

CONTRACTOR SAFETY ACTION PLAN

Bi-State Development Contractor Safety Program



Metro's Operation Control
Center Phone Number is
314-289-6870

**SCAN HERE TO
REPORT HAZARD**



INTRODUCTION

Bi-State Development (BSD) acknowledges that construction and other contract activity at BSD and any other facilities operated by BSD may pose risks. This safety action plan does not necessarily cover all applicable safety and health laws. Contractors must comply with applicable Federal, State, BSD, and local safety and health standards while on-site.

The contractor is liable and responsible for their employees' safety. BSD reserves the right, however, to require the contractor to cease operations if it finds that the contractor's actions expose non-contractor individuals to an unsafe circumstance, environmental requirement, or rule. BSD reserves the right, however, to require the contractor to cease operations if it finds that the contractor's actions expose non-contractor individuals to an unsafe circumstance, environmental requirement, or rule.

This Contractor Safety Action Plan is designed to assist contractors that have been selected to conduct work on or around BSD in improving safety knowledge and hazard responsibilities.

The regulatory codes or programs referenced in this document are meant solely as a guide or reference for contractors and are not intended to encompass all rules and regulations that may influence the subject matter and/or contractor.

The contractor will be responsible for verifying the regulatory accuracy of this document and communicating to its employees the environment, health, and safety information provided by BSD.

Compliance by contractors and/or their representatives during BSD work is mandatory.

PURPOSE

The objective of BSD's Contractor Safety Action Plan (SAP) is to facilitate and organize employer and employee activities in the event of a workplace emergency and to be prepared for such an occurrence. There will be fewer and less severe employee injuries and less equipment damage as a result of well-developed strategies and adequate employee training that helps workers understand their roles and responsibilities. To be permitted to work on Metro's land, you must develop a complete SAP that addresses site-specific challenges. It includes a review of the workplace and a description of how personnel would respond to various types of emergencies, taking into account the layout, structural characteristics, emergency systems, and BSD's policies and procedures.

SAFETY MANAGEMENT SYSTEM

BSD's Safety Management System (SMS) is an umbrella system that encompasses all of BSD's Environmental, Health (Industrial Hygiene), and Safety programs. It provides a methodical approach for identifying hazards and mitigating risks while preserving confidence in the effectiveness of these risk controls. The Safety Action Plan is an element of the Safety Management System implemented by BSD.

Prior to beginning any work on BSD's property, BSD CONTRACTORS ARE REQUIRED TO COMPLETE A SAFETY ACTION PLAN.

The Completed Safety Action Plan must be available as follows:

1. Work along MetroLink Right-of-Way
 - Emailed to rowworkpermits@metrostlouis.org and safety@metrostlouis.org.
2. Work at Metro Facilities
 - Emailed to safety@metrostlouis.org
3. Provided to the BSD Project Manager.
4. Maintained with each work group on BSD's property.

GENERAL INFORMATION

Your Name:

Your Title/Position and
Contact Information:

Company Name:

Company Contact Information:

Your Employee in Charge
Contact Information:

Work Site Location:

Type of Work Being
Performed:

Primary Metro point of
contact:

General or Subcontractor:

Current copies of Safety Data Sheets (SDSs) for hazardous materials must be provided to the BSD Safety Department for approval and be maintained on-site. (email to safety@metrostlouis.org)

CONTRACTOR REQUIREMENTS

CONTRACTOR COMPLIANCE

Contractors/suppliers operating for or with BSD MUST complete a Safety Action Plan (SAP). During a given calendar year, the number of SAPs submitted by a contractor will vary dependent on criteria such as the number of work locations and the nature of the work to be undertaken. General Contractors may submit a single Safety Action Plan to include subcontractors on a project, or they may require each subcontractor to submit their own form. When relevant, the General Contractor must clearly identify on a Safety Action Plan form that subcontractors are covered.

SAFETY ACTION PLAN RETENTION & MAINTENANCE

Your company must maintain an ELECTRONIC COPY of this Safety Action Plan:

- If working along the MetroLink Right-of-Way, an electronic copy shall be emailed to rowworkpermits@metrostlouis.org and safety@metrostlouis.org.
- If working within at a BSD Facility, an electronic copy shall be emailed to safety@metrostlouis.org

Your company must maintain HARD COPY of the Safety Action Plan:

- Submit a hard-copy of your completed Safety Action Plan to your BSD Project Manager or Employee in Charge (EIC).
- Maintain a hard copy of your completed Safety Action Plan on-site with each of your work groups.

COMPANY INJURY HISTORY

Contractors must provide the “Frequency and Severity Rates” for each of the PREVIOUS THREE CALENDAR YEARS. Frequency and severity rates data is used to estimate the organizational performance on safety.

