

EXAMPLE

 TETRA TECH FW, INC.		PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL		AIR MONITORING DATA SHEET (Personal Sampling) Page 1 of 2			
Employee IM COOL		Date 06/17/04		SSN 123-45-6789		PMC Dbase #	
Company DIRT MOVERS INC		Project SOUTH PLANTS		Task MOVE DIRT		Site SECTION 36	
Job Title		Sample No.		Pump No.		Blank	
		1 2		1		PVC FILTER	
Media		PVC FILTER PVC FILTER		Time On		Time Off	
		0600 1200		1000 1600			
Total Time		240MIN 240MIN		Flow Rate		Volume	
		2 LPM 2 LPM		480 L 480 L			
STP Volume (Used for gas or vapor samples)							
Laboratory Analysis		Laboratory Used: EXACT ANSWER LAB			Report Nos. (attach copies) 555-5555		
Contaminant	Results	Results	Results	Results	Results	Results	Results
RESP. DUST	0.10 mg/M³	BDL*					
RESP. QUARTZ	0.01 mg/M³	BDL*					
Description of Job Duties and Activities Conducted:							
PUSH DIRT FROM HERE TO THERE USING SUPER DOOPER DIRT MOVER							
<i>Continue on separate sheet if necessary</i>							
Control Measures:							
CLOSED CAB EQUIPMENT, SPRAY DIRT WITH WATER, EMPLOYEE OCCASSIONALLY HOLDS BREATH							
<i>Continue on separate sheet if necessary</i>							
PPE Utilized:							
MODIFIED LEVEL D - HARD HAT, SAFETY GLASSES, TYVEK COVERALLS, TRAFFIC VEST, STEEL-TOED BOOTS W/ 'CHEMICAL BOOTS' COVERS							
<i>Continue on separate sheet if necessary</i>							

* BDL - BELOW DETECTION LIMIT

EXAMPLE

 TETRA TECH FW, INC.		PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL		CONSTRUCTION EQUIPMENT/VEHICLE INSPECTION CHECKLIST	
PROJECT/TASK: SOUTH PLANTS			COMPANY: DIRT MOVERS INC.		
DATE: 06/17/04		TIME: 0600	S M T W F S <small>(Circle One)</small>		
Incoming: (Check One)		Outgoing: (Check One)		Daily Insp. (Check One)	
Make/Description: SUPER DOOPER SCOOPER			Model: X5	I.D.: 5	No.: 1
Inspected By: (Name and Signature) IM COOL <i>Im Cool</i>					
EQUIPMENT	Acceptable	Not Acceptable	N/A	COMMENTS AND ACTION TAKEN	
Operation/Owners Manual	✓				
Brakes	✓				
Brake Lights	✓				
Reverse Signal Alarm	✓				
Horn/Air Horn	✓				
Tires/Tracks	✓				
Steering	✓				
Seat Belt	✓				
Operating Controls	✓				
Fire extinguisher	✓				
Lights	✓				
Defroster			✓		
Mirrors	✓				
Instruments	✓				
Coupling Devices	✓				
Bed/Cargo Area			✓		
Tailgate and latch			✓		
Tarp/covers			✓		
Windshield Wipers	✓				
Windshield/Window Glass		✓			CRACKED - REPLACED 6/18/04
Mudflaps/Rock guards			✓		
Exhaust Systems	✓				
Hitches and Safety Cables	✓				
Hydraulic Lines/ Air Hoses	✓				
Engine Oil Level	✓				
Hydraulic Oil Level	✓				
Rollover Equipment	✓				
Cleanliness	✓				
Comments: NONE					

EXAMPLE

 TETRA TECH FW, INC.	Program Management Contractor Rocky Mountain Arsenal	DAILY SAFETY MEETING SIGN-IN SHEET
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Date: 06/18/04 Project Name/Location: DIRT MOVING/SOUTH PLANTS
Company: DIRT MOVERS INC Person Conducting Briefing: HS FIELD GUY

1. AWARENESS (e.g., special EHS concerns, pollution prevention, recent incidents, etc.):

PLACING EQUIPMENT IN STABLE, NEUTRAL POSITION
WHEN CONDUCTING PM

2. OTHER ISSUES (HASP changes, new AHAs, attendee comments, etc.):

NONE

3. DISCUSSION OF DAILY ACTIVITIES/TASKS AND SAFETY MEASURES TO BE USED:

- MOVING DIRT
- LOADING DIRT
- HAULING DIRT

4. ATTENDEES (Print Name):

1.	<u>IM COOL</u>	2.	<u>IC MONEY</u>
3.	<u>UR DIRT</u>	4.	<u>HS FIELD GUY</u>
5.	<u>HS REP</u>	6.	
7.		8.	
9.		10.	
11.		12.	
13.		14.	
15.		16.	
17.		18.	
19.		20.	
21.		22.	
23.		24.	
25.		26.	
27.		28.	
29.		30.	

