three-year verification of EMR from their workers' compensation insurance provider to JEA Safety and Health Services, prior to commencing work activities.
  - B. JEA Safety and Health Services shall maintain a list of Contractors that have been accepted as JEA Safety Qualified. The most current listing of JEA Safety Qualified Contractors is located at [https://www.jea.com/About/Procurement/Contractor\\_Safety/](https://www.jea.com/About/Procurement/Contractor_Safety/).
  - C. JEA Safety Qualification status expires when the Contractor's workers' compensation insurance expires. It is the Contractor's responsibility to ensure their workers' compensation insurance does not lapse and that JEA Safety and Health Services has been provided the most up to date verification of EMR. Contractors shall submit a new JEA Contractor Safety Qualification Form and associated documentation of EMR to [safety@jea.com](mailto:safety@jea.com) prior to a lapse in Workers' Compensation Insurance.
  - D. JEA Safety and Health Services will attempt to contact the person identified on the last safety qualification submission, approximately one month prior to a Contractor's Safety Qualification expiration and inform them to submit an updated JEA Safety Qualification Form (Appendix A).
  - E. Each month the list of JEA Safety Qualified Contractors will be purged of companies that have not submitted updated verification of their most current three-year EMR average, there is evidence that a company has not maintained an EMR 3-year average of 1.0 or less, or the Contractor no longer maintains valid Workers' Compensation insurance.
  - F. Companies on short term contracts (less than one (1) month) can provide the completed JEA Safety Qualification Form and verification of EMR to the JEA Contractor Sponsor. When JEA S&HS is not available, the Contractor Sponsor may use the JEA Contractor Safety Qualification Form to determine if the Contractor meets the requirements of the CSMP JEA Contractor Safety Qualification. If the Contractor Sponsor determines the Contractor meets the expectation of JEA Contractor Safety Qualification, they may proceed with the contract. The Contractor Sponsor shall submit the JEA Safety Qualification package to Safety and Health Services via email at

[safety@jea.com](mailto:safety@jea.com) who will verify JEA Contractor Safety Qualification and enter the Contractor company name on the list of JEA Safety Qualified Contractors.

- G. Contractors who perform intrinsically hazardous work (see definitions) but are not listed on the Safety Qualified List shall be shut down until JEA Safety Qualification can be determined. If a Contractor's EMR 3-year average is above 1.0 during a JEA contract, that Contractor will be found in breach of contract, shut down, and removed from the JEA project. It is the Contractor Sponsor's responsibility to ensure verification of the three-year average EMR is available.
- H. Contractors that have attained JEA Safety Qualification but have experienced an increase in their three-year average EMR to above 1.0 shall not be permitted to continue to perform work, and their company name shall be removed from the list of JEA Safety Qualified Contractors. If JEA determines that it is in the best interest of JEA that the contractor be permitted to complete the contract, the Contractor shall provide an acceptable Safety Action Plan (SAP) (Appendix J) to the Contractor Sponsor. The Contractor Sponsor shall provide that SAP to their Director. If their Director is confident the Contractor has appropriately addressed the safety concerns for the project in question, they shall forward the accepted SAP to the Director of Safety and Health Services or their designees for review. If it is determined that the Contractor has adequately addressed the safety concerns of the worksite, they may complete that contract only. Until written acceptance of the Safety Action Plan is received, the Contractor may not go back to work and shall not work on other projects not specifically addressed in the SAP.
- I. Contractors may bid on projects prior to being JEA Safety Qualified. If a Contractor that is not JEA Safety Qualified is awarded a contract, they have 10 business days to complete and submit the required CSMP forms to [safety@jea.com](mailto:safety@jea.com). JEA Safety and Health Services will review the submitted documentation and respond within 5 business days of receipt. If a Contractor does not meet the JEA Safety Qualification requirements, they may submit a Safety Action Plan (Appendix J) and Risk Assessment and Mitigation (Appendix I) within the same 10 business days as an alternative to being JEA Safety Qualified. If the Director of the department entering the bid agrees with the completed SAP and RAM, they shall submit the documentation to the Director of Safety and Health Services for review. If the SAP and RAM are approved by both Directors, the Contractor may proceed under the scope of work in the contract and the approved SAP. JEA reserves the right to reject the Contractor for delays in submitting documentation, incomplete or inappropriate documentation is received, or the SAP is insufficient.
- J. Safety Action Plans (Appendix J) are made up of a series of Risk Assessment and Mitigation (RAM) forms (Appendix I) that are used to analyze the work task risk and provide mitigations to the hazards associated with the work activity (e.g., masonry work, steel erection work, electrical work, pipe fitting). Based on the job scope several RAMs may be needed to complete an SAP. The Safety Action Plan form is a summary of RAMs that are developed for the entire project scope that the contractor will be executing. Editable copies of the JEA SAP and RAM are available on the JEA Contractor Safety Page at [https://www.jea.com/about/procurement/contractor\\_safety/](https://www.jea.com/about/procurement/contractor_safety/).
- K. In emergency situations with limited or restricted Contractor availability but the Contractor does not have an average 3-year EMR of 1.0 or less, the Director of the JEA department requiring the work shall have the Contractor develop a SAP, focusing on the scope of work to be performed and the hazards present. The Director shall forward the completed SAP to the Director of Safety and Health Services along with justification for using the identified Contractor. Once the requesting Director forwards the SAP and justification that Director may put the Contractor to work with the understanding that the Contractor is not a JEA Safety Qualified Contractor and will not be included on the JEA Safety Qualified Contractor list and shall not be permitted to work on projects outside of the scope of the SAP. However, all other requirements of the CSMP shall be required.

2.4 **Contractor Safety Training:** All Contractor personnel working on JEA projects or sites shall be

fully instructed in the safety practices required by their assignments. It is each Contractor's responsibility to ensure their employees are fully trained prior to beginning work and to provide verification of training upon request. In addition to task specific safety, Contractor employees working on JEA projects or sites shall receive JEA Safety Orientation and JEA Site-Specific Training before beginning work.

- A. JEA Safety Orientation (JEASO): JEASO is required for all Contractor employees working on JEA projects and sites subject to the CSMP and shall include familiarization with JEA safety requirements and this manual. The JEASO presentation is available on JEA.com and shall be presented to each Contractor subject to this manual. It is the Contractor's responsibility to maintain a roster of each employee that has completed the JEASO and provide that roster to any JEA employee or designee upon request.
  - B. JEA Site-Specific Training (SST): JEA sites contain diverse and complex processes and potential hazards. In addition to JEASO, Contractor employees shall receive JEA Site-Specific Training (SST). The SST presentations are available on JEA.com and shall be presented to each Contractor subject to this manual. It is the Contractor's responsibility to maintain a roster for each SST the Contractor's employees are subject to and provide verification of SST to any JEA employee or designee upon request. SST is required for each Contractor employee who performs work at or for:
    - 1. Water Treatment Facilities
    - 2. Power Generation Facilities
    - 3. Wastewater Reuse Facilities
    - 4. Substations
    - 5. District Energy Plants
    - 6. Contractors working at project sites not listed above shall be made aware of the unique hazards and conditions for the location they are working from their Contractor Sponsor.
  - C. Task Specific Training: It is the Contractor's responsibility to ensure that, prior to beginning the work, their employees and the employees of any of their subcontractors are properly trained in accordance with the Safety Regulations for the tasks and processes to be performed and the use of the required equipment, machinery, and tools. Verification of training shall be provided to JEA by the Contractor upon request.
  - D. Contractor visitors shall receive the same JEASO and SST prior to entering the work areas or shall be escorted on the site at all times by someone who has received the JEASO and SST. For projects that do not take place at a JEA facility, Contractor employees and visitors shall receive the JEASO and instructions on the site's potential hazards as well as any OSHA and/or other regulatory standards that pertain to the work being performed.
- 2.5 **Drug Free Workplace:** All JEA job sites shall be a drug and alcohol-free workplace. JEA has a "Zero Tolerance" program in place. Any Contractor employee who tests positive or refuses to take the test will be immediately removed from the JEA project/site and will not be permitted to work on any JEA projects. The following procedures are to be followed by all JEA Contractors:
- 1. **Preemployment Screening:** All Contractor employees must be tested for drugs and alcohol within the 30 days prior to beginning work on any JEA project. Any Contractor employee testing positive is permanently prohibited from working on any JEA projects and/or sites.
  - 2. **Random Screening:** Each Contractor is required to perform monthly random drug and alcohol tests on at least 10% of their employees working on the JEA projects and/or sites.
  - 3. **Post-Accident Screening:** Any Contractor employee that is injured and receives first aid or greater care, injures others, or is involved in an incident while operating heavy machinery, equipment, or vehicles, shall be required to submit to a drug and alcohol screening. Failure to comply will result in immediate and permanent removal from JEA projects and/or sites.
  - 4. **For Cause Screening:** Any Contractor employee who exhibits suspicious behavior shall be

tested for drugs and/or alcohol. Testing shall be conducted as soon as possible after the documented observation.