COMPANY INJURY HISTORY

Frequency Rate

Experience on BSD = # of Recordable Injuries x 200,000 divided by the # of Actual Hours Worked for BSD.

Severity Rate

Severity Rate = # of Lost Days x 200,000 divided by the Actual Hours Worked for BSD.

<i>Year</i>	<i>Frequency/Incident Rate</i>	<i>Severity/Lost Workday Rate</i>
2024	_____	_____
2023	_____	_____
2022	_____	_____

CORRECTIVE ACTIONS FOR PAST INJURY EXPERIENCE

Please include this document as an addendum to the Safety Action Plan. BSD's top focus is the safe operation and prevention of mishaps and injuries. Feedback from previous Contractor experiences is important, and Contractors must have a framework in place to identify lessons learned and adopt effective preventative measures.

EMERGENCY PREPAREDNESS

ON SITE EMERGENCY INFORMATION

Work groups must have written emergency preparedness information on hand at the job site.

- Work groups working on a project(s) at a fixed work location must fill out the information below for the fixed location.
- Work groups that will be moving around during the course of a project must update this information as needed and keep it on file with each work group.

OPERATIONS CONTROL CENTER **314-289-6870**

Emergency Preparedness Plans

Emergency preparedness plans must be developed by the contractor and communicated to the contractor's/subcontractor's employees. In some cases, contractors may need to interface with Metro's Property. The Project Manager or EICs shall obtain specific addresses, the names of local fire, medical and police agencies.

The following information must be communicated during job briefings and in conjunction with Metro's Toolbox Talk Program

Project/Work
Location

Contact Information:

Who is CPR Qualified?

Who is First Aid Qualified?

Medical Phone Number:

Estimated Medical Response Time:

Who is Responsible for Making the Emergency
Call? (Include Contact Information)

Provide Written Directions to Job Site
(Latitude/Longitude Recommended)

Who is Assigned to Meet
Emergency Personnel? (Include Contact Information)

PLAN ELEMENTS

SAFETY ACTION PLAN AFFIRMATION

The below statements in each row SHALL BE CHECKED and implemented within your safety plan; by selecting the Program In Place option you affirm that the training will be accomplished prior to the start of work. If these elements do not apply, please select the OPT Out option.

This Safety Action Plan will not be accepted unless each element is checked.

Program in Place	Safety Program Element	Regulatory Reference	Opt Out
☐	Asbestos	OSHA 1910.1001 & 1926.1101	☐
☐	Arc Flash/Electrical Worker	NFPA 70E & OSHA SUBPART S	☐
☐	Confined Space Entry	OSHA 1910.146	☐
☐	DOT Training	DOT – 390-399	☐
☐	Hazardous Waste	OSHA 1910.120	☐
☐	Excavation (Trenching & Shoring)	OSHA 1926.650-652	☐
☐	Fall Protection/Bridge Worker Safety	OSHA 1926.500-503 & 1926.760	☐
☐	Metro's Track Access Safety Training Safety	TIER 1, 2, 3 (AS NEEDED)	☐
☐	Hazard Communication	OSHA 1910.1200	☐
☐	Hearing Conservation	OSHA 1910.95	☐
☐	Lead Safety	OSHA 1910.1025	☐
☐	Lockout/Tagout (Hazardous Energy Control)	OSHA 1910.147	☐
☐	Radiation Safety	OSHA 1910.97 & 1910.1096	☐
☐	Respiratory Protection	OSHA 1910.134	☐
☐	Personal Protective Equipment	OSHA 1910.132, .133, .135, .136, .137, .138;	☐
☐	Tool Calibration	N/A	☐

EMPLOYEE TRAINING

TRAINING PROGRAMS & REGULATORY COMPLIANCE

This program & training summary shall cover/support the provisions of potential work that your company has contracted to perform for Metro or its General Contractor(s), including Competent or Qualified Worker training.

- Your company is responsible for this determination in compliance with your Metro contract.
- Safety Training shall be conducted by/through the Contractor's Company.
- Employee non-compliance shall result in their removal from Metro property.
- Copies of training programs do not need to be provided to Metro.
- Metro does not conduct safety training for personnel other than Metro employees with exception to Track Access Safety Training.

Safety Programs	N/A	Training Completed
Asbestos	☐	☐
Arc Flash/Electrical Worker	☐	☐
Confined Space	☐	☐
DOT Training	☐	☐
Environmental/Hazardous Worker	☐	☐
Excavation (Trenching/Shoring)	☐	☐
Fall Protection	☐	☐
Metro's Track Access Training	☐	☐
Hazard Communications	☐	☐
Hearing Conservation	☐	☐
Lockout/Tagout	☐	☐
Lead Safety	☐	☐
Respiratory Protection	☐	☐
Personal Protective Equipment	☐	☐

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE COMPLIANCE

Your Company's contract may require a variety of work and tasks in different environments. Contract employers must ensure that all employees have the proper PPE to use for the tasks that they will or may be involved in on Metro property. PPE Compliance is strictly enforced per Metro's Safety Rules.

