

ADDENDUM TO INSURANCE MANUAL

Safety Standards

Owner Controlled Insurance Program (OCIP)



Washington Hospital Healthcare System PH2, Construction Project Morris Hyman Critical Care Pavilion



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DEFINITIONS

The following acronyms and titles may not reflect the actual titles and acronyms in use by all entities on this project and do not have any force or effect beyond their use in the Safety Standards. Due to such differences in nomenclature among Owners and Contractors, the following are used throughout the OCIP Safety Standards to establish the functional framework for the OCIP Safety Program.

Aon Risk Services (ARS). The party responsible for brokering and administering the OCIP Insurance Program and developing and monitoring compliance with the Safety Standards.

Authorized Person. (In reference to an employee's assignment) Selected by the Employer for that purpose.

Authorized Representative. The Washington Hospital Healthcare System PH2 Construction Project, Morris Hyman Critical Care Pavilion (the Project) Authorized Representative to act on behalf of the Project or OCIP level.

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate potential exposures.

Contractor. The entity with which the Owner enters into the prime contract. Hensel Phelps is considered the General Contractor for all OCIP Project work.

Contractor's Project Manager (CPM). The Contractor senior on-site management person for the Contractor with responsibility for execution of the contract, including compliance with the OCIP Safety Standards. In some cases, the actual on-site representative may be a Superintendent or a Foreman. In such cases, this is the applicable person when the CPM is referenced. The CPM is responsible for and accountable for the ongoing implementation and enforcement of the Contractor's Site-Specific Safety Program.

Contractor's Safety Manager (CSM). Certified Contractor full-time dedicated safety professional assigned the responsibility of implementing the Contractor's Safety Program and/or Injury and Illness Prevention Program, including ongoing identification and correction of hazards. The CSM coordinates all safety related activities for the Project. The Contractor Safety Representatives report to the CSM.

Contractor's Safety Representative (CSR). Contractor Employee assigned to the project to assist the CSM with the responsibility of implementing the Contractor's Safety Program including ongoing identification and correction of hazards. May serve as CSM when needed.

Employee. Person employed by an Employer as defined by this section.

Employer. Firm or entity that has Employees working on site and is enrolled in the OCIP program. The term Employer includes the Contractor and Subcontractors of all tiers. For the purposes of the Safety Standards, vendors, suppliers, and service providers on the project for the furtherance of the project are covered by this definition and are subject to the provisions of the Safety Standards even though they are not covered by the OCIP.

OCIP Safety. Aon, Insurance Carrier, or the Project Risk Management representative(s) responsible for monitoring, evaluating and coordinating the Contractor's safety, health, and environmental compliance.

OSHA. OSHA as used in the context of these Safety Standards refers to the State or Federal agency with jurisdiction over workplace occupational safety and health at the project site.

Owner. Washington Hospital Healthcare System PH2 Construction Project, Morris Hyman Critical Care Pavilion (the Project): The entity for which this project is being performed and the OCIP sponsor.

Owner's Authorized Safety Representative (Safety Manager). The Owner's employee(s) or agent(s) with overall responsibility for the OCIP Safety Program.

Owner's Authorized Representative. The Owner's employee(s) or agent(s) with overall responsibility for the project.

Owner Controlled Insurance Program (OCIP). Owner's wrap-up insurance program which provides Workers' Compensation and Employer's Liability insurance, Commercial General Liability insurance, and Excess Liability insurance (but not Builder's Risk or any other insurance) insurance coverage for eligible and enrolled owner's representatives, Contractors, and Subcontractors of any tier, working on the Project at the project site and enrolled in the OCIP. OCIP participants are identified in the Contract.

Qualified Person, Attendant or Operator. A person designated by the Employer who by possession of a recognized degree, certificate, or professional standing, or who, by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the project.

Site-Specific Safety Program (SSSP). The Contractor's Site-Specific Safety Program prepared in accordance with the requirements of this document and the Contract.

State of California (State). The applicable regulatory body in the State of California where the project is located.

Subcontractor. Firm or other entity awarded work by a Contractor on a particular construction project. Subcontractor as used herein shall apply to all tiers of Subcontractors, as well as vendors and service providers performing work for the benefit of the Contractor. For the purposes of the Safety Standards, vendors, suppliers, and service providers on the project for the furtherance of the project are covered by this definition and are subject to the provisions of the Safety Standards even though they may not be enrolled in the OCIP.

Subcontractor's Project Manager (SPM). The senior on-site management person for the Subcontractor with responsibility for execution of the contract, including compliance with the OCIP Safety Standards. In some cases, the actual on-site representative may be a Superintendent or a Foreman. In such cases, this is the applicable person when the SPM is referenced. The SPM is responsible for and accountable for the ongoing implementation and enforcement of the Subcontractor's Site-Specific Safety Program.

Subcontractor Safety Manager (SSM). A certified full-time Subcontractor Safety Professional assigned to the project to protect workers under their contract when the Subcontractor work force exceeds 50 field workers. This individual is a Subcontractor employee assigned the responsibility of implementing the Contractor's Injury and Illness Prevention Program, including ongoing identification and correction of hazards who will work in collaboration with the Contractor Safety Staff.

Subcontractor Safety Representative (SSR). Designated Subcontractor Employee assigned the responsibility of implementing the Contractor's Injury and Illness Prevention Program, including ongoing identification and correction of hazards.

Washington Hospital Healthcare System PH2 Construction Project, Morris Hyman Critical Care Pavilion (the Project): The OCIP Owner or Sponsor.

ACRONYMS

Following is a list of acronyms used in this document.

ACM	Asbestos Containing Material
AHA	Activity Hazard Analysis
ANSI	American National Standards Institute
ARS	Aon Risk Services
BAAQMD	Bay Area Air Quality Management
CDL	Commercial Drivers License
CPM	Contractor's Project Manager
CPR	Cardio Pulmonary Resuscitation
CSM	Contractor's Safety Manager
CSR	Contractor's Safety Representative
EPA	Environmental Protection Agency
GVW	Gross Vehicle Weight
HEPA	High Efficiency Particulate Air
JHA	Job Hazard Analysis
LBP	Lead Based Paint
LEL	Lower Explosive Limit
MSDS	Material Safety Data Sheet
MUTCD	Manual on Uniform Traffic Control Devices
NFPA	National Fire Protection Association
NOTAM	Notice To Airmen
OCIP	Owner Controlled Insurance Program
OSHA	Cal/OSHA and/or Federal OSHA (refer to context)
PACM	Presumed Asbestos Containing Material
PPE	Personal Protective Equipment
RPM	Revolutions Per Minute
SPM	Subcontractor's Project Manager
SSM	Subcontractor Safety Manager
SSR	Subcontractor's Safety Representative
SSSP	Site-Specific Safety Program
UL	Underwriters' Laboratories
USDOT	United States Department of Transportation
WATCH	Work Area Traffic Control Handbook

the Project Washington Hospital Healthcare System PH2 Construction Project, Morris Hyman Critical Care Pavilion

I. INTRODUCTION AND BASIC ELEMENTS

The Safety Standards stated herein are an Addendum to the Owner's Phase 2 OCIP Insurance Manual and all of the requirements, responsibilities and contractual obligations as stated in the Insurance Manual are made a part of these and all other Safety Standards.

Construction activities inside/tie in to the hospital or effecting hospital operations will be subject to the Hospital Contractor Requirements in addition to these Safety Standards.

SAFETY PHILOSOPHY

The Washington Hospital Healthcare System PH2 Construction Project, Morris Hyman Critical Care Pavilion (referred to as the "Owner" or "the Project") believes that safety is an important element of any successful project. The Project therefore requires the Contractor and all Subcontractors involved in the Washington Hospital Healthcare System PH2 Construction Project, Morris Hyman Critical Care Pavilion-Phase II Construction Project (referred to as "the Project"), in Fremont California to act in a manner which enhances the safety and welfare of the Project workers, the surrounding community, and the environment. These Safety Standards contain many of the applicable requirements.

Safety is viewed as an integral component of the construction process, the other key components being production and quality; however, safety is a primary component of the success of this project.

For all OCIP work, the controlling Employer that serves as the General Contractor ("Contractor") will be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the contract. Their employees and Subcontractors share in that responsibility as well. All project workers are expected to work safely and to contribute to the safety of others. In fact, this is an important condition of employment for everyone working on the Project.

Incident prevention contributes to the Contractor's well-being by avoiding injury or illness to the Contractor and its' Subcontractor's employees, improving productivity, contributing to quality, and reducing costs. The community also benefits directly from incident prevention efforts when potential damage to the environment or members of the community is effectively managed.

To say that all incidents can be prevented is a realistic goal, not just a theoretical objective. It is achievable, in part by eliminating sources of hazards and unsafe acts, and also by incorporating measures such as pre-planning, safety controls, proper training, safe operating procedures and personal protective equipment to meet this goal.

In order for all the Project construction program workers to understand this Safety Philosophy and to meet its expectations, both general and specific training is required. That training is the responsibility of every level of supervision for each Employer. Safety training and the prevention of incidents are logical and appropriate parts of how the Project expects the operations of each Contractor and Subcontractor to be conducted.

PROGRAM OBJECTIVES

These Construction Safety Standards have been designed to establish the minimum standards for which the Contractor's Site-Specific Safety Program must meet or exceed.

The Safety Standards contained in this document were developed as minimum guidelines to assist the

Contractor and their Subcontractors in the elimination or reduction of hazards and risk associated with the construction project. These minimum guidelines also assist the Employer's efforts to prevent incidents, ensure the safety of the general public, reduce worker injuries, prevent damage to property, and promote efficiency, and effect savings by reduction of unplanned business interruption.

the Project, its authorized representatives, and the OCIP Administrator will neither assume nor relieve any Contractor or any Employer of their direct responsibility for the safety and health of their employees, the protection of visitors and the public, or the protection of equipment and property and the compliance with all contract requirements.

However, without accepting any liability or responsibility for any failure of Contractor or Subcontractors to comply with their obligations, the Project through its OCIP Administrator and the OCIP Safety, will monitor the efforts of the Contractor in their performing the following tasks:

1. Providing a safe and healthy environment for site workers during construction. Examples of this task include:
 - 1.1. New hire safety orientations.
 - 1.2. Toolbox/tailgate safety meetings.
 - 1.3. Safety training, i.e., hazard communication, trenching shoring, confined space, lockout/tagout, respiratory protection and respirator fit testing, etc.
 - 1.4. Mandatory personal protective equipment (PPE) programs.
 - 1.5. Injury reporting and record keeping maintaining up-to-date incident experience and trend analysis.
 - 1.6. Using Incident investigation information to correct deficiencies and eliminate additional losses.
 - 1.7. Implementing appropriate and effective Safety Management Systems.
2. Using safety planning, such as Job Hazard Analysis (JHA) and Pre-Planning, as a tool to eliminate workplace injuries and property damage.
3. Administering a Subcontractor Prequalification Program.
4. Implementing an aggressive Early Return-to-Work Program for injured workers.
5. Conducting safety audits/inspections to *identify, prioritize, and correct* non-compliance conditions.
6. Protecting public and private property adjacent to all construction site work zones.
7. Informing the Owner's Authorized Safety Representative and OCIP Safety Staff of any visit from a regulatory agency such as OSHA, EPA or BAAQMD.

PROJECT EXECUTIVE SAFETY OVERSIGHT COMMITTEE

The OCIP shall have an Executive Safety Oversight Committee to oversee and monitor project safety at an executive level. This committee will, at a minimum, be comprised of executive representatives from

**Washington Hospital Healthcare System PH2
Construction Project, Morris Hyman Critical Care
Pavilion**

Owner Controlled Insurance Program

Contractor leadership, OCIP Safety, the Construction Management Organization Representative(s) and the Project and Risk Management Representatives. Others may be added to this Committee or requested to attend meetings of this Committee at the discretion of the Committee leadership. The Executive Safety Steering Committee will meet as needed.

CONFLICT BETWEEN CODES AND SAFETY STANDARDS

1. In the case of conflict between codes, reference standards, drawings and other Contract Documents, the most applicable stringent requirements shall govern.
2. Conflicts shall be brought to the attention of the Owner's Authorized Safety Representative. The Owner reserves the right to issue a final determination for conflicts.

GENERAL EMERGENCY PROCEDURES:

JOB SITE EMERGENCIES (FIRE, INCIDENTS, & MEDICAL EMERGENCIES)

1. All job site emergencies must be reported immediately to the CSM (and CSRs) and CPM, Owner's Authorized Safety Representative, and OCIP Safety.
2. Job Site Emergency Telephone Numbers shall be posted on the job site bulletin board.
3. A local street map clearly identifying the project and active entrances shall be maintained and posted on the job site bulletin board by the Emergency Telephone Numbers.
4. The Contractor will be required to create and maintain a current emergency evacuation plan which is continually communicated to the field staff.
5. A sufficient number of workers shall be trained in First Aid and CPR to provide for adequate coverage of the project. At least two CPR and Basic First Aid qualified persons must be present at each project site per work shift.
6. In the event that there are no hard-wire ("land line") telephones available at the project site, the Contractor shall identify and post an alternate number (in addition to 911) to be used to contact emergency service providers via cell phone. This is necessary, as dialing 911 on a cell phone does not always provide a direct connection to local Emergency Services.

FIRE

1. Call 911 or the Local Fire Department/Agency
 - 1.1. At minimum, provide the building, floor and area of the incident.
2. In case of fire in any building:
 - 2.1. Evacuate the immediate area, and
 - 2.2. Activate the fire alarm system (if available), and

- 2.3. Call the Fire Department.
3. For fire outside of buildings:
 - 3.1. Evacuate the immediate area, and
 - 3.2. Call the Fire Department.
4. Call the Owner's Authorized Safety Representative, CSM, CPM and OCIP Safety immediately after first responders have been dispatched.

MEDICAL EMERGENCY

1. Call 911 or the local Emergency Medical Services.
2. Call or report the job site emergency immediately to the Contractor.
3. Render first aid promptly to the injured Employee.
4. The preferred provider for serious traumatic injuries is: Consult the Job Site Posting Notice
5. The designated provider for non-life threatening or minor injuries requiring medical treatment is: Consult the Job Site Posting Notice.
6. Call the Owner's Authorized Safety Representative, CSM, and OCIP Safety.

PROJECT CONDUCT AND SITE SECURITY INFORMATION

EMPLOYEE CONDUCT

1. All project Employees must maintain professional behavior at all times. Horseplay, fighting, sexual harassment, possession or use of alcohol and/or unauthorized drugs, possession of firearms and gambling are not allowed and will result disciplinary action, up to and including immediate removal of the Employer and/or the Employee(s) from the site.

NEWS MEDIA AND CONTRACTOR CONDUCT

1. Employers and Employees shall refer questions from news media personnel (radio, television, newspaper) to the Owner's Authorized Representative(s).
2. Project incidents/incidents resulting in news media coverage (radio, television, newspaper) shall be immediately reported to the Owner's Authorized Representative.

CONSTRUCTION VEHICLE PARKING

1. Park in authorized areas only. Do not block or obstruct intersections, fire lanes and fire hydrants, traffic lanes, driveways or parking lot entrances. Offending vehicles may be towed without notice at the vehicle owner's expense.

2. Personally-owned vehicles (POVs) are not permitted on the project except in authorized and designated POV parking areas. POVs discovered in the designated contractions zone are subject to vehicle towing at owner expense.

IDENTIFICATION

1. All Contractor Employee hard hats must display the Contractor's name and logo. The worker's name (first and last) must appear as well.
2. Contractor equipment and vehicles entering and/or working at the site must have the company name/identification clearly displayed on the vehicle. All vehicles not displaying this information will be considered POVs.

ASSIGNED WORK AREA

1. Contractors and Subcontractors are confined to their assigned work areas.
2. Wandering throughout the site is strictly prohibited.

II. RESPONSIBILITIES

SAFETY RESPONSIBILITIES

The Contractor shall be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the Contract for the on-site safety of their Employees and Subcontractors performing work for the benefit of this project. This includes responsibilities for vendors, delivery and transportation services, and service providers at the project location.

The Contractor shall be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the contract for the safety of its Employees, its Subcontractors, the public, and the work site in general.

The Contractor is responsible for assuring each Subcontractor is compliant with all applicable provisions of Federal, State, and local laws, ordinances, codes and regulations affecting safety and health, including but not limited to the OSHA Act, and OSHA Standards.

