



## STATEMENT OF WORK

### BUILDING TRADE CRAFTS SAFETY REPRESENTATIVE SERVICES

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Revision 1, 9/21/22  
Revision 0, 9/12/22  
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#### 1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of **Building Trades Craft Safety Representatives Services** in support of Central Plateau Cleanup Company (CPCCo) work scope. CPCCo (Buyer) is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work will be performed in support of the Central Plateau Cleanup Contract with DOE.

#### 2.0 DESCRIPTION OF WORK – GENERAL

Contractor shall be responsible for managing two (2) Building Trade Craft Safety Representatives (BTCSR) onsite that are currently in place via the Central Washington Building Trades. The respective representatives have been approved by the CPCCo ESH&Q review & selection process. The representatives shall act as the following:

- Liaison between the union affiliates (Building Trades) and CPCCo workers, management and safety professionals
- Facilitate open lines of communication for safety
- Apply a worker perspective on improving safety
- Communicate safety concerns that may not be identified through traditional means
- Help research, identify, evaluate, and implement efficient and effective resolutions to safety issues

#### 3.0 DESCRIPTION OF WORK – SPECIFIC

The work scope for this activity includes the resources necessary to accomplish the following Buyer activities:

- Be an alternate forum for craft to bring up employee concerns
- Participate and mentor craft relationships as it relates to the VPP process
- Continue to promote ISMS/VPP culture among Building Trades Craft
- Participate in the VPP committees
- Participate in Onsite VPP reviews
- Provide input and participate in daily, weekly, and monthly safety meetings
- Review and comment on safety procedures that support/impact construction work scope
- Participate in Building Trade training sessions at the Hammer training facility
- Participate in Pre-job meetings
- Participate in safety job walks
- Participate in critiques
- Participate in event investigations
- Participate in Hazard Review Boards
- Be capable of serving as a competent person for Crane and Rigging Tasks
- Represent PTS and/or Building Trade Craft on site wide committees

- Communicate improvement to CPCCo Management

### **3.1 Task Description**

The services to be provided, including any specific Buyer standards and requirements, required for the successful completion of this work activity includes being available as needed on various project site locations to represent various crafts.

### **3.2 Special Requirements**

- 1) The Contractor must be signatory to the Hanford Site Stabilization Agreement (HSSA) and provide a signed Employer Compliance Agreement for the duration of the period of performance. The HSSA and signature sheet is located at <https://www.hanfordvitplant.com/sites/default/files/page/HSSA%20Format%20Rev%20A%2005-06-04.pdf>.
- 2) Contractor is responsible for obtaining, paying for and maintaining the required certifications of the representatives/resources in place.
- 3) Contractor must be able to ensure the medical clearance for Hazardous Waste Worker, Hearing Conservation and Respirator User required trainings.

### **3.3 Acceptance Criteria**

- 1) Contractor shall be signatory to the Hanford Site Stabilization Agreement (HSSA).
- 2) Contractor shall not be under Contract with any CPCCo construction where Contractor's union crafts are onsite.

### **3.4 Organizational Interfaces**

The Contractor shall interface with various Buyer (and other) organizations through Buyer's Contract Specialist, as required.

### **3.5 Work Not Included**

None.

### **3.6 Buyer Furnished Materials and Equipment**

Buyer will furnish the following materials, equipment, and facilities at no cost to the Contractor for use in performing this work scope:

- turnaround workspace with computer, phone, and other equipment necessary to complete required tasks.

### **3.7 Site Conditions and Known Hazards**

The site conditions and/or known hazards may vary on each project site. The BTCSR are to be aware of the known hazards when reporting to a respective project.

### **3.8 Site Coordination Requirements**

Contractor site coordination and interface requirements include daily reporting of projects assigned to or requested to perform safety representation.

#### **4.0 TECHNICAL REQUIREMENTS**

Contractor shall perform in accordance with the terms and conditions of this contract, Buyer's internal policies and procedures, and quality assurance provisions, including safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

##### **4.1 Work Location / Access Requirements**

Primary work location is onsite and will be determined by the BTR.

#### **5.0 CONTRACTOR REQUIREMENTS**

##### **5.1 Required Qualifications**

- 1) Contractor shall show proven ability to manage union representatives.
- 2) Contractor must have an approved timekeeping system from either CPCC or other Hanford Site Prime Contractor.

##### **5.2 Training Requirements**

- 1) Testing requirements for personnel who will be working in substance Testing Designated Positions.
- 2) Clearance of medical testing from the Hanford Medical Clinic must be provided to BTR.
  - a. If a negative report is received, a decision must be made to determine if a contract will be terminated.
- 3) CPCCo will schedule and furnish Hanford Site specific training courses at no additional cost to the Contractor, including facility specific training or job specific training as applicable:
  - a. CPCCo General Employee Training (CGET) or Hanford Site Orientation.
  - b. Special hazard training as applicable (e.g., GERT, Radiological Worker Training, Hazardous Material Transportation).

In the event that subcontractor personnel miss the assigned training class or medical exam appointment, the Contractor will be responsible for costs associated with the missed training/medical exam.

##### **5.3 Security and Badging Requirements**

For any on-site work, general site access badging is required. Special clearance requirements will be provided, if applicable.

##### **5.4 Site Access and Work Hours**

Work shall be done on a 4 x 10 schedule. The standard workday consists of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated as an unpaid period for lunch. No work occurs on the non-working Fridays. If schedule alternative is required, Buyer's Technical Representative (BTR) will communicate to Contractor's point of contact.

#### **6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS**



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The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist Buyer in complying with, Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations, and directives. The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the Contract General Provisions and, when work is being conducted on site, the additional ESH&Q requirements in *Special Provisions – On Site Services (SP-5)* should be followed.

- A. Contractor and its subcontractors shall be responsible to comply with State, Federal and DOE requirements or regulations. Where there is a difference in regulations or requirements, the most stringent shall apply.
- B. Contractor and its subcontractors shall be responsible to comply with all applicable sections of *Special Provisions – On Site Services (SP-5)*.
- C. Contractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.
- D. Contractor shall take appropriate action, up to and including stopping work, and immediately notify the Buyer if an unplanned risk or hazard is discovered that is not covered by directions provided by the Buyer. This action includes notifying the Buyer if the work exposes their workers to hazards that require medical monitoring.

## 7.0 MEETINGS AND SUBMITTALS

### 7.1 Meetings

Contractor shall participate in the following meetings:

- 1) Safety Plan of the Day (POD)
- 2) When crafts need BTCSR present at meeting.

### 7.2 Submittals

None.

## 8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

- 1) **Weekly Activities Report** –
  - a. Contractor's resources shall provide BTR with a Weekly Activities Report identifying detailed work activities performed for the week/day, by name/hours worked, project CACN, and any detailed problems or issues in completing assigned work, if applicable.
  - b. Weekly Activities Reports shall be submitted to the BTR by 10:00 AM each week documenting the previous week's activities.
  - c. A Weekly Activity Report shall be submitted on weeks where no work has been done.