



FFPO Procedure Blue Sheet Form

A. Procedure Title (list manual, procedure series, or specific procedure #)

SPR Accident Prevention Manual

Section 33 Office Safety

B. Procedure Name/series type (i.e., operations, maintenance, etc.) E S & H

C. Check (✓) one of the following:

1. Procedure(s) accepted “as is” with terminology replaced as denoted in the Site Procedures Approved Terminology Replacement List for the FFPO SPR M&O contract.

2. In addition to the changes in approved terminology for the FFPO SPR M&O contract, improvements to the procedure are warranted:

Category 1 Finding (Resolution prior to contract start)

Category 2 Finding (Resolution within 90 days of contract start)

Category 3 Finding (Resolution to the Issues Management program)

D. Comments/Notes:

E. Forward a copy of this form to the FFPO Director, Business Management for revision tracking.

Signed

FFPO Reviewer Signature

02/28/14

Date

Steve Mahan

FFPO Reviewer Print Name

Site Procedures Approved Terminology Replacement List

| Approved Terminology Replacements | |
|--|--|
| Terminology to be Replaced | Substituted Verbiage |
| AGSC | M&O Contractor or MOC |
| Boeing | M&O Contractor or MOC |
| Construction Management Services or CMS contractor | M&O Contractor or MOC |
| DynMcDermott or DM or Company | M&O Contractor or MOC |
| DM Contract No. | M&O Contract |
| Organizational Changes | |
| William Gibson or "Hoot" | DOE Project Manager or DOE PM |
| Robert (Bob) McGough or DM Project Manager or CEO | MOC Project Manager or MOC PM |
| Randy Sutton (Acting) or DM General Counsel | MOC General Counsel or MOC GC |
| Scott Landry or DM APM, O&M and COO | MOC APM, O&M |
| APM, Cavern Integrity | Senior Director, Cavern Integrity |
| Colleen Yates or DM APM, Business Operations and CFO | MOC APM, Business Operations and CFO |
| APM, Security and Emergency Preparedness or Director, Security and Emergency Preparedness Division | Senior Director, Security & Emergency Preparedness |
| Henry Schmidt, Jordan Jones, or Duane Johnson | Senior Director, Security & Emergency Preparedness |
| Leslie Williams or APM, Data Systems or Data Systems Director | Senior Director, Data Systems |
| William Bozzo or DM APM, ES&H | MOC APM, ES&H |
| Walt Newcomb or DM Director, Energy & Sustainability | Director, Environmental |
| J.P. Martinez or DM APM, Engineering | MOC APM, Engineering |
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ACRONYMS

- AGSC ASRC Gulf States Constructors
- APM Assistant Project Manager
- ASRC Arctic Slope Regional Corporation
- CAS Contractor Assurance System
- CFO Chief Financial Officer
- COO Chief Operating Officer
- ES&H Environment, Safety, and Health
- GC General Counsel
- M&O Management and Operating
- MOC Management and Operating Contractor
- O&M Operations and Maintenance
- PM Project Manager

33. OFFICE SAFETY

Table of Contents

| | |
|--|---|
| 33.1. INTRODUCTION | 1 |
| 33.2. GENERAL..... | 1 |
| 33.2.1. General Guidelines..... | 1 |
| 33.2.2. Hazard Communication | 2 |
| 33.2.3. Hazard Recognition | 2 |
| 33.2.4. Personal Protective Equipment (PPE) | 2 |
| 33.2.5. Signs and Posted Rules | 2 |
| 33.2.6. Housekeeping | 3 |
| 33.2.7. Clear Pathways | 3 |
| 33.2.8. Fire Prevention and Emergency Procedures | 3 |
| 33.2.9. Tools and Equipment..... | 4 |
| 33.2.10. Ergonomics | 4 |
| 33.2.11. Electrical..... | 4 |
| 33.2.12. Slips, Trips, and Falls | 5 |
| 33.2.13. Air Quality..... | 5 |

33.1. INTRODUCTION

This section is meant to be used as a tool for quick reference for office safety and is not meant to replace or supersede other standards set forth in the DM Accident Prevention Manual (APM).

33.2. GENERAL

33.2.1. General Guidelines

Listed below are some general guidelines that should be applied in regards to office safety.

