

Memorandum

Florida Department of Environmental Protection

DATE: January 3, 2014

TO: Interested parties, including state cleanup contractors

FROM: Jorge Caspary, P.G. *JRC*
Director - Division of Waste Management

SUBJECT: Health and Safety for Programs under Divisional Management

This memorandum is an effort to ensure a safe work environment for our staff and our contractors working in all cleanup programs under the administration of the Division of Waste Management (DWM).

All our prime contractors (and their subcontractors) work under applicable Occupational Safety Health Administration (OSHA) regulations (29CFR-1910 OSHA) at all times and no contractor or subcontractor's staff out of compliance with applicable OSHA regulations should be performing functions in the field. In addition, the possibility of exposure to health and safety hazards requires an annual 8-hour hazardous waste operations and emergency response (HAZWOPER) refresher. It is expected that our contractor and subcontractor personnel performing functions in the field have with them a site-specific Health and Safety Plan (HASP) and their 8-hour refresher completion certificate at all times and produce them upon request.

The Division strongly encourages all our contractors that the elements of a site-specific HASP paid for by one of the publicly-funded trust funds managed by the Division are familiar to all contractor and subcontractor personnel when at the site. The Division may occasionally monitor contractor and subcontractor compliance with the HASP within the various cleanup programs. We also acknowledge that there may be situations that warrant a contractor to assert authority in a given situation to instruct division staff and on-site visitors concerning a safety issue on a particular site or project.

It is the Division of Waste Management's intent that the Director's Office shall be advised of any and all safety issues and incidents that may arise at sites or projects that are under contract with the Department. The safety coordinator for the Division is identified as the point of contact (POC). When any issue or incident arises, the prime contractor must notify the DWM POC within 24 hours of the particular incident or safety issue. The POC will maintain a record of each

incident and follow up with the contractor to determine and ensure a final resolution of the incident or issue has been reached. These records may be considered when reviewing contractor or subcontractor's performance with applicable H&S regulations.

The five H&S operational tenets of all our cleanup programs are:

1. Always operate in a safe and controlled condition.
2. Always ensure safety devices are in place and operable.
3. Follow safe work fundamentals and procedures.
4. Maintain integrity of all dedicated systems.
5. Follow written protocols for high-risk conditions.

As a contractor for DEP, you are responsible and authorized to stop any work that does not comply with the above tenets.

The POC for the Division of Waste Management is:

Roger W. Rook
Division of Waste Management
Department of Environmental Protection
2600 Blair Stone Road - MS 4500
Tallahassee, FL 32399
(850) 245-8822
Email: Roger.Rook@dep.state.fl.us