EXAMPLE



TETRA TECH FW, INC.

PROGRAM MANAGEMENT CONTRACTOR
ROCKY MOUNTAIN ARSENAL

DAILY SITE MONITORING REPORT
(Continuation Page) Page 2 of 2

Site Monitoring Results

Time(s)	Monitoring Location (note distance from source, upwind/downwind, etc.)	Sample Type (source, breathing zone, area, etc.)	Instrument Reading (Units)	Comments
1330	SOUTH OFFES	AREA	0.00	NONE
1400	NORTH OFFES	AREA	0.01	NONE
1430	EAST OFFES	AREA	0.02	NONE
1550	WEST OFFES	AREA	0.03	NONE
Empty rows with a diagonal line through them				

Review

Sampler: HS FIELD GUY	Signature: <i>[Signature]</i>	Date: 06/17/04
PMC Reviewer: HS REP	Signature: <i>[Signature]</i>	Date: 06/18/04

EXAMPLE

 TETRA TECH FW, INC.	Program Management Contractor Rocky Mountain Arsenal	HEALTH AND SAFETY FIELD CHANGE REQUEST FORM	
1. FCR No. (Assigned by PMC): <p style="text-align: center;">XXX</p>			
2. Implementation Project/Location: <p style="text-align: center;">SOUTH PLANTS SECTION 36</p>			
3. Subject of Change: <p style="text-align: center;">PERSONAL PROTECTIVE EQUIPMENT</p>			
4. Recommended Change: <p style="text-align: center;">DOWNGRADE TO LEVEL D WHEN GRADING AREA IN SECTION 36.</p>			
5. Reason for Change: <p style="text-align: center;">RESULTS OF PERSONAL AIR SAMPLING DEMONSTRATE NO EXPOSURE TO CONTAMINANTS OF CONCERN.</p>			
6. Submitted by: SUBCONTRACTOR HSS	Company: SUBCONTRACTOR INC.	Date: 06/17/04	
7. Disposition Comments: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
8. Documents Affected (list submittal number if applicable): <input checked="" type="checkbox"/> Task-specific HASP <input type="checkbox"/> Work Plan <input type="checkbox"/> Other Documents (List):			
9. Required Review/Acceptance:			
PMC Project Manager <i>Emperor of the Universe</i>		Date: 6/17/04	
PMC Project Health and Safety Representative <i>Over Worked Guy</i>		Date: 6/17/04	
10. Review and Acceptance (review/acceptance signature is required only if box is checked):			
<input checked="" type="checkbox"/> PMC Health and Safety Manager (required if PMC Project HS representative does not have delegated authority) <i>Aid Manager</i>		Date: 6/17/04	