Safety Boots

Safety boots must meet the following criteria:

- Leather or leather-like upper.
- Sturdy no-leather sole that will resist puncture.
- Above ankle (5-inch height as measured from inside boot).
- Minimum ASTM F2412-05, ASTM F2413-5 impact and compression class toe.
- Lace-up

Anti-Slip Winter Footwear

Employees will wear anti-slip winter footwear when working in icy and or snowy conditions.

All employees must have appropriate PPE to perform the tasks that are contracted for; including:

- Safety Eyewear and Face Protection
- Safety-Toed Boots/Anti-Slip Footwear
- Hard Hat
- Hearing Protection (If Needed)
- Gloves/Hand protection
- High-Visibility, ANSI Class II vest
- Other specialty PPE as identified/required by Metro Safety Rules for task at hand

JOB SAFETY BRIEFINGS

The Contract employer must ensure their employees receive Job Safety Briefings at the start of each work shift and as needed during the course of the day; e.g. personnel changes, weather changes, and/or changes in assignments.

- Job Safety Briefings will include Emergency Preparedness Information and summarize the findings of Risk Assessment activities.
- In addition to critical safety and response preparation, BSD Job Safety Briefings provide information on potential exposures in the work environment, discussion about the best ways to minimize risk to exposure, and potential cues to pause the work.
- Contractors may reference Metro's Toolbox Talk Discussion forms if needed. Contact Safety@metrostlouis.org for more information.

To hold an effective Job Safety Briefing, follow these steps:

Lead Name:

Today's Date:

Location of Job:

Track # (If Applicable):

Start Date:

Length of Job:

Weather Forecast:

of Employees Onsite:

Record of those Attending:

Name (Please Print):

Signature:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

FIRE PREVENTION

Hot Work

Hot work can be defined as cutting and welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment, or involve soldering, grinding, or any other similar activities producing a spark, flame, or heat.

Will “Hot Work” activities be performed on Metro property?

YES
☐

NO
☐

Fire Prevention Affirmation

If “YES” then all of the following items must be implemented:

1. Risk Assessment activities and Job Safety Briefings will identify procedures/strategies, and equipment available for fire prevention and suppression, as well as, locations where suppression equipment will be staged.
2. In right-of-way areas, the local fire agency is contacted to check for hot work bans or restrictions, and determine ability of local agency to provide emergency assistance.
3. All right-of-way fires are to be reported to Metro's Operation Control Center and responsible Metro Project Manager/EIC.
4. List fire prevention and suppression equipment on-site and minimum fire watch of 60 minutes.

ON TRACK SAFETY

Will any contractors performing Roadway Worker duties be within 20' of track centerline of Metro's tracks? Roadway Worker duties include inspection, construction, maintenance or repair of track, bridges, roadway, signal and communication systems, traction power systems, roadway facilities or roadway maintenance machinery on or near track or with the potential of fouling a track, and other personnel directly involved with their protection?

YES
☐

NO
☐

ON TRACK SAFETY CONT.

Track Safety Affirmation

If “YES” then all of the following items must be implemented:

1. The contract employer is responsible for scheduling Track Access training for all its employees working within Metro’s Operating Right-of-Way.
2. Each contract employee must be able to provide training documentation upon request.
3. Each contract Roadway Worker In-Charge must maintain a current copy of this Safety Action Plan and have it readily accessible.
4. A detailed work plan shall be submitted to Metro to describe equipment listing, and equipment staging.
5. A Right of Way Work Permit shall be completed and emailed to rowworkpermits@metrostlouis.org.

Configuration Changes

Configuration management is defined as identification and documentation of the functional and physical characteristics of facilities, systems, equipment and vehicles including the control of changes to these elements. Required configuration information is maintained and tracked by documenting test/modified equipment.

Will the work being performed change the configuration of Metro’s property?

YES
☐

NO
☐

If “YES” then all of the following items must be implemented:

1. The contract employer is responsible submitting detailed attachments to support this document describing proposed configuration change as well as the impact to Metro the configuration change will incur.

ON TRACK SAFETY CONT.

The following checklist shall be completed prior to entering Metro's Operating Right-of-Way and prior to the start of any work.