Verification of substance abuse testing shall be provided to JEA Safety and Health Services, Contractor Sponsors, or their designee upon request. The Contractor shall pay all costs associated with substance abuse testing.

- 2.6 **Worksite Assessment:** Worksite assessments are tools that provide a quantitative measure of worksite conditions and compliance with JEA policies and established regulations. There are two parts to the JEA Worksite Assessment. There is a Field Safety Assessment (FSA) (Appendix B) and an Administrative Assessment (Appendix E). Copies of the FSA and Administrative Assessment can be downloaded from the JEA CSMP web page at [https://www.jea.com/about/procurement/contractor\\_safety/](https://www.jea.com/about/procurement/contractor_safety/).
- A. FSAs are normally unannounced and conducted by JEA employees or their delegates to determine worksite safety and compliance with Safety Regulations pertinent to the work being performed.
1. A list of identified deficiencies will be left with the Contractor's Site Supervisor at the conclusion of every assessment.
  2. When a member of the JEA Safety and Health Services (S&HS) performs an FSA, they will email a copy of the FAS to the Contractor point of contact provided on the Contractor's most recent JEA Safety Qualification form and the JEA Contractor Sponsor within three (3) working days of the inspection.
  3. It is the Contractor's responsibility to respond back to the JEA S&HS within five (5) working days indicating actions taken to correct deficiencies or with an acceptable plan to address deficiencies.
  4. Failure to address worksite deficiencies can lead to work stoppage, removal from the JEA Safety Qualified List, barring from future awards consideration, and may be considered a breach of contract.
- B. An Administrative Assessment focuses on compliance with CSMP, required safety training, and other administrative tasks that may not be available on the job site.
1. Administrative Assessments will be conducted whenever one or more of the following have been experienced:
    - a. There is an Immediate Dangerous to Life and Health (IDLH) condition present on a worksite.
    - b. There is evidence that administrative responsibilities are not being completed.
    - c. There are sufficient discrepancies of concern, as determine by JEA Safety and Health Services, to perform an Administrative Assessment.
    - d. Periodically as determined by JEA Safety and Health Services.
    - e. A Contractor Sponsor or their delegate has expressed concerns as it relates to safety to JEA Safety and Health Services through their own audits, inspections, observations, and/or assessments that a Contractor is not maintaining a safe working environment or not in compliance with the CSMP.
  2. The Administrative Assessment will be emailed to the Contractor and the JEA Contractor Sponsor with instructions for the Contractor to responds within five (5) working days.
  3. It is the Contractor's responsibility to correct any discrepancies and inform the JEA person that conducted the assessment of the corrective measures taken.
  4. Once the assessment response is received back from the Contractor, JEA Safety and Health Services shall review the responses and documentation to determine if the Contractor is within compliance and addressed all deficiencies.
  5. Failure to address worksite deficiencies can lead to work stoppage, removal from the JEA Safety Qualified List, barring from future awards consideration, and may be considered a

breach of contract.

- C. JEA Safety and Health Services shall have the final say in settling disputes with safety-related findings and remedies. Disagreements between an auditor, Contractor Sponsor, and/or Contractors shall be resolved by JEA Safety and Health Services management. Ultimately, the decision will be based on workplace safety and employee protection.
- D. If JEA Safety and Health Services determines that the Contractor is not in compliance because of excessive discrepancies, inadequate response to Worksite Assessments, failure to comply with the CSMP or other safety regulations, and/or lack of communication from the Contractor, JEA Safety and Health Services has the authority to stop the Contractor's work activities until an acceptable response is received. Contractors may be required to provide additional safety personnel to job sites, develop a safety action plan, and/or other measures to ensure the safety of the Contractor employees, JEA employees, and the community.

**CHAPTER 3**  
**SECURITY AND EMERGENCY ACTION PROCEDURES**

3.1 **Purpose and Scope:** The purpose of this procedure is to establish the security requirements, responsibilities, and methods for notification and response to emergency conditions. This procedure applies to all Contractors on JEA property and projects, and to visitors on such property or projects.

3.2 **General Procedures:**

- A. JEA may remove any individuals initiating or participating in acts of violence or threats of violence from its facilities. JEA may also refer individuals to law enforcement for criminal action, if appropriate.
- B. The Contractor shall be responsible for enforcing security procedures and activating site-specific emergency plans when notified of an emergency condition. Efforts should be coordinated with the JEA Contractor Sponsor when work is performed at a JEA fixed facility where established emergency plans define appropriate action for specific conditions and security measures.
- C. The Contractor shall give the JEA Contractor Sponsor a Call List of individuals designated as coordinators of emergency response. These coordinators are expected to know their employees' whereabouts.

3.3 **General Security Requirements:**

- A. No Contractor personnel are to enter JEA property, buildings, facilities or attempt at any time entry into buildings without proper identification and authorization from the Contractor Sponsor. At a minimum, such identification will include clearly legible hard hat decals and/or labels identifying the individual's name and employer.
- B. Only designated site roads and gates are to be used for entry or exit.
- C. An ID badge may be issued to Contractor Employees for access to a secured facility or site. Employees failing to display their ID badge shall be denied entry and/or shall be removed from the site. The JEA Contractor Sponsor, in conjunction with JEA Security, determines the need for ID badges.
- D. On-site parking for Contractor employees, if any, shall be in designated areas ONLY and display parking permits if required. The Contractor Sponsor shall determine if parking permits are required for the worksite.

Note: Only company vehicles are permitted to park in substations. This must be demonstrated through the display of signage, stickers, or logos affixed to the vehicle.

- E. Unauthorized vehicles and/or vehicles parked in areas other than designated, shall be towed. Towing and storage charges, as well as any damage to the vehicle, will be the vehicle owner's responsibility.
- F. All vehicles on JEA facilities or projects are subject to search without prior notice. Refusal to permit a search shall result in the vehicle and employee being removed and permanently barred from the site.
- G. Reckless and/or irresponsible or unsafe operation of vehicles and/or machinery operations shall result in the revocation of parking permits and other punitive measures deemed appropriate by the JEA Contractor Sponsor, JEA Security, and/or JEA Safety and Health Services.

- 1. The maximum speed limit on all JEA property is ten (10) miles per hour (unless otherwise



- posted).
2. The speed limit in any work zone is five (5) miles per hour.
- H. All visitors shall be escorted by an authorized Contractor's representative at all times. Visitors shall sign a visitor waiver form. Visitor waiver forms and hold-harmless forms are available from JEA Risk Management at (904) 665-7785.
- I. Contractors:
1. Contractor shall coordinate with the Contractor Sponsor and JEA Security for on-site security personnel at any time the facility's perimeter is unsecured. Examples include, but are not limited to: alarms disabled, fences or gates down, traffic flows that require gates to be opened for more than one hour of the workday.  
**NOTE:** Short-term or intermittent (less than one continuous hour of the workday) opening of gates and/or other breaches of the facility's perimeter must be monitored continuously by a Contractor's employee assigned solely to that responsibility if JEA security personnel are not scheduled or available.
    - a) Security personnel shall be scheduled through JEA Security. A minimum of three business days' notice is required, except in the case of emergency, as determined at the sole discretion of the JEA Contractor Sponsor, in conjunction with JEA Security. JEA Security will bill the cost internally, directly to the project.
    - b) Security costs shall be borne by the Contractor.
  2. Where existing lighting is disabled or otherwise impacted by the work, Contractors shall provide temporary lighting equal to or exceeding the existing.
    - a) Where additional security measures are instituted, Contractors shall advise all employees of any alarm or other security devices.
    - b) Contractors shall notify JEA Security of any alarms or other security devices installed by the Contractor.
  3. No weapons of any kind are permitted to be carried or displayed on JEA property at any time except by JEA Security Management, JEA Contract Security Officers, or local, state, and federal law enforcement officers acting in the line of duty. Examples of weapons include, but are not limited to:
    - a) Any weapon which, per applicable law, is illegal to possess.
    - b) Any firearm, loaded or unloaded, assembled, or disassembled, including pellet, "BB", and stun guns (electronic incapacitation devices).
    - c) Knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace necessary to perform a required job-related function.
    - d) Any switchblade knives.
    - e) Brass knuckles, metal knuckles, and other similar instruments.
    - f) Bows, crossbows, and arrows.
    - g) Explosives and explosive devices, including fireworks and incendiary devices.
    - h) Throwing stars, nun chucks, clubs, saps, and any other item commonly used as, or primarily intended for use as a weapon.
    - i) Self-defense chemical sprays, e.g., Mace, pepper spray in canisters or containers larger than two ounces.
    - j) Any object that has been modified to serve as, or has been employed as, a dangerous weapon.