- a. Safety is a primary responsibility of employment.
- b. Cell phone use is prohibited while using GSA vehicles, personal vehicles on company business, or in the SPR parking lots while driving.
- c. At the storage sites, immediately report **all** occupational injuries/illnesses to the site control room operator, regardless of severity.
- d. Anyone may call 911 immediately if they feel it is necessary, however, at the sites calling the control room will result in a faster response. In the New Orleans offices, dial 911 and then the ProForce. If emergency assistance is required at the GSA Warehouse call 911. At the Stennis facility, call the Stennis Fire Department.
- e. Tell your supervisor if there is some reason you cannot perform your usual tasks safely.
- f. Use the standard rules of the road in our parking-lot areas. Be cautious of pedestrian traffic. Drive at a reasonable speed; no more than 10 mph.
- g. Use appropriate walk areas and crosswalks. Walk, don't run.
- h. Prohibited items are not allowed at the facility. Immediately report all unsafe conditions and equipment to your supervisor. Ensure others are aware of the hazard.
- i. If there is a change in duties, be sure that you have a clear understanding of the work to be performed and adequate training to perform the work safely. You have the right to stop work if you doubt that you can perform it safely.

- j. Managers, supervisors, and all personnel are responsible and accountable for the workplace health and safety of those under their direction, including subcontractors and visitors.
- k. When in doubt, refer to the APM or your supervisor for further guidance.

33.2.2. Hazard Communication

- a. All personnel should consult with their supervisor or safety representatives to locate appropriate Material Safety Data Sheets (MSDS) / Safety Data Sheets (SDS) regarding types of liquids or chemicals that may be used in their environment, as well as safe use and storage. MSDS/SDSs are located at each site including New Orleans at Right-to-Know Stations and in the Technical Document Centers.
- b. For further information regarding Hazard Communication, refer to the Hazard Communications section of the APM.

33.2.3. Hazard Recognition

- a. All jobs have associated risks.
- b. If at any time conditions change that may potentially pose a risk or hazard, stop what you are doing and alert your supervisor or designee before proceeding. Proceed only if you can do so safely.
- c. Ensure that you are aware of all hazards that may be relevant to your work surroundings.
- d. Consult with appropriate sections of the APM for more information regarding hazards.

33.2.4. Personal Protective Equipment (PPE)

- a. Use of PPE may be required for specific duties in the office environment. This may include computer equipment to prevent ergonomic injury, like a neutral hand position mouse or a split keyboard.
- b. All personnel should reference the APM or supervisor for specific requirements and types of PPE that may be needed. If you are required to go to the field for any reason, ensure that appropriate PPE will be available on site for use or is brought with you. Typically, the site will be able to supply a hard hat, but you should bring protective shoes, eyewear, and clothing.

NOTE

Flame Resistant Clothing (FRC) is required in some site areas. Consult Site Operations to identify areas where FRC is required. FRC coveralls are available at the sites, but purchase is recommended for employees who will be visiting the sites on a regular basis.

33.2.5. Signs and Posted Rules

- a. Read and be aware of posted signs and rules regarding safety.
- b. Consult with your supervisor to locate where the following signs are posted
 1. Required federal, state and local agency regulations for OSHA and workers compensation.
 2. Locations of first-aid support, materials and instructions for reporting work-related injuries and illnesses
 3. Emergency telephone numbers and evacuation routes
 4. Updates on our safety policies and procedures.

33.2.6. Housekeeping

- a. Housekeeping is an important component of an office safety program. A general overview is listed below. Additional information can be found in the General Housekeeping section of the APM:
 1. Tools and equipment must be secured and/or stored to prevent tripping or falling. At the end of each shift or task, ensure proper storage and clean up.
 2. Trash should not be permitted to accumulate in anyone's work area. Place all trash in properly designated and approved containers. Check with your supervisor to recycle scrap materials, paper, trash, and used equipment.
 3. Clean up spills promptly.
 4. Keep floors clear of tools, papers, binders, etc.
 5. Keep walkways clear for access to all work areas.
 6. Ensure materials are stored in accordance to the MSDS/SDS or other procedures
 7. Keep cords lying flat and clear of doorways and walkways. Cover extension cords or other cords that could be tripping hazard with duct tape or protector.
 8. Keep desk and file cabinet drawers closed unless they are in use.
 9. Keep all stairways and passageways clear of material that may result in tripping hazards. Do not store material under stairways.
 10. Keep kitchen areas clean. Do not leave unused food in refrigerators.
 11. Switch off electrical equipment when not in use, unless otherwise directed.
 12. Notify supervision about damaged equipment in order for it to be repaired or replaced.
 13. Keep doorways clear of obstructions.

