

Webinar 2015

Project and Technical Management Process & Procedures Product Expectations

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2015



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Project Management Business Process/Project Delivery Process

- **Project Initiation**

- ▶ ID Customer Needs
- ▶ Work Acceptance
- ▶ Workload Analysis
- ▶ Receipt of Funds
- ▶ Initiate Project in P2

⇒ Project Planning ⇒ Project Execution

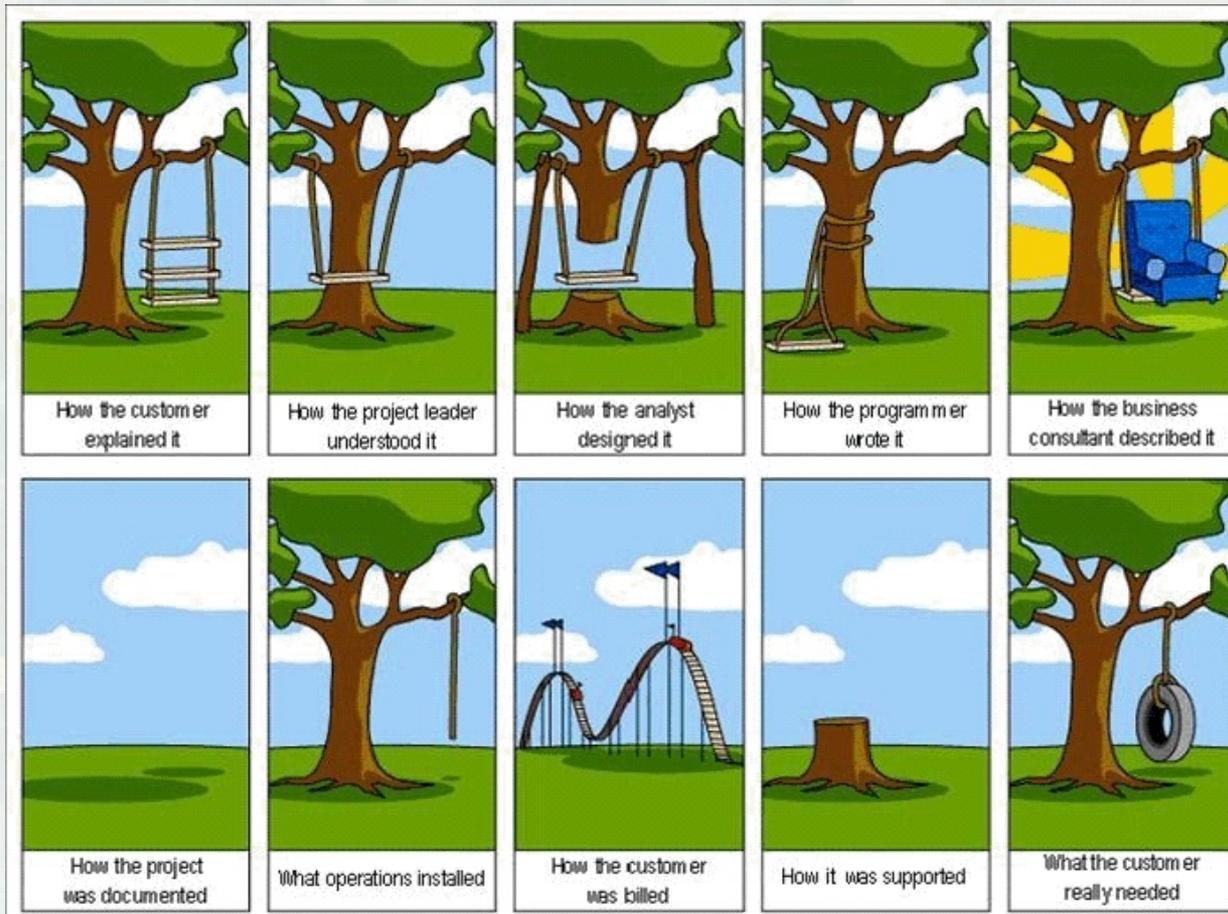


How Do We Get Projects

- Current Customers
- New Customers
- Contractors



Understanding Customer Needs and Expectations



Project Delivery Team



Developing Performance Work Statements

Government Definitions

- FAR 2.101: Performance Work Statement (PWS) means a statement of work that describes the required results in clear, specific and objective terms with measurable outcomes.
- Office of Federal Procurement Policy: The statement of work is based on objective, measurable performance standards
- Department of Defense Acquisition Manual: describes requirements in terms of measurable outcomes rather than by means of prescriptive methods.



