# Table of Contents

INTRODUCTION/PURPOSE......................................................................................................2  
SCOPE ............................................................................................................................................2  
APPENDIX A ........................................................................................................................................4  
   GENERAL REQUIREMENTS...........................................................................................................4  
APPENDIX B ........................................................................................................................................6  
SPECIFIC REQUIREMENTS .............................................................................................................6  
APPENDIX C .......................................................................................................................................11  
   EHS TRAINING & HEALTH SURVEILLANCE ...........................................................................11  
APPENDIX D .......................................................................................................................................12  
   L/E WWTP CONTRACTOR SAFETY AGREEMENT ...................................................................12  
APPENDIX E .......................................................................................................................................13  
   CONTRACTOR CREDNENTIALS ...............................................................................................13  
APPENDIX F .......................................................................................................................................14  
   CONTRACTOR ACKNOWLEDGEMENT OF RECEIPT .........................................................14
INTRODUCTION/PURPOSE

The Littleton/Englewood Wastewater Treatment Plant (L/E WWTP) has the obligation to ensure that all work done on our premises is performed in accordance with Federal and State Occupational Safety and Environmental laws, codes and regulations. Please note that for the purposes of this document, you are referred to as “Contractor.”

This document defines responsibilities and provides requirements for planning and carrying out contractor work at L/E WWTP. The purpose of these requirements is to minimize or eliminate risk to personnel health and safety, and to the environment. This document contains basic environmental, health and safety information as well as emergency response procedures for Contractors working at L/E WWTP. This document identifies some, but not all, work practices and procedures that must be followed to minimize impact to personnel health and safety and to the environment while working at L/E WWTP.

All Contractors and Sub-Contractors performing work at L/E WWTP are expected to comply with these requirements and all applicable laws and regulations of any governmental entity that pertain to environmental, health and safety standards and/or work practices. Failure to abide by these requirements and applicable environmental, health, and safety standards and /or work practices, may subject you or your firm to corrective action that may result in disqualification for future consideration for work at L/E WWTP or termination of any contract agreements with L/E WWTP.

When attached to the Contractor/vendor agreement, this document and its appendices become part of the contract terms. The Contractor must ensure that the requirements put forth in this document are met and that all Contractor personnel and Sub-Contractor personnel are trained in, and comply with all aspects of this document.

SCOPE

These requirements apply to Contractors which are classified as follows:

- **Low Impact Contractors** must comply with requirements in the General Requirements section (Appendix A) and Environmental, Health and Safety (EHS) Training and Health Surveillance section (Appendix C). In addition, Contractors meeting these criteria must complete Appendix F.

- **High Impact Contractors** must comply with requirements in the General Requirements section (Appendix A), Specific Requirements section (Appendix B) and EHS Training and Health Surveillance section (Appendix C). In addition, Contractors meeting these criteria must complete Appendices D-F.

**Low Impact Contractors** Perform activities at L/E WWTP that most likely will not have a negative impact on the environment or health and safety of other employees on site. Low Impact Contractors are not involved with high risk type activities (e.g., chemical, electrical, mechanical or elevated surfaces).

Examples of Low Impact Contractor activities include, but are not limited to: Security, consultation, engineering, architectural, office equipment repair and maintenance, office services (copy center), Information Technology (IT) Services, etc.
High Impact Contractors Perform activities at L/E WWTP that may have a potential negative impact on the environment or the health and safety of other employees on site. High Impact Activities include but are not limited to:
- Working in chemical usage areas like wastewater treatment processes, hazardous material storage areas, laboratory, etc.
- Working with tools, machines, or systems that contain process chemicals or chemical wastes.
- Working with chemicals or delivering chemicals.
- Working on energized electrical circuits and/or electrical related activities.
- Working with mechanical equipment and/or machinery.
- Working on exposed elevated work surfaces above 6 feet.
- Construction related activities.
- Other high-risk activities determined by the Project Manager, Environmental Compliance Manager and/or Safety Coordinator.