33.2.7. Clear Pathways

- a. In order to ensure a safer workplace, all areas need to be kept clear of obstructions that may pose a hazard. Some items to remember are:
 1. Safe and sufficient clearances must be allowed for aisles and fire exit paths.
 2. Ensure all doorways are clear of obstruction
 3. Corridors must be kept free of materials.
 4. If unable to mitigate a spill, notify a supervisor when a spill has occurred in a walkway.
 5. Exterior walkways must be well lit.
 6. Carpeting, rugs and floor coverings must be maintained flat and secure to avoid tripping hazards.
 7. Open doors carefully in case someone is on the other side.

33.2.8. Fire Prevention and Emergency Procedures

All personnel should know what to do during a fire, fire drill, or other evacuation procedure. Consult with a supervisor regarding specific roles and responsibilities regarding fire prevention or with Emergency Management pertaining to specific fire prevention and emergency procedures. At a minimum, all personnel should:

- a. Be aware of emergency evacuation routes and procedures.
- b. Know where the nearest fire alarm box is located and how to operate it.
- c. Know where the nearest fire extinguisher is located, what type it is, and operate only if properly trained.
- d. Return spent fire extinguishers immediately after use for servicing.
- e. Do not block access to fire extinguishers.
- f. Know where exits are located and notify Fire Protection if exit signs are not properly lit.

- g. Keep hallways and stairways free of materials.
- h. Use stairs, not elevators during emergencies.
- i. Be aware of the posted evacuation plan and of any roles or responsibilities
- j. Know where to gather and to whom to report during an evacuation.
- k. Know who to contact for emergency notification procedures. Dial 1-800-258-0547 for weather and work status.

33.2.9. Tools and Equipment

Even though in most cases office personnel do not use heavy equipment or other power tools, hazards exist when using office tools as well. Listed below are a few general guidelines personnel should follow regarding office tools and equipment. Consult the tools and equipment section of the APM regarding concerns related to this subject. Some office tasks may require a job hazard analysis. Refer to the Job Hazard Analysis section for tasks which could involve hazards.

- a. Tools should only be used in accordance with manufacturer specifications.
- b. All paper cutters must have proper guards in place before use.
- c. File cabinets should be properly secured with all drawers kept closed when not in use.
- d. Secure loose carpeting, flooring and temporary lines (electrical, phone and computer).
- e. Keep fingers, body parts, and clothing away from moving and sharp equipment or objects or other pinch points.

33.2.10. Ergonomics

For information on Ergonomics, consult section 18. Below are a few tips to help ensure proper ergonomics:

- a. Take regular short breaks from repetitive tasks.
- b. Change your body position frequently.
- c. If possible, plan each task so you can bring the work to you instead of moving your body to the work
- d. Ensure that computer monitors are in a position that is comfortable.
- e. Place any heavy materials in middle or lower drawers or shelves.
- f. Practice proper lifting:
 - 1. Consider the weight first by inspecting the load.
 - 2. Plan where the load is going before lifting, ensuring the path is clear.
 - 3. Hold the load close to your body, bend your knees, and lift with your legs, not with your back.
 - 4. Avoid jerking or twisting while carrying.

NOTE

For a workstation evaluation contact the Industrial Hygiene staff in New Orleans.

33.2.11. Electrical

Most electrical hazards associated with office personnel are a result of improper use of cords, or overloading circuits because too many cords are plugged in to one device. Below are a few items to consider regarding electrical hazards:

- a. Ensure only trained, designated, or qualified electricians work on or near potentially energized electrical equipment.
- b. Ensure all cover plates and panel doors are closed and secured.

- c. Ensure that all receptacles and outlets are covered and guarded.
- d. Inspect electrical cords and appliances frequently and replace them as needed.
- e. Do not overload power strips or outlets. Do not power large electrical loads (printers, microwaves, copiers, etc.) by plugging them into electrical outlets in the cubicles. Use a wall receptacle.
- f. If an electrical cord must be placed in an area where people walk, properly cover and mark it.

33.2.12. Slips, Trips, and Falls

The majority of injuries occurring in the office are a result of slips, trips, and falls. All personnel should be aware of their surroundings and notify their supervisor of any potential hazards. Some things to remember are:

- a. Keep walkways free of electrical cords, computer cords, phone cords, cables and debris.
- b. Report loose or damaged carpeting.
- c. Use stair handrails.
- d. Post warning signs and provide equipment for small spill clean-ups.
- e. Use caution when walking on floor mats near entrance doors, elevators, and kitchen areas.
- f. Report walkways that are not well lit to Facilities Management.
- g. Walk, don't run.

33.2.13. Indoor Air Quality

- a. Report air quality problems to New Orleans Industrial Hygienists.
- b. For mold issues or concerns contact New Orleans Industrial Hygienists.