Proposals

- Format
 - ▶ Tasks
 - ▶ Direct Labor
 - ▶ Travel
 - ▶ Sub-contractor
 - ▶ ODCs
- Technical Assumptions



Technical Analysis

Technical Analysis

- Level of effort
- Technical Assumptions



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NEGOTIATIONS

They just concluded.



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Negotiations and Award

Negotiations and Award

- Negotiation Objectives
- Negotiations
- Award



AFTER AWARD

- Work Plan/APP/SSHP
- Schedule
- Quality Assurance Plan



QUESTIONS?



“This is a major project of utmost importance, but it has no budget, no guidelines, no support staff, and it’s due in 15 minutes. At last, here’s your chance to really impress everyone!”



Webinar 2015

Meeting the Requirements of EM 385-1-1 H&S Submittals

Presenter K. Campbell-Miles, MS,CSP

Savannah District Engineering Division

2015



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Preparing Safety & Health Documents for Submittal

Accident Prevention Plan

(EM385-1-1 Appendix A)

Purpose: Identify the **Players**, the **Purpose** and the **Programs** that will be followed in the Contract's execution

All Contracts must have a GDA accepted APP



Preparing Safety & Health Documents for Submittal

Standard Accident Prevention Plan:

-Must be in the Alpha numeric format provided in the Appendix A

Do not use Scientific Notation!

Do Not add extra information sections!

Only Provide the basic information that is requested.



Preparing Safety & Health Documents for Submittal

- Sect 1. Provides basic information about the project Starting with the signatures of the “**Responsible Parties**”. ID their titles. Dates of signatures for the final submittal must be after the last USACE Review.
- Sect 2 d. Project description. If there is a Workplan (QASP), SSHP, or other document with extensive project details be **very brief** here.
- Sect 3. Statement of S&H Policy should be done in less than 10 sentences. **Program Goals -Company Objectives - Accident Experience Goals** (Avoid the ‘Zero Accident’ statement unless you have been maintaining zero accidents.)



Preparing Safety & Health Documents for Submittal

- **Sect 4. The prime is always ultimately responsible for the S&H of the project!**
- **Sect 4b-d. ID who your responsible people are. Include the Competent Person (aka Qualified Person). State where their resumes of qualification and certificates will be located (Appendix X of APP or App X of SSHP). The CP/QP does not have to be the SSHO. State when they will be onsite.***
- **Sect 4e. State that you will prepare an Activity Hazard Analysis. State where it will be located and when it will be submitted.***
- **Sect 4f. Provide a flow chart not a list of people with phone numbers. Who answers to whom? Include all subs.**



Preparing Safety & Health Documents for Submittal

- Sect 4g-h. Provide company policy statements. Be concise & brief.
- Sect 5. Who is coming onsite and when? What are their duties? Do they bring their own CP/QP to support the SSHO?
- Sect 6. List training requirements for the various onsite activities. Tables work well.
- Sect 7. Will company experts/managers come onsite? USACE can always come onsite for QA purposes. If a state or federal agency is required for a pipeline or other regulated installation or clean-up, add that as well.
- Sect 8. Be sure to upgrade to OSHA 's new 2015 8hr reporting requirement. Include their **Rapid Report** phone number.



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- Sect 9. The reason Sections 1-8 need to be brief and concise is that Section 9 is where the details need to be.
- Sect 10. This is where the Activity Hazard Analyses go. **Do Not Put Hazards in any other part of the APP.**



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- Section 11. Abbreviated APP: Limited Scope- Services, Supplies Research & Development
 - ▶ Rapid Response (short term, Interim Response)
 - ▶ Walk around Site visits
 - ▶ Inventory-type projects
- AbAPP must be identified in the SOW/PWS or discussed prior to negotiations via assumptions and questions. Last chance is during negotiations.
- AbAPPs are still subject to IH/SP reviews



Preparing Safety & Health Documents for Submittal

UXO AVOIDANCE ABBREVIATED ACCIDENT PREVENTION PLAN (AAPP)

**DOD AMMUNITION AND EXPLOSIVES SAFETY
STANDARDS February 29, 2008**

**Issued under the authority of DoD Directive 6055.9E
(See Chapter 33 of 2008/2011 EM 385-1-1)**



Preparing Safety & Health Documents for Submittal

Section 9 Subplans.

- All sections must be addressed. If they are not applicable it must be noted as such. If they are covered under an umbrella plan the location must be noted.
- The HTRW SSHP, Asbestos Abatement, and Lead Abatement Plans include many of the subplans listed in Section 9. Do not duplicate the same information.
- There is no required format for the SSHP, Asbestos, and Lead Plans. Scientific Notation is acceptable and encouraged.