Examples of High Impact Contractor activities may include, but are not limited to: construction trades, facility operations and maintenance, environmental/HazMat cleanup and decontamination, process equipment installation, calibration, repair, maintenance, testing, chemical delivery, warehousing, shipping/receiving operations, landscaping, pest control, janitorial services, etc. (Examples are possibilities; the actual category of a contractor is determined by the type of operations they perform.)
APPENDIX A

1. GENERAL REQUIREMENTS
   (Applicable to Low Impact and High Impact Contractors)

1.1. Regulatory Compliance
The Contractor shall comply with the following Environmental, Health and Safety requirements:

- General Industry and/or Construction regulatory requirements promulgated by the Occupational Safety and Health Administration (OSHA)
- Environmental regulatory requirements promulgated by the Environmental Protection Agency (EPA) and/or Colorado Department of Public Health and Environment (CDPHE)
- Applicable standards such as National Fire Protection Association (NFPA) and/or Uniform Building Code (UBC)

The Contractor shall at all times be responsible for the safe execution of the work and protection of its employees and the public. Review of the Contractor's Environmental, Health and Safety Plan by the City shall not relieve the Contractor of responsibility for any aspect of the work, or for compliance with all Federal, State and local laws pertaining to environmental, health and safety. Strict adherence to the Contractor's Environmental, Health and Safety Plan will be required for all Contractor and subcontractor personnel. The contents of the Environmental, Health and Safety Plan must meet all regulatory requirements for the specific work which is proposed. Such programs shall include training that is appropriate to the general type of work which Contractor’s worker is to perform, and shall adhere to all regulatory requirements. Following submission, the Contractor's Environmental, Health and Safety Plan will undergo review by the Safety Coordinator or other authorized representative.

1.2. Personal Protection Equipment
Prior to commencement of an assignment, the Contractor will assure that contract and subcontract personnel are outfitted with all appropriate personal protective equipment (PPE) that is issued for the specific person (e.g., steel-toed shoes and prescription safety glasses with side shields) and appropriate “general issue” PPE (e.g., hearing protection and non-prescription safety glasses) and PPE for site specific hazards (e.g., respirators and fall protection).

1.3. Hazard Reporting
Any identified hazards discovered by the contractor that is beyond their ability and/or responsibility to fix must be immediately reported to the L/E WWTP Project Manager for immediate corrective action.

1.4. Emergency Equipment Access
Access to emergency equipment (including electrical panels) must be kept clear at all times (e.g., fire extinguishers, emergency showers / eyewash stations, alarm pull stations, AED’s, etc.).
1.5. Evacuations
All Contractor and Sub-Contractor personnel must know the evacuation alarm signals, emergency evacuation routes and evacuation assembly/staging areas for their primary work locations. When the building alarm sounds or notification is given, all individuals MUST evacuate.

1.6. Licenses / Permits
The Contractor must ensure all contractor and subcontract personnel have the required licenses or permits for the work they perform.

1.7. Parking / Traffic
All traffic rules must be obeyed while on L/E WWTP property including stop signs, yield signs, parking restrictions, pedestrian crosswalks, and posted speed limits.

1.8. Use of Equipment / Vehicles
The Contractor must provide their own tools, equipment, and vehicles. All tools and equipment must be clearly labeled with ownership identification.
APPENDIX B

2. SPECIFIC REQUIREMENTS
(Applicable to High Impact Contractors)

2.1. ENVIRONMENTAL

2.1.1. Spills

2.1.1.1. Spill Prevention, Control and Countermeasures
If a release of chemicals, process wastewater or other unpermitted substance is spilled, leaked, or otherwise released to the environment or site, by Contractor, Subcontractors, suppliers, or anyone else for whom Contractor is responsible, the Contractor will take immediate steps to secure or otherwise isolate ('contain') the spill from spreading, immediately notify the L/E WWTP staff and contain and clean up any such substance or spill. The Contractor is responsible for making all notifications and complying with all regulatory requirements related to such an incident. Any waste generated as a result of a spill, leak, or other release to the environment or site by contractor, subcontractors, suppliers, or anyone else for whom contractor is responsible shall become the property of contractor and shall be disposed of in accordance with all applicable requirements. In addition to cleanup and disposal costs, the Contractor is responsible for all costs associated with demobilization, remobilization, medical examinations, and all other costs, claims, losses, and damages, including but not limited to attorney fees and litigation costs as well as fines and penalties, incurred by L/E WWTP as a result of any substance or material that is spilled, leaked, or otherwise released to the environment or site by contractor, subcontractors, suppliers, or anyone else for whom Contractor is responsible.

2.1.1.2. Storm Drain Protection
The discharge of anything to the storm drain other than stormwater is prohibited. Outdoor activities must be reviewed to include plans to prevent accidental release to the storm drain and contain any unplanned release (e.g., power washing operations must implement damming and suctioning of residual). Note: many roof drains eventually drain to storm drains.