The Contractor and each Subcontractor shall comply with the most stringent of the following:

1. Applicable State OSHA Standards and Safety Orders or Federal OSHA Standards (Code of Federal Regulations, Title 29),
2. The Contractor's Site-Specific Safety Plan,
3. The Employer's Site-Specific Safety Program, IIPP, or Code of Safe Work Practices,
4. Referenced consensus standards, including ANSI, NFPA, etc., may apply based on applicability.
5. The Project OCIP Safety Standards.

CONTRACTOR'S RESPONSIBILITIES

1. The Contractor shall have all applicable OSHA regulations available for use and reference at the job site.
2. The Contractor is responsible for holding a daily safety inspection of all work locations coordinated by the CSM and led by one of the Contractor Project Superintendents with representatives from the trades.
3. The Contractor is responsible for administering a Subcontractor Prequalification Program which includes criteria based on Experience Modification Rating (EMR), safety statistics from OSHA 300 logs and OSHA Inspection experience. No Subcontractors will be permitted to perform work that have an EMR of 1.20 or greater without specific approval by the Owner which includes a comprehensive review of the Subcontractor's program with adequate justification and a detailed corrective action plan submitted by the Contractor.
4. The Contractor will be responsible for designing and implementing a Site-Specific Safety Plan and submitting to the Owner's Authorized Safety Representative and OCIP Safety for review.
 - 4.1. The Program will be reviewed for inclusion of the requirements of the OCIP Safety Standards and applicable sections of the Project Specifications.

- 4.2. The approval of the Program will be based solely on the content of the Program relative to conformance with the OCIP Safety Standards and Project Specifications. The Contractor retains responsibility for regulatory compliance, and means and methods employed to implement the contents of the Program.
- 4.3. Failure to attain approval of the Program prior to the scheduled commencement of contract work is not grounds for a time extension.
- 4.4. Upon approval of the Program for conformance to said requirements, the Contractor shall submit two copies of the Program signed by the high-ranking local official to the Owner's Authorized Safety Representative.
5. The Contractor scope shall include these OCIP Safety Standards. This shall include all services required for the complete performance of the contract work in accordance with the requirements of the OCIP Safety Standards.
6. All Contractor and Subcontractor Site Managers, Field Supervisors and Designated Contractor Safety Representatives must have completed, at a minimum, an OSHA 10-Hour Construction Outreach Training Program, or equivalent within the last 3 years.
7. All Contractor and Subcontractor Employees shall receive a project site safety orientation that at minimum reviews the Project Safety Rules and regulations, and applicable Emergency and Evacuation Plans prior to their start of work.
 - 7.1. Vendors and visitors shall be provided with an orientation that is appropriate for their exposures during their time on site.
 - 7.2. The Contractor is to provide this orientation.
 - 7.3. Visitors which are not provided orientation training are required to be escorted at all times by an appropriate Contractor employee.
8. The Contractor shall conduct monthly (at minimum) Project Safety Meetings with their Subcontractors to properly coordinate the work within the trades and resolve matters related to safety and health and project work. Minutes shall be kept of each meeting, including topics covered and attendees.
 - 8.1. The Owner reserves the right to request additional Project Safety Meetings be conducted by the Contractor when requested by the Owner's Authorized Safety Representative, CSM, or OCIP Safety to address specific areas of concern.
9. The Contractor is responsible for assuring all Project Employers conduct toolbox safety meetings with their employees at least once a calendar week. Records of these toolbox meetings are to be maintained and available for review by the Owner's Authorized Safety Representative, CSM, or OCIP Safety.
 - 9.1. Meeting minutes shall contain the following:
 - 9.1.1. Employee names in a legible format
 - 9.1.2. Identifier for each Employee
 - 9.1.3. Employer name
 - 9.1.4. Date of meeting

- 9.1.5. Description of meeting topics
 - 9.1.6. Name(s) of person(s) conducting the meeting
10. The Contractor and Employer shall ensure that all personnel are properly trained and instructed for all jobs that require specific training and/or competency to meet all applicable OSHA regulations, state and federal law, and the requirements herein.
 11. Each Contractor and Subcontractor (via the Contractor) shall submit a list of (a) Competent Persons and Qualified Persons as applicable to the Employer's scope of work, and (b) First Aid / CPR trained personnel prior to starting work.
 - 11.1. Each list shall be clearly dated, and updated as required throughout the contract period. Each time the list is updated, a copy shall be provided to the Owner's Authorized Safety Representative.
 12. The Contractor shall ensure each Employer is responsible for handling, on a daily basis, rubbish and debris generated by its work. The Contractor must keep the work place clean.
 13. The Contractor is responsible for ensuring that corrective action is taken when *Loss Control Survey* forms are issued to the Contractor.
 14. The *Loss Control Corrective Action* form must be completed by the Contractor and returned to OCIP Safety and others as required by these Safety Standards. Copies of these forms will be provided separately at the Pre Construction Meeting.
 15. The Contractor will cooperate in inspections by OSHA and other regulatory agencies.
 16. The Contractor will be responsible for assuring that all affected workers (all Subcontractors) involved in an incident are subject to drug and alcohol testing and have successfully been cleared (negative) prior to being granted access back into the work environment.
 17. The Contractor is responsible for identifying or designing modified work for all injured workers capable of performing work in accordance with the attending physician regardless of Employer or trade. The Contractor is also responsible for assuring all Subcontractors adhere to the modified work program for their employees.
 18. The cited Employer(s) shall submit copies of all regulatory agency citation notices to the Contractor (if applicable), Owner's Authorized Safety Representative, CSM, and OCIP Safety immediately upon receipt.
 - 18.1. The Contractor shall ensure that the cited Employer posts copies of all citations as required by OSHA or the applicable regulatory agency.

SITE-SPECIFIC SAFETY PROGRAM (SSSP)

1. The Contractor shall have an effective and written Site-Specific Safety Program in accordance with OSHA, the Project and the Project OCIP Program requirements. This Site-Specific Safety Program shall also include, but not be limited to, the following site-specific components as they apply to the Employer's work:

- 1.1. Safety and Health Policy Statement
 - 1.2. Name and address posted of OCIP approved Medical clinic to use in case of injury.
 - 1.3. Assignment of accountability and responsibilities for key personnel responsible for implementation of the Safety Program
 - 1.4. Identification of Competent Persons and Qualified Persons
 - 1.5. Scope of Work Evaluation
 - 1.6. Hazard/Risk/Exposure Assessment
 - 1.7. Control Measures / Activity Hazard Analysis
 - 1.8. Three Week Look Ahead Planning
 - 1.9. Procedures for effectively communicating safety and health matters to Employees
 - 1.10. Safety Incentive Program / Safety Recognition Program
 - 1.11. Progressive Disciplinary Action Program
 - 1.12. Workplace Hazard Identification Inspection and Corrective Action Program
 - 1.13. Safety Training Program (including provisions for Supervisory and Craft Employee training)
 - 1.14. Project-specific Employee Safety Orientation Program
 - 1.15. Provisions for maintaining orientation, training, inspection, corrective action and investigation records
 - 1.16. Hazard Communication GHS Program
 - 1.16.1. To include Material Safety Data Sheets for all products at the site
 - 1.17. Job Safety Analysis (Job Hazard Analysis) Program
 - 1.18. Emergency Response and Evacuation Plan
 - 1.19. Fire Prevention Program
 - 1.20. Hot Work Program
 - 1.21. Drug Free Workplace / Substance Abuse Prevention Program
 - 1.22. Incident Investigation Program
 - 1.23. Near Miss Incident Investigation Program
 - 1.24. Fall Prevention Program
 - 1.24.1. Training and rescue shall be addressed in the Fall Protection Program
 - 1.25. Scaffold Safety
 - 1.25.1. Scaffold Inspection, Scaffold Erector Training, and Scaffold User Training shall be addressed in the Scaffold Safety Program
 - 1.26. Confined Space Entry Program
 - 1.27. Lockout/Tagout / Control of Hazardous Energy Program
 - 1.28. Excavation Safety Program
 - 1.29. Site Logistics Plan
 - 1.30. Other written programs required by this and other contract documents or regulatory agencies
 - 1.31. List of Attachments
2. The SSSP must be submitted to the Project and OCIP Safety for review and approval at least two weeks prior to the initiation of construction activities.

SUBCONTRACTOR SAFETY RESPONSIBILITIES

1. Subcontractors are responsible for initiating, maintaining, supervising and enforcing the safety requirements outlined by OCIP Safety Standards and the Contractor's Site-Specific Safety Program, even though the requirements may be above and beyond the Subcontractor's own safety policies and Federal and State OSHA requirements.
2. All Subcontractors must have a current Injury and Illness Prevention Program (IIPP), Code of Safe Work Practices and a Heat Illness Prevention Program.

3. Subcontractors are responsible for compliance with Contractor identified modified work for injured workers in accordance with physician recommendations and restrictions.

CONTRACTOR AND SUBCONTRACTOR SAFETY PERSONNEL

DEFINITIONS

Contractor Safety Manager (CSM): The Contractor shall have a Contractor Safety Manager assigned to the project full-time to carry out the duties as described in this document. The Contractor Safety Manager shall have no other duties other than safety (dedicated), regardless of the number of employees on site. The CSM must be a certified safety professional who needs to be formally approved by the Project and the Construction Management Leadership.

Contractor Safety Representative (CSR): Contractor full-time dedicated employee(s) assigned safety responsibilities for shift work and distinct work locations as defined by the CSM. A CSM must be present during all construction activities.

Subcontractor Safety Manager (SSM): A dedicated full-time Subcontractor Employee assigned safety responsibilities for the project for Subcontractors having 50 or more field workers. The SSM has the same responsibilities for safety for the Subcontractors that the CSM has for the Contractor.

Subcontractor Safety Representative (SSR): At a minimum, each Subcontractor is required to have a designated employee assigned safety responsibilities representing the Subcontractor's work. Additional SSR personnel shall cover shift work and distinct work locations as required. The Subcontractor can delegate the SSR duties to an on-site Field Supervisor. SSR responsibilities cannot be delegated to an office or staff Employee.

CONTRACTOR SAFETY MANAGER (CSM) REQUIREMENTS

1. The CSM must be a Contractor employee and shall be identified in writing to the Project prior to the commencement of work.
2. The Contractor shall submit the resume of the CSM candidate to the Project and OCIP Safety for review, prior to the start of on-site work.
3. the Project reserves the right to direct the removal and replacement of the CSM if necessary.
4. A CSM shall be present at all times when work is taking place.
 - 4.1. If the Contractor has multiple distinct work locations within the scope of the OCIP, each location shall have a CSM or CSR present when work is taking place.
5. A Contractor Safety Representative (CSR) meeting the same qualifications as the CSM shall be present when the CSM is not present at the project. The CSR shall hold the same responsibilities as the CSM. CSR duties may be assumed by a similarly qualified project Supervisor.
 - 5.1. The Contractor shall notify the Project or the Owner's Authorized Safety Representative in writing when the CSM will not be present on the project. This notification shall include the name of the CSR assuming their responsibilities.

6. The Contractor shall maintain a list of all Contractor and Subcontractor Safety Representatives. This list shall be available for review upon request.
7. The Contractor will be required to maintain a list of all “competent persons” for technical aspects for regulatory compliance.

CONTRACTOR AND SUBCONTRACTOR SAFETY MANAGER QUALIFICATIONS

1. The CSM and SSM must hold a valid certification or professional designation of one of the following:
 - 1.1. Construction Health and Safety Technician (CHST) issued by the Board of Certified Safety Professionals (BCSP).
 - 1.2. Occupational Health and Safety Technician (OHST) issued by BCSP.
 - 1.3. Certified Safety Professional (CSP) issued by the BCSP.
 - 1.4. Certified Industrial Hygienist (CIH) issued by the American Board of Industrial Hygiene (ABIH).
2. The CSM and SSM shall have a minimum of three (3) to five (5) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.
3. Evidence of completing either the OSHA 30 Hour Construction Outreach Training or equivalent within the last three years.
4. Current First Aid and CPR training from a provider recognized by OSHA.
5. Ability to stop work in the event of workplace hazards until corrective actions have been implemented.
6. Understanding of the applicable Federal and Cal-OSHA regulations.
7. Capable of conducting detail incident investigations.
8. Communicate effectively with the field staff and project leadership on relevant safety issues.

CONTRACTOR AND SUBCONTRACTOR SAFETY REPRESENTATIVES REQUIREMENTS

1. Each Subcontractor must have a designated Subcontractor Safety Representative (SSR) who is assigned the responsibilities for managing all safety aspects associated with their Subcontractor.
2. Contractors are required to have qualified Contractor Safety Representatives (CSR) to assure adequate coverage on distinct and isolated work locations as identified by the CSM.
3. The CSR and SSRs must be approved by the CSM based on their experience and qualification to administer and manage safety programs.
4. CSR and SSR will be accountable to the Contractor Safety Manager for all safety-related issues.
5. The Contractor, the Project and the Construction Management Leadership Representatives reserve the right to direct the removal and replacement of a CSR or SSR if necessary.

6. Safety Representatives will be required to implement their Employer's Injury and Illness Prevention Program (IIPP) and the Contractor's Site-Specific Safety Plan for the project.
7. All CSRs and SSRs will be required to participate as a member of the Project Safety Committee.

CONTRACTOR AND SUBCONTRACTOR SAFETY REPRESENTATIVES QUALIFICATIONS

1. The CSR and SSR shall have a minimum of three (3) years of construction experience with representative safety experience (primary project duty) for the trade and type of work being performed.
2. Evidence of completing either the OSHA 30 Hour Construction Outreach Training or equivalent within the last three years.
3. Current First Aid and CPR training from a provider recognized by OSHA.
4. Ability to communicate in some manner, in all representative languages, with the field crews.
5. Be able to effectively conduct weekly tailgate training sessions.
6. Capable of stopping work in the event of workplace hazards until corrective actions have been implemented.
7. Capable of designing and maintaining an emergency response and evacuation plan.

CONTRACTOR'S SAFETY MANAGER / REPRESENTATIVE DUTIES

Specific responsibilities of the Contractor's Safety Manager / Representative must include, but are not limited to, completing or overseeing the completion of the following by their Employer and all Subcontractors. Responsibilities include:

1. Conduct project-specific safety orientation sessions for workers who are new to the site, prior to their beginning work.
2. Conduct, participate in, or assist Field Supervisors with weekly toolbox safety meetings.
3. Conduct weekly supervisory and management safety meetings.
4. Instruct and inform supervisors and management on safety rules and regulations.
5. Instruct supervisors and Employees in the proper use and care of personal protective equipment (PPE).
6. Instruct supervisors and Employees concerning special procedures (e.g. confined space entry, trench shoring, lockout/tagout, etc.)
7. Complete incident investigation reports in accordance with the Insurance Manual and Safety Standards. Records are to be maintained at the site, and distributed as described in these Safety Standards.

8. Conduct daily project safety inspections. Documentation shall be created and maintained for corrective action taken to correct deficiencies identified during inspections. Records of inspections and corrections are to be maintained at the site.
 - 8.1. Forward copies of inspection and corrective action records to the Owner's Authorized Safety Representative, CSM and OCIP Safety.
9. Maintain training documentation. Records are to be maintained at the site available for review upon request.
10. Implement site-specific safety policies and procedures.
11. Demonstrate, by example, proper safety behavior.
12. Ensure that required first aid supplies are adequate.
13. Coordinate transportation of Employees with minor injuries to the designated Medical Clinic
14. Inform the CSM/CSR (where applicable), Owner's Authorized Safety Representative, CSM and OCIP Safety informed of any safety related problems that have or may develop.
15. Maintain records in accordance with OSHA Recordkeeping requirements.
 - 15.1. The OSHA 300 Log for the project is to be available for review upon request by the Owner's Authorized Safety Representative, CSM, or OCIP Safety.
16. Review *Loss Control Survey* forms received from OCIP Safety that identifies safety non-compliance items.
 - 16.1. Disseminate the *Loss Control Survey* forms to Subcontractors if necessary.
 - 16.2. Ensure corrective action is taken.
 - 16.3. Return the completed *Loss Control Corrective Action* form to OCIP Safety and others as required on this project. Forms will be presented at the Pre-Construction Meeting.

PROJECT SAFETY COMMITTEE

1. The Contractor's Project Manager shall serve as the Chair for the Project Safety Committee.
2. At minimum, the Committee shall include the CSM, CSR, the SSR of each first-tier Subcontractor with invites to the Project Authorized Safety Representatives.
3. The Committee shall meet no less than once per month.