	YES	NO
Are all employees current on track access certification?	☐	☐
Have all employees reviewed the daily operating clearance and understand the scope of work?	☐	☐
Do all employees know which track or tracks the restriction(s) is in effect for?	☐	☐
Do all employees know where the approved "clear to" location is to allow for safe passage of trains?	☐	☐
Do all employees know maximum authorized speed of trains for each track including the track with the restriction in effect?	☐	☐
Do all employees understand the communication protocols?	☐	☐
Do all employees know how the railroad flagger will warn workers of an approaching train?	☐	☐
Do all employees have the correct PPE and equipment to perform their jobs safely?	☐	☐
If Track Cars are utilized, visually verify all locking pins are secured.	☐	☐

If the answer is NO to any of these questions, NO WORK CAN BEGIN.

HAZARD REPORTING

Metro's Safety Management System Training Card

Upon request, Metro can provide contractor's with Safety Management System Cards that summarize options to report a Hazard or Safety Concern to Metro.

SAFETY MANAGEMENT SYSTEM (SMS)

WHAT IS MY ROLE IN OUR SMS?

- Work safely/ Wear PPE
- Be compliant with procedures and regulations
- Report safety hazards, concerns, or suggestions

WHAT CAN I REPORT?

- Hazards/potential hazards
- Safety issues and concerns
- Accidents/incidents
- Possible solutions and safety improvements
- Close calls/near misses

**Call the Public Safety
Hotline at**

314-982-6873

or email Safety@metrostlouis.org

SAFETY REPORTING OPTIONS

- Notify your Lead/Supervisor or local Safety Representative
- Call the Public Safety Hotline
- Email Safety@metrostlouis.org
- Report safety hazards, concerns, or suggestions
- OR use the QR code below.

PERSONAL SAFETY ACCOUNTABILITIES:

- I am accountable for my own safety & the safety of those around me
- I follow procedures, wear PPE, and promptly report safety hazards
- I report injuries and damages
- Be safe at work and at home

UNACCEPTABLE WORKPLACE BEHAVIORS

- Will full safety violations
- Reckless and neglectful acts
- Criminal activities
- Alcohol or drug use



SCAN HERE TO REPORT HAZARD

HAZARD MANAGEMENT

Environmental Protection

- Identify any environmental hazards associated with the project (e.g., potential spills, emissions, waste generation).

- Describe the measures that will be taken to minimize environmental impact. Include waste management procedures, spill response plans, and measures to protect air and water quality.

HAZARD MANAGEMENT

Monitoring and Reporting

- Detail the frequency and scope of safety inspections that will be conducted during the project. Include who will conduct the inspections and how findings will be documented and addressed.

- Provide the procedure for reporting and investigating incidents, near misses, and unsafe conditions. Include how incidents will be documented and communicated to the Safety Department.

HAZARD MANAGEMENT

Hazard Identification and Control Measures

- Identify Potential Hazards:
 - List all potential hazards associated with the work to be performed (e.g., chemical exposure, electrical hazards, working at heights, confined spaces, etc.).

- Hazard Control Measures:
 - Describe the control measures that will be implemented to eliminate or mitigate each identified hazard. Include engineering controls, administrative controls, and personal protective equipment (PPE).

Tool Calibration

Contractors are responsible for ensuring that tools and equipment requiring calibration are current and properly calibrated before being used on BSD property or for BSD work. Contractors shall maintain calibration records and provide proof of current calibration upon request. Tools or equipment with expired or unverifiable calibration shall not be used until the calibration requirement has been met.

Calibration Records: Contractor shall have current calibration documentation available for applicable tools and equipment.

YES	NO
☐	☐

SAFETY SUPPORT

Other Safety Support and Affirmation

The categories below will further identify Metro support required and ensure a comprehensive understanding of the work request.

Excavation Operation?	YES ☐	NO ☐	Water required?	YES ☐	NO ☐
PileDriving Operation?	YES ☐	NO ☐	Metro Equipment Required?	YES ☐	NO ☐
Saw Cutting Operation?	YES ☐	NO ☐	Within 10ft. of Catenary?	YES ☐	NO ☐
Welding or Grinding Operation?	YES ☐	NO ☐	Passengers/Public be Impacted?	YES ☐	NO ☐
Workers at elevated heights?	YES ☐	NO ☐	Is Flagging Required?	YES ☐	NO ☐
Chemicals used?	YES ☐	NO ☐	Metro Flagger Required?	YES ☐	NO ☐
Metro Systems Require Powerdown?	YES ☐	NO ☐	Self Flagging Requested?	YES ☐	NO ☐

If "YES" then all of the following items must be added in a separate attachment to this plan:

1. Describe controls.
2. Submit a detailed work plan.
3. Describe Metro support needed.
4. Submit chemical Safety Data Sheets.

The following section serves as your company's Compliance Affirmation to this document:

Name

Title

Date
