

**REPORTING STATEMENT  
FOR INFORMATION COLLECTION SUBMISSION  
9000-0060, ACCIDENT PREVENTION PLANS AND RECORDKEEPING**

**A. Justification.**

1. **Administrative requirements.** The FAR clause at 52.236-13, Accident Prevention requires Federal construction contractors to keep records of accidents incident to work performed under the contract that result in death, traumatic injury, occupational disease or damage to property, materials, supplies or equipment. Contractors are required to provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to Contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and control costs in the performance of this contract.

For these purposes on contracts for construction or dismantling, demolition, or removal of improvements, the Contractor is required to provide appropriate safety barricades, signs, and signal lights; comply with the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910; and ensure that any additional measures the Contracting Officer determines to be reasonably necessary for the purposes are taken.

2. **Use of Information.** The Contractor's compliance with standards of the Secretary of Labor. The Accident Prevention Plan, for a project that is hazardous or of long duration, is analyzed by the contracting officer along with the agency safety representatives to determine if the proposed plan will meet the requirement of the safety regulations and applicable statutes. The records maintained by the contractor are used to evaluate compliance and may be used in workmen's compensation cases. The Accident Prevention Plan is placed in the contract file for reference.

3. **Consideration of information technology.** We use improved information technology to the maximum extent practicable. Where both the Government agency and contractors are capable of electronic interchange, the contractors may submit this information collection requirement electronically.

4. **Efforts to identify duplication.** This requirement is being issued under the Federal Acquisition Regulation (FAR) which has

been developed to standardize Federal procurement practices and eliminate unnecessary duplication.

**5. If the collection of information impacts small businesses or other entities, describe methods used to minimize burden.** The burden applied to small businesses is the minimum consistent with applicable laws, Executive orders, regulations, and prudent business practices.

**6. Describe consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently.** Collection of information on a basis other than solicitation-by-solicitation is not practical.

**7. Special circumstances for collection.** Collection is consistent with guidelines in 5 CFR 1320.6.

**8. Efforts to consult with persons outside the agency.** A notice published in the *Federal Register* at 77 FR 56645, on September 13, 2012. No comments were received.

**9. Explanation of any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.** Not applicable.

**10. Describe assurance of confidentiality provided to respondents.** This information is disclosed only to the extent consistent with prudent business practices and current regulations.

**11. Additional justification for questions of a sensitive nature.** No sensitive questions are involved.

**12 & 13. (a) Estimated total annual public hour and cost burden.** Fiscal Year 2011 Federal Procurement Data System data shows that 691 new contracts were awarded for construction projects applicable to FAR Clause 52.236-13. It is estimated that approximately half or 350 of these contracts with an equal number of contractors are required to submit an accident prevention plan and maintain the records in accordance with the clause. Based on consultation with subject matter experts that procure such services, the time required to read and prepare information, and submit an accident prevention plan is estimated at 22 hours. The cost per hour is calculated at \$42.04. This is based on a GS-12, Step 3 from the OPM 2012 base salary table plus an overhead rate of 36.45% ( $\$42.04 = \$30.81 * 36.45\%$ ).

Accident Prevention Plan

Estimated respondents/yr.....	350
Responses annually.....	<u>x 1</u>
Total annual responses.....	350
Estimated hrs/response.....	<u>x 24</u>
Estimated total burden/hrs.....	8,400
Cost per hour.....	<u>x \$42.04</u>
Estimated cost to public .....	\$ 353,136

(b) Time required for recordkeeping is estimated at 2 hours per response.

Estimated recordkeepers.....	350
Annual hours/recordkeeper.....	<u>x2</u>
Total burden hours.....	700
Cost per hour.....	<u>x\$42.04</u>
Estimated cost to the public.....	\$ 29,428

Total estimated cost to the public ((a) + (b)) \$353,136

14. **Estimated cost to the Government.** Time required for Government review of an accident prevention plan is estimated at 1 hour.

Estimated respondents/yr.....	350
Estimated hrs/response.....	<u>x 1</u>
Estimated total burden/hrs.....	350
Cost per hour.....	<u>x 42.04</u>
Government cost .....	\$14,714

It is estimated the Government would have to review records of approximately half the respondents or 175 times annually at 14 hours per review if an accident is reported.

Responses/yr.....	175
Reviewing time/hr.....	<u>x 14</u>
Review time/yr.....	2,450
Average wages/hr.....	<u>x \$ 42.04</u>
Government cost.....	\$ 102,998

Total estimated cost to the Government ((a) + (b)) \$117,712

15. **Explain reasons for program changes or adjustments reported in Item 13 or 14.** This submission requests an extension of OMB approval of an information collection requirement in the FAR.

The reporting burden is decreased due to the recognition that the number of respondents required to adhere to FAR clause 52.236-13, Accident Prevention is less than previously identified.

**16. Outline plans for published results of information collections.** Results will not be tabulated or published.

**17. Approval not to display expiration date.** Not applicable.

**18. Explanation of exception to certification statement.** Not applicable.

**B. Collections of Information Employing Statistical Methods.** Statistical methods are not used in this information collection.