Per Florida Statute (F.S.) 790.251, employees and independent contractors are permitted to possess a firearm in their personal vehicle (not JEA owned or leased) in JEA's parking lots,

provided the firearm is locked within the vehicle and hidden from view. An employee must never exhibit such a firearm or allow it to be exhibited on any JEA property for any reason other than lawful defensive purposes, or the employee will be subject to disciplinary action per JEA policy.

4. Prior to beginning work, Contractors shall provide the JEA Contractor Sponsor with a current list of supervisory personnel (name and telephone number) available during non-work periods to assist in the event of a security breach or event.
5. Contractors shall advise their employees, vendors, suppliers and visitors of site speed limits and security measures.
6. Contractors shall ensure their materials, equipment, machinery, etc. is identified using tags, painted company logo, or other means as may be necessary in a prominent location so that it is not mistaken and used or removed.
7. Contractor shall disable all motorized machinery, e.g., front-end loaders, back-hoes, dozers, etc., during non-work hours to prevent unauthorized operation.
8. Contractor shall have readily accessible proof of required insurance for all vehicles to be used on site.
9. Contractor shall ensure that employees who leave the worksite during the workday have in fact left the plant, facility, or project area.
10. Contractor shall ensure their employees wear or otherwise display required identification while on site as may be identified by the Contractor Sponsor or JEA Security.
11. Contractor is responsible to ensure its employees do not use tobacco or vaping products on any JEA property.

J. Contractor's Employees:

1. Employees shall display required identification and vehicle parking permits at all times while on site.
2. Employees shall park in designated areas only.
3. Employees shall operate vehicles and/or machinery in a safe manner and follow any instructions provided in the SSO for that site or from the Contractor Sponsor while on-site and while entering and leaving the site.
4. Employees shall lock or otherwise secure personal property and vehicles.

Note: JEA is not responsible for fire, theft, or other damage to any vehicle or property.

K. General Project Security Rules and Regulations:

1. All work prior to 6:00 a.m. and/or after 6:00 p.m., or at any time on weekends and/or JEA-recognized holidays shall be coordinated with the JEA Contractor Sponsor and communicated by the Contractor Sponsor to JEA Security.
2. The Contractor shall issue a hard hat bearing the Contractor's identifying decal or label and safety glasses to all employees and visitors prior to their entering the site.
3. The Contractor shall provide a supervisor-level escort to any employee whose employment is terminated or that is no longer permitted to work on the JEA site or project for any reason to ensure that the employee immediately leaves JEA property. This removal shall be immediately reported to the JEA Contractor Sponsor and JEA Security.
4. The Contractor shall collect all JEA identification and parking permits from employees who are removed from the JEA site or project and immediately returned to and reported to the JEA Contractor Sponsor and JEA Security.
5. All deliveries shall be made in accordance with documented project procedures or those specific to the JEA facility.

Note: JEA Security policies and procedures shall prevail in the event of a conflict with project procedures.

6. Work hours for the project (and any changes to work hours) shall be communicated to JEA Security by the JEA Contractor Sponsor.
7. All Contractors and their employees shall be responsible for ensuring that all equipment, gang boxes, machinery, storage areas, tools, trailers, vans, vehicles, etc., are properly secured at the end of each workday.
8. Contractors and their employees are prohibited from entering and/or using any JEA facilities, including, but not limited to break rooms, employee parking areas, fitness centers, food service areas, medical facilities, restrooms, telephones, warehouses or other buildings without proper prior authorization issued by the JEA Contractor Sponsor. Violations may, at the sole discretion of the JEA Contractor Sponsor, in conjunction with JEA Security, result in the individual being immediately removed and permanently barred from the JEA site and/or project.
9. Loitering on the job site before or after the assigned shift is prohibited. Violations may, at the sole discretion of the JEA Contractor Sponsor, in conjunction with JEA Security, result in the individual being immediately removed and permanently barred from the JEA site and/or project.
10. No harassment, including, but not limited to sexual, physical or verbal harassment of any person, will be tolerated on the premises. Violations may, at the sole discretion of the JEA Contractor Sponsor, in conjunction with JEA Security, result in the individual being immediately removed and permanently barred from the JEA site and/or project.

L. **Enforcement:**

JEA reserves the right to enforce all requirements of safety, security, and other regulations and requirements as set forth in the CSMP. Enforcement methods include but are not limited to the removal of the Contractor's employees from the site, prosecution, civil action and termination of contracts. The intent of these regulations and requirements are to ensure that all Contractors and individuals associated with the project are aware of the need to work individually and together to provide a safe and secure workplace.

**3.4 Incidents Involving Serious Injury or Death:**

- A. Provide immediate, necessary first aid and then notify the Contractor Supervisor.
- B. Site personnel may aid in the rescue of personnel if the appropriate type and level of training has been provided and documented.
- C. Make no comments to media representatives. Refer all inquiries to JEA.
- D. No on-site photographs are to be taken except with the prior approval of JEA.
- E. The responsible Contractor will make a full investigation and will file a Contractor Incident Report Form (Appendix D) with the JEA Contractor Sponsor within 24 hours of the occurrence. The JEA Contractor Sponsor will forward the completed form to [safety@jea.com](mailto:safety@jea.com).
- F. Within the immediate area of an incident scene nothing is to be disturbed or removed after proper evacuation of the injured employee without the permission of the JEA Contractor Sponsor.

**3.5 Physical Security, Personal Safety, and/or Property Damage:**

- A. All Contractors and employees should practice a philosophy of "See Something, Say Something" when considering reporting a security event or suspicious activity. These incidents should be reported directly to the JEA Security Dispatch Center at (904) 665-8200.
- B. In the event the incident involves an identifiable criminal act, or imminent threat, individuals should immediately contact 911 for external law enforcement response.
- C. All incidents are required to be reported to the Contractor Sponsor and facility operations (when working at a JEA owned or controlled property).

- D. The responsible Contractor will make a full investigation and will file a Contractor Incident Report Form (Appendix D) with the JEA Contractor Sponsor within 24 hours of the occurrence. The JEA Contractor Sponsor will forward the completed form to [safety@jea.com](mailto:safety@jea.com).
- 3.6 **Evacuation:** When an evacuation is required, all personnel should immediately follow the facility emergency action plan when work is performed on JEA sites. When work is performed outside of JEA facility employees shall follow the Contractors Emergency Plan Procedures. When such action is directed, the Contractor Supervisor shall immediately contact the JEA Contractor Sponsor to inform them of the condition.
- 3.7 **First Aid Procedures:** Contractors shall provide first aid to employees that sustain work-related injuries or illnesses and when necessary, provide emergency transportation for those Contractor employees who sustain work-related injuries or illnesses.
- 3.8 **Medical Coverage:** Each Contractor and, if applicable, each Subcontractor shall ensure that a person trained in Cardiopulmonary Resuscitation (CPR) and first aid is always on site whenever employees are performing work. When a Subcontractor has fewer than three (3) employees onsite, they can be covered by their General/Prime Contractor's trained CPR and first aid employees. When this occurs, both the employees of the Subcontractor and the person covering them shall be made aware of each other expectations and their needs.