2.1.2. Hazard Communication

2.1.2.1. Chemical Approval
All hazardous chemicals (solids, liquids and gases, including compressed gases) used on L/E WWTP sites must be pre-approved by L/E WWTP EHS Staff.

2.1.2.2. Safety Data Sheets (SDS)
The Contractor must maintain SDS’s for chemicals that are used by contract or subcontract personnel at the job site and will maintain a current inventory of the chemicals they use at the L/E WWTP site. SDS’s must be accessible upon request.

The Contractor must also provide the L/E WWTP Project Manager with information on hazardous work performed by the contractor and subcontractor (e.g., welding, using volatile solvents, operating equipment powered by internal combustion engines, ionizing radiation, laser beams, etc.)
2.1.2.3. Container Labeling
The Contractor must ensure all containers they use are properly labeled in compliance with applicable legal requirements.

2.1.3. Waste Disposal
2.1.3.1. Solid Waste Storage, Disposal, and Recycling
The Contractor and Subcontractor personnel are required to sort, separate, and recycle recyclable materials while performing work on the L/E WWTP site. The Contractor and the Subcontractor personnel will adhere to the following:
- No hazardous wastes will be placed into any trash receptacle or compactor on L/E WWTP sites.
- All chemical containers must be empty before placing them in any trash receptacle. Empty is defined as having no liquids, pastes, or large amounts of residue remaining in the container. If not empty, chemical container may be required to be disposed of as hazardous waste.
- The Contractor must remove chemical containers brought on site by the Contractor.

2.1.3.2. Hazardous Waste
The Contractor is responsible for all contractor and subcontractor purchased chemicals and any hazardous waste generated by the contractor and subcontractor using their purchased materials in the ordinary course of their work, e.g., left over paint, etc. The Contractor is responsible for the prompt removal from L/E WWTP sites of any such hazardous waste generated and for following all applicable laws for disposal. L/E WWTP is responsible for managing the off-site transfer and disposal of the hazardous waste that is hazardous due to L/E WWTP business processes (e.g. removal of contaminated duct work or equipment, etc.). It may be necessary to make job or task specific determinations as to who “owns” specific hazardous waste, the Contractor or L/E WWTP.

2.2. SAFETY
2.2.1. Regulatory Compliance
Contractors are expected to understand and comply with all applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices applicable to the activities they perform. These include but are not limited to:
- Storage, handling, and use of flammable liquids and hazardous materials
- Storage, handling, and use of compressed gas cylinders
- Periodic safety inspections of equipment and work-site housekeeping
- Use of fall protection while working at heights
- Following electrical safety practices and lock out / tag out procedures
- Proper use of personal protective equipment
- Proper maintenance and use of ladders and other equipment
- Guarding of wall and floor openings, open trenches, and excavations

2.2.2. Construction and Renovation Hazards
When construction or demolition work may create harmful exposures to the environment or building occupants, the L/E WWTP Project Manager and L/E WWTP EHS must be
involved in planning appropriate controls to manage the hazards and communicate appropriate information to building occupants.

2.2.3. Hot Work
A Hot Work Permit process approved by L/E WWTP and/or their loss prevention engineering firm is required for any temporary operation involving open flame, heat, or spark production. This includes, but is not limited to brazing, cutting, grinding, soldering, pipes thawing, welding, and torch-applied roofing. This permit must also meet the minimum requirements of any applicable laws and regulations of any governmental entity or sovereign authority.

Precautions must be taken to prevent interference with area flame and gas detection equipment and smoke detectors that may evacuate the area or the building.

To prevent the formation of toxic gases caused by decomposition, welding and other hot work are prohibited in areas where the vapors of chlorinated hydrocarbons may be present in the atmosphere.

2.2.4 Confined Spaces
Some L/E WWTP sites contain Confined Spaces and Permit Required Confined Spaces. Entry into Permit Required Confined Space must meet local regulatory requirements including rescue availability. Activities should be performed remotely from outside the confined space, if possible.

- L/E WWTP EHS must be notified of any construction activities that create a new confined space.
- L/E WWTP EHS must be notified of any confined spaces that have not been identified with signs or are not on the inventory list.