PROJECT PLANNING AND PROJECT MEETINGS

1. Safety and loss control activities are key elements in the success of this project.
2. Safety and loss control activities are to be integrated into the work plan such that safety is an integral component of the construction process, rather than treated as a separate activity.
3. There are five main elements to the planning and meeting component of the OCIP Safety Standards.
 - 3.1. **Project Survey:** Prior to the start of work, the Contractor shall conduct a physical survey of the job site. The Contractor shall also review the plans and specifications.

- 3.2. **Construction Process Plan:** From the Project Survey, the Contractor shall develop a written Construction Process Plan. The Construction Process Plan shall identify tasks and activities under four main categories:
 - 3.2.1. Construction sequence and procedures
 - 3.2.2. Temporary Structures / Shoring / Reshoring / Bracing / Retention Systems required
 - 3.2.3. Critical Structures or Processes
 - 3.2.4. Description of required tests and approvals

- 3.3. **Job Hazard Analysis:** Job Hazard Analysis (JHA) or Job Safety Analysis (JSA) needs may be pre-determined in part by reviewing the Construction Process Plan and Construction Schedule. The JHA should be prepared far enough in advance of the task or activity to ensure that changes or revisions will not affect the scheduled execution of the task or activity. JHA's are further discussed later in this section.

- 3.4. **Contract Progress Meetings:** These meetings are typically held on a weekly or bi-weekly basis. A sample minimum Safety and Loss Control Agenda is included in this section.
 - 3.4.1. The Contractor shall prepare a Risk Mitigation Three-Week Look-Ahead Schedule and submit same for review prior to each Contract Progress Meeting.

- 3.5. **Pre-Phase Planning Meetings:** Pre-phase meeting needs may be identified from the Construction Process Plan.
 - 3.5.1. The Contractor shall schedule the Pre-Phase Planning Meeting far enough in advance of the start of the relevant phase to ensure that changes or revisions to JHA's and coordination efforts will not affect the scheduled execution of the relevant phase of work.
 - 3.5.2. The Pre-Phase Meeting shall include all Contractors and Subcontractors involved in that phase of work. This meeting shall identify and address the safety and coordination issues of the relevant phase of work. The Owner's Authorized Safety Representative and OCIP Safety should be invited as well.
 - 3.5.3. Pre-Phase Hazard Analysis' shall be prepared using the JHA form or an acceptable equivalent.
 - 3.5.4. Subsequent meetings may be required throughout the phase of work to maintain safety and coordination efforts.

JOB HAZARD ANALYSIS

1. **A Job Hazard Analysis (JHA)** is to be developed by the Employer (or Employers) for each task. Each crew shall review the JHA(s) applicable to their tasks to be conducted during their work shift prior to the start of each shift.
 - 1.1. The JHA is a task/operation driven document to ensure that the job task or operation receives proper safety planning prior to beginning work. In actuality, the JHA is a written work plan that incorporates safety procedures into the work procedure.

2. JHA's are to be completed by a supervisor familiar with the task to be performed.
 - 2.1. When specific tasks require a JHA, the Employer shall facilitate the JHA process and document review of the JHA with the supervisor(s) in advance of the work shift.
3. To conduct a JHA, follow these basic steps:
4. **Select the job to be analyzed.** Use the following factors as a guide in selecting jobs to be analyzed, remembering that those with the worst incident experience shall be evaluated first.
 - 4.1. Frequency of incidents
 - 4.2. Disabling injuries.
 - 4.3. Potential for severe injury.
 - 4.4. New operations/jobs.
5. **Break the job down into successive steps.** (Avoid making the breakdown too detailed or too general)
 - 5.1. Select an experienced and cooperative Employee to perform the job.
 - 5.2. Explain the purpose of the analysis.
 - 5.3. Observe the Employee as the job is performed.
 - 5.4. Record each job step in the breakdown.
 - 5.5. Review with the Employee and seek comments.
6. **Identify the hazards and the potential incidents.**
 - 6.1. Is there a danger of striking again, being stuck by, or incurring other injurious contact with an object?
 - 6.2. Can the work be caught in, between, or by objects?
 - 6.3. Is there a potential slip, trip, or fall hazard?
 - 6.4. Are there strain exposures from pushing, pulling, reaching, twisting or lifting?
 - 6.5. Are there environmental hazards in the form of gases, vapors, fumes, mists, or dusts?
7. **Develop ways to eliminate hazards and prevent potential incidents.**
 - 7.1. Find a new way to do the job.
 - 7.2. Change the physical conditions that create hazards.

CONTRACT PROGRESS MEETINGS

Following is a suggested agenda for the Safety and Loss Control component of the Progress Meeting. This agenda may be modified to reflect Project needs.

1. Contractor:
 - 1.1. Report of incidents involving the Contractor or its' Subcontractors since the last progress meeting

***Washington Hospital Healthcare System PH2
Construction Project, Morris Hyman Critical Care
Pavilion***

Owner Controlled Insurance Program

- 1.1.1. If the OCIP SAF-3 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the Contractor at this meeting.
- 1.1.2. Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence
- 1.2. Report of injuries to Employees of the Contractor or its' Subcontractors since the last meeting
 - 1.2.1. If the OCIP SAF-3 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the Contractor at this meeting.
 - 1.2.2. Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence.
 - 1.2.3. Contractor shall report on the work status of each injured Employee until said Employee returns to full duty
- 1.3. Report of near-miss incidents involving the Contractor or its' Subcontractors since the last meeting
 - 1.3.1. If the OCIP SAF-4 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the Contractor at this meeting
 - 1.3.2. Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence
- 1.4. Provide a description of work activities until the next meeting, including anticipated Employee and public safety concerns and non-routine tasks/activities
 - 1.4.1. Contractor is to report on pre-planning that has been done – i.e. steps that will be taken to minimize these hazards.
 - 1.4.2. Contractor is to be prepared to discuss pedestrian and vehicular traffic controls that will be employed.
- 1.5. Provide a brief description of activities anticipated for the next three weeks to identify potential concerns in advance to facilitate pre-planning by all parties
 - 1.5.1. A Job Safety Analysis or Activity Hazard Analysis may be requested from the Contractor for future activities
- 2. OCIP Safety
 - 2.1. **Report of Non-Compliance Items identified on Loss Control Surveys that have not been responded to**
 - 2.2. Report of Non-Compliance Items identified on Loss Control Surveys that have been responded to, but have not been corrected
 - 2.3. Report of Non-Compliance Items identified on Loss Control Surveys that are repeat items (i.e. – the same item, or substantively similar item has been identified in the past, and has reoccurred)
 - 2.4. Report of incidents involving the Contractor and/or its' Subcontractors since the last progress meeting
 - 2.5. Report of injuries involving the Contractor and/or its' Subcontractors since the last progress meeting
 - 2.6. Report of Near-Miss Incidents involving the Contractor or its' Subcontractors since the last progress meeting

- 2.7. Report of any existing or emerging trends in the Contractor's safety performance
- 2.8. Report of future activities that require pre-planning
 - 2.2.1. Pedestrian and vehicular traffic control
 - 2.2.2. Job Safety Analysis

3. Owner / Owner's Authorized Safety Representative:

- 3.1. Reporting or discussion of any item(s) described herein.
- 3.2. Any additional other topic(s)/item(s) not described herein.

INCIDENT REVIEW MEETINGS

- 1. The Contractor's Safety Manager (CSM) shall schedule an Incident Review Meeting within 72 hours of the occurrence of an incident. The Owner's Authorized Safety Representative can request a meeting based on any Project incident.
- 2. For the purposes of this section, "Incident" may be defined as any or all of the following:
 - 2.1. Near-Miss Incident,
 - 2.2. First-Aid Case (at Contractor's discretion)
 - 2.3. Recordable Injury
 - 2.4. Lost-Time Injury
 - 2.5. Vehicular Incident
 - 2.6. General Liability / Third-Party Incident
- 3. The intent and purpose of this meeting is to interactively and cooperatively identify causal factors that had, or may have had, a role in the incident, and to identify corrective action(s) and other practice(s) to implement to avoid potential reoccurrence of the incident. It is NOT a faultfinding or blame-finding event.
- 4. Attendees should include:
 - 4.1. Owner's Authorized Safety Representative (as needed)
 - 4.2. CSM/CSR
 - 4.3. CPM
 - 4.4. SSR (if applicable)
 - 4.5. Contractor / Subcontractor (Assistant) Superintendent(s) accountable via functional structure of the project for the incident
 - 4.6. Contractor / Subcontractor (General) Foreman / Foremen accountable via functional structure of the project for the incident
 - 4.7. Craftsperson(s) involved with the incident. (Optional)

PRE-SHIFT CREW MEETINGS (PRODUCTION and SAFETY)

1. Each Contractor and Subcontractor crew shall conduct a pre-shift production and safety meeting at the start of each shift.
2. These meetings shall:
 - 2.1. Review of production activities for the shift
 - 2.2. Review of safety activities that are a component of the production activities
3. Such meetings are to generally be five (5) to ten (10) minutes long, and are, at minimum, to focus on the following:
 - 3.1. Tasks for the shift
 - 3.1.1. Applicable Job Safety Analysis'
 - 3.2. Tools and equipment needed for those tasks
 - 3.3. Materials needed for those tasks
 - 3.4. Proper material handling techniques
 - 3.5. Safe work procedures to perform those tasks
 - 3.6. PPE needed to safety perform those tasks
 - 3.7. Questions from the crew

OCIP SAFETY RESPONSIBILITIES

OCIP Safety is responsible for monitoring and evaluating the Contractor's safety, health, and environmental compliance. OCIP Safety reports these findings to the Owner's Authorized Safety Representative, CSM, and the Contractor for corrective action and enforcement actions. Responsibilities and duties of OCIP Safety may include, but are not limited to the following:

1. Compile, follow-up, and maintain safety performance statistics for the project.
 - 1.1. Communicate above information to the Owner's Authorized Safety Representative, CSM, and other Owner personnel to ensure they are informed and involved in the safety program.
2. Keep apprised of new regulations and developments to assist in keeping the safety policies and procedures current and effective.
3. Conduct job site safety surveys of Contractors and Subcontractors activities to observe safety performance, make recommendations and document non-compliance items.
4. OCIP Safety will document non-compliance items, recommendations, and or comments on the *Loss Control Survey* form. OCIP Safety will submit copies of the completed *Loss Control Survey* forms to the Owner's Authorized Safety Representative, CSM, and Contractor. The *Loss Control Corrective Action* form will be submitted to the Contractor when a written response is required.

5. Review and communicate methods and procedures to the Contractor's Safety Representative, Owner's Authorized Safety Representative and CSM to foster the highest level of incident prevention performance possible.
6. Provide special consulting to the Owner, Owner's Authorized Safety Representative, Contractor and Subcontractors regarding problems and challenges that may arise on the project.
7. Conduct incident investigations if required.
 - 7.1. If performed, such reports shall not relieve the Owner, Contractor, Employer, or Insurer of their obligation to perform their own investigation, or of any responsibility they have to complete and file notices, reports and forms in accordance with applicable regulatory requirements.
8. Review all Contractor incident investigation reports to ensure thorough investigations were conducted and controls instituted to prevent future incidents or incidents.

CONTRACTOR/SUBCONTRACTOR SAFETY NON-COMPLIANCE

1. The Owner's Authorized Safety Representative has the right to stop any work activity imminently dangerous to life or health until safety violations are corrected.
2. An initial violation by a Contractor's/Subcontractor's Employee will result in a notification to the Contractor's supervisory personnel, and the Owner's Authorized Safety Representative and CSM.
 - 2.1. A second violation may result in the Owner's Authorized Safety Representative or CSM requiring the Contractor Employee to be excluded from the site for a period designated by the Owner.
3. The removal procedure may be accelerated and/or expanded to include the request of the removal of a Contractor's/Subcontractor's entire workforce by the Owner's Authorized Safety Representative or CSM where the violation of safety regulations is widespread, or where the Contractor/Subcontractor does not demonstrate good faith effort.
4. Employers that are unresponsive to safety issues or that have an unsatisfactory safety evaluation may be deemed ineligible to bid additional contracts let by the Owner for a period designated by the Owner.
5. Employers may report legitimate unsafe actions/activities of other contractors to the Owner's Authorized Safety Representative, and the CSM.

SUBSTANCE ABUSE PREVENTION POLICY

1. PURPOSE

- 1.1. In order to maintain a safe, healthful and efficient work environment, and to minimize absenteeism and tardiness, all Employers shall implement a Substance Abuse Prevention Policy that, at minimum, includes testing as prescribed by this section.
- 1.2. The Employer's program shall follow protocol as directed by applicable master labor agreements. Proven screening techniques will be approved by the Owner's Authorized Safety Representative. These tests must be administered by independent qualified personnel only.

2. FUNDAMENTAL REQUIREMENTS

- 2.1. Employers shall implement and enforce a policy that prohibits the possession, distribution, promotion, manufacture, sale, use or abuse of illegal and unauthorized drugs, drug paraphernalia, controlled substances and alcoholic beverages by Employees, agents or any person otherwise under the control of the Employer, including Employees and agents of Subcontractors and consultants while on the work site, or while otherwise covered by the OCIP while working on the Project. Further, Employees shall be prohibited from reporting to the premises under the influence of drugs or alcohol.

- 2.2. The Policy must apply to all personnel, including but not limited to regular, part-time, probationary, casual and contract Employees of the company, as well as to Employees and agents of Contractor, Subcontractors and their consultants. The Employer shall take whatever legally permissible steps are necessary or appropriate to enforce compliance with this policy.
- 2.3. Employees governed by this policy may possess a prescription medication in its original container and prescribed for current use of the person in possession by an authorized medical practitioner; provided that the Employer provides a mechanism to ensure that Employees taking prescription medicine inform their Employer about potential side effects of medication which may affect the Employee's work ability (particularly their alertness and coordination), safety and the safety of others.
- 2.4. Any individual covered under the OCIP shall be drug and alcohol tested in accordance with the provisions of the program:
- 2.5 Pre Job - All employees working at the site will be drug / alcohol screened prior to arrival on site (the test shall occur within 7 calendar days of the start date on site). If screening is not available at the Washington Hospital Urgent Care facility, an approved third party may be utilized. Any person who displays a "non-negative" result following the initial drug/ alcohol screening process, shall not be permitted to work on site until acceptable results are confirmed. Signatory labor agreements will apply during the confirmation process. If results are "positive" and over the limits mandated in the drug/ alcohol screen process, that person will not be permitted to work at this project. Employees who leave the site for more than 30 consecutive days will be subject to additional screening upon their return to the project.
- 2.6. All employees currently working at the site will also be drug / alcohol tested under the following circumstances:
- 2.6.1 When involved in any type of incident that requires medical assistance beyond First aid.
- 2.6.2 For reasonable suspicion of impairment which has been validated by a third party.
- 2.7 Any person who fails or refuses to take a drug and/or alcohol screen in accordance with the terms of the contract shall be removed from the project.
- 2.8 The cost of all testing will be the responsibility of the Employer of the effected worker.
- 2.9 The Contractor is responsible for clearing effected (tested) workers for reentry into the workforce.

RETURN TO WORK PROGRAM

This is to establish basic guidelines for the Contractor to establish Early Return-to-Work (transitional or modified duty) work assignment for injured workers regardless of Employer or trade. Each Employer shall have a written Early Return-to -Work Program that shall be implemented on this project unless specifically prohibited by the terms of a Collective Bargaining Agreement.

DEFINITIONS

**Washington Hospital Healthcare System PH2
Construction Project, Morris Hyman Critical Care
Pavilion**

Owner Controlled Insurance Program

1. **Injured Worker** – An injured Employee who has sustained a job related injury or illness that results in a Workers' Compensation claim.
2. **Transitional Duty Work** – Temporary job that the injured worker can perform while recovering from the work related injury or illness. *Transitional duty* is the same thing as *Temporary Modified Duty*. The job may be limited to a specific time frame.

BENEFITS

1. Effectively impacts the Employer's Experience Modification Rating and contributes to reduced insurance premiums.
2. May eliminate the need for vocational rehabilitation.
3. Boosts Employee morale and demonstrates that the Employer wants to cooperate with the injured worker.
4. A worker on transitional duty can be of value to an Employer if there is an alternative plan or job description available.

FUNDAMENTAL REQUIREMENTS

1. Construction Employees who are disabled by an injury or illness suffered at work are entitled to receive workers' compensation payments including both the cost of medical treatment and replacement of lost wages during the period of their disability.
2. Employers shall implement an Early Return to Work Program that provides transitional jobs in certain specified instances. A transitional job is work, which requires the Employee to avoid certain types of physical activity, depending on the nature of the Employee's injury.
3. Contractor is required to assist affected Employers identify or design modified duty for injured workers which are consistent with the work restrictions from the treating physician.
4. A transitional duty assignment will not change a worker's benefits, coverage and premium amounts. Any injured worker will be considered for transitional work to comply with the doctor's restrictions.
- 5.