Preparing Safety & Health Documents for Submittal-HTRW SSHP

- Names of Personnel & the Alternates responsible for Health & Safety
- Medical Surveillance
- PPE
- Work Practices to Minimize Hazards
- Safe use of Engineering Controls & Site Equipment
- Site Hazards
- SSHP Elements
 - ▶ Confined Space Entry
 - ▶ Emergency Response Plan
 - ▶ Spill Control
 - ▶ Decontamination



Preparing Safety & Health Documents for Submittal-HTRW SSHP

- **SSHO**: The SSHO for contract work shall meet the administrative, educational, experience and training requirements details in Paragraph 01.A.17.a-d.
- **Alternate SSHO**: An employee that meets the definition of SSHO but is not the Primary SSHO.



On Site Personnel Description

- **Designated Representative (DR):** an individual that can fill in for an SSHO under certain conditions; shall have taken **the 30-hour OSHA Construction** or General Industry Safety Class or equivalent, as stated in 01.A.17.b; In lieu of the experience required by paragraph 01.A.17, DR must have **a minimum of three years continuous experience within the past 5 years** in: supervising/ managing construction, industrial operations or experience managing safety programs or processes, or conducting hazard analyses and developing controls in activities or environments with similar hazards.



Preparing Safety & Health Documents for Submittal- HTRW SSHP

- **Site Safety & Health Officer-HTRW**
- **40Hr S&H 1910.120 or 1926.65 + Refresher Annually**
- **8Hr HTW Supervisor**
- **OSHA 30 Hr Construction Safety Course***
- **Experience: 3 day OJT (worker Level) 1yr of Site Supervisory experience** (From date of the 8hr Supervisor course)
- **Site Safety & Health Officer-Construction**
- **OSHA 30 Hr Construction Safety Course***
- **Experience: 5 yrs of Supervisory Experience**



Preparing Safety & Health Documents for Submittal-HTRW SSHP

If the CIH/CSP does not sign the APP he/she must
sign the SSHP.

The SSHO needs to sign the SSHP.

Both must include their resumes of training and
experience and include certifications for specific
required training. Certifications must equal or
exceed the APP section on training.

Certifications are required for all onsite personnel



Preparing Safety & Health Documents for Submittal

Accident Prevention Plans



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Preparing Safety & Health Documents for Submittal- Accident Prevention Plans

- Required for every type of job. (Even driving to/from a site.)
- Format is in the EM 385-1-1 and must include:
 - ▶ Project Name (Should be on every page)
 - ▶ Contract #s
 - ▶ Competent Person
 - ▶ Task (Should be on every page)
 - ▶ Hazard (Should be on every page)
 - ▶ Control
 - ▶ Hazard Ranking
 - ▶ Develop for each project



Preparing Safety & Health Documents for Submittal- Accident Prevention Plans

- Create an **AHA** for each major piece of equipment:
 - ▶ Drill rig, Geoprobe (mount?), Backhoe, Hand tools (concrete cutter, chain saw, back-mounted sprayer, truck-mounted sprayer, crane, etc.)
- Create an **AHA** for specific repetitious activities:
 - ▶ Personnel decon, sampling equipment decon, heavy equipment decon, concrete pad prep, well sampling, etc.
- Create an **AHA** for unique equipment & activities: remediation systems, abatement activities, survey activities
- Seek the advice of field people/operators (CPs) and ask them where the dangerous parts or activities are. No one is an expert on everything!



Preparing Safety & Health Documents for Submittal- Accident Prevention Plans

- **Each task** and **each phase in a task** must be addressed
- Avoid the misuse of the word **'Hazard'**
 - ▶ Do not use nouns & verbs: hand tools, heavy equipment, weather, driving walking, biological, chemical exposure.
 - ▶ Use the hazards associated with the nouns: Driving on wet/icy roads, using damaged hand tools, operation of heavy equipment by unapproved personnel.
- Avoid repeating the same hazard for every phase of the job.
 - ▶ Create a general exposure AHA that covers loading/unloading, weather, biologicals, common terrain hazards, dangerous driving conditions, etc.
- Avoid using injuries without association with their cause:
 - ▶ Fire caused by fueling hot equipment vs. **Fire & Explosion**
 - ▶ Chemical exposure due to failure to wear chemical resistant gloves vs. **Chemical Exposure**



Preparing Safety & Health Documents for Submittal- Accident Prevention Plans

Controls:

- Avoid the use of vague terms
 - ▶ Appropriate, proper, required, normal
 - ▶ Use specific explanations or refer back to the APP's required plans that describe what to do.
- Do not give long detailed step-by-step instructions.
- Avoid repeating the same controls for every hazard.

Hazard Ranking: Based on all the controls being applied

Extra Sections: May be added including equipment, training, PPE, etc. **HOWEVER** make sure it is in compliance with the APP and all subplans.



Preparing Safety & Health Documents for Submittal

Questions?



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