2.2.5 Electrical Safety
Only individuals meeting NFPA 70E requirements for qualification, licensing, and training will install, repair, modify, or remove electrical service, wiring, or equipment at L/E WWTP sites. Electrical work should be performed on de-energized circuits unless a compelling reason exists requiring the work be conducted on energized electrical circuits. Exceptions are made for testing and calibrating of equipment that must be operating to be tested or calibrated.

If energized electrical work will be performed, the Contractor is expected to implement an Energized Electrical Work program with appropriate work permits, guarding, PPE and safe work practices, and also comply with the requirements outlined in the plant Electrical Safety Policy. Unguarded energized parts shall not be left unattended.

2.2.6 Lock Out / Tag Out (Control of Hazardous Energy Program)
The Contractor shall implement an energy control program (Lock out / Tag Out) that meets applicable laws and regulations of any governmental entity or sovereign authority that pertain to environmental, health and safety standards and/or work practices to include control of electrical and other forms of hazardous energy as necessary.

- Contractors must coordinate LOTO activities with L/E WWTP Project Manager when employees of both L/E WWTP, and the Contractor or Subcontractor are involved.
2.2.7 Aisles, Exits, and Walking Surfaces
All exits, aisle ways, and other walking surfaces must be kept free and clear of equipment, tools, materials, debris, and other tripping or slipping hazards at all times.

When construction activities create a hazard for pedestrians, the area must be barricaded to prevent entry and DETOUR signs posted to redirect pedestrian traffic. L/E WWTP Project Manager and/or EHS must review any plans to block an exit aisle.

L/E WWTP Project Management must approve temporary staging of construction tools and materials in corridors. Cones or barricades must be used to isolate any staged equipment and identify the owner of the equipment.

2.2.8 Housekeeping
Debris and other scrap materials of the job must be cleaned up daily and placed in debris boxes or other suitable containers for disposal on a regular basis.

2.2.9 Fire Protection Systems and Utilities Impairments
Work on fire protection systems that requires the system to be impaired must meet the expectations of L/E WWTP. This process must also meet the minimum requirements of any applicable laws and regulations of any governmental entity or sovereign authority.

Contractor personnel shall never operate any switch or valve used to control building services, processes or equipment. Such activities shall be coordinated with the L/E WWTP Project Manager.

2.2.10 Overhead work
Overhead work above another person is strictly prohibited. An “exclusion zone” with a safe radius must be cordoned off with warning tape and warning signs below overhead work areas. Additional precautions must be taken to prevent damage from falling tools when overhead work must occur above equipment or production lines.

2.2.11 Structural Supports
Approval from the L/E WWTP Project Manager must be received before drilling or cutting into building structural components.

2.2.12 Noise
Activities involving equipment and tools that produce high noise levels (75 dBA or above) should be avoided in occupied areas. Short duration activities (less than 15 minutes) may be performed with permission of the L/E WWTP Project Manager.

2.2.13 Powder Actuated / Cordite Cartridge Tools
The use of powder-actuated/cordite cartridge tools is prohibited in L/E WWTP buildings. The L/E WWTP Project Manager and EHS Staff may give approval for the use of such tools in special cases (e.g., thorough training for users, usage during non-working hours, equipped with muzzle safety interlock, etc.). All uses of powder actuated/cordite cartridge tools must comply with applicable regulations.
2.2.14 Crane and Hoist Lifts
Crane lifts require a “Crane Lift Permit” and appropriate pre-planning with the L/E WWTP Project Manager.

2.2.15 Working Alone
Personnel working in potentially hazardous locations should have at least one other person present at all times, or be under continuous surveillance by a responsible person, as consistent with local regulations and the contractor’s internal requirements.
APPENDIX C

EHS TRAINING & HEALTH SURVEILLANCE

For work on L/E WWTP sites by contractor(s) (both project contractor work and continuous contractor work), EHS-related training is required:

General EHS Training:
General EHS training is conducted by Contractor or a third party hired by Contractor to provide such training. Contractor is responsible for providing the facility, trainers, and supplies needed for such training. Contractor is responsible for travel, local transportation and living expenses for its employees, including wages, while attending any and all general training. Contractor will be responsible for maintaining records of completion for all its employees, subcontractors or agents for general EHS training and upon request will be provided to L/E WWTP.