HOW TO IDENTIFY TRANSITIONAL WORK

1. Review all job descriptions for modification.
2. Identify transitional work in each department.
3. Make sure transitional duties are within Employee's stated capabilities
4. Communicate with other departments to share transitional duty worker.

EXAMPLES OF MODIFIED (TRANSITIONAL) JOBS

1. Flagging or directing traffic.
2. Monitoring quantity of export/import materials.
3. Monitoring safety requirements of co-workers.

4. Conducting safety meetings and training.
5. Delineating trenches, excavations or danger areas.
6. Cross-training for another job or offsite training.
7. Assisting the estimating department by delivering estimates, blue prints, etc.
8. Assisting in warehouse or tool cribs.

REPORTS AND FORMS

1. The Contractor is responsible for ensuring that corrective action is taken when Loss Control Survey forms are issued to the Contractor. The *Loss Control Corrective Action Form* must be completed by the Contractor and returned to the Owner's Authorized Safety Representative, CSM, and OCIP Safety.
2. Each Employer shall maintain copies of weekly toolbox safety meeting reports on site for review upon request by the Owner's Authorized Safety Representative, CSM, and/or OCIP Safety.
3. Each Employer shall maintain weekly project inspection reports and corresponding corrective action records on site for review upon request by the Owner's Authorized Safety Representative, CSM, and/or OCIP Safety.
4. Each Employer shall electronically submit to the Contractor on a weekly basis a copy of:
 - 4.1. Weekly safety meeting reports
 - 4.2. Weekly inspection reports
 - 4.3. Corrective action records (may be on the same form as the inspection reports).
5. The Contractor will furnish the Aon OCIP Administrator, OCIP Safety, Owner's Authorized Safety Representative and CSM with a copy of the completed forms no later than 24 hours after knowledge of the incident or injury.
 - 5.1. NOTE: The forms do not constitute notice to the Carrier, and do not replace the Employer's First Report of Injury that must be filed with the Project's Workers' Compensation Insurance Carrier by the Employer of the injured/ill Employee.

III. FORMS, REPORTS AND DISTRIBUTION INSTRUCTIONS

This section illustrates the forms that will be used on this project. **The Contractor is encouraged to use or develop their own forms which meet or exceed the intended use of these forms.**

Owner reserves the right to change, modify, or substitute these forms.

Loss Control Survey Form (SAF-1)

Loss Control Corrective Action Form (SAF-2)

Environmental Health & Safety Investigation Report (SAF-3)

Near-Miss Accident/Incident Report (SAF-4)

Job Safety Analysis Form (SAF-6)

Loss Control Survey Form (SAF-1)

The Loss Control Survey is completed by Aon Safety to document non-compliance items observed on or related to the project. The Loss Control Survey is distributed to the General Contractor, Owner, and Owner's Agent / Representative.

Loss Control Surveys are not prepared for individual Subcontractors – all surveys on a contract package will be issued to the General Contractor.

Some Loss Control Surveys will require a written response by the General Contractor to demonstrate and document corrective action on the part of the General Contractor or its' Subcontractors. Such surveys have an "R" in the Response Required column beside a non-compliance item. Items identified with an "R" require a response using the SAF-2 Form that will be provided by Aon. Items identified with an "NR" do not require a written response.

**Washington Hospital Healthcare System
PH2, Construction Project
Morris Hyman Critical Care Pavilion**

(Phase 2 Project)

Auditor: _____
Contractor: _____

LOSS CONTROL SURVEY

Contract Number: _____
Survey Date: _____

Hazard Classification / Rating	Contractor / Subcontractor	Non-Compliance Items				
Class A Hazard: A condition or practice with substantial probability of serious injury, death, loss of body parts, permanent disability, extensive loss of body parts, permanent disability, extensive loss of structure, equipment or material. Class B Hazard: A condition or practice likely to cause serious injury or illness resulting in temporary disability or property damage that is disruptive but not extensive. Class C Hazard: A condition specifically determined not to be of a serious nature, but has a relationship to safety. A condition likely to cause only minor injury or non disruptive property damage.		Project Superintendent(s) are responsible to implement corrective measures and advise Project Manager with the status/completion within 48 hours of the survey. Contractor's Action Codes NR = No response required. Contractor corrected Hazard during survey. R = Response required. Contractor required to submit Corrective Action Form.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">HAZ. RATING A/B/C</td> <td style="width: 50%; text-align: center;">CON. ACT. CODE</td> </tr> </table>	HAZ. RATING A/B/C	CON. ACT. CODE	
HAZ. RATING A/B/C	CON. ACT. CODE					
P. P. E. P.P.E. - Body Parts Respiratory Protection / Equipment		Number and Describe Each Item				
Postings OSHA Poster / Permits, Workers' Comp., Etc.						
Positions & Actions of People Striking Against-Struck By / Ergonomics Fall Potential / Elevated Work Danger Area / Unsafe Act / Horseplay						
Tools And Equipment Right Tool / Used Correctly / In Safe Condition Heavy Construction Equipment / Vehicles						
General Project Conditions First Aid, Emergency Procedures Hazard Communication / MSDS / Labeling Safety Training / Tailgate Meetings OSHA Competent / Qualified Person Cert. Fire Protection and Prevention Hot Work - Cutting, Heating and Welding Comp.Gasses / Flammables / Combustibles Housekeeping / Sanitation / Drinking Water Guardrails - Stairs, Ramps, FloorHoles, Etc. Ladders, Ramps and Runways Scaffolds-Planks, Rails, Bracing, Mud Sills, Etc. Forklifts / Aerial Devices / Elevating Platforms Cranes / Hoisting / Rigging / Inspections / Certs. Erection of Structures Confined Spaces - Testing, Ventilation, Etc. Excavations - Shoring, Shoring, Shields, Etc. Traffic Control / Flagging - Vehicle & Pedestrian						
Electrical Grounding / GFI / Cords / Plugs / Switches / Etc. High and Low Voltage - Minimum Clearances						
Environmental Environmental Action Plan / Spill Containment						
Builder's Risk Protection of Materials/Structure/Security						
Other Specify: _____						

**Washington Hospital Healthcare System PH2
Construction Project, Morris Hyman Critical Care
Pavilion**

Owner Controlled Insurance Program

12/5/2013

Safety Standards

Environmental Health & Safety Investigation Report (SAF-3)

The Environmental Safety & Health Investigation Report is to be completed by the Contractor for all applicable incidents within 24 hours of the incident.

If the incident involves a Subcontractor, both the Contractor and Subcontractor are to provide independent, completed reports.

The Incident Investigation Data Form for the following types of incidents:

- Incidents resulting in an OSHA recordable injury or illness
- Incidents resulting in business interruption
- Incidents resulting in process interruption
- Near-miss incidents with potential high-severity consequences

If the incident requires a Root Cause Analysis to be performed, the SAF-3 is considered to be a preliminary report for initial notification purposes.

**Washington Hospital Healthcare System PH2, Construction Project
Morris Hyman Critical Care Pavilion**

ENVIRONMENTAL HEALTH AND SAFETY INCIDENT INVESTIGATION REPORT

IDENTIFYING INFORMATION	Company		Project:			
	General Contractor:		Contract Number:			
	Location Of Incident		Date Of Incident	Time	Date of Report	
	<input type="checkbox"/> Injury Or Illness		<input type="checkbox"/> Property Damage		<input type="checkbox"/> Environmental Incident	
	Injured's Name		Property Damaged	Type Of Incident:		
	Job Title	Time in Position	Nature of Damage/Loss	<input type="checkbox"/> Haz Mat Spill <input type="checkbox"/> Transportation <input type="checkbox"/> Water Quality <input type="checkbox"/> Tank Leak <input type="checkbox"/> Waste Handling/Disposal <input type="checkbox"/> IAQ <input type="checkbox"/> Fire/Smoke <input type="checkbox"/> Other		
	Nature of Injury/Illness	Part Of Body	Cost	Estimated	Cost	Estimated
	Activity Being Performed		Object, Equipment, Substance Inflicting Damage	Actual		Actual
	Object, Equipment, Substance Inflicting Harm		Person in Control of Activity at Time of Occurrence	Nature of Damage/Loss		
	Object, Equipment, Substance Inflicting Harm		Person in Control of Activity at Time of Occurrence	Task/Activity Being Performed At Time of Occurrence		
DESCRIPTION	Severity of the Injury (check all that apply)					
	<input type="checkbox"/> Fatality <input type="checkbox"/> Lost Workdays <input type="checkbox"/> Restricted Duty <input type="checkbox"/> OSHA Recordable <input type="checkbox"/> Medical Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Other					
CAUSE ANALYSIS	Describe How the Incident Occurred					
ACTION PLAN	Describe The Events And Conditions That Contributed To The Accident					
REGULATORY	What Corrective Actions Have Been Or Will Be Taken to Prevent Similar Occurrences? (include estimated time lines for completion)					
REGULATORY	Has There Been Contact With A Government Agency Regarding This Incident? (if yes, describe)					
Documentation Attached (list):			Prepared By:			
			Title:			
			Employer:			
			Phone No.:			

SAF-3

REV 1/99

Near-Miss Incident Report (SAF-4)

The Near-Miss Incident Report is to be completed by the (Sub) Contractor for all applicable incidents within 24 hours. If the incident involves a Subcontractor, both the Contractor and Subcontractor are to provide independent, completed reports.

The Incident Investigation Data Form to investigate near-miss incidents with potential high-severity consequences. If the incident requires a Root Cause Analysis to be performed, the SAF-4 is considered to be a preliminary report for initial notification purposes.

**Washington Hospital Healthcare System
PH2, Construction Project
Morris Hyman Critical Care Pavilion
NEAR-MISS / INCIDENT REPORT**

Use this form to report near-miss accidents/incidents which could have, but did not, cause injuries or property loss on the job site. It may also be used to track potentially hazardous conditions which could cause an incident.
Submit a copy to the OSR, OAR and to OCIP Safety.

Contractor Name:		Project Name:	
Contract Number:		General Contractor (if applicable):	
Date of Near Miss Incident:	Time of Incident:		
Location of the near-miss accident/incident (include address of the facility and location within the facility):			
Description of near-miss accident/incident or condition that exists:			
Recommendation for eliminating or reducing the potential hazard:			
Actions taken to correct the potential problem:			
Reported by:		Title:	
Telephone number:		Date of Report:	

SAF-4

REV 1/99

IV. CONTRACTOR SAFETY STANDARDS

Following are the minimum safety requirements and guidelines for this project.

No attempt has been made to restate applicable OSHA, ANSI, NFPA, State/Federal Agency, or State and Local standards in their entirety. The Contractor is reminded of its' responsibility to have at least one copy of all applicable OSHA Standards, as well as other Standards incorporated by reference into the OSHA Standards, available at the project for use and review.

In some instances, the OCIP Contractor Safety Standards are more stringent than the applicable OSHA standards. In other instances due to variables in State OSHA programs, the applicable State OSHA standards may be more stringent than the OCIP Contractor Safety Standards. The Contractor is reminded that the most stringent requirement shall apply.

AIR TESTING EQUIPMENT

1. Approved air testing equipment shall be used to test utility holes, cable vaults, pits, confined spaces and similar spaces for flammable, toxic, or oxygen deficient atmospheres. The exposing Employer(s) is (are) responsible for the provision, maintenance, calibration and testing of said equipment.
2. Air testing equipment shall be UL classified for use in Class I, Division 1, Groups A, B, C & D Division 1 hazardous locations as defined by the National Electrical Code.
3. Air testing equipment must be tested and calibrated as required by the manufacturer before each use.
4. Testing, calibration, use, and repairs shall be in accordance with the manufacturer's operating manual and instructions.
5. Prior to use, Employees must be trained per manufacturer requirements on the use, limitations and alarm modes of each air-testing device that they use.
6. Air testing equipment must be fully functional and checked per manufacturer requirements prior to use.
7. Employees must immediately leave a work area whenever an equipment alarm sounds due to:
 - 7.1. Low or high oxygen level (acceptable range is 19.5% to 23% oxygen).
 - 7.2. Combustible gas detected above 10% lower explosive limit (LEL).
 - 7.3. Set point for a toxic gas level is reached (e.g., 10 ppm hydrogen sulfide)
 - 7.4. Sensor failure
 - 7.5. Low battery alarm.
8. Equipment must be carried with the Employee or placed immediately adjacent to the work area and set to operate in a continuous monitor mode.

ASBESTOS

1. Asbestos is to be handled only by qualified and certified Employers and Employees.
 - 1.1. Abatement Contractors/Subcontractors must be approved in accordance with applicable State, Federal, and Local requirements to perform removal and disposal of asbestos containing material and encapsulation.
2. Contractors must determine the existence of asbestos content in buildings/ building materials PRIOR to any construction, remodeling, or demolition activities.
3. Upon discovery of any asbestos containing materials (ACM) or presumed asbestos containing materials (PACM), Contractor/Subcontractor shall stop work in such areas and notify the Owner's Authorized Safety Representative and CSM.
4. The Contractor/Subcontractor shall ensure Employees are trained in asbestos awareness to identify ACM and PACM.
5. All asbestos abatement/removal work must follow all regulations of OSHA, the Environmental Protection Agency (EPA) or applicable State agency, and the applicable Air Quality Management District.

BARRICADES

1. Barricades are required around excavations, holes or openings in floor or roof areas, edges of roofs and elevated platforms, around certain types of overhead work, and wherever necessary to warn or protect people against falling in, through or off. Barricades may also be used to isolate people (such as Employees of other crews or Employers, other project/Owner personnel, and the public) from work activities as required by the activity, potential hazards created by the activity, or the location of the activity.
 - 1.1. Barricades must be suitable for the area of use (i.e., blinker type barricade or protective barricade to provide physical protection from falling).
2. To ensure the safety of the general public, the Employer shall provide and maintain adequate protection, such as chain link fences, gates and barricades, to separate work areas from areas outside job site limits.
 - 2.1. Barricades must be suitable for the area of use (i.e., blinker type barricade or protective barricade to provide physical protection from falling).
 - 2.2. Barricades/fences are to be placed around all construction trenches.
 - 2.3. Portable fencing shall be installed around construction work areas, contractor storage areas, and contractor's heavy equipment if they are not otherwise protected within the confines of the Project's perimeter barricade.

Fencing

1. Chain link fencing shall be free from barbs, icicles (excess galvanizing material that may form sharp projections) or other projections that may cause injury.

2. Fencing must be in good repair and installed to ensure stability of the fencing from being knocked over by Employees, or the general public.
3. Portable fencing shall be installed/braced to prevent being blown over during windy conditions.
4. Base supports of portable fencing shall be installed/ placed to eliminate tripping hazards when fencing is placed adjacent to sidewalks and walkways.
5. The Owner's Authorized Safety Representative reserves the right to prohibit use of, temporary fence panel systems that require the use of a tubular or pedestal base support system that presents a potential trip hazard to pedestrians.

BURNING, WELDING AND HOT WORK

1. The Contractor shall have a written Hot Work Program for fire prevention during hot work activities.
 - 1.1. This Program shall meet or exceed the requirements of NFPA 51B-1999, "Standard for Fire Prevention during Welding, Cutting and Other Hot Work".
 - 1.2. This program must be controlled through an approved hot work permitting process.
2. An approved 10-lb minimum fire extinguisher and/or other fire protection equipment are to be provided by the Employer for each hot work operation in accordance with OSHA and local Fire Marshal / Fire Code requirements.
3. The Employer shall procure and post all permits necessary for hot work as required by the Fire Marshal or Fire Code having jurisdiction over the project. The Contractor shall attain a copy of all such permits before starting any work on site.
4. The Employer shall provide appropriate firefighting equipment for each hot work activity. This equipment shall be located on the same elevation(s) of the work and within 25 feet of the hot work activity.
5. When air monitoring is required, the Lower Explosive Limit must be non-detectable (0% LEL), prior to any type of burning, welding, or hot work being conducted by the Employer.
 - 5.1. Air monitoring will be required around or near any areas that may pose a potential fire or explosion threat from flammable or combustible vapors, for example.

Hot Work

1. Hot work includes, but is not limited to, the following activities: grinding, cutting, welding, burning, brazing or soldering, heating, hot air welding or other operations that generate heat, flames, arcs, sparks or other sources of ignition.
2. Prior to performing hot work the Employer shall evaluate the following: type of hot work to be performed, site preparation, atmospheric conditions, use of appropriate personal protective equipment, and firefighting equipment.