## CHAPTER 4

### **JEA SPECIFIC SAFETY REQUIREMENTS**

- 4.1 **Purpose and Scope:** To establish JEA procedures to be observed by all Contractors, their employees, tier Contractors, suppliers, vendors, and visitors. It is the Contractor's responsibility to know and follow all Safety Regulations. Where JEA Safety Requirements are more stringent than Federal, State or Local Regulations, the JEA safety requirements shall take precedence.
- 4.2 **Objectives:** To further the effective prevention of incidents and ensure Contractor compliance with all applicable Safety Regulations. Contractor observance of specific project procedure standards, as well as OSHA requirements, is a requirement of the terms and conditions of the contract.
- 4.3 **Regulations and Safe Work Practices:** Contractors are responsible for ensuring they are working in accordance with all applicable Safety Regulations for the work they are performing and sites they are working at. It is incumbent on the Contractor to verify any additional requirements from the JEA Contractor Sponsor.
- A. **Housekeeping:** All tools, machinery, equipment, materials, etc. shall be stored in an orderly manner. Sites shall be cleaned daily (or more often as needed), and debris disposed of in dumpsters or off site in accordance with EPA and other regulatory agencies.
- B. **Cell Phone Usage-** Cell phone usage has become an increasing safety concern on industrial sites and at operational facilities. Equipment operators to include heavy equipment, forklifts, power tools, pneumatic tools, earth moving equipment, etc., shall discontinue use of cell phones for any purpose while they are actively using the equipment. Operators shall stop operating equipment, move to a safe location, and use the cell phone, if cell phone use is necessary.
- C. **Lock-Out/Tag-Out (LOTO):**
1. Clearance Procedure - When work is performed at a JEA fixed facility and/or site, the Contractor shall coordinate energy isolation with the JEA Contractor Sponsor or their designee in accordance with the JEA facility and site operations energy isolation (LOTO) procedures.
  2. At all other JEA Projects/Sites, the Contractor will apply all necessary precaution in accordance with the Safety Regulations to ensure isolation and control of hazardous energy.
- Warning:** Any person who attempts to operate a valve or switch to which a lock and/or "Danger" tags are attached or removes or attempts to remove a lock or isolation tag without authorization will be removed from the site immediately.
- D. **Powder-Actuated Tools:** Even if permitted by authorities having jurisdiction, powder-actuated fasteners shall not be used in the workplace except if approved in writing by the JEA Contractor Sponsor.
1. All Contractor employees using powder actuated tools must be trained on the specific model and certified to use the tool by the manufacturer.
  2. Powder-Actuated tools shall be used as designed and intended by the manufacturer and in accordance with the Safety Regulations.
  3. Any misfires shall be disposed of in a manner approved by JEA.
  4. All loads except while in actual use shall be stored in a location and manner specifically approved for the purpose by JEA.
  5. All maintenance work on powder-actuated tools shall be performed by competent and qualified technicians.
- E. **Welding, Cutting and Burning:**

1. The JEA Contractor Sponsor shall refer to the JEA Hot Work Procedure before issuing a Hot Work Permit (Appendix F).
  2. The JEA Contractor Sponsor shall ensure the Contractor employees are trained on the JEA Hot Work Permit program and the use of Hot Work Permits.
  3. No welding, burning, cutting or other spark or flame producing operation shall be permitted until a Hot Work Permit has been issued by the JEA Contractor Sponsor or their designee for work inside JEA fixed facilities.
  4. For those work site areas outside of a JEA facility where a Hot Work Permit is not required, all safety requirements of the JEA Hot Work Program shall be observed. The Contractor shall contact their Contractor Sponsor for those details.
  5. Hot Works Permits shall be retained by the Contractor Sponsor for not less than 12 months.
- F. Ladders: Metal ladders shall not be used on JEA projects or sites.
- G. Crane-Suspended Personnel Platform “man basket”: No job-made man baskets are permitted without prior written approval from a Professional Engineer.
- H. Hazardous Communications (HAZCOM):
1. Contractors shall maintain a readily available Safety Data Sheet (SDS) for all chemicals brought onto a JEA site or project.
  2. Whenever chemicals are left onsite in an unused condition (e.g., samples, extra material, etc.) it is the Contractor’s responsibility to provide JEA with a current SDS. If a SDS is not provided to the JEA Contractor Sponsor, the chemical shall not be left at a JEA facility or site. When a SDS is received by the JEA Contractor Sponsor, they shall forward that to [safety@jea.com](mailto:safety@jea.com) for inclusion to the JEA SDS library.
  3. All chemicals shall be stored, identified, and labeled in accordance with the Safety Regulations.
- I. Barricade Tape Program: Barricade tape does not offer physical protection for floor edges, roof edges, floor openings, etc. and shall not be used for physical protection.
1. Yellow/Black Barricade Tape (CAUTION): This type of barricade tape shall serve as a caution to indicate to employees that a potential hazard exists. Employee may enter without permission from Contractor. This barricade tape shall be used for, but not limited to, the following:
    - a) Excavation less than four (4) feet in depth
    - b) Identification of trip hazards, low hanging objects, etc.
    - c) Material storage on the site
  2. Red Barricade Tape (DANGER): This type of barricade tape shall indicate “DANGER” and that potential serious hazard may be present. NO EMPLOYEE, other than those assigned to work inside that RED barricade tape, may enter without first obtaining permission from that Contractor. Red barricade tape shall be used for, but not limited to the following:
    - a) Overhead work
    - b) Live electrical components
    - c) Scaffold under construction
    - d) Around swing radius of equipment with a rotating superstructure
  3. Magenta (Purple)/Yellow (RADIATION): This barricade tape shall be used to indicate “DANGER – RADIATION” and that possible exposure may be present. NO EMPLOYEES ARE ALLOWED to enter this area.
- 4.4 **Permits, Tags, and Certifications**: The Contractor is required to provide verification of current certifications and maintain required permits and tags as listed below.
- 4.4.1 **Permits**:

- A. Excavation Permits (Appendix G): An excavation permit may be required at your job site. A sample excavation permit is available for download by going to the JEA Contractor Safety Management Process web page at [https://www.jea.com/about/procurement/contractor\\_safety/](https://www.jea.com/about/procurement/contractor_safety/). Compliance with local, state and federal laws is mandatory at all times for any excavation, digging, trenching, drilling, and/or blasting operation. This permit is to be issued prior to commencement of any work that breaks the soil. The permit, if required, will be issued by the Contractor Supervisor or their designee. The Contractor Supervisor shall call the State of Florida Sunshine 811 phone number (811) or submit an online request at <https://www.sunshine811.com/> prior to excavating outside JEA fixed facilities. Coordinate excavation locates on any JEA fixed facilities with the JEA Contractor Sponsor.
- B. Hot Work Permit (Appendix F): The Hot Work Permit is required within all JEA fixed facilities for all burning, welding, soldering, etc., operations that are capable of producing a flame and/or spark source. This permit will be issued daily by JEA Contractor Sponsor or their designee when required for each and every flame or spark source (i.e., each torch cutting event, every welder, etc.). The Hot Work Permit will only be issued after the hot work area has been checked to ensure personal protective equipment is available, the proper type of fire extinguisher is dedicated and within easy reach of individual performing the work requiring the Hot Work Permit, and all provisions of the JEA Hot Work Program have been implemented, employees are trained in the use the JEA Hot Work Permit requirements, and proper procedures are planned. Only the Hot Work Permits provided by the JEA Contractor Sponsor, or their designee are acceptable.
- NOTE: When work is performed on a power generation site; (Northside Generation Station, Brandy Branch Generation Station, Greenland Energy Center, and Kennedy Generation Station) Hot Work Permits may be issued by the plant permitting authority/tagging authority. Work with your Contractor Sponsor to ensure you are meeting the requirements of the facility you are at.
- C. Confined Space Entry Permit (Appendix H): This permit is required prior to entry into a confined space. ALL CONFINED SPACES ARE TO BE CONSIDERED PERMIT-ENTRY ONLY. A sample confined space entry permit is available for download by going to the JEA Contractor Safety Management Process web page at [https://www.jea.com/about/procurement/contractor\\_safety/](https://www.jea.com/about/procurement/contractor_safety/). This permit will be issued daily by the Contractor after it has been demonstrated that all personnel have been trained and adequate personal protective equipment, lifelines, standby, fire extinguishers, ventilation, emergency rescue equipment/services, etc. are in place and ready for immediate use. Contractors requiring entry shall provide their own atmospheric monitoring equipment. The tagging authority may issue these permits at Northside Generation Station, Brandy Branch Generation Station, Greenland Energy Center, and Kennedy Generation Station. Work with your Contractor Sponsor to ensure you are meeting the requirements of the facility you are at.
- D. Crane Lift Plan: A crane lift plan is required for all crane lifts. This plan shall address all aspects of the lift with special attention addressing lifts that exceed 75% of the crane's rated capacity for the crane configuration or when the lift will require two or more cranes.