File Copies: PMC Health and Safety Department
Implementation Project File

EXAMPLE

 TETRA TECH FW, INC.	Program Management Contractor Rocky Mountain Arsenal	RECORD OF 3-DAY SUPERVISED FIELD EXPERIENCE										
Last name <u>COOL</u> First <u>I</u> MI <u>M</u> Employee No. <u>5555</u>												
Company <u>DIRT MOVERS INC</u>												
Address <u>555 DIRT MOVERS WAY, DIRT MOVER COLO</u>												
Immediate Supervisor <u>U. R. DIRT</u> Position <u>HEAD DIRT MOVER</u>												
Day 1 (Date) <u>06/16/04</u>												
Supervised by <u>UR DIRT</u> Title <u>HEAD DIRT MOVER</u>												
Company <u>DIRT MOVER INC</u>												
Supervised duties <u>DIGGING DIRT</u>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Protection levels</th> <th style="width: 10%;">D</th> <th style="width: 10%;">C</th> <th style="width: 10%;">B</th> <th style="width: 10%;">Total hours</th> </tr> </thead> <tbody> <tr> <td>Supervised hours in each</td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">8</td> </tr> </tbody> </table>			Protection levels	D	C	B	Total hours	Supervised hours in each		✓		8
Protection levels	D	C	B	Total hours								
Supervised hours in each		✓		8								
Comments <u>DUG CONTAMINATED DIRT</u>												
Supervisor <u>UR DIRT</u> Signature _____ Trainee <u>JM Cool</u> Signature _____												
Day 2 (Date) <u>06/17/04</u>												
Supervised by <u>J.C. MONEY</u> Title <u>HEAD DIRT HAULER</u>												
Company <u>MONEY HAULERS</u>												
Supervised duties <u>LOADING CONTAMINATED DIRT</u>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Protection levels</th> <th style="width: 10%;">D</th> <th style="width: 10%;">C</th> <th style="width: 10%;">B</th> <th style="width: 10%;">Total hours</th> </tr> </thead> <tbody> <tr> <td>Supervised hours in each</td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">8</td> </tr> </tbody> </table>			Protection levels	D	C	B	Total hours	Supervised hours in each		✓		8
Protection levels	D	C	B	Total hours								
Supervised hours in each		✓		8								
Comments <u>Loaded contaminated dirt</u>												
Supervisor <u>JC Money</u> Signature _____ Trainee <u>JM Cool</u> Signature _____												
Day 3 (Date) <u>06/18/04</u>												
Supervised by <u>M.I. HOLE</u> Title <u>HEAD HOLE FILLER</u>												
Company <u>HOLE FILLER INC.</u>												
Supervised duties <u>filled excavation with clean dirt</u>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Protection levels</th> <th style="width: 10%;">D</th> <th style="width: 10%;">C</th> <th style="width: 10%;">B</th> <th style="width: 10%;">Total hours</th> </tr> </thead> <tbody> <tr> <td>Supervised hours in each</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td style="text-align: center;">8</td> </tr> </tbody> </table>			Protection levels	D	C	B	Total hours	Supervised hours in each	✓			8
Protection levels	D	C	B	Total hours								
Supervised hours in each	✓			8								
Comments <u>NONE</u>												
Supervisor <u>M.I. Hole</u> Signature _____ Trainee <u>JM Cool</u> Signature _____												

Date supervisor completed HAZWOPER 8-Hr Supervisor training (29 CFR 1926.65 (e) (4)) 09/21/02

EXAMPLE

SAFETY OBSERVATIONS OF THE DAY			
Activity	Safe	At-risk	N/A
Body position:			
Out of line of fire of machine, machine parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes eye contact with operator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper lifting procedure used (back straight, load close to body, feet shoulder width, good balance, handholds, lift with legs and arms - not back)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positions work to ensure good posture, no awkward positions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper PPE for task:			
Eye/face	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proper tools/equipment:			
Tools in good condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Operations:			
Equipment in safe working condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seat belt fastened	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe Speed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works from stable base	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe slope operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks behind when backing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doesn't lift over people, truck cabs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Observations:			
Total Observations	18	0	
% Safe	100%		

Comments NONE

Observer IM COOL **Date** 06/17/04

Project SOUTH PLANTS **Subcontractor** PIET MOVERS INC **Activity** MOVING DIRT

EXAMPLE

 TETRA TECH FW, INC.	PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL	SITE EHS INSPECTION FORM	
Site Information:			
Implementation Project: SOUTH PLANTS	Date of Inspection: 6/18/04		
Company(s): DIRT MOVERS INC	Type of Inspection: <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly		
Tasks or Activities Observed:			
Persons Conducting Inspection:			
Name	Company	Name	Company
HS FIELD GUY	DIRT MOVERS		
UR DIRT	DIRT MOVERS		
HS REP	PMC		
A. General Workplace Conditions			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Category	Observations (N/A if Not Applicable)	Action required	
Walking/Working Surfaces	OK		
Aisles and Passageways	OK		
Platforms/Scaffolding	OK		
Ladders	OK		
Stairs	OK		
Exits/Egress	OK		
Roadways	OK		
Excavations/Trenches	OK		
Ventilation	NA		
Lighting	NA		
Noise Exposure	OK		
Ergonomics	OK		
Potable Water	OK		
Sanitation Facilities	OK		
Temperature Extremes	OK		
B. Hazardous Materials Use & Storage			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Category	Observations (N/A if Not Applicable)	Action required	
MSDSs Available	OK		
Material Labeling	OK		
Storage Conditions	OK		
Storage Containers Condition	OK		
Chemical Storage Compatibility	OK		
Compressed Gas Storage & Use	NA		
Waste Storage/Disposal	OK		