3. Site preparation should include a survey for the following: combustible materials; hazards posed by heat transfer; flammable, corrosive, or toxic residues; equipment linings; appropriate lock/tagout application; and housekeeping.
4. The Contractor shall ensure hot work permits are issued by competent persons who are inspecting the work area for safety factors and assuring fire extinguishers are present prior to issuing permits and recording details in the site log so others can check what permits are active.
5. The Employer shall also evaluate the work area for the potential consequences of thermal conduction. Thermal conduction is the transfer of heat that could cause ignition by/through an object heated by the hot work operation.

CLOTHING / PROFESSIONAL DEMEANOR

1. The Contractor shall require each Employee, agent, or Subcontractor to wear appropriate attire of a form in accordance with the provisions of the contract.

Clothing

1. Employee dress should be neat in appearance and consistent with a professional atmosphere.
2. Shirts and long pants must be worn at all times on the site.
3. Sleeveless shirts and tank tops are not permitted.
4. Clothing should not be torn or frayed.
5. Clothing contaminated by oily, flammable, toxic or caustic materials should not be worn until properly cleaned.
6. Certain tasks may require the wearing of fire-resistant materials, such as Nomex®. In such circumstances, extremely flammable clothing material such as nylon should be discouraged.

Shoes

1. Tennis shoes are prohibited. Work boots are required.
2. Work boots should be made of fire-resistant materials.
3. Soles should be made of slip-resistant materials, and not worn to the point where slip resistance is compromised.

Professional Demeanor

1. Personal cellular telephone use is prohibited except during lunch and authorized breaks.
2. Equipment operators are prohibited from operating their equipment while conducting any (personal or business) cellular telephone conversation, eating, drinking or smoking.
3. Music headsets will not be permitted in the construction zone.

COMPRESSED GAS CYLINDERS, GAS CUTTING AND WELDING

1. All cylinders must be secured and transported in an upright position at all times.
2. Oxygen and fuel gas cylinders must be:
 - 2.1. separated at least 20 ft., or a 5 foot high barrier with a 1/2 hour fire rating when in storage, and
 - 2.2. Placed away from potential contact that may rupture the tanks.
3. Cylinder valves shall be turned to the off position if left inactive for 30 minutes or longer.
4. Cylinders designed for valve protection caps must have the valve protection caps installed when in storage or when being transported.
5. Cylinders, hoses, and fittings shall be checked for leaks and damage on a regular basis.
6. Cylinders must be labeled as to the nature of their contents per NFPA requirements and the OSHA Hazard Communication Standard.
7. Cylinders shall not be taken into confined spaces.
8. Cylinder storage areas shall have appropriate warning signage posted.
9. Appropriate fire-fighting equipment must be provided for each cylinder storage area.
10. Torches and hoses shall not be left connected to cylinders overnight.
11. Torches and hoses shall not be stored in unventilated gang boxes or storage containers.
12. Flashback arrestors and check valves shall be installed in accordance with manufacturer's instruction on all oxygen-fuel torch sets.

CONCRETE AND MASONRY CONSTRUCTION

Concrete Construction

1. The creating Employer must guard all protruding reinforcing steel to eliminate impalement hazards.
2. Potential skin contact with wet concrete is prohibited. Protective gloves are required.

Structural Concrete

1. The Employer must not remove any forms or shoring until a determination has been made by the testing lab and structural Owner's Authorized Safety Representative that the concrete has gained sufficient strength to support its own weight and that of superimposed loads.

2. The Employer must not place loads on any concrete structure until concrete has reached a compressive strength predetermined by the structural Authorized Representative of record.
 - 2.1. The Contractor shall be the point of contact for information regarding this item.
3. Where concrete shoring/reshoring is employed, a shoring/reshoring plan specific to the project shall be available for review at the project.
 - 3.1. Deviations from the shoring/reshoring plan will require the issuance of a new shoring/reshoring plan.
 - 3.1.1. The addition of superimposed loads on the floor (such as equipment and/or materials) not considered in the reshoring plan shall be construed as a deviation from the plan.

Pouring and Pumping Operations

1. Permanent and temporary power lines shall be identified prior to the start of a concrete pour. Appropriate safeguards shall be implemented for the pumping, pouring and finishing operations.
2. A site traffic control plan shall be established for concrete truck traffic. Trained spotters and Flaggers shall be used as necessary for worker and public safety.
3. Employees involved in pouring and finishing activities shall have appropriate personal protection equipment, including gloves, mud boots, and eye protection.
4. Concrete truck washout areas shall be in an area acceptable to the Owner, and located out of vehicular and pedestrian travel areas.
5. Diapers or the equivalent shall be provided for the pump and concrete trucks when the truck to pump transfer occurs in a public street or other public area.
6. A site logistics plan shall be prepared for each pump location, and shall include provisions for concrete truck traffic routing and control, as well as pedestrian traffic routing and control (if applicable).

Masonry Construction

1. Masonry walls shall be braced and/or supported as required by OSHA and/or local requirements.

Clear Zone

1. Unauthorized personnel shall be prohibited from entering the work area.

Cutting, Grinding and Profiling

1. ANSI-Approved face shields are required for all cutting, grinding or sanding of finished concrete.
2. Dry cutting, grinding, and profiling of concrete or masonry shall be prohibited except in instances where it is determined in a manner consistent with applicable safety and health standards that the use of water in the cutting, grinding or profiling is not feasible.

3. If it is determined that the use of water is infeasible:
 - 3.1. The Employer shall use approved work practice controls to control the dust, such as a vacuum with a high efficiency particulate air filter (HEPA), or other dust control system;
 - 3.2. Any dry cutting which occurs shall be done in a designated area away from other Employees if possible; and
 - 3.3. The Employer shall provide affected Employees with appropriate respiratory protection as part of a respiratory protection program in accordance with applicable OSHA standards.

CONFINED SPACE ENTRY (Permit –Required)

1. The Contractor is responsible for reviewing and approving all permit required confined space entry programs. The permitting process should be reviewed and approved by the Owner's Authorized Safety Representative
2. The Contractor is responsible for controlling all access into permit-required confined spaces via a permitting process.
3. The Employer must abide by the applicable OSHA standards for all confined space entry operations and furnish all appropriate personnel, equipment, and support.
4. Employer personnel must be trained in the hazards of confined space work, including operating and rescue procedures, the use of respiratory equipment, and instructions as to the hazards they may encounter.
5. The Employer shall develop a written, understandable confined space operating and rescue procedure. This procedure must be made available to all affected Employees.
6. The Employer is required to provide all necessary entry-rescue equipment required for all entries into confined spaces (tripod, full body harness and lifeline or equivalent, etc.) as required by the applicable Standard. Wrist straps may be used in designated areas instead of a full body harness.
7. Prior to entry into a confined space, the Employer shall ensure all lines that may convey flammable, injurious, or incapacitating substances into the space are disconnected, blinded, or blocked off by other positive means in accordance with Lockout/Tagout regulations.
8. Prior to entry into confined space, the Employer shall test the air with an appropriate device or method for: (1) Oxygen content, (2) Flammable gases and vapors, and (3) Potential toxic air contaminants. A written record shall be made and kept at the work site.
9. The confined space shall be emptied, flushed, or otherwise purged of flammable or injurious substances to the extent feasible.
 - 9.1. The Employer is required to provide the proper ventilation equipment.
10. Whenever an atmosphere free of dangerous air contamination and/or oxygen deficiency cannot be ensured, the Employer shall provide approved respiratory equipment to affected Employees, who are involved in a comprehensive respiratory protection program in accordance with applicable OSHA standards.

11. Where a Standby Employee is required, the Standby Employee must have a valid certificate in First Aid and CPR training from the American Red Cross, or equivalent training verified by documentary evidence.
12. Visual contact or two-way radio communication must be available at all times.
 - 12.1. If radios are selected for communication, the Employer shall provide the radios.
13. The Employer must establish a means of communication with outside Emergency Services.

CONNECTIONS TO UTILITIES

1. The Contractor shall not, or allow any Subcontractor to, make any temporary service connections to electrical, water, air or steam utilities without approval of the Owner.
2. Temporary connections shall comply with all applicable Federal, State, and local regulations.
3. Temporary connections shall be inspected on a regular basis.

CRANES, BOOM TRUCKS AND RIGGING

The term crane as used in this section shall be construed to include boom trucks and similar truck-mounted cranes.

1. Cranes and derricks exceeding three tons rated capacity shall not be used unless annual and quadrennial inspection certificates are current and maintained on each crane.
 - 1.1. Cranes that do not have such evidence of inspection shall not be permitted to operate on the project.
2. Current daily and periodic inspection records shall be maintained on each crane.
3. An approved certifying agent shall re-inspect any crane that is involved in any incident or is damaged during set-up or operation, and a new certificate of inspection issued prior to being returned to service.
4. Only Employees authorized by the Contractor and trained, or known to be qualified, in the safe operation of cranes or hoisting apparatus shall be permitted to operate such equipment.
 - 4.1. Where required, Operators shall have valid evidence of current Licensing or Certification in accordance with State and Local requirements.
 - 4.2. Operators not having such evidence where required shall not be permitted to operate applicable machinery (except under terms and conditions prescribed for Trainees by applicable regulations).
5. Outriggers will need to be fully extended during all lifts. If geometry factors prevent fully extending the outriggers, they need to be extended as far as possible and "off the rubber" load charts limits shall be used.

6. Picking off the rubber will not be permitted regardless of load unless a lifting plan has been formally reviewed and approved by the Contractor.
7. All mobile cranes having either a maximum rated boom length exceeding 200 feet or a maximum rated capacity exceeding 50 tons shall be equipped with a load indicating device or a load movement device.
8. Cranes shall be equipped with a boom angle or a boom radius indicator and clearly legible load chart in clear view from the Operator's position.
9. An effective, audible warning and operating signal device (such as a horn) shall be provided on the outside of the crane. The controls shall be in easy reach of the Operator.
10. When required by the manufacturer's or certifying agent's instructions, outriggers shall be set so that wheels or crawler tracks within the boundary of the outriggers shall be relieved of all weight by the outrigger jacks or blocking.
11. Plates, pads or mats shall be used under the outriggers or crawlers of all cranes. The plates, pads, or mats shall be of suitable material and size to support the crane on the surface that it is set up on.
12. The Employer shall ensure that a qualified person visually inspects the crane, derrick, or hoist's controls, rigging and operating mechanism prior to the first operation of any work shift. Records of daily inspections by the Operator or other qualified person shall be maintained on the crane, and must be available for review upon request.
13. Adjustments and repairs to the crane shall only be made by a qualified person.
14. A fire extinguisher of not less than 10-B: C rating shall be kept in serviceable condition and readily accessible to the Operator.
15. Operations shall be conducted and the job controlled in a manner to prevent loads from being passed directly over workers, occupied workspaces, or occupied passageways.
16. All Crane Operators shall communicate with a qualified signaler and/or rigging crew member. Only one person shall be permitted to give signals to the Operator.
17. Any Employee involved in the operation may give a "stop" signal if such a signal is warranted.
18. A legible chart depicting and explaining the system of crane signals used shall be conspicuously posted in the vicinity of the hoisting operation.
19. All loads shall be rigged by an identified, qualified, and authorized Rigger.
20. No Employee shall be permitted to ride on loads, hooks, or slings of any derrick, hoist, or crane.
21. Swing radius protection shall be provided where a rotating crane is positioned to operate in areas where persons may be caught between rotating parts and fixed objects or non-rotating crane components.

22. Tag lines, restraint lines, or guide ropes shall be used on all loads except where their use presents a greater hazard. Such lines or ropes should be insulated to prevent shock, and shall not contain knots or splices that may snag on an object.
23. Cranes, hoists, or derricks shall not be left unattended while the load is suspended unless the load is over water, a barricaded area, or is blocked up or otherwise supported.
24. Before leaving the crane unattended, the Operator shall:
 - 24.1. Land or properly secure any attached load
 - 24.2. Disengage clutch (if applicable)
 - 24.3. Set travel, swing, boom brakes, and other locking devices unless otherwise specified by the certifying agents
 - 24.4. Put controls in the "off" position
 - 24.5. Stop the engine
 - 24.6. Secure the crane against accidental travel
25. In all operations where the weight of the load being handled is unknown and may approach the rated capacity, a qualified person shall determine the magnitude of the load unless the crane is equipped with a load-indicating device.
26. The Contractor shall provide a qualified person to direct the lift. The qualified person shall see that:
 - 26.1. The crane is properly leveled for the work being performed and blocked where necessary.
 - 26.2. The load is well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.
27. A designated person shall monitor the clearance between crane booms, load lines, and loads, and power lines and alert the Operator when necessary.
28. For power lines rated 50k V or less, minimum clearance between the lines and any part of the crane or load is 10 feet.
29. For power lines rated over 50k V, minimum clearance between the lines and any part of the crane or load shall be at least 20. If 20 feet is not achievable, the Contractor will schedule a formal meeting to review clearance tables, de-energize power, and alternatives with Owner's Authorized Safety Representative and the crane contractor.
30. Crane inspections should be made available at all times at the project site.

Rigging, Slings and Hooks

1. Hoisting hooks shall be of the safety latch-type.

2. Crane hooks with cracks or with deformation of throat opening more than 15 percent in excess of normal opening or more than 10-degree twist from plane of unbent hook shall be removed from service.
3. Ropes shall be inspected for proper lubrication, excessive wear, broken strands, and proper weaving.
4. Each day before being used, slings and all fastenings and attachments shall be inspected for damage or defects by a qualified person. Any wears showing deformation or damage with be permanently removed.
5. "Free rigging" (lifting from forks of forklift without manufacturers engineering attachment) will not be permitted for any reason.
6. In order to determine proper time for replacement, a continuing inspection record shall be maintained for hoisting ropes. Conditions such as the following shall be reason for replacement:
 - 6.1. In running ropes, 6 randomly distributed broken wires in one rope lay, or 3 broken wires in one strand in one lay.
 - 6.2. Wear of 1/3 the diameter of outside individual wires.
 - 6.3. Kinking, crushing, bird caging, or other damage resulting in distortion of the rope structure.
 - 6.4. In stranding ropes, more than 2 broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.
 - 6.5. Reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear of outside wires.
7. Fixtures are usually attached to wire rope by the use of wire rope clips. The clips must be attached with the inside curve of the U-bolt against the dead, or short end of the wire rope, and flat clip (saddle) against the live, or long end of the wire rope.
8. Slings shall have permanently affixed tags stating the following:
 - 8.1. Manufacturer's name or trademark.
 - 8.2. Rated capacity.

CRITICAL LIFTS (CRANES, BOOM TRUCKS, DERRICKS, ETC.)

1. A Critical Lift Plan shall be prepared for all lifts that:
 - 1.1. Exceed 75% of the lifting device's capacity as configured for that lift; or
 - 1.2. Is deemed a critical lift by the Owner or Owner's Authorized Safety Representative by reason of potential negative consequences to safety, structure, or schedule; or
 - 1.3. Involve two or more cranes or lifting devices.
2. A qualified person shall prepare the Critical Lift Plan. The qualified person preparing the plan may be the crane Operator, lift supervisor, or rigger. The crane Operator, lift supervisor, and rigger shall participate in the preparation of the plan. The plan shall be documented, and a copy provided to the

Contractor and the Owner's Authorized Safety Representative. The plan shall be reviewed by, and signed by, all personnel involved with the lift.

- 2.1. The plan shall specify the exact size and weight of the load to be lifted and all crane and rigging components that add to the weight. The manufacturer's maximum load limits for the entire range of the lift as listed in the load charts shall also be specified.
- 2.2. The plan shall specify the lift geometry and procedures, including the crane position, height of the lift, the load radius, and the boom length and angle, for the entire range of the lift.
- 2.3. The plan shall designate the crane Operator, lift supervisor, and rigger, and state their qualifications.
- 2.4. The plan will include a rigging plan that shows the lift points and describes rigging procedures and hardware requirements.
- 2.5. The plan will describe the ground conditions, outrigger or crawler track requirements, and, if necessary, the design of mats, necessary to achieve a level, stable foundation of sufficient bearing capacity for the lift.
 - 2.5.1. For floating cranes or derricks, the plan shall describe the operating base (platform) condition and any potential list.
- 2.6. The plan will list environmental conditions under which lift operations are to be stopped.
- 2.7. The plan will specify coordination and communication requirements for the lift operation.
- 2.8. For tandem or tailing crane lifts, the plan will specify the make and model of the cranes, the line, boom and swing speeds, and requirements for an equalizer beam.