#### 4.4.2 **Tags:**

- A. Barricade Tape Tags: Three (3) colors of barricade tape are approved for use on JEA projects as a visual warning for employees; Yellow w/black letters, Red, and Magenta. Completed tags should be hung on all barricade tape identifying the work hazard, the supervisor, the dates, etc.
- Note: Signs must also be posted to protect areas where radiation operations are in progress.
- B. Scaffold Erection Tags: These tags are required when erecting any type of scaffolding, for any purpose, and for any duration of time. Sample scaffolding tags are available for download by going to the JEA Contractor Safety Management Process web page at [https://www.jea.com/about/procurement/contractor\\_safety/](https://www.jea.com/about/procurement/contractor_safety/).

**4.4.3 Certifications:**

- A. Crane Operators and Riggers: Shall have and maintain a current National Commission for the Certification of Crane Operators (NCCCO) certification.
  - B. Powder-Actuated Tool Operator: Each powder-actuated tool operator will be certified in accordance with OSHA requirements. The Contractor shall make the certification available upon request.
- 4.4.4 Other sample forms, inspections, permits, etc. are available on the JEA Contractor Website at [https://www.jea.com/About/Procurement/Contractor\\_Safety/](https://www.jea.com/About/Procurement/Contractor_Safety/).



## CHAPTER 5

### TRAINING

- 5.1 **Purpose and Scope:** To establish and implement basic training and instruction activities which all Contractors are required to perform while working at or for JEA.
- 5.2 **Objectives:** To ensure that all personnel are trained in hazard recognition and are informed of their individual responsibilities in carrying out their assignments in efficient and incident-free manner.
- 5.3 **Procedure:** It is the Contractor Supervisor's responsibility to ensure their employees are trained in accordance with the Safety Regulations and the CSMP. Any expense associated with training requirements shall be the responsibility of the Contractor. It is each Contractor's responsibility to ensure that their employees are fully trained prior to beginning work and provide verification of training upon request.
- 5.4 **Other training requirements:** All training requirements are the responsibility of the Contractor and shall be completed prior to beginning work. Depending on the work activity and/or location this training may include:
- A. 29 CFR 1910.269 (work in electric power generation, control, transformation, transmission, distribution lines and equipment) and 29 CFR 1926.957 (Construction in energized substations).
  - B. JEA Substation Safety / Access Training shall be required if work is to be performed within any JEA Substation. The substation entry course provides training on the hazards encountered when entering and working in JEA Substations in accordance with the Safety Regulations. Contact JEA's Technical Utility Training Services (TUTs) at (904) 665-7243 or (904) 665-8899 for class schedule and registration.
  - C. Hold Card Procedures & Communication Techniques - Contractor Sponsors shall ensure their Contractors are trained on any hold card procedures and communications techniques for each site the Contractor will be working at.
- 5.5 **Specific Instruction:** Each Contractor is required to provide regular and continuing training for their employees. Such training shall be carried out at no expense to JEA. General / Prime Contractors will also monitor the training activities of Subcontractors under their direction. The following areas of training are required by OSHA. Each Contractor shall instruct their employees in:
- A. The recognition, protection, and avoidance of unsafe conditions and acts, regulations applicable to their work environment, the safe handling and use of poisons, caustics, and other harmful substances when the employee is exposed to or required to handle or use them.
  - B. Employees exposed to harmful plants or animals shall be instructed regarding the potential dangers, how to avoid injury and the first aid procedure to be used in the event of injury.
  - C. Employees required to handle or use flammable gases, liquids or toxic materials shall be instructed in the safe handling and use of these materials.
  - D. Employees required to enter confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required.
  - E. All employees are to be trained in the recognition, selection, and appropriate use of portable fire extinguishers.
  - F. Employees who are required to wear respirators shall be trained in the selection, care, use and

maintenance of respirators. Should such condition warrant the use of this PPE, the Contractor shall be responsible to ensure an approved Respiratory Protection Program is in place.

- G. Employees used as flagmen shall be trained as to the method and manner of proper flagging. The training must be documented. Selection of proper clothing and equipment will be part of the training as defined by the State of FL DOT and JEA CSMP.
- H. Employees that direct cranes, helicopters, backhoes, etc., shall be trained in proper signaling method. All training shall be documented.
- I. All applicable safety training shall be documented.

# Appendix A

## Contractor Safety Qualification Form



**Contractor Safety Qualification Form**

Organization Name: \_\_\_\_\_  
Safety Contact Name: \_\_\_\_\_  
Safety Contact Phone: \_\_\_\_\_  
Safety Contact Email: \_\_\_\_\_

**Experience Modification Rate (EMR)\***

Current Year 20\_\_\_\_ \_\_\_\_\_  
Previous Year 20\_\_\_\_ \_\_\_\_\_  
Year Before Last 20\_\_\_\_ \_\_\_\_\_  
Three Year Average: \_\_\_\_\_

**\*Note: Provide copies of Workers Compensation Insurance policy or letter from Workers Compensation Insurance as attachments**

**List of three work activities JEA may use to find your company:**  
**For example: painting, concrete, plumbing, construction, etc.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**By signing, your organization agrees to adhere to JEA's Contractor Safety Management Process**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed & emailed to JEA Safety & Health Services (Safety@JEA.com)**

# Appendix B

## Field Safety Assessment Form

## Safety Assessment Report

The following is to be used as a guide by the team to perform the safety inspection. Observations that generate a NO response should be noted on the attached observation sheet. Corrective actions that are not taken during the Assessment need to be documented and emailed to the person conducting the Assessment.



**Contractor Safety  
Assessment**

Note: If a Contractor is NOT JEA Safety Qualified and when it is safe to do so, stop/pause the work activities and contact the JEA Contractor Sponsor and JEA Safety and Health Services.

Company Name:			Date:	
Location:		Contr.Supv:		Safety Qualified:
<b>1</b>	<b>Housekeeping</b>	YES	NO	NOT APPLICABLE
1	Project work areas are clean and free of excess trash, debris			
2	Walkways and passageways clear			
3	Material or equipment properly stored			
4	Electrical cords, hoses, welding leads, etc. situated to prevent trip hazards			
5	Trash receptacles are provided for work areas			
6	Barricades, and/or rebar caps installed and maintained			
7	Other:			
<b>2</b>	<b>Personal Protective Equipment</b>	YES	NO	NOT APPLICABLE
1	Hard hats worn and maintained as required			
2	Hearing protection worn as required			
3	Eye protection required and worn in a proper manner/side shields			
4	Proper foot protection worn for job performed			
5	Face shield or goggles worn as required			
6	High Voltage work: clothing & gloves w/current inspections (annual & monthly)			
7	Proper work gloves being used - leather, cut resistant, chemical resistant, etc.			
8	Are work gloves being used when handling materials			
9	Are safety vests or high visibility clothing being worn			
10	Other:			
<b>3</b>	<b>Falls</b>	YES	NO	NOT APPLICABLE
1	Body Harness req'd and worn in a proper manner			
2	Lanyards adequately secured to suitable anchorage - minimum 5000 pounds per person			
3	Is Perimeter guarding in place and no closer than 6 feet to roof edge			
4	Static lines, rat lines installed and capable of supporting 5,400 lbs. of force			
5	Fall protection equipment used only for fall protection			
6	Fall protection maintained and has current inspection documented			
7	Other:			
<b>4</b>	<b>Excavations</b>	YES	NO	NOT APPLICABLE
1	Sloped and shored properly or trench box in use for excavations deeper than 5 feet			
2	Access and egress provided every 25 ft. for excavations over 4 feet deep			
3	Spoil pile location 2 feet or more away from excavation edge			
4	If trench exceeds 4 feet is there an atmospheric check			
5	Barricades in place to protect other workers and the public			
6	Competent Person assigned			
7	Other:			
<b>5</b>	<b>Scaffolds and/or Ladders</b>	YES	NO	NOT APPLICABLE
1	Are scaffolds erected with proper access and egress provided			
2	Inspection program implemented, documented and tagged correctly (green - yellow - red)			
3	Is the Proper ladder for the job being used and properly secured			
4	Proper angle and exceed the landing 3 ft.			
5	Is the access secured at the end of the work day to prevent the public from access			
6	Other:			
<b>6</b>	<b>Hoisting and Lifting Equipment</b>	YES	NO	NOT APPLICABLE
1	Chainfalls, come-a-longs and chokers in good condition with current inspection			
2	Softeners used as required			
3	Are Nylon slings and chokers in good condition			
4	Proper rigging techniques used			
5	Is there a lift plan or Heavy lift procedure in place			
6	Other:			