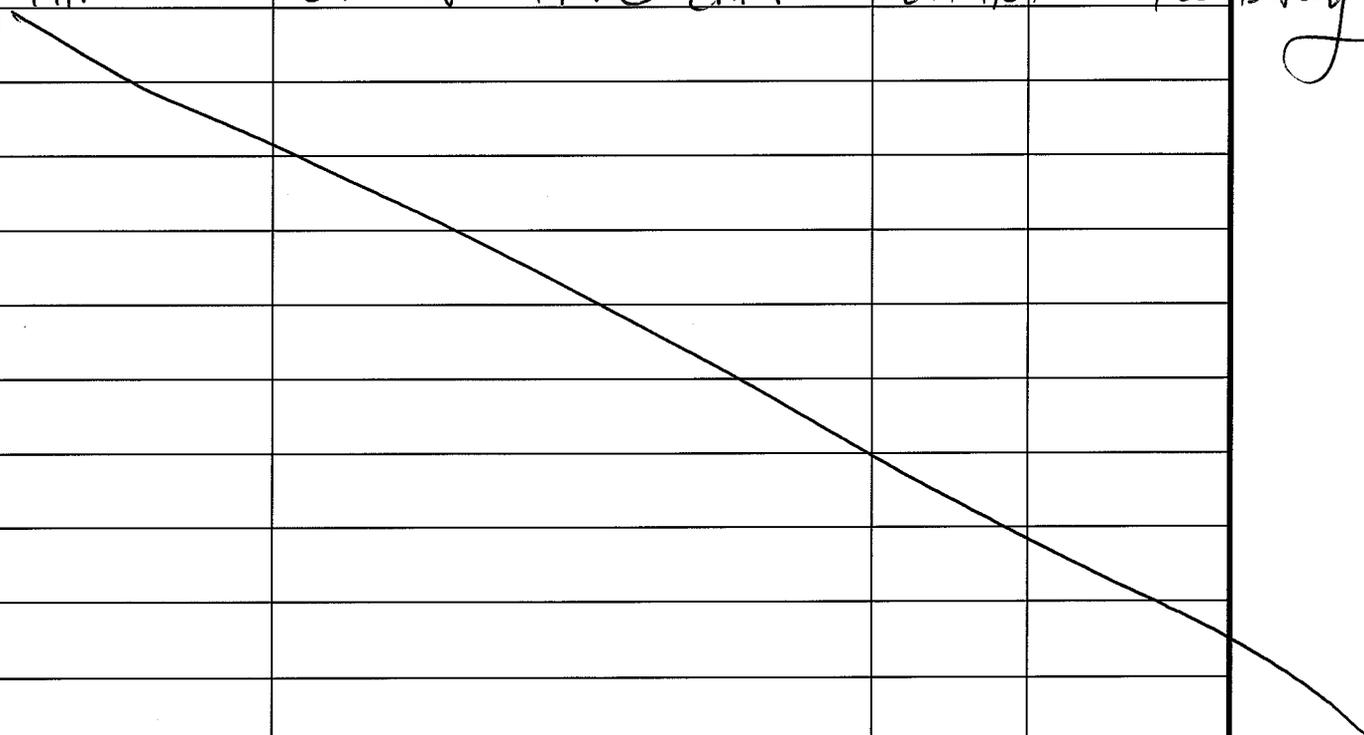
EXAMPLE

 TETRA TECH FW, INC.	PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL	SITE EHS INSPECTION FORM
C. Motor Vehicles & Power Equipment		
Category	Observations (N/A if Not Applicable)	Action required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Motor Vehicles Have Co. Signs	OK	
Seatbelts & Back-up Alarms	OK	
Dozer Equipment	OK	
Scraper Equipment	OK	
Road Grader Equipment	OK	
Water Trucks	NEEDS PM - CRACKED WINDSHIELD REPLACE	
Front End Loader/Backhoe	OK	
Cranes/ Hoists & Rigging	NA	
Forklifts	NA	
Other Heavy Equipment	NA	
D. Hazard Controls		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
General Site Controls	OK	
Work Zone Delineation	OK	
Lockout Systems	OK	
Accident Prevention Signs and Tags	OK	
Barricades	OK	
Hole Covers	OK	
Electrical Grounding & GFCI Use	OK	
E. Emergency Systems		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Emergency Instructions	OK	
Fire Protection	OK	
Eye Wash and Showers	OK	
First Aid Kits/Stations	OK	
Emergency Rescue Equipment	OK	
F. Protective Equipment Use & Compliance		
Category	Observations (N/A if Not Applicable)	Action required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Eye Protection	OK	
Ear Protection	NEED MORE EAR PLUGS	ORDER MORE
Respiratory Protection	NA	
Head Protection	OK	
Hand Protection	OK	
Foot Protection	OK	
Body Protection	OK	
Fall Protection	NA	