DEMOLITION

1. Utility companies shall be notified and all utility service shut off, capped, or otherwise controlled, at the building or curb line before starting demolition. The Employer is responsible to verify that these actions have been taken.
 - 1.1. The Contractor shall develop an Emergency Call List for all known utility owners prior to the start of demolition activities.
 - 1.2. A site plan shall be marked up to show the locations of known utilities, and the nearest identified shut-off valves/controls. This plan shall be available in the Contractor's Site Office. The Owner's Authorized Safety Representative shall be provided with a copy. The Owner's Authorized Safety Representative should be provided with a copy.
2. Existing alarm systems shall be identified and taken out of service prior to commencing demolition operations. Alarm services shall be notified that the alarm will be taken out of service before taking the system out of service.
3. The Contractor shall determine if any type of hazardous chemicals, gases, explosives, flammable materials, or similarly dangerous substances have been used in any pipes, tanks, or other equipment on the property.

4. When the presence of hazardous substances is apparent or suspected, testing and purging shall be performed and the hazard eliminated prior to demolition.
5. Pipe-covering insulation, steel beam and column fire protection, and HVAC duct shall be surveyed for asbestos.
6. During demolition, continuing inspections shall be made as the work progresses to detect hazards resulting from weakened, load burdened, or deteriorated floors or walls or loosened materials.
 - 6.1. The Contractor and Employer shall ensure that floor load limits are not exceeded during demolition operations.
 - 6.2. Disperse demolition equipment throughout the structure and remove demolished materials to prevent excessive loads on supporting walls, floors or framing.
7. Adequate dust control measures shall be provided during demolition, stockpiling and loading operations.
8. Walking across exposed floor joists, steel beams, or girders is prohibited.
9. The Contractor and Employer shall ensure safe passage of persons around the area of demolition. Conduct operations to prevent damage to adjacent buildings, structures, other facilities, and people.
10. Provide interior and exterior shoring, bracing, or supports to prevent movement, settlement or collapse of structures to be demolished, and to adjacent facilities.
11. Demolish concrete and masonry in sections. Use bracing and shoring to prevent collapse.

ELECTRICAL

1. All temporary power panels shall have covers installed at all times by the Employer.
 - 1.1. All circuits must be clearly labeled.
2. The Contractor is to supply ground fault circuit interrupters ("GFCI") for all temporary electrical wiring cords and equipment.
 - 2.1. Ground Fault Circuit Interrupters shall be tested in accordance with manufacturer's requirements. Logs shall be maintained of all such testing.
 - 2.2. Certain Ground Fault Circuit Interrupters have an automatic reset feature. Such GFCIs are not permitted on this project.
3. The Contractor is responsible for designing and implementing a cord inspection program.
4. Temporary lighting shall not be suspended by its' extension/power cord.
5. Romex cable will not be permitted to be used as electrical cord.

6. Electrical work on live circuits will be only be permitted by a Licensed Electrician.
7. Temporary lighting must be equipped with guards to prevent contact with the bulb.
8. Extension cords must be at minimum heavy-duty -gauge, three-wire cords.
9. When feasible, all temporary power cords shall be secured above the floor at all times to avoid trip hazards in walking and working surface areas.
10. Outdoor cables must be protected from damage from pedestrian and vehicle traffic.
11. Power tools must be double insulated or grounded properly, and inspected prior to use.
12. The Employer must properly tagout and/or lockout any equipment within the Employer's responsibility. Control of the lock and/or tag is also the Employer's responsibility.
13. The Contractor shall coordinate instances that require multi-Employer lockout/tagout activities.
14. Ground pins shall not be removed from electrical cords.
15. Damaged or defective tools and cords shall be removed from service.

ELEVATING WORK PLATFORMS AND AERIAL DEVICES

1. Only authorized and trained personnel shall operate an aerial device or elevating work platform. Training records shall be maintained on site for review.
2. All aerial devices or elevating work platforms which are new to the projects will be subject to a comprehensive inspection. Aerial device or elevating work platforms will need to be inspected daily before use. Noncompliant equipment will not be permitted.
3. Boom, basket, platform load limits specified by the manufacturer shall not be exceeded.
4. Employees shall not sit or climb on the edge of the basket or platform or use planks, ladders, guardrails or other devices to gain greater height.
5. Employees shall not work off of elevated work platforms or aerial devices when exposed to high winds.

Aerial Devices

1. An aerial device is any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel.
2. Belting off to an adjacent pole, structure, or equipment while working from an aerial device is not permitted.
3. Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine that such controls are in safe working condition.

4. Aerial baskets or platforms shall not be supported by adjacent structures when workers are on the platform or in the baskets while in an elevated position.
5. An Employee, while in an elevated aerial device shall be secured to the identified anchorage point through the use of a full body harness and lanyard for fall protection.

Elevating Work Platforms

1. An elevating work platform is a device designed to elevate a platform in a substantially vertical axis. (Vertical Tower, Scissor-Lift)
2. The railing protection shall be 42 inches high, plus or minus 3 inches, with a midrail at the half-height point. Where the guardrail is less than 39 inches high, an approved personal fall protection system shall be used.
3. Powered elevating work platforms shall have both upper and lower control devices. Controls shall be plainly marked as to their function and guarded to prevent accidental operation.
4. An emergency stopping device shall be provided at the upper controls of elevating work platforms.
5. Ladders or other objects shall not be placed on top of units to gain greater height.

EMERGENCY ACTION / EVACUATION PLAN

1. The Contractor is responsible for the development and maintenance of a current project-wide emergency action plan that includes an excavation plan that shall take into account probable and possible emergency situations.
 - 1.1. For nighttime work and interior work with limited natural light, the Contractor will be required to provide external and emergency egress lighting.
 - 1.2. Each Employer shall develop a written job-specific emergency action plan that shall take into account probable and possible emergency situations specific to their operations.
 - 1.2.1. This plan shall be shared with and coordinated with the Contractor.
 - 1.3. The Plan shall be revised throughout the course of the project to reflect changed conditions.
 - 1.4. The Plan shall be maintained at the site, and available for review upon request.

Contents

1. At minimum, the plan shall contain:
 - 1.1. Project site map
 - 1.2. Street map of immediate area showing Project location that clearly identifies one-way and dead-end streets.
 - 1.3. Building Plan, including a plan for each floor
 - 1.4. Emergency notification list

- 1.5. Emergency notification procedures
- 1.6. Evacuation procedures
- 1.7. Evacuation route
- 1.8. Evacuation refuge area
- 1.9. How Employees will be trained on the contents of this plan
- 1.10. Intervals for refresher training

Emergency Contact List

1. The Contractor shall provide the Owner's Authorized Safety Representative. The OCIP Administrator and OCIP Safety with an Emergency Contact List.
 - 1.1. This list shall include 24-hour contact information for key project personnel.
 - 1.2. The Contractor shall maintain this list throughout the duration of the contract, and provide a revised copy to all parties when made necessary by changes to personnel or their contact information.

ENVIRONMENTAL CONTROLS

1. Spills of hazardous materials (including cutting oil, fuel, solvents, antifreeze etc.) must be reported immediately to the appropriate regulatory agencies and to the Owner's Authorized Safety Representative. The party responsible for the spill is responsible for cleanup costs.
2. Cutting equipment must have secondary containment (drip pans, sandboxes).
3. Drums, jugs and other containers must have secondary containment.
4. All containers must be maintained in good condition, and must be appropriate for the materials to be stored in them.
5. All containers must be labeled with their contents and precautions for use.
6. Containers containing hazardous waste must be labeled "Hazardous Waste" in addition to listing their contents on the label.
7. Weekly inspections of the Project must be performed by the Contractor to assure compliance with this section.
8. The Creating Employer is responsible for proper disposal of its hazardous wastes.
 - 8.1. A copy of the completed Uniform Hazardous Waste Manifest must be provided to the Contractor (if applicable), Owner's Authorized Safety Representative, OCIP Safety and CSM.

EQUIPMENT/TOOLS

1. Contractor equipment and tools must be in proper working condition and routinely (i.e. daily or prior to use) inspected for defects and marked as safe to use.
2. Any equipment or tool found to be damaged or defective must be removed from service and repaired before it can be returned to service.
3. Manufacturer's instructions shall be followed with respect to equipment/tool operation and training requirements.
4. Equipment is not to be used with loads that exceed the recommended rated capacity.
5. The Employer is to use only their equipment and tools, and not those of other Employers, unless Employees are properly trained and authorized.
6. Tools and equipment are to be used for their designated purpose.
7. Tools and equipment are to be used only by trained and authorized employees.
8. Proper guards or shields must be installed on all power tools before use.
 - 8.1. All guards must be manufactured by and/or approved by the manufacturer for that particular piece of equipment.
9. The practice of "wedging or pegging" guards on circular saws or other equipment, rendering them non-functional, is not permitted.
10. No internal combustion vehicle or machinery is to be operated inside structures unless proper controls have been implemented to minimize carbon monoxide levels.
 - 10.1. In such cases where vehicles or machinery are operated inside structures, carbon monoxide levels shall be monitored as often as required to ensure a safe work environment.
11. All material handling equipment must have an audible backup alarm.
12. Tools and equipment must be properly stored, secured and located away from unauthorized access.
13. For pneumatic power tools, all air hoses exceeding ½ inch inside diameter shall have a safety device (commonly known as an "OSHA valve" or "safety check valve) at the source of air supply or branch line origin (such as a manifold) to reduce pressure in case of hose failure.
14. Tools which produce sound levels in excess of 80 dB (A) (decibels on A-weighted scale) shall contain a warning label indicated the need for hearing protection when in use.

EXCAVATIONS

1. The Contractor shall obtain an activity permit for excavations when required by the owner or local or State law.
2. Trenching or excavating activities must be under the supervision of a Competent Person.

3. The Contractor's materials for the protection of personnel (i.e., bracing, shoring, shielding, and trench boxes) must be in good condition and of proper dimensions/materials.
4. Excavations must be inspected at least daily by the Competent Person. A competent person must be available on site during period of access into all trenches and excavations regardless of the protective systems.
5. The Contractor's Competent Person must determine the soil classification (Type A, B, or C) to determine the appropriate type of protective system required for the excavation.
6. Excavation greater than 20 feet in depth must have professional Excavation Plan approved by a Professional Engineer (PE).
7. Reports of engineered excavations by Professional Engineers shall be approved by Owner's Authorized Safety Representative.
8. Excavated soils, materials or equipment are to be kept at least two feet from the edge of the excavation.
9. The Contractor must provide appropriate barricades to protect people from falling into the trench (lighted barricades must be provided at night).
10. Walkways are to be provided over any excavation or trench point that Employees may need to cross if the excavation depth is greater than 6 feet. Walkway must have handrails, midrails, and toe boards.
11. Where pedestrian traffic must be accommodated over excavations, suitable non-skid plates or other suitable material capable of withstanding at least twice the maximum intended load must be provided to serve as a pedestrian runway for safe passage.
 - 11.1. The edges of the runway shall be tapered to minimize trip hazards. In the alternative, the approach to the runway shall be tapered with a suitable and durable material or the runway set into the surface to minimize trip hazards.
12. Rescue equipment must be provided by the Contractor (full body harness and lifeline, breathing apparatus, basket stretcher, etc.) when hazardous atmospheric conditions are expected to exist.
13. Contractor must follow all regulations as outlined in the project Safety Standards, the Contract Documents, Federal and State OSHA regulations, and local requirements pertaining to trenching and excavating activities.

FALL PROTECTION

1. 100% Fall Protection shall be implemented by all trades for all fall exposures of six (6) feet or more.
2. Where a fall hazard exists, efforts must be made to eliminate the hazard; provide protection against the hazard; or establish alternative methods to control/monitor the hazard.
3. Rescue shall be addressed in the Employer's fall protection policies and fall protection training.

4. Debris netting, such as snow fence shall be used at the perimeter of structures where other operations, facilities or people could be impacted by falling debris.

Training and Retraining

5. Employers are required to provide training for any Employee who might be exposed to a fall hazard prior to the exposure or upon hiring. Documentation shall be maintained and available for review upon request.
6. Training must include an explanation of the company's fall protection policies and safe work practices with general instructions and precautions; specific instruction where required; hazard identification and correction; selection and proper use of protective devices; and maintenance of equipment. Instruction should also include correct procedures for inspecting, erecting, disassembling, and maintaining fall protection systems used; and the Employee's role in fall prevention and protection
7. Retraining. When the Employer has reason to believe that any affected Employee who has already been trained does not have the understanding and skill required by paragraph (a) of this section, the Employer shall retrain each such Employee. Circumstances where retraining is required include, but are not limited to, situations where:
 - 7.1. Changes in the workplace render previous training obsolete; or
 - 7.2. Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
 - 7.3. Inadequacies in an affected Employee's knowledge or use of fall protection systems or equipment indicate that the Employee has not retained the requisite understanding or skill.

Methods of Fall Protection

- 7.4. Methods of fall protection include:
 - 7.4.1. Guardrails and toe boards.
 - 7.4.2. Covers for floor and roof openings, pits, trap-doors, and temporary floor openings.
 - 7.4.3. Personal Fall Arrest Systems.
 - 7.4.4. Personal Fall Restraint Systems.
 - 7.4.5. Positioning Device Systems.
 - 7.4.6. Safety Nets.
 - 7.4.7. Scaffold Platforms.
 - 7.4.8. Roof Warning Lines.
- 7.5. Fall Protection Plans, Controlled Access Zones, Safety Monitor Systems and Controlled Decking Zones are not permitted without special approvals by the Owner's Authorized Safety Representative.
8. The only allowable type of body restraint system allowed will be a full body harness with a lifeline, lanyard, and deceleration device. Safety belts are not permitted for fall arrest or fall restraint.

9. All personal fall arrest, personal fall restraint and positioning device systems shall be labeled as meeting the requirements contained in ANSI A10.14-1991.
10. Personal Fall Arrest Systems shall (a) limit the fall distance to a maximum of 6 feet and (b) prohibit the Employee from contacting a lower level or structural element.
 - 10.1. Where practicable, the anchor end of the lanyard shall be secured at a level not lower than the Employee's waist.
11. Lifelines and anchorages shall be capable of supporting a minimum dead weight of 5,000 pounds.
12. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
13. Anchorages used for attachment of personal fall arrest equipment:
 - 13.1. shall be independent of any anchorage being used to support or suspend platforms, and
 - 13.2. capable of supporting at least 5,000 pounds per Employee, or
 - 13.3. Part of a complete personal fall protection system used under the supervision of a qualified person that maintains a safety factor of at least two (2).
14. The use of non-locking snap hooks is prohibited.
15. Body belts shall not be used for fall protection or fall restraint.

Positioning Device Systems

16. Positioning devices shall be rigged such that an Employee cannot free fall more than 2 feet.
17. Positioning device systems shall be inspected prior to each use.
18. Anchorage points for positioning device systems shall be capable of supporting two times the intended load or 3,000 pounds, whichever is greater.

Personal Fall Restraint

19. A Personal Fall Restraint System shall not allow the Employee to fall.
20. Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load.
21. Personal Fall Restraint protection shall be rigged to allow the movement of Employees only as far as the sides of the working level or working area.

FIRE PROTECTION AND PREVENTION

1. The Contractor must develop a fire protection program to be followed throughout all phases of construction.
 - 1.1. The program shall include the most stringent of OSHA, local Fire Marshal, and/or local Fire Code requirements.

2. Firefighting equipment must be conspicuously located or conspicuously marked.
3. Fire and alarm system shall be functional per manufacturer's recommendations as soon as reasonably practical as buildings are commissioned.
4. Smoking will be permitted in designated smoking areas only. Smoking inside mobile equipment is prohibited.
5. As soon as building walls are erected, the Contractor shall establish and maintain emergency exits per code during construction.
6. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of floor area and fraction thereof. Where the floor is less than 3,000 square feet at least one fire extinguisher is required.
7. Fire extinguishers need to be at least 10 lbs. unless attached to mobile equipment in accordance with the manufacturers' specifications.
8. Contractor is responsible for conducting a monthly inspection of all fire-fighting equipment to ensure they have not been damaged, discharged or gone missing.
9. The clear and unobstructed travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
10. In multi-story buildings, at least one fire extinguisher shall be provided on each floor and located adjacent to the stairway.
11. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids are stored.
12. Portable fire extinguishers shall be fully charged, inspected monthly and serviced annually.
13. Storage of more than 25 gallons of flammable liquids shall be in a NFPA approved storage cabinet. Not more than 120 gallons of Class I, II, or IIIA liquids may be stored in a storage cabinet.
14. A fire extinguisher, rated not less than 20-B, shall be located outside of, but not more than 10 feet from the door opening of storage rooms.
15. A portable fire extinguisher rated at least 10B: C shall be kept near operations where fuel gas cylinders/bottles are being used.
16. Portable fire extinguisher shall be readily available for use where temporary heating devices are used.
17. "No Smoking" signs shall be posted as required by operations or material exposures.
18. Contractor is responsible to conduct periodic reviews with the local Fire department as requested to update equipment, access locations and relevant construction processes.