## Safety Assessment Report

7	Vehicles / Mobile Equipment	YES	NO	NOT APPLICABLE
1	Lights, brakes, horns, alarms working properly, back up alarms			
2	Seat belts provided and used - includes forklifts, all terrain lifts, and other mobile equipment			
3	Equipment used properly			
4	Proper clearances from overhead lines - 10' LV & 20' HV			
5	Are operators qualified and/or certified as required for the equipment in operation			
6	Has equipment been inspected (annual for cranes) and at least daily for all other equipment			
7	Other:			

8	Tools and Equipment	YES	NO	NOT APPLICABLE
1	Are Electrical cords in good condition with current inspection			
2	Are GFCI's in use and located at the power source			
3	Tools are maintained in a safe condition (no cracks or wear for High Voltage work)			
4	Proper tools used for the job performed (insulated tools for High Voltage work)			
5	Are portable generators grounded above 5kv			
6	When powder actuated tools are used - are the employees trained (ask for documentation)			
7	Are tools properly stored and carried as to prevent damage			
8	Are pneumatic tools in use - check for cotter pins in hose connections			
9	Are hydraulic tools in use - check connections for leakage			
10	Water blasing equipment - check hose connections for leakage and safety straps			
11	Vacuum hoses - are the areas identified and are hoses clamped to prevent coming loose			
12	Other:			

9	Fire Protection	YES	NO	NOT APPLICABLE
1	Flammables stored properly			
2	Oxygen and combustibles separated			
3	Containers labeled as to content			
4	Fire extinguishers properly located			
5	Fire extinguishers properly inspected (monthly and annual)			
6	Containment of hot work and welding screens as required			
7	Compressed gas cylinders, gauges and arrestors used and maintained properly			
8	Is there a HOT Work Permit in use and is someone designated as the fire watch			
9	Other:			

10	Traffic Control	YES	NO	NOT APPLICABLE
1	Are Advance Warning Signs in place as required to direct traffic away from work area			
2	Are Cones and Barricades in use as required			
3	Are Vehicles and Equipment located out of traffic flow areas			
4	Is Flagman Utilized when required			
5	Where needed - is the public protected from the work in process			
6	Other:			

11	First Aid	YES	NO	NOT APPLICABLE
1	Is there a trained First Aid/CPR person on site - ask for documentation			
2	Is there a site appropriate First Aid Kit available on site and is it in servicable condition			
3	Other:			

12	Procedures	YES	NO	NOT APPLICABLE
1	Are access gates secured after entering and leaving facility			
2	Are Safety Data Sheets available for chemicals in use			
3	Are daily job briefings conducted and documented			
4	Other:			

Inspection Team:

JEA Contractor Sponsor:





# Appendix C

## Safety Task Assignment (STA)

# SAFETY TASK ASSIGNMENT

The STA should be completed daily for each task. Post this STA in a conspicuous location throughout the length of the task. Each crewmember involved with the task should sign this STA. At the end of the task, give this STA to the Project Management. If deviation from known safe work practice/procedure occurs, work must be stopped.

Supervisor: \_\_\_\_\_  
 Job #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Location of Task: \_\_\_\_\_  
 Task Description: \_\_\_\_\_

Does task require special training? Yes No  
 If yes, what type? \_\_\_\_\_

**Personal Protective Equipment Required**

Fall Protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Type _____
Body harness; lifelines; barricades	<input type="checkbox"/>	<input type="checkbox"/>	
Eye/Face	<input type="checkbox"/>	<input type="checkbox"/>	
Mono goggles; face shield; hood	<input type="checkbox"/>	<input type="checkbox"/>	
Respirator	<input type="checkbox"/>	<input type="checkbox"/>	
SCBA; hoseline; HEPA; dust	<input type="checkbox"/>	<input type="checkbox"/>	
Foot Protection	<input type="checkbox"/>	<input type="checkbox"/>	
Safety shoes; rubber hip boots	<input type="checkbox"/>	<input type="checkbox"/>	
Hand	<input type="checkbox"/>	<input type="checkbox"/>	
Leather; chemical resistant; gauntlets	<input type="checkbox"/>	<input type="checkbox"/>	
Clothing	<input type="checkbox"/>	<input type="checkbox"/>	
Coveralls; welding shield; sleeves; rain suit; FRC; disposable; life vest	<input type="checkbox"/>	<input type="checkbox"/>	

**Procedures/Programs Required**

Hot Work	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lock, Tag, Try	<input type="checkbox"/>	<input type="checkbox"/>
Trenching/Excavation	<input type="checkbox"/>	<input type="checkbox"/>
Signs/Barricades	<input type="checkbox"/>	<input type="checkbox"/>
Confined Space	<input type="checkbox"/>	<input type="checkbox"/>
Crane Lift	<input type="checkbox"/>	<input type="checkbox"/>
Line Breaking	<input type="checkbox"/>	<input type="checkbox"/>
Hot Tapping	<input type="checkbox"/>	<input type="checkbox"/>
Scaffolds	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

**Employee Certification Required**

Crane Operator	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Forklift Operator	<input type="checkbox"/>	<input type="checkbox"/>
Mobile Equipment Operator	<input type="checkbox"/>	<input type="checkbox"/>
Power-Actuated Tool User	<input type="checkbox"/>	<input type="checkbox"/>
Competent Person (Lead, space, Excavations, confined scaffolds)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

**General Information**

Was Safety involved in the planning of this job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have the weather conditions been considered for the task?	<input type="checkbox"/>	<input type="checkbox"/>
User inspection is required on all tools, ladders, electrical cords, rigging, and safety equipment. Has this been completed?	<input type="checkbox"/>	<input type="checkbox"/>

After scaffolds/ladders were inspected, was the inspection tag signed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has a hazard assessment been completed with chemicals/materials identified?	<input type="checkbox"/>	<input type="checkbox"/>
Has a fire watch or vessel attendant been trained and assigned?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable/ combustible materials stored, separated, inspected, and secured per procedure?	<input type="checkbox"/>	<input type="checkbox"/>
Have areas been identified that require fall protective systems (i.e. barricades, static lines, hole covers, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Have they been installed?	<input type="checkbox"/>	<input type="checkbox"/>
Location of the nearest safety shower:	_____	

Where are trash receptacles available? \_\_\_\_\_

Evacuation staging area: \_\_\_\_\_



CONTRACTOR  
SAFETY PROGRAM



# Appendix D

## Contractor Incident Report Form



# JEA CONTRACTOR INCIDENT REPORT

Contractor Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Project Name & Location: \_\_\_\_\_

Body Part Injured (be specific): \_\_\_\_\_

Injury Code (see legend at right): \_\_\_\_\_

Witness Names (if any): \_\_\_\_\_

<u>Injury Code</u>
SBCI- Struck by/caught In
C- Contact (burn, abrasion, contusion)
STF- Slip/Trip/Fall
SSE- Strain/Sprain/Overexertion
ABIB- Animal Bite/Insect Bite
CLP- Cut/Laceration/Puncture
EC- Electrical Contact
FBI- Foreign Body In
V- Vehicular

Description of Incident:

Equipment damage, if any:

Describe first aid or medical treatment:

Contributing factor(s) (list the most important/significant contributing factor first):

Corrective Action(s) – Provide expected completion date for each corrective action:

Report prepared by: \_\_\_\_\_ JEA Contractor Sponsor: \_\_\_\_\_  
(PRINT) (PRINT)

All incidents are to be reported to your JEA Contractor Sponsor. Your JEA Contractor Sponsor shall forward to JEA Safety and Health Services at [safety@jea.com](mailto:safety@jea.com).

# Appendix E

## Contractor Administrative Assessment

Contractor Administrative Assessment



Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Safety Specialist (email): \_\_\_\_\_


As a JEA approved vendor you are requested to provide the information below and email to the safety specialist within 5 working days from the date of this request.

1	Provide documentation that shows employees listed have completed relevant training to the task which is being executed at this job site.
2	Provide documentation for any site specific training that employees have for JEA sites such as substation, water/wastewater treatment facilities, power generation facilities, etc.
3	Provide documentation of random drug testing for the previous 30 days.
4	Provide a list of any subcontractors being utilized on JEA work sites - they must be JEA approved vendors.
5	Each job site requires a trained First Aid / CPR person - provide documentation of current training.
6	Provide documentation of monthly safety meetings where employees have been working at JEA sites for the past 30 days
7	Provide a copy of the most current self audit conducted at this job site.

