

BART Agreement Number: 6M8177

Approval Date: 01/23/2020

Work Plan: No. B.02-01 – Work Plan Proposal for Safety Specialist Services for Capital Loading Projects - Extension

Scope:

2. SCOPE OF SERVICES

The Consultant is to provide a Construction Management team consisting of a part-time Safety Specialist for approximately 16 hours/week. The Safety Specialist will be required to be on-site at all times during construction activities, unless otherwise directed by the Resident Engineer.

Specific duties and responsibilities for the Safety Specialist shall include, but not be limited to, the following:

- a. *Implements and monitors occupational health and safety program activities including facility inspections, accident investigations and emergency planning operations; monitors program compliance with mandated laws, rules and regulations.*
- b. *Monitors and inspects new and planned District facilities for compliance with environmental requirements including noise, equipment layout, air quality and related health and safety issues.*
- c. *Provides assistance in administration of the Illness and Injury Prevention program; reviews Cal/OSHA standards; observes District operations to assess potentially unsafe working practices and conditions; makes recommendations to address these issues. Safety Specialist Page 2*
- d. *Participates in the administration of a variety of programs addressing occupational health and safety issues including cumulative trauma, blood borne pathogen, hearing conservation and emergency preparedness programs; evaluates program goals and objectives; determines training or other support requirements; makes recommendations on program implementation.*
- e. *Conducts safety inspections of a variety of District owned vehicles including automotive and heavy equipment.*
- f. *Maintains records and develops reports on new or ongoing programs and program effectiveness; prepares statistical reports as required.*
- g. *Participates in the development of safety education and safety training programs; evaluates training needs; develops materials and conducts training sessions to meet District safety*

objectives.

- h. Provides technical safety information and compliance requirements to District management staff, employees and contractors.*
- i. Reviews safety accident investigation reports of employee injuries; determines cause and recommends preventive measures.*
- j. Participates in the District's defensive driving program; schedules and teaches classes; maintains participant database.*
- k. Maintains awareness of new developments in the field of industrial safety.*
- l. Must be physically able to access the BART operating right-of-way, climb on and off rail equipment, climb ladders, walk on uneven surfaces, and visit construction sites.*
- m. Must be able to respond to after-hours incidents and to perform after-hours assignments for the various District work shifts.*
- n. Must possess a valid California driver's license and have a satisfactory driving record.*
- o. Must be able to understand, read and communicate in English.*
- p. Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respiratory Program and applicable CalOSHA requirements.*

Specific duties and responsibilities for the Assistant Safety Specialist shall include, but not be limited to, the following:

- a. Assists in conducting special projects related to technical and administrative programs and activities in the Systems Safety Department.*
- b. Assists in preparation of agendas, minutes, and informational materials.*
- c. Reviews and summarizes accident and unusual occurrence reports; inputs summary information into a database; and performs database analyses.*
- d. Gathers information and data from various District departments to update corrective action reports generated in response to recommendations from accident investigations, internal audits, and outside agency audits.*
- e. Assists in collecting, maintaining, and analyzing safety statistics and prepares reports to meet internal or external requirements.*
- f. Assists in maintaining records, files and reports as required by law and regulatory requirements including CPUC; Cal-OSHA, hazardous materials and fire codes. Assistant Safety Specialist Page 2*
- g. Assists with purchasing and budget tracking.*
- h. Answers routine correspondence and inquiries.*
- i. Prepares various reports and correspondence.*
- j. Assists with inspection of District facilities, construction projects, and related activities.*
- k. Assists with accident and incident investigations*
- l. Assists with internal safety audits of various District departments.*
- m. Assists in safety compliance reviews and inspections by outside agencies.*
- n. Assists with safety training programs and various safety committee meetings.*

Prime: PreScience Corporation

Subconsultant: None.

Total Work Plan Value: \$ 136,489