

ASCENDANT SAFETY SERVICES (further known as Preparer) does hereby contract with _____ (further known as Client) to prepare an *Activity Hazard Analysis* (further known as AHA) in accordance with the governing authority work requirements.

Is this an Expedited or emergency request? Yes _____ No _____
(*expedited AHA requests incur an extra One Hundred Fifty Dollar (\$150.00) fee and are placed ahead of any other work we have going on at the time*)

Obtaining Required Information for AHA Completion:

- Client agrees to provide the following: (*Most of this information will come from the RFI*)
 - ✓ Contract number if applicable (required if on Fort Cavazos)
 - ✓ Scope of work/Tasks being performed.
 - ✓ Make and model of all heavy equipment used to perform a task within the scope of work.
 - ✓ Make and model of all safety equipment used at the job site.
 - ✓ Photos (optional for an AHA): Entire work area. All access points. All potential hazards. All equipment, valves, piping, electrical sources, meters,

The Process:

- A draft copy will be prepared and provided to Client within 72 hours of receiving ALL "necessary" information to complete the AHA.
 - ❖ For an additional fee, expedited draft copies will be provided within 24 hours of receiving all required information. See *Fees and Payments below*.
- Client will have the opportunity to make corrections and/or provide additional information for the draft copy and return to Preparer.

NOTE: Even though this review is a critical, time saving step for AHA approval, edits are very costly in both time and money. Thus, it is critical that the drafts are reviewed thoroughly before being returned for edits.

- Preparer will complete/update and provide the final copy to the client for submission to the GC SSHO. Upon submission by the client, the client assumes ownership of the AHA.
- In the event that the submitted AHA, as written by the preparer fails to get approved by the SSHO, the preparer will remain available to consult and will continue to work with the client until an approved AHA is achieved.

Acknowledgements:

- _____ Client acknowledges that once the AHA is submitted by the client, the client assumes ownership of the AHA and releases the preparer of liability as it pertains to the AHA.
- _____ Client agrees and acknowledges that an additional fee will be assessed for excessive rejections by the Client, General Contractor, and/or Government official for any reason. Some reasons may include, but are not limited to missing necessary information, equipment information, spec sheets, any and all omitted pertinent information required to develop a Job-Specific Activities Hazard Analysis (AHA) "specific" to your scope of work and company, ect... *See Fees and Payments below.*
- _____ Client agrees to adhere to the safety procedures and protocols of the AHA as it is written.
- _____ Client acknowledges that any alterations or modification made to the AHA, by Client, will make the AHA invalid and release the Preparer from all liability.
- _____ Client acknowledges a breach of this contract, by Client, will terminate the contractual agreement and that no refund will be due Client.
- _____ Client agrees to "hold harmless," and without liability, Preparer in the event of an accident.
- _____ Client agrees to provide truthful and honest information to facilitate a safe working environment in accordance with the comprehensive AHA.

Fees and Payments:

- _____ Client agrees to pay Preparer the sum of *Two Hundred Fifty Dollars (\$250.00)* for each AHA.
- _____ Client agrees to provide payment along with this signed contract. Accepted payment methods are checks and Quickbooks online processing. *Note: Checks must clear our bank before work on the AHA will begin. This will create a considerable processing delay.*
- _____ Client requests Preparers provide an expedited AHA (for the additional cost of *One Hundred Fifty Dollars (\$150.00)*. (initiated by selecting "Expedited" on the first page of this contract) (*Mark as N/A if routine or not expedited*)
- _____ Client agrees to pay the sum of One Hundred Dollars (\$100.00) for each AHA edit, beginning with the third edit. *See Acknowledgements above.*



This is a Client Contract for a
Activity Hazard Analysis (AHA)

NOTES:

- *A data library will be created for each Client, individually. Each data library will house individual Client information. The information will be used in the preparation of future Client requested documents to reduce redundant submissions for each request.*
- *It is Preparer's intention to gather the required information at the time Client requests are made to eliminate an "ongoing" process of data gathering.*

Preparer _____ Date _____

Client _____ Date _____