# Appendix F

## Hot Work Permit





# HOT WORK PERMIT

STOP!

Avoid hot work when possible! Consider using an alternative cold work method.

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks conducted outside a Hot Work Designated Area. This includes, but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing and welding.

### Instructions for Permit Authorizer

1. Specify the precautions to take.
2. Fill out and keep **Part 1** during the hot work process.
3. Issue **Part 2** to the person doing the job.
4. Keep **Part 2** on file for future reference, including signed confirmation that the post-work fire watch and monitoring have been completed.
5. Sign off the final check on **Part 2**.

### Part 1

**Required Precautions**

**Hot work on open equipment, ductwork or piping**

- The fire pump is in operation.
- Control valves to the hot work area are closed.
- Extinguishers are available.
- Hot work is not performed in areas with combustibles using listed blankets and curtains.
- Hot work is not performed in areas with flammable gas, ignitable liquid or ignitable dust/fine particulate, shut down equipment.
- Hot work is not performed in areas with combustibles dust/fine and combustible residues.
- Hot work is not performed in areas with fire detection and conveying systems.
- Hot work is not performed in areas with combustibles and consider a second fire watch on opposite side of hot work area, well, ceiling or roof when openings exist or if normally combustible materials pass through.
- Hot work is not performed on a combustible building assembly (e.g., torch applied roofing) if yes, provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

**Hot work on/in closed equipment, ductwork or piping**

- Isolate equipment from service.
- Remove ignitable liquid and purge flammable gas/vapor.
- Prior to work, and/or during work, monitor for flammable gas/vapor. LEL reading(s): \_\_\_\_\_
- Remove combustible dust/fine or other combustible materials.
- Is work on/in equipment with nonremovable combustible linings or parts? If yes, provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

**Fire watch/fire monitoring the hot work area**

Times listed are sufficient for majority. Use Table at back of permit for guidance for combustible concealed cavities, roof work or favorable factors.

- Perform a continuous fire watch during hot work.
- Perform a continuous fire watch post-work for
  - 1 hour or Other \_\_\_\_\_ hours.
- Perform fire monitoring for
  - 3 hours or Other \_\_\_\_\_ hours.

**ADDITIONAL REQUIRED PRECAUTIONS:**

---



---



---

**HOT WORK BY**

Employee  
 Contractor

DATE: \_\_\_\_\_ JOB NUMBER: \_\_\_\_\_

LOCATION OF WORK (BUILDING/FLOOR/OBJECT): \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

NAME OF PERSON PERFORMING: \_\_\_\_\_

NAME OF PERSON AUTHORIZING: \_\_\_\_\_


I verify the above precautions have been taken. PERMIT AUTHORIZER: \_\_\_\_\_

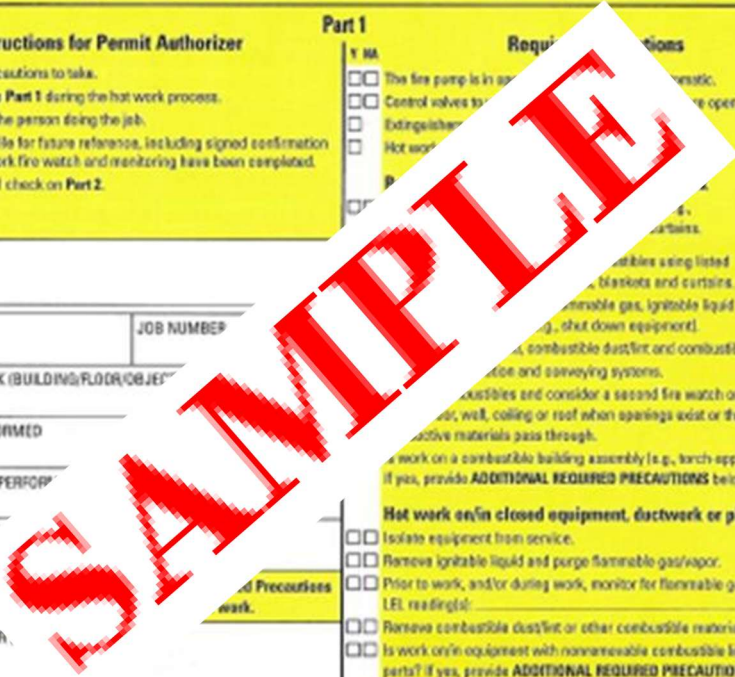
THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  AM  PM

**Note:** Emergency notification on back of form.

**Additional FM Global Resources:**  
 Property Loss Prevention Data Sheet 10-3, Hot Work Management  
 Hot Work Permit form (F2833) via [fmglobalcatalog.com](http://fmglobalcatalog.com)  
 Online training at [training.fmglobal.com](http://training.fmglobal.com)  
 FM Approved equipment via [fmapprovals.com](http://fmapprovals.com)

 F2833/JEA © 2018 FM Global



145500



# WARNING

## HOT WORK IN PROGRESS! Watch for fire!

### Instructions

**Person performing hot work:** Record time started and display permit at hot work area. After hot work is completed, record time and have permit displayed for fire watch.

**Fire watch:** Watch area during hot work and after work completion. Prior to leaving area, perform final inspection, sign, leave permit displayed and notify Fire Monitor or Permit Authorizer.

**Fire monitor:** Monitor area after post-work fire watch completion. Perform final inspection, sign and return to Permit Authorizer.

### Part 2

1. Mark

- The fire permit
- Control
- Ex

### HOT WORK BY

- Employee
- Contractor

DATE

JOB

LOCATION OF WORK (BUILDING/FLOOR)

WORK TO BE PERFORMED

NAME OF PERSON

NAME OF

I certify the above information is true and correct. Additional Required Precautions have been taken, as applicable, for this work.

PERMIT AUTHORIZER

THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):

DATE: TIME:  AM  PM

Hot Work Date: Start Time:  AM  PM

Finish Time:  AM  PM

Post-Work Fire Watch: Finish Time:  AM  PM

Name:  Fire Monitor  Permit Authorizer  Other Finish Time:  AM  PM

Name/Other:  AM  PM

Final Check: Time:  AM  PM

Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

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Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

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Name:  AM  PM

Name:  AM  PM

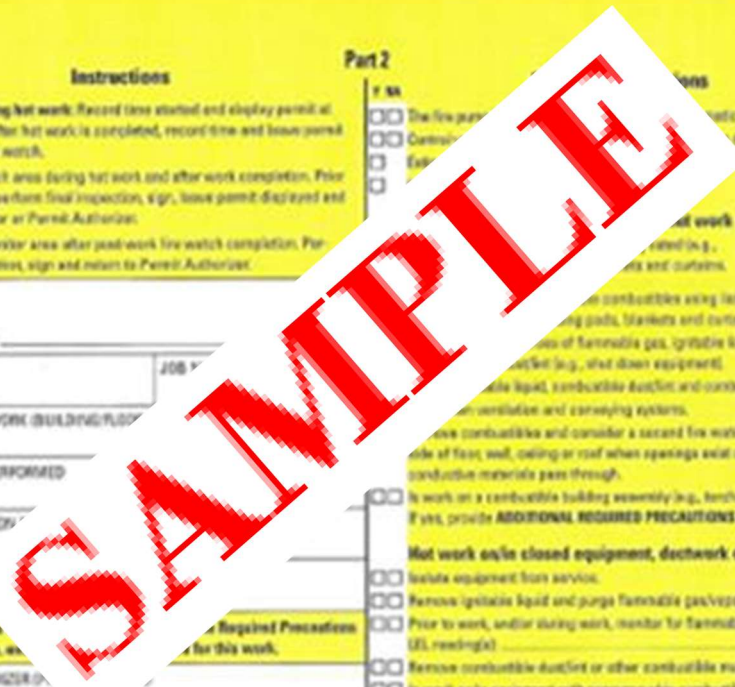
Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

Name:  AM  PM

Name:  AM  PM



145500

# WARNING

**HOT WORK IN PROGRESS!**  
**Watch for fire!**

In case of emergency, call the contacts listed below before

Contact	Number

## Construction and Occupancy Factors and Watch and Monitoring Periods

Occupancy Factors	Construction Factors	Watch and Monitoring Periods				
		Hot Work on Roofing		Combustible construction without concealed cavities		Combustible construction with unprotected concealed cavities
		Monitor	Watch	Monitor	Watch	Monitor
Noncombustible and protected with closed doors (e.g., ignitable liquid materials)	Hot Work on Roofing	3 hours	1 hour	3 hours	1 hour	3 hours
Office, retail or manufacturing with moderate combustible loading	Hot Work on Roofing	1 hour	1 hour	2 hours	1 hour	5 hours
Manufacturing with moderate to significant combustible loading except as noted below	Hot Work on Roofing	1 hour	2 hours	3 hours	1 hour	5 hours
Warehousing	Hot Work on Roofing	1 hour	2 hours	3 hours	1 hour	5 hours
<b>Exception:</b> Occupancies with processing or having bulk storage of combustible materials capable of supporting slow-growing fires (e.g., paper, pulp, textile fibers, wood, bark, grain, coal or charcoal)	Hot Work on Roofing	1 hour	3 hours	3 hours	1 hour	5 hours

When performing torch-applied roofing, apply additional precautions and conduct a minimum 2 hour fire watch and 2 hours fire monitoring. If an infrared camera is utilized, reduce to a 1-hour fire watch and 1 hour fire monitoring.

