

# Occupational Safety and Health Program and Training Support

## RTA Safety Department

### 1.0 BACKGROUND

Through various internal and external audits and assessments, the RTA Safety Department has determined that many departments and employees are lacking safety programs and training in critical safety and health areas.

This Scope of Work is for a highly qualified consultant to support RTA staff in the areas of occupational safety and health (“OSH”) program development and training, with primary focus on but not limited to the deficiencies identified in a recent Gap Analysis conducted by RTA (See Attachment – “**Gap Analysis 2021**”; also summarized in **section 3.2 Baseline OSH Topics**). The consultant will be tasked with developing, revising, and/or reviewing materials for program development and training areas (including training plans, module/area training materials, instructor materials, manuals, procedures, job aids, and checklists), and delivering training services in close coordination with RTA. Delivery is assumed to be in-person, at RTA facilities, unless otherwise noted; however due to public health circumstances RTA may request that courses be delivered remotely or using a hybrid model and to that extent, bidders are asked to provide cost information for those services should they be requested.

All services and materials must meet applicable state and federal requirements, including but not limited to those of the Federal Transit Administration (FTA), U.S. Department of Transportation (DOT), Louisiana Department of Transportation and Development (LADOTD), and Occupational Safety and Health Administration (OSHA).

### 2.0 REQUIREMENTS

- 2.1 All consultant staff must have direct experience in occupational safety and health.
- 2.2 The consultant project manager or lead must have previous experience in OSHA compliance, OSHA program development and OSHA training.
- 2.3 The consultant will be responsible for delivering proper documentation of any and all program development and training associated with this Scope of Work, to RTA.
  - 2.3.1 This must consist of, at a minimum, individual certificates of completion filed in each employee’s personnel file, plus completed sign-in sheets and sign-off/acknowledgement sheets where applicable.
  - 2.3.2 The format and means of delivery must conform to RTA standards.
  - 2.3.3 Programs must, at a minimum, meet the requirements set forth by OSHA, including but not limited to Job Hazard Analysis, Training, Inspection requirements.
- 2.4 The RTA reserves the right to perform some or all the required tasks and delete some from the consultant's Scope of Work.

- 2.5 All training cost estimates must be shown by unit (i.e., class participant or deliverable), assuming a preferred (on-site) class size of 25 participants, plus additional administrative fees associated with this Scope of Work.
  - 2.5.1 Estimated costs should be inclusive of all billable services under this Scope of Work, including but not limited to: course material design and development, certificate/final document submittal, on-site, remote, and/or hybrid training delivery, train-the-trainer delivery, project management, and other (as applicable). Travel reimbursement is included under contract and should be incorporated in all cost estimates.
- 2.6 All program cost estimates must be shown by the OSHA program.
- 2.7 All deliverables produced under this Scope of Work shall belong exclusively to RTA. This includes all course materials regardless of format, instructor manuals, evaluations, forms, templates, documents, and presentations.
- 2.8 Additional tasks or other necessary revisions to the scope will be requested and approved through a change order form prior to commencement of work.

### **3.0 TASKS**

The following tasks are intended to support the primary training areas in which RTA is seeking a qualified consultant's support. This is not intended to be an exhaustive list. RTA may add tasks as necessary which will be billed at the rates provided in Table 1 or otherwise indicated in bid. In the event a task is not covered in Table 1 RTA and the consultant agree to address the task through a formal change order process.

#### **3.1 Agency-Wide Occupational Safety and Health Program and Training Plan**

Based on the gap analysis, pre-existing audits/reviews/assessments, as well as other information collected by or provided to the consultant, the consultant shall deliver both OSHA programs and training plan for all RTA employees. The plan must identify the positions/departments/divisions required to be part of the OSHA programs and take each training, the means of delivery, the course materials required, the number of hours of instruction, and any other resource needs required. It will result in a joint training schedule being established in coordination with the Safety Department, Operations Training Department, and other departments as necessary. This plan will outline which programs will be disseminated first and will coincide with the training schedule.

#### **3.2 Baseline OSH Topics**

Listed in no particular order. Consultant will determine final course/module development, program and delivery schedule in coordination with RTA Safety and Operations Training Departments which will be included in the Program and Training Plan (3.1). Relevant OSHA standards are provided for reference only.

- 3.2.1 Bloodborne Pathogens – 1910.1030
- 3.2.2 Compressed Gas Cylinders – 1910.101
- 3.2.3 Non-ionizing Radiation – 1910.97
- 3.2.4 Confined Space - 1910.146