FIRST AID

1. Each Employer shall ensure the availability of a suitable number of appropriately trained persons to render First Aid and CPR.
2. Field Supervisors and Safety Representatives must be trained and current in First Aid and CPR.
 - 2.1. Evidence of training shall be available for review upon request.
 - 2.2. First Aid trained personnel shall also receive Blood Borne Pathogens training.
3. Each Employer shall provide at least one appropriately sized and stocked first-aid kit in a weatherproof container.
 - 3.1. The first-aid kit shall be inspected regularly to ensure that the expended items are promptly replaced.
4. Eye wash capabilities shall be provided by the exposing Employer as required by the MSDS for products used at the job site.
5. Each Contractor and Subcontractor shall submit (via the Contractor) to the Owner's Authorized Safety Representative a list of First Aid / CPR trained personnel prior to starting work.
 - 5.1. Each list shall be clearly dated, and updated as required throughout the duration of the contract period. Each time the list is updated, a copy shall be provided to the Owner's Authorized Safety Representative.
6. The Contractor shall ensure each Employer provides shaded and/or heated shelter stations with water where workers can find relief from heat or cold and offer injured workers safe staging areas.

FLAMMABLES AND COMBUSTIBLES

1. The Employer is required to supply extinguisher, fire blankets, and other sufficient fire protection devices for the immediate work area where flammable and combustible material is stored or used. All fire extinguishers must be provided by the Contractor and rated at a minimum of 2A, 20BC.
 - 1.1. Fire extinguishers shall be checked to verify that they are fully charged.
2. All Employer supplied flammable liquids must be stored in approved safety containers.
 - 2.1. All containers must be properly labeled and stored when not in use.
 - 2.2. Only approved metal safety cans will be allowed for flammable storage.
3. The Employer shall identify non-compatible materials in advance, and provide for separate storage as required.
4. Storage in excess of 25 gallons of flammable liquids or 60 gallons of combustible liquids shall be within cabinets constructed to the requirements of NFPA 30.
5. All outside storage areas must be at least 20 feet from any building.

6. For roof work:
 - 6.1. No more than a one-day supply of flammables may be placed on the roof during working hours.
 - 6.2. All flammables must be removed from the roof at the end of each workday by the Contractor.
 - 6.3. At least two extinguishers appropriate for the type and quality of flammable materials present must be provided if flammables are present.
7. All Contractor-supplied flammable and combustible materials must be kept away from sparks, heaters, and any other heat source.
8. Empty containers of flammable and hazardous materials shall be removed from the work site as soon as possible

FORKLIFTS (INDUSTRIAL TRUCKS AND TRACTORS)

Only drivers authorized by the Employer and trained in the safe operations of industrial trucks shall be permitted to operate forklifts.

1. Operator training and posting of information regarding forklift operations shall be in accordance with applicable OSHA Standards.
2. The Employer shall certify that each Operator has been trained and evaluated. Training records (operator cards) must be available for review at all times for the piece of equipment they are operating.
3. All forklifts and industrial trucks and tractors shall be equipped with an audible back-up alarm which can be normally be clearly heard from a distance of 200 feet
 - 3.1. In congested areas or areas with high ambient noise which obscures the audible alarm, a signal person in clear view of the operator shall direct the backing operation.
4. The rated capacity of all industrial trucks and industrial tractors shall be displayed at all times on the vehicle in such a manner that it is readily visible to the Operator.
5. Every industrial truck and tractor shall be equipped with operable brakes, a parking brake, and a horn.
6. Seat belts shall be provided on industrial trucks and tractors where rollover protection is installed. Employees shall be instructed in their use.
7. No riders shall be permitted on vehicles unless the vehicles are equipped with adequate riding facilities.
8. Employees shall not ride on, or be elevated on the forks of lift trucks.

9. Industrial trucks may be used to elevate Employees in accordance with applicable OSHA Standards and manufacturer's recommendations using appropriate personnel platforms.
10. Employees shall not be allowed to stand, pass, or work under the elevated portion of an industrial truck, loaded or empty.
11. Drivers shall check the vehicle at least once per shift. Attention shall be given to tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system (forks, chains, cable and limit switches).
12. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times.
13. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
14. Grades shall be ascended or descended slowly.
15. The forks shall always be carried as low as possible, consistent with safe operation.
16. When leaving a vehicle unattended, the power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position.
17. Forklifts (Industrial Trucks and Tractors) shall not be loaded in excess of their rated capacity.
18. Free rigging without the appropriate manufacturers' -approved attachment is prohibited. Chains are prohibited unless specifically designed for that use and approved by the Contractor.

HAZARD COMMUNICATION / GLOBALLY HARMONIZED SYSTEM (GHS)

1. The Contractor shall maintain (a) a copy of all (a) Safety Data Sheets, and (b) a chemical inventory list, for all hazardous substances used at the jobsite by their firm, as well as for all hazardous substances used at the jobsite by all Subcontractors regardless of tier.
 - 1.1. The location of the Project's Safety Data Sheets and chemical inventory list shall be communicated to the Owner's Authorized Safety Representative.
2. In accordance with the provisions of the Hazard Communication / GHS standard each Employer must have a comprehensive written Hazard Communication Program which includes:
 - 2.1. A list of hazardous substances known to be on site.
 - 2.2. Methods the Employer will use to inform Employees of the hazards of non-routine tasks.
 - 2.3. On Multi- Employer job sites, the program shall include the methods Employer s will use to inform other Employers of any precautionary measures to protect their Employees.
 - 2.4. The methods used to provide other Employer (s) with access to Safety Data Sheets.
 - 2.5. The methods the Employer will use to inform the other Employer (s) of the labeling system in use.

3. The Contractor must submit a copy of its Hazard Communication / GHS Program to the Owner's Authorized Safety Representative when requested.
4. Each Employer must have a job site binder which contains the following items:
 - 4.1. A comprehensive written Hazard Communication / GHS Policy.
 - 4.2. A chemical inventory listing all hazardous materials brought onto or used on the project site by the Employer.
 - 4.3. Safety Data Sheets (SDS's) for all hazardous materials used on the project site.
5. The Employer shall ensure that all Employees have received training in the safe use of hazardous materials; and that Employees are able to read and understand the information on Safety Data Sheets. The training shall include at least:
 - 5.1. Methods and observations that may be used to detect the present or release of a hazardous chemical.
 - 5.2. The physical and health hazards of the chemicals used in the work area.
 - 5.3. Measures Employees can take to protect themselves from the hazards.
 - 5.4. Details of the hazard communication program, including the labeling systems and the use of SDS.
6. The Employer shall ensure that all containers used on the construction site are properly labeled as to their contents, including gas and diesel containers.
7. The Employer will provide a Safety Data Sheet (SDS) for any hazardous substance that will be used on the job site to the Contractor prior to its use.

HEATERS, PORTABLE

1. All heaters must be Factory Mutual and/or Underwriters Laboratory approved.
2. The Employer must notify the Contractor to review and approve all liquid/gas fueled Contractor heaters brought onto the site prior to use.
 - 2.1. The use of liquid/gas fueled heaters inside of buildings requires Contractor approval.
3. Tent Heater use requirements:
 - 3.1. Use only in tents made of fire resistant material.
 - 3.2. Avoid contact with heating elements or other hot parts.
 - 3.3. Keep flammable materials and clothing away from hot equipment.
 - 3.4. Never use heaters in a utility whole or in a tent that covers a utility hole.
 - 3.5. Ensure adequate ventilation is provided when using a tent.

- 3.6. Secure a fire extinguisher within the tent in an accessible location.

HEAVY EQUIPMENT/MATERIAL HANDLING AND EARTHMOVING EQUIPMENT

1. Equipment shall be maintained in good working order. All vital parts such as motors, chassis, blades, blade holders, tracks, drives, hydraulic and pneumatic mechanisms, and transmissions must be inspected each day.
2. Drivers must be specifically trained to operate the mobile equipment they intend to use. All Operators must follow manufactures' operating and safety instructions. Training records must be available on site for review.
3. Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition.
4. All vehicles, or combination of vehicles, shall have brake lights in operable condition.
5. All vehicles shall be equipped with an adequate audible warning device (horn) at the Operator's station.
6. All vehicles must have a back-up alarm that is normally audible for a distance of 200 feet.
 - 6.1. In congested areas or areas with high ambient noise which obscures the audible alarm, a signal person in clear view of the operator shall direct the backing operation.
7. All vehicles with cabs shall be equipped with windshields and powered wipers.
8. Vehicles operating in areas or conditions that causes fogging or frosting of windshields shall be equipped with operable defogging or defrosting devices.
9. Cracked or broken windshields shall be promptly replaced.
10. Windshields and mirrors shall be kept clean such that vision is not compromised or obstructed.
11. Seat belts with approved proper anchorage points shall be installed in all haulage, earth moving, and material handling heavy equipment.
12. The Employer shall ensure Employee use of seat belts on motor vehicles.
13. Trucks with dump bodies shall be equipped with positive means of support, permanently attached, to prevent accidental lowering of the body while maintenance or inspection work is being done.
14. Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with a latch or other device that will prevent accidental starting or tripping of the mechanism.
15. Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the Operator will be in the clear.
16. All rubber-tired motor vehicle equipment shall be equipped with fenders.
17. All vehicles in use shall be checked at the beginning of each shift for defects in:

- 17.1. Service brakes, trailer brake connections, parking brake system, and emergency stopping system (brakes).
- 17.2. Tires, horn, steering mechanism, seat belts, operating controls and safety devices.
- 17.3. Lights, reflectors, windshield wipers, defrosters, and fire extinguishers.
18. Before starting a job, the Operator shall be given instructions regarding the work to be done.
19. Before starting the motor, the Operator shall check to make sure that all operating controls are in the neutral position.
20. Before starting the equipment, or moving the equipment after re-entering the cab, the Operator shall walk entirely around the equipment to make sure no other personnel, equipment or material will be struck.
21. Contractor shall ensure that Operators of heavy equipment wear appropriate hearing protection devices.
22. At no time shall a piece of equipment be left unattended while the motor is running, especially if the machine is on an inclined surface or on loose material.
23. Block or chock wheels when parking on inclines.
24. Machines shall be operated at speeds and in a manner consistent with conditions on the project.
25. No Employee other than the Operator shall ride on equipment.
26. During refueling operations equipment motors shall be turned off. Smoking is prohibited during refueling.
27. If possible, equipment shall be driven entirely off the roadway at night.
28. Unattended equipment must be left in a secure area not accessible to members of the public or unauthorized third parties.
 - 28.1. Keys shall be removed from unattended equipment.
29. Spotters and/or Flaggers must be used when equipment Operator's view is obstructed whether moving forward or backward.

HORIZONTAL BORING / PIPE JACKING

1. Prior to boring/jacking operations the Employer must contact the regional *One Call Notification System* to ensure all owners of underground facilities in the area of are notified to mark their utility locations.
2. The Employer shall locate all buried utilities before commencing boring/jacking operations.
3. Open a guide hole (bore slot) over any existing utility that is in line with the bore shot.

4. Excavate bore slot, bell hole and guide holes as necessary.
5. If resistance is encountered during the boring/jacking operation, cease the boring operation immediately and excavate at the point of resistance to determine necessary action.
6. The Operator must be trained in the use of the boring/jacking machine.
7. At least two crewmembers must operate the bore motor at all times.
8. Stay clear of rotating bore pipe and the rotating head of boring machine. Loose clothing, long hair, or gloves can cause injury if caught in rotating bore pipe.
9. Only one crewmember shall transmit signals to the Operator.
10. Do not hold rotating bore pipe with hands or feet.
11. Operate the boring machine only at slow RPM's when used to connect or disconnect bore pipe.

HOUSEKEEPING

1. All construction materials must be stored in an orderly manner.
2. All exits and access ways must be kept unobstructed.
3. All work areas must be cleaned and free of debris.
4. Puncture hazards (nails, staples, fasteners, etc.) created by stripped formwork, scrap lumber, pallets, shipping materials, etc. shall be eliminated or controlled by the creating Employer.
5. Metal containers with covers must be provided for disposal of oily and paint soaked rags.
6. Maintain all exits.
7. Emergency exits must be available.
 - 7.1. Panic hardware, where present, must remain unobstructed.
8. Walkways and sidewalks must be kept free of construction materials, debris, dirt, tools and extension cords.
9. Where steel plates are used to bridge excavations or other similar type construction activities in walkways or sidewalks, the leading edges of the steel plates must be tapered or feathered with temporary asphalt or other suitable materials to prevent trip hazards.
10. Rubbish and construction debris bins must be structurally sound and designed for lifting. Bins should not be filled above their top edge and should be covered during lifting to prevent material falling out.
11. Empty containers of flammable and hazardous materials shall be removed from the work site as soon as possible

LADDERS

1. Type II (Commercial) and Type III (Household) ladders are prohibited.
2. The Employer shall provide a training program for each Employee using ladders and stairways, as necessary. The program shall enable each Employee to recognize hazards related to ladders and stairways, and shall train each Employee in the procedures to be followed to minimize these hazards.
 - 2.1. Retaining shall be provided for each Employee as necessary so that the Employee maintains the understanding and knowledge acquired through compliance with this section.]
3. Broken or defective ladders must be immediately removed from service.
4. Employees must maintain a 3-point contact while climbing or using ladders.
5. Job-Made ladders shall not be permitted unless they meet the requirements of the ANSI standard.
6. All types of ladders must be inspected at least daily for:
 - 6.1. Cracks, splits, splinters, and decay.
 - 6.2. Protruding nails and loose rivets.
 - 6.3. Loose, bent or broken braces, tie rods, guide irons, locks, pulleys and strand hooks.
 - 6.4. Broken, worn or defective spurs and pads.

Extension Ladders

1. Portable ladder feet shall be placed on a substantial base.
2. Straight and extension ladders must be tied off or secured (top and bottom) to prevent displacement.
3. Metal ladders must not be used near energized equipment.
4. No more than one Employee is allowed on a ladder.
5. Ladders are not to be used for skids, braces, workbenches, or any other purpose other than climbing.
6. All straight and extension ladders must be equipped with nonskid safety feet.
7. Ladders must extend no less than 36 inches above the landing.
8. Ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

Step Ladders

1. Stepladders must be fully open and the spreader set in the open and locked position.
2. Do not climb, stand or sit on the top two rungs.
3. Do not lean a stepladder against a wall in the unopened position.
4. Always ascend and descend facing the ladder.
5. Do not exceed the designated weight capacity.

LEAD

1. The Contractor shall identify any Lead Based Paint (LBP) within the proposed scope of work PRIOR to any construction, remodeling, or demolition activities.
2. The Contractor shall identify any sheet lead, such as in laboratories, x-ray facilities, and prior to commencing demolition or construction activities.
3. The Contractor shall arrange for disposal of the hazardous waste stream (e.g., paint chips), through an approved waste disposal facility and obtain the EPA Hazardous Waste Generator Identification number.
4. All Employees and supervisors who perform lead abatement work shall have a current training certificate by an approved trainer.

LIQUIDS - CORROSIVE ACIDS AND CAUSTICS

1. Do not store, handle, apply or use acids or caustics until a proper procedure has been established.
2. Never add water to acid - if dilution is needed, add acid to water.
3. Emergency eyewash and/or shower facilities must be immediately available to any person working with acids and caustics.
4. Proper personal protection must include a face shield, apron, gloves and sleeveless as well as any other equipment deemed necessary by the MSDS or manufacturer's usage instructions.

LOCKOUT - TAGOUT / CONTROL OF HAZARDOUS ENERGY

1. The Employer must have a written Lock-out/Tag-out program for the control of hazardous energy that meets or exceeds the OSHA standards.
2. Equipment, energized systems, and pressurized systems shall be completely de-energized before beginning the Lock-out/Tag-out procedure and subsequent cleaning, servicing, or adjusting operations.
3. Moveable parts shall be mechanically blocked or locked out prior to cleaning, servicing, or adjusting operations.
4. Equipment that has lockable controls or that is readily adaptable to lockable controls shall be locked out or positively sealed in the *off* position.
5. Accident prevention signs or tags shall be placed on the controls of equipment, machines, and prime movers during repair work.
6. All Employers must affix their own lock/tag. Exposed workers must have their own lock or tag.

