

# Contractor Safety Guidance

## Contractor's Guide to Safety Plan Submittals and ISN

As a Bonneville Power Administration core value, Bonneville values safety in everything we do. Together, our actions result in people being safe each day, every day. At work, at home and at play, we all contribute to a safe community for ourselves and others.

Together and individually, we demonstrate our commitment by:

- Taking the time to do our work safely;
- Taking actions to prevent and eliminate hazards;
- Speaking up when we see an unsafe situation; and
- Incorporating safety into everything we do, including how we define success.

In order to ensure our core values are maintained, Bonneville requires Safety Plans to be submitted for all work with recognized hazards prior to commencing work. The following steps offer guidance on submitting successful safety plans.

### Step 1: Familiarize Yourself with the Contract and the Contractor Safety and Health Requirements for Prime and Subcontractors

Pay special attention to your contract language. If your solicitation or contract contains clauses **Contractor Safety Evaluation** and **Safety Verification Subscription**, follow the requirements in those clauses. Applicable Contractors shall subscribe to Bonneville's safety verification subscription service (ISN) and provide the information required to enable Bonneville to evaluate your safety and health history. Additional information about subscriptions can be found at the following location, <https://www.bpa.gov/Doing%20Business/Pages/Contractor-Safety.aspx>

See contract Clause 15-12 **Contractor Safety and Health** and Clause 15-13 **Contractor Safety and Health Requirements** for additional safety requirements. The Contractor shall ensure that all contractor employees, subcontractors, and suppliers comply with the requirements the Contractor Safety and Health Requirements for Prime and Subcontractors (CSHRPS), which can be found at the following location: <https://www.bpa.gov/Doing%20Business/purchase/BPI/Contractor-Safety-Health-Requirements.pdf>

### Step 2: Identify which Safety Plan is applicable to you

Bonneville's Safety office has two versions of the Safety Plan, one for projects with high risk activities and hazards and an abbreviated version for lower risk activities and hazards. Abbreviated Safety Plans may be prepared for contracts with low risk activities that meet the specific criteria outlined in the CSHRPS (refer to Chapter 1, Section 2). The Contracting Officer (CO) will notify the Contractor if the Abbreviated Safety Plan is authorized.

### Step 3: Draft Safety Plan

As required in contract Clause 15-13 **Contractor Safety and Health Requirements**, prepare a Safety Plan. Safety Plans must list primary tasks and definable features, the identified hazards and proposed controls you will employ for the mitigation of those hazards. If multiple sites are included, be specific to your approach on each site.

Bonneville has provided Safety Plan templates for your use. The templates can be found at the following location: <https://www.bpa.gov/Doing%20Business/Pages/Contractor-Safety.aspx>

Included in the Safety Plan templates is a Safety Plan Check, which should be used to check if you have appropriately addressed frequently missed items.

### Step 4: Submit Safety Plan

Submit the plan to the CO or the CO's designee, prior to starting work. The CO is prohibited from issuing an authorization to proceed with any on-site work until the Safety Plan has been reviewed. The Contractor's written Safety Plan is to be submitted at least 10 business days prior to the start of on-site work. If Bonneville requests that the Safety Plan be revised and resubmitted following review, all revised portions should be highlighted when resubmitted. Bonneville will have three business days to review and respond to the Contractor's revisions to the Safety Plan.

For all questions or concerns regarding ISN or Safety Plan submittals, please contact your CO.