EXAMPLE

 TETRA TECH FW, INC.	PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL	SITE EHS INSPECTION FORM
G. Hand/Power Tools and Power Systems		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Hand Tools Condition	OK	
Portable Power Tools Condition	OK	
Welding/Burning Equipt. Condition	OK	
Power Tools Guarding	NA	
Electrical Power Generator	NA	
Pneumatic Power Generator	NA	
H. Remediation Waste Management		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Waste Properly Categorized	OK	
Cross Contamination Minimized	OK	
Containers in Good Condition	OK	
Waste Storage	OK	
Staging/Stockpiling of Soil/Debris	OK	
Decontamination Water	OK	
I. Project Environmental Programs		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Dust Control	OK	
Odor Control	OK	
Oil and Spill Prevention	OK	
Stormwater/Erosion Control Activities	OK	
J. Environmental Management System		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pollution Prevention	OK	
Recycling	OK	
Paper Conservation	OK	
EHS Continual Improvement	OK	
Employee Participation	OK	
K. Other Environmental Safety and Health Conditions or Work Practices		
Category	Observations (N/A if Not Applicable)	Action required <input type="checkbox"/> Yes <input type="checkbox"/> No

EXAMPLE

 TETRA TECH FW, INC	PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL	SITE EHS INSPECTION FORM	
Site Information:			
Implementation Project: SOUTH PLANTS		Date of Inspection: 6/18/04	
Company(s): DIRT MOVERS INC		Type of Inspection: <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	
Summary and Recommendations			
Finding Number and Hazard Classification (#/Classification)*	Findings and Recommended Corrective Action	Date Corrected	Corrected or Verified by
MINOR 1	REPLACE CRACKED WINDSHIELD FOR WATER TRUCK	06/23/04	AA Field J
MINOR 2	ORDER MORE GEAR PLUGS	06/21/04	AA Field J
			

*Classify as Major or Minor – Major findings indicate that a potential or imminent hazard to people, property, or the environment exist

EXAMPLE

 PROGRAM MANAGEMENT CONTRACTOR ROCKY MOUNTAIN ARSENAL		WEEKLY SITE MONITORING SUMMARY REPORT			
Implementation Project: South Plants		Task Name and Location: Section 36	Subcontractor(s): Dirt Movers Inc.		Week of: 06/18/04
Sampling/ Monitoring Parameter(s)	Date(s)	Type of Sampling	Description of Work Activities and Locations	Summary of Results	
Total dust	11/15/99	RT/A	Demolition of Bldg. 384 and cleanup activities	ND to 0.020 mg/M ³ Results are below established action levels.	
Pesticides (aldrin, dieldrin, endrin) One sample	11/16/99	I/BZ	Excavation of CSA 1b HHE soils using excavator. Operation lasted six hours.	Pesticides (aldrin, dieldrin, endrin) – ND (excavator operator sampled)	
Lead One sample	11/19/99	I/BZ	Torch cutting on steel tank in laydown area. Operation lasted two hours.	Torch cutter 8-hour TWA for lead was 0.01 mg/m ³	
Total Dust Three samples	11/19/99	I/BZ	General laborer activities including sweeping and removal of stormwater controls outside Buildings 535 and 537. Activities performed for 6 hours.	Three samples – 0.01 to 3 mg/m ³ 8-hour TWA. High sample (3 mg/m ³) occurred on laborer lifting hay bales used for stormwater control..	
Review					
Subcontractor H&S Supervisor: HS Field Guy		Signature:		Date: 06/18/04	
PMC Reviewer: HS Rep		Signature:		Date: 06/21/04	

Legend: RT = Real Time A = Area I = Integrated BZ = Breathing Zone

Instructions:

- The purpose is to compile a summary of real-time and integrated air monitoring for the week completed at the project.
- Column 1 – List the type of real-time and integrated air monitoring conducted for the week, include the number of monitoring days or events or number of integrated air samplings
- Column 2 – List the dates that real-time and integrated air monitoring was conducted.
- Column 3 – Using the abbreviations in the legend, describe what type of air monitoring was conducted.
- Column 4 – Describe the type of work that was conducted, duration, and where it was conducted.
- Column 5 – List the summary of results; include the range (low to high), average of the real-time, time-weighted average (TWA) for integrated sampling, and number of results over established action levels for real-time monitoring and established PELs or TLVs for integrated monitoring. Provide comments for any unusual results