When performing hot work on equipment containing removable combustible linings or parts, apply additional precautions and conduct a minimum 1-hour fire watch and 3 hours fire monitoring within the equipment, and in the surrounding areas per Table above.



# Appendix G

## Excavation Permit

**APPENDIX: EXCAVATION PERMIT  
Required at 4 feet or more**

DATE:		TIME:		(EXPIRES IN 12 HOURS)
-------	--	-------	--	-----------------------

COMPETENT PERSON ON JOB:
ADDRESS/LOCATION AND JOB DESCRIPTION:

**BEFORE EXCAVATION OR TRENCHING – CIRCLE Y OR NO OR FILL IN BLANK**

<input type="checkbox"/> HAVE UTILITY SERVICES BEEN LOCATED? Y / N <input type="checkbox"/> SUNSHINE STATE ONE CALL OF FLORIDA (SSOCOF) TICKET #: _____ <input type="checkbox"/> IF WORKING WITHIN JEA FACILITY, CHECKED WITH SITE MANAGEMENT FOR OTHER DIG REQUIREMENTS? Y / N <input type="checkbox"/> ANTICIPATED SIZE OF EXCAVATION Length _____ Width _____ Depth _____ <input type="checkbox"/> WATER IN AREA OF EXCAVATION, ACTION TO DIVERT OR ELIMINATE? Y / N <input type="checkbox"/> ARE THERE OVERHEAD POWERLINES? Y / N IF YES, STAY CLEAR 20' OR DETERMINE VOLTAGES FOR SAFE APPROACH <input type="checkbox"/> IS TRAFFIC CONTROL REQUIRED TO PROTECT WORKERS? Y / N <input type="checkbox"/> IF EXCAVATION IS ANTICIPATED TO BE >/ 20', HAS P.E. APPROVED PROTECTIVE SYSTEM? Y / N <input checked="" type="checkbox"/> SOILS IN JEA TERRITORY SHALL BE DEFINED AS TYPE C – BENCHING IS PROHIBITED <input checked="" type="checkbox"/> GREATER THAN 5' IN DEPTH REQUIRES SLOPING (1.5:1 OR 34° FOR TYPE C), A TRENCH BOX, OR SHORING
--

**DURING EXCAVATION/TRENCHING – CIRCLE Y OR NO OR FILL IN BLANK**

<input type="checkbox"/> DAILY INSPECTION PRIOR TO WORK COMMENCEMENT? Y / N <input type="checkbox"/> INSPECTION AFTER CHANGING CONDITIONS: RAIN, FISSURES, VIBRATION, ETC? Y / N <input type="checkbox"/> TOXIC / COMBUSTIBLE GASES / OXYGEN SAFE FOR ENTRY >/ 4'? Y / N PERMIT CONFINED SPACE? Y / N <input type="checkbox"/> IF EXCAVATION >/ 4', ARE LADDERS OR RAMPS PROVIDED EVERY 25' OF LATERAL TRAVEL FOR EGRESS? Y / N <input type="checkbox"/> IS WATER REMOVAL EQUIPMENT WORKING AS REQUIRED? Y / N <input type="checkbox"/> ARE SPOIL PILES BACK AT LEAST 2' FROM THE EDGE OF EXCAVATION? Y / N <input type="checkbox"/> WORKERS REMAINING INSIDE PROTECTIVE SYSTEM OR AREA WHILE INSIDE EXCAVATION? Y / N
--

**SIGNATURES AND DATES**

COMPETENT PERSON:		DATE:	
EQUIPMENT OPERATOR:		DATE:	
PROFESSIONAL ENGINEER (IF >/20')		DATE:	

Rev. 11-01-17

# Appendix H

## Confined Space Permit

# JEA CONFINED SPACE ENTRY PERMIT

PERMIT REQUIRED

NON-PERMIT REQUIRED

ENCLOSED SPACE

<b>PART I General Information</b>							
Date _____		Time _____		Space To Be Entered _____			
Location/Building _____							
Purpose of Entry _____							
PWO Number _____			Work Permit Number _____				
Date/Time Permit Expires _____							
<b>PART II Pre-Entry</b>							
Emergency Point of Contact _____							
Means of Notification _____		Phone, # _____		Radio, Call ID _____			
Suspected Atmospheric Contaminant _____							
Suspected Flammable Gas, Vapor, Dust _____							
Material Previously Stored/Processed Within Space _____							
Materials To Be Utilized During Entry _____							
<b>PART III Atmospheric Test Results (** Test Results After Ventilation)</b>							
Elements of Test	PEL	Test Results	Date/Time	** Test Results	Date/Time		
% Oxygen	-19.5 23.5%						
% LEL	≥ 10 %						
Carbon Monoxide	35 PPM						
Hydrogen Sulfide	10 PPM						
Sulfur Dioxide	5 PPM						
Ammonia	25 PPM						
Test Instrument _____		ID # _____		Calibration Date _____			
Calibrated By _____							
<b>PART IV Isolation and Preparation</b>							
Requirements	Yes	No	NA	Requirements	Yes	No	NA
Continuous/Periodic Air Monitoring				Full Body Harness			
Lockout/Tagout				Respiratory Protection			
Purge/Flush				Communication System			
Ventilation –General/Exhaust				Protective Clothing			
Explosive Proof Lighting				Traffic Controls			
Retrieval System							
<b>PART V Personnel Working in Confined Space</b>							
_____							
_____							
_____							
All Personnel Accounted for Yes/No _____							
(Attach list should additional space be required)							
<b>PART VI Confined Space Entry Authorization</b>							
Personnel Briefed On Hazards Of Entry Yes/No By _____							
Manager In Charge of Work _____			Date _____				
CS Entry Supervisor _____			Date _____				
Attendant _____			Date _____				
<b>Part VII Periodic Atmospheric Test Results (Document every 2 hours)</b>							
Elements of Test	PEL	Test Results	Time				
% Oxygen	- 19.5 23.5 %	/ /	/	/			
% LEL	≥ 10 %	/ /	/	/			
Carbon Monoxide	35 PPM	/ /	/	/			
Hydrogen Sulfide	10 PPM	/ /	/	/			
Sulfur Dioxide	5 PPM	/ /	/	/			
Ammonia	25 PPM	/ /	/	/			

# Appendix I

## RISK ASSESSMENT AND MITIGATION (RAM) FORM

NOTE: An editable copy of the RAM form is available on the JEA Contractor Safety Page at [https://www.jea.com/about/procurement/contractor\\_safety/](https://www.jea.com/about/procurement/contractor_safety/).





# Appendix J

## Safety Action Plan (SAP)

### Form

NOTE: An editable copy of the RAM form is available on the JEA Contractor Safety Page at [https://www.jea.com/about/procurement/contractor\\_safety/](https://www.jea.com/about/procurement/contractor_safety/).

Safety Action Plan Template																	
JEA Project / Department	JEA Contractor / Sponsor	Project Location	Job Description	Equipment Used	Tools Used	Incident That Could Occur Without Mitigation	Risk Factor Prior to Mitigation (RAM Score)	Steps Needed to Complete the Task	Substitution and or Design Risk Reduction Actions	Engineering Risk Reduction Actions	Administrative Risk Reduction Actions	PPE Risk Reduction Actions	JEA Review Person Assigned	Task Approval Status	Date Approved	Risk Level After Mitigation (RAM Score)	Comments
<b>Contractor Name</b>																	