As applicable for the specific work being contracted, courses that are considered as General EHS Training include but are not limited to:

- Bloodborne Pathogens
- Chemical Safety
- Chemical Safety in the Laboratory
- Confined Space Entry
- Hazardous Material Transportation
- Electrical Safety
- Fall Protection
- Forklift/Powered Industrial Truck
- Gas Cylinder Handling
- General Ergonomics
- Hazardous Materials Management/Awareness
- Hazardous Substance Communication
- Hoist & Crane Safety
- Lockout/Tagout
- Noise/Hearing Conservation
- Personal Protective Equipment (PPE)
- Respiratory Protection

Health Surveillance

The issue of health surveillance expectations for contractors is sometimes raised in parallel with EHS-related training for contractors. L/E WWTP will advise the contractor of hazards that may exist from plant operations that may impact contract employees. Contactor needs to ensure its employees receive the health surveillance required by regulation. Contractor is responsible for determining what additional health surveillance is needed for its employees, and ensuring that health surveillance is received by the appropriate contract employee.
APPENDIX D

L/E WWTP CONTRACTOR SAFETY AGREEMENT

The Littleton/Englewood Wastewater Treatment Plant has the obligation to ensure that all work done on our premises is performed in accordance with Federal, State and local Occupational Safety and Environmental laws, codes and regulations. To this end, we are asking that you initial the following form in the appropriate boxes. Failure to do so may affect your contract with the City. Please note that for the purposes of this document, you are referred to as “Contractor.”

Contractor: ____________________________  Date:  ____________

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>YES</th>
<th>N/A</th>
</tr>
</thead>
</table>

### Occupational Safety and Health Programs

1. (a) Contractor has provided a copy of its written Injury and Illness Prevention Program; or
2. (b) Contractor is an individual contractor. My work will be performed in compliance with all laws, codes, regulations and best standard practices to protect personnel, the environment, and property.
3. Contractor will provide the City with a copy of their accident investigation report for each accident that occurs during the performance of the contract.
4. Contractor can provide the City with a copy of their Hazard Communication Program if their employees will be bringing any chemicals onto City premises.
5. Contractor will provide the City with a copy of the MSDS for each chemical brought onto City premises.
6. Contractor can provide the City a copy of their Personal Fall Arrest Systems, Personal Fall Restraint Systems and Positioning Devices. Fall Protection program if any work is to be performed that would require it.
7. Contractor can provide the City a copy of their Confined Space Entry program if any confined spaces are to be entered.
8. Contractor can provide the City with a copy of their The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and Adjusting Operations of Machinery and Equipment, including Lockout/Tagout program if any work is to be done on any sources of hazardous energy.

### Hazardous Waste and Environmental Safety Programs

8. Contractor can provide the City with a copy of their Hazardous Waste Operations and Emergency Response disposal plan for any hazardous wastes generated during the job.
9. Contractor can provide the City with copies of other written programs required by the Colorado Department of Public Health and Environment and/or Environmental Protection Agency as appropriate to the project requirements (Water, Air, Pesticides, Hazardous Waste, Toxic Substances, and Integrated Waste Management).
APPENDIX E
CONTRACTOR CREDENTIALS

List all applicable licenses and/or certifications currently held by your company or individuals that function within the contracting unit.

If you selected option 1 (b) in Appendix D (above), please provide a brief description about your company’s health and safety program.

Please provide information about your company’s health and safety performance ranking.
I have received and reviewed the L/E WWTP Contractor EHS Requirements and understand the requirements applicable to activities our company will be performing at L/E WWTP.

We will make sure all employees of our company and Sub-Contractor companies understand and agree to the requirements applicable to the activities our company will be performing.

<table>
<thead>
<tr>
<th>L/E WWTP*</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Contact:</td>
<td>Company Name:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>(optional)</td>
<td></td>
</tr>
<tr>
<td>Printed Name:</td>
<td>Printed Name:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

*By completing the section above, the L/E WWTP representative acknowledges that they will provide oversight of the contractor/sub-contractor’s activities and fulfill project management responsibilities. Completing this section does not imply that the L/E WWTP staff member is a health and safety professional.

Disclaimer: The information provided in this document is confidential, based on information available to Littleton/Englewood Wastewater Treatment Plant at the time of preparation and believed to be accurate. The information provided does not purport to be all-inclusive or contain all the information that is required by the third party to which L/E WWTP has provided it. The information contained herein are provided “AS IS” and are subject to change without notice. L/E WWTP makes no representations or warranties of any kind, express or implied and will not be liable for any damages resulting from or in connection with their use.