- 3.2.5 Powered Industrial Trucks – 1910.178
- 3.2.6 Powered Platforms, Manlifts, and Vehicle Mounted Work Platforms – 1910.66
- 3.2.7 Walking and Working Surfaces – 1910.21-28
- 3.2.8 Hazard Communication – 1910.1200
- 3.2.9 Respiratory Protection – 1910.134
  - Hexavalent Chromium, Silica, Lead, Asbestos – 1910.134, 1910.1001, 1910.1025, 1910.1053
- 3.2.10 Welding, Cutting, and Brazing – 1910.251-255
- 3.2.11 Ergonomics – OSHA General Duty Clause
- 3.2.12 Access to Medical and Exposure Records – 1910.1020
- 3.2.13 Personal Protective Equipment (PPE) – 1910.132-138
- 3.2.14 First Aid – 1910.151
- 3.2.15 Lockout/Tagout Hazardous Energy Control – 1910.147
- 3.2.16 Hand and Portable Powered Tools – 1910.242-244
- 3.2.17 Fall Protection – 1910.140
- 3.2.18 Hearing Conservation Program
  - Occupational Noise Exposure – 1910.95
- 3.2.19 Machine Guarding – 1910.211-219
- 3.2.20 Emergency Action Plan/ Emergency Response Awareness/ Emergency Procedures – 1910.38
  - Incorporate RTA emergency plans
- 3.2.21 Hazardous Waste Operations and Emergency Response – 1910.120

### 3.3 Other Topics

It is anticipated that additional OSH topics not referenced above may require training support during the contract term. Training support may consist of one or more of the following: course material design/ development; on-site, remote, and/or hybrid training instruction; train-the-trainer delivery; and project management.

### 3.4 Other Supporting Activities

Supporting activities that may be issued on a case-by-case basis and will be billed under the established rates provided, as specified in Table 1 to the extent practicable, include but are not limited to:

- Hazard analyses
- Quality assurance audits or observations
- Technical assessments or evaluations such as noise testing and PPE assessments
- Documentation/records reviews
- Development of programs, plans, policies, and standard operating procedures in accordance with OSHA
- Post-accident re-training and refresher training, as needed
- Training in other formats, for example: Handouts, toolbox talks, briefings, presentations for management.

Upon delivery, all deliverables under 3.4 are the property of RTA.

**PERIOD OF PERFORMANCE**

This contract will be awarded for a two-year period with one two-year option.

**ATTACHMENTS**

- Gap Analysis 2021

## **TABLE 1 – ESTIMATED COSTS –TO BE PROVIDED BY BIDDER**

**Please complete as follows:**

**In section 1-A, provide the unit baseline cost estimates for developing materials and providing instruction for the topics identified in “3.2 Baseline OSH Topics.” This section assumes 25 participants will be required for the initial rollout of each Baseline OSH Topic. If one or more areas can be combined into one session, please explain in response and provide cost impacts.**

**In section 1-B, provide the unit cost estimates for any courses or modules for which the baseline cost (above) does not apply. Indicate which areas from “3.2 Baseline OSH Topics” do not qualify at the rates provided in 1-A.**

**In section 1-C, provide a) cost estimates for program development and all other tasks under this Scope of Work (as indicated in table); and b) hourly labor rates for delivering additional technical support for the following, should services be required:**

(List is not exhaustive and is intended to illustrate the types of deliverables that may be requested in the future.)

- Hazard analyses
- Quality assurance audits or observations
- Technical assessments or evaluations such as noise testing and PPE assessments
- Documentation/records reviews
- Development of other programs, plans, policies, and standard operating procedures in accordance with OSHA
- Post-accident re-training and refresher training, as needed
- Training in other formats, for example: Handouts, toolbox talks, briefings, presentations for management.

<b>1-A Baseline Estimate for Training</b>			
<b>Base Bid</b>			
<b>Assumptions: 25 target participants times 21 areas for initial delivery = 525 baseline (subject to change)</b>			
<b>Line</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Unit Price Extension (Quantity Times Unit Price)</b>
Instruction and materials On-site	525		
Delivery of train-the-trainer	5		
<b>Other fees (fill in as appropriate)</b>			
Course design & development	____ / class OR other ____ Please describe:		
Optional services e.g., computer-based training, video	____ / CBT ____ / video Please describe: _____ / instructor manual ____ / toolbox talk or job aid ____ / other		
Extra participant	____ / person		
Administrative/ project management/ other fees	Please describe:		

<b>1-B Estimate for Additional Training Not Covered in 1-A</b>			
<b>Base Bid</b>			
<b>Areas/Courses Covered:</b>			
<b>Line</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Unit Price Extension (Quantity Times Unit Price)</b>
<b>Instruction and materials On-site</b>			
<b>Delivery of train-the-trainer</b>	<b>5</b>		
<b>Other fees (fill in as appropriate)</b>			
<b>Course design &amp; development</b>	____ / class OR other ____ Please describe:		
<b>Optional services e.g., computer-based training, video</b>	____ / CBT ____ / video Please describe: <span style="float: right;">             ____ / instructor manual              ____ / toolbox talk or job aid              ____ / other           </span>		
<b>Extra participant</b>	____ / person		
<b>Administrative/ project management/ other fees</b>	Please describe:		

<b>1-C Program Development and Other</b>			
<b>Line</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Unit Price Extension (Quantity Times Unit Price)</b>
Training Plan for RTA	1		
Certificate template	1		
Course evaluation template	1		
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			
OSHA Program/ Plan (specify)			

<b>Cost information for other services not shown above (fill in as appropriate)</b>	
Technical assistance	
Project management	
Administrative/other	




(List is not exhaustive and is intended to illustrate the types of deliverables that may be requested in the future.)

- Hazard analyses
- Quality assurance audits or observations
- Technical assessments or evaluations such as noise testing and PPE assessments
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- Development of other programs, plans, policies, and standard operating procedures in accordance with OSHA
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