7. Locks and/or tags must be removed at the end of the job by the originator. Never remove another person's tag or lock to operate a switch, valve, or device.

LOCATING UNDERGROUND UTILITIES BEFORE EXCAVATING

1. The Employer must locate buried utilities before digging.
 - 1.1. Prior to excavation, all known owners of underground facilities in the area shall be notified by calling the regional One Call Notification System.
2. The nearest shut off valve or control point for known utilities shall be identified on a site plan to be maintained by the Contractor.
3. The CSM, and the Owner's Authorized Safety Representative need to be immediately contacted when unexpected utilities are encountered during operations.
4. The Employer shall check the entire job site for visual signs of substructures. This includes such items as manhole covers, water meter boxes, ditch lines, pavement patches, previous location marks, pole risers, and the obvious absence of overhead utilities.
5. The Employer must expose substructures by hand after locations are determined.
6. The Employer shall be careful not to damage the utility substructure by scraping, hammering, or other forms of excavation or locating efforts.
7. The Employer shall be aware of the possibility of joint use of an excavation/trench for power, telephone, gas, fiber optics, cable, etc.

MOTOR VEHICLES

1. All Employees driving job site motor vehicles shall have a valid driver's license for the state in which the Employee resides and for the class vehicle driven.
2. Drivers of vehicles over 26,000 pounds GVW are required by Federal and State Departments of Transportation regulations to possess a Commercial Driver's License (CDL).
3. Drivers must be specifically trained to operate the mobile equipment they intend to use. Training records must be available on site for review.
4. Drivers on the project site shall obey all street and highway speed and traffic laws.
5. Drivers shall check the mechanical condition of their vehicles at least daily.
6. Motor vehicles left running will not be left unattended for more than 25 feet with a constant visual contact by the operator.
7. Drivers are required to observe the "right of way" rule. Yield to other drivers whose driving actions demand the right-of-way.
8. Drive defensively. Anticipate what the other driver may do. Leave yourself an out.

9. Drivers shall keep a distance of AT LEAST one vehicle length for each 10 miles of speed between their vehicle and the vehicle in front of them.
10. Employees driving and riding in project vehicles must wear seat belts.
11. Block or chock vehicle wheels when parking on inclines.
12. All passengers in motor vehicles must be seated and within the confines of the vehicle.
13. The site speed limit is 5 mph. Obey all traffic signs.
14. Pedestrians have the right of way.
15. Parking shall be in specified areas only. Do not block entrances and do not park in reserved spaces.
16. The Contractor is responsible for the stability of any material being hauled.
17. Employees are not allowed to ride in the open bed of a pickup truck.
18. Unauthorized passengers shall not be transported in any vehicle or on any equipment at any time.

ORIENTATION

The Contractor is responsible to assure Orientation takes place for every worker new to the site in a manner readily understandable to the individual to discuss safety requirements, emergency response and site issues. Orientation needs to be completed before workers allowed into the field. Safety Orientation content should be adjusted accordingly for Employees transferred to the Sponsor's site.

All orientations shall be documented. Records shall be maintained at the project available for review by the Owner's Authorized Safety Representative and CSM upon request.

Topics may include, but are not limited to:

1. Type and history of the project, including Owner and final product
2. Explanation of Sponsor's Safety Philosophy
3. Sponsor's Safety Rules
4. Employer's Safety Rules (to include the Code of Safe Practices)
5. Sponsor's Site-Specific Safety Rules
6. Project map, including entrances, exits, and parking areas
7. Emergency procedures
8. Evacuation procedures
9. Fire protection and prevention procedures and practices – initial site-specific training
10. Incident reporting procedures
11. Near-miss Incident reporting procedures
12. Procedures to report unsafe acts and/or conditions
13. Location of First-Aid kits, clinic(s) and hospital

14. Location of project Bulletin Board
15. Day, time and location of Safety Meetings
16. Personal Protective Equipment requirements, including how, when and where to obtain/replace
17. Project dress code
18. Hazard Communication training (site-specific)
19. Fall Protection – initial site-specific training
20. Confined Spaces – initial site-specific training
21. Electrical Safety – initial site-specific training
22. Ladder safety – initial site-specific training
23. Scaffold safety – initial site-specific training
24. Hot work safety – initial site-specific training
25. Control of hazardous energy (including Lockout-Tagout) – initial site-specific training
26. Site vehicle safety requirements
27. Housekeeping requirements
28. Other safety-related issues.

OVERHEAD UTILITIES

1. The Contractor shall identify all overhead utilities prior to the start of any work.
2. The Contractor shall identify the voltage carried by each power line, and identify the minimum required clearances prior to commencing work in the vicinity of the line.
 - 2.1. Identifications of all lines and minimum clearances shall be documented on a site plan that is made available to all Employees, Subcontractors, vendors and suppliers.
 - 2.2. This site plan shall include identification of all lines that are within 42 feet of the perimeter of the site.
 - 2.3. Temporary utilities shall be added to the site plan as required.
3. Proper distances must be maintained from all overhead power lines, such as by the use of a signal person.
 - 3.1. For power lines rated 50k V or less, minimum clearance between the lines is 10 feet.
 - 3.2. For power lines rated over 50k V, minimum clearance between the lines shall be at least 20. If 20 feet is not achievable, the Contractor will schedule a formal meeting to review clearance tables, de-energize power, and alternatives with the Owner's Authorized Safety Representative.

PERMITS

1. The Contractor is responsible to assure all Subcontractors have been issued the correct permits. Unless otherwise relieved via contract provisions, each Employer shall obtain relevant permits pertinent to the safety of Employees and operations.

2. Permits shall be available for review at the job site upon request of the Owner's Authorized Safety Representative and the CSM.
3. Contractors must obtain and post Cal/OSHA Activity Permits for the following construction activities:
 - 3.1. Construction of trenches or excavations which are 5 feet or deeper and into which a person is required to descend.
 - 3.2. Construction of any building, structure, scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).
 - 3.3. Demolition of any building structure, or dismantling of scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).
 - 3.4. Erection or dismantling of vertical shoring systems more than 3 stories high, or the equivalent height (36 feet).
 - 3.5. Use of fixed or mobile tower cranes.

PERSONAL PROTECTIVE EQUIPMENT

1. The Employer shall ensure that Employees are trained in the proper use, care and sanitation, and limitations of Personal Protective Equipment (PPE) in accordance with applicable OSHA Standards and manufacturer's instructions and recommendations.
2. Employers must select and have affected Employees use properly fitted personal protective equipment (PPE) suitable for protection from existing hazards.
3. Employees must wear hard hats complying with or exceeding the requirements of ANSI Z89.1-1986 while on the job site (100% head protection).
 - 3.1. "Cowboy" and similar novelty hard hats are not permitted.
4. Each Employer is responsible to supply required personal protective equipment to their Employees.
5. Safety glasses (with side shields) shall be worn by all personnel at all times while on the project (100% eye protection)
 - 5.1. All safety glasses, goggles, and face shields must meet or exceed the requirements of ANSI Z87.1-1989.
 - 5.2. The addition of side shields to prescription safety glasses is not permitted unless the requirements of Z87.1 are met.
 - 5.3. Safety eyewear manufactured to meet or exceed the requirements of ANSI Z87.1-2003 must provide High Impact protection.
6. Sturdy work boots are required at all times on the job site (100% foot protection). Tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material shall not be worn by Contractor Employees on the job site. Sturdy work boots with fire resistant material, such as leather,

are required.

7. Employers are required to assess the workplace to determine if hazards that require the use of respiratory, hearing, face, skin, and hand protection are required for any applicable areas and operations on the job site.
8. Employees who are required to wear respiratory protection must receive a medical assessment of their physical ability to wear the equipment, be properly fit tested, and be trained in the use, care, maintenance, and limitations of the respiratory device.
9. Safety vest with reflective surfaces are required for all workers unless engaged in specialty trades such as inside finishing work or work where safety may be compromised. Safety vests are always required for workers who are exposed to outdoor mobile
10. Hearing protection devices shall be used to protect workers from noise which exceeds 90 dB (A) (decibels on an A-weighted scale).

POSTING REQUIREMENTS

1. The Contractor shall be required to construct a weatherproof job site bulletin board. Federal and State regulations require Employers to conspicuously display all required posters at locations where Employees report each day.
2. At minimum, the following items shall be posted:
 - 2.1. Industrial Welfare Commission's Order Regulating Wages, Hours, and Working Conditions
 - 2.2. Pay Day Notice
 - 2.3. OSHA "Job Safety and Health Protection"
 - 2.4. Employer's "Code of Safe Practices" / Safety Rules
 - 2.5. Discrimination in Employment is Prohibited by Law
 - 2.6. Sexual Harassment Poster
 - 2.7. Americans with Disabilities Act (ADA)
 - 2.8. Notice of Compensation Carrier
 - 2.9. Notice to Employees of Unemployment Insurance and Disability Insurance
 - 2.10. Cal/OSHA Operating Rules for Industrial Trucks
 - 2.11. Emergency Telephone Numbers

POWDER-ACTUATED TOOLS

1. Powder-actuated tools must meet or exceed the requirements of ANSI A10-3.1977.
2. Only trained workers holding a valid Operator's card can use a powder-actuated tool.
3. Containers for powder-actuated tools must be lockable and bear the label POWDER-ACTUATED TOOL on the outside. The container must be kept under lock and key storage.

4. The following must be provided with each tool:
 - 4.1. Operating and service manuals.
 - 4.2. Power load chart.
 - 4.3. Inspection-Service record.
 - 4.4. Repair and servicing tools.
5. Eye or face protection is required for Operators and assistants.
6. Tools must be inspected prior to use. Defective tools must not be used.
7. Powder-actuated tools must not be left unattended.
8. Powder-actuated tools must be unloaded if work is interrupted. Tools must not be loaded until ready for use.
9. On misfire, the tool must be held in place for 30 seconds.
10. Misfires shall be placed in a designated can of water.
11. Different power loads must be kept in separate compartments.
12. Warning signs must be posted bearing the words: "POWDER-ACTUATED TOOLS IN USE" within 50 feet of the point of use.

PUBLIC PROTECTION PLAN

1. The Contractor shall develop a Public Protection Plan prior to the commencement of work. The Public Protection Plan shall be reviewed and revised as necessary throughout the project.
 - 1.1. The Plan shall be in writing and available at the job site for review upon request.
 - 1.2. For the purposes of this section, "Public" refers to parties not involved in the execution of work related to this construction project.

Considerations

1. The Public Protection Plan shall consider and include at minimum the following items as they apply to the project: (NOTE: this is neither intended nor represented to be a complete list.)
 - 1.1. Noise
 - 1.2. Dust, Fumes, Mists, Smoke, Vapors
 - 1.3. Traffic hazards
 - 1.4. Pedestrian hazards
 - 1.5. Radiation (including lasers, x-rays, and welding rays)
 - 1.6. Machinery and vehicles

- 1.7. Falling objects
- 1.8. Wind-borne objects
- 1.9. Security
- 1.10. Utilities
- 1.11. Hazardous Materials and Hazardous Substances (including use and storage)
- 1.12. Response to incidents involving the public
- 1.13. Public demonstrations or protests

Components

1. The Public Protection Plan shall at minimum include the following components:
 - 1.1. Policy statement
 - 1.2. Assignment of responsibilities
 - 1.3. Identification of existing and predictable public concerns
 - 1.4. Provisions to monitor and inspect the implementation of the provisions of the Public Protection Plan
 - 1.5. Provisions for incident investigation
 - 1.6. Hazard abatement procedures

SANITATION

1. The Contractor must assure for in a clean and sanitary condition:
 - 1.1. all potable water for drinking,
 - 1.2. adequate toilet facilities,
 - 1.3. Hand wash facilities as required by the Material Safety Data Sheet or State standards.
 - 1.4. appropriate containers for disposal of garbage,
 - 1.5. Any necessary insect control for items 1.1 to 1.4 of this subsection.
2. A minimum of one separate toilet facility shall be provided for each 20 Employees or fraction thereof of each sex.
3. Toilet facilities shall be kept clean, maintained in good working order, designed and maintained in a manner that will assure privacy, and provided with an adequate supply of toilet paper.

SCAFFOLDS

1. Scaffolds shall be erected, moved, dismantled or altered only under the supervision and direction of a Competent Person qualified in scaffold erection, moving, dismantling or alteration.

2. Scaffolding materials must not be damaged and planks must be free of defects, damage or debris. Painted planks will not be permitted.
3. The Employer shall have a Competent Person determine the feasibility and safety of providing fall protection for Employees erecting or dismantling supported scaffolds. Fall protection is required for Employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.
4. The Employer shall have each Employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following topics, as applicable:
 - 4.1. the nature of any electrical hazards, fall hazards, and falling object hazards in the work area,
 - 4.2. the correct procedures for dealing with electrical hazards
 - 4.3. the correct procedures for erecting, maintaining, and dismantling the fall protection and falling object protection systems being used
 - 4.4. the proper use of the scaffold, including the proper handling of materials on the scaffold
 - 4.5. the maximum intended load and the load-carrying capacities of the scaffold
 - 4.6. any other pertinent procedures or safety requirements
5. The Employer shall have each Employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold trained by a Competent Person to recognize any hazards associated with the work in question. The training shall include the following topics, as applicable:
 - 5.1. the nature of scaffold hazards
 - 5.2. the correct procedures for erecting, disassembling, moving, operating, repairing, inspecting and maintaining the type of scaffold in question
 - 5.3. the design criteria, maximum intended load-carrying capacity, and intended use of the scaffold
 - 5.4. any other pertinent procedures or safety requirements
6. When the Employer has reason to believe that an Employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the Employer shall retrain each such Employee so that the requisite proficiency is regained.
7. Handrails, midrails and toe boards (as necessary) are required on all scaffolds over six feet high.
 - 7.1. If the guardrail system is incomplete or missing, personal fall protection is required.
8. Employees may ride on rolling scaffold moved by others below if the following exist:
 - 8.1. the floor or surface is within 3 degrees of level, and free from pits, holes, or obstructions;
 - 8.2. the minimum dimension of the scaffold base, when ready for rolling, is at least 1/2 of the height. Outriggers, if used, shall be installed on both sides of staging;

- 8.3. the wheels are equipped with rubber or similar resilient tires;
- 8.4. The manual force used to move the scaffold shall be applied as close to the base as practicable, but not more than 5 feet (1.5 meters) above the supporting surface of the scaffold;
- 8.5. Before a scaffold is moved, each employee on the scaffold shall be made aware of the move; and,
- 8.6. No employee shall be on any part of the scaffold which extends outward beyond the wheels, casters, or other supports.
9. No surfing or self propelling mobile scaffolding at height will be permitted without Contractor's review and specific approval.
10. Wheels must be locked on rolling scaffolds before use.
11. All connections, including casters, on rolling scaffolds shall be pinned.
12. The Contractor must keep the platform load within the safe platform work load limit.
13. Scaffolds must be erected level on a firm base. When the scaffold is resting on earth or other such material, the uprights shall rest on and be secured to the equivalent of a 2-inch by 10-inch by 10-inch wood base.
14. Suspended scaffolds must have adequate anchorage points. Occupants shall have a full body harness, lifeline and deceleration device that must be attached to a separate anchorage point than that of the scaffold prior to stepping out onto any suspended scaffold.
15. Scaffold planks must be laid tight and secured to prevent movement. Planks must overlap between 6 and 12 inches over the scaffold supports.
16. A stair tower or built-in stair/ladder system shall be provided for access to all scaffolds four frames or more in height.

STEEL ERECTION

1. No building, structure, or part thereof, or any temporary support shall be loaded in excess of its designed capacity.
2. Trusses and beams shall be braced laterally and progressively during construction to prevent buckling or overturning.
3. During placing of structural members, the load shall not be released from the hoisting line until the members are secured with not less than two bolts drawn up wrench tight.
4. Where skeleton steel is being erected, a tightly planked and substantial floor shall be maintained with two stories or 30 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed.

5. When connecting beams at the periphery or interior of a building or structure where the fall distance is greater than six (6) feet, the Connector shall be provided with and use appropriate personal fall protection equipment in accordance with OSHA requirements.
 - 5.1. Connector means an Employee who, working with hoisting equipment, is placing and connecting beams or other structural members.
6. When performing work other than connecting, Employees shall be provided and use personal fall protection equipment in accordance with OSHA requirements where the fall distance is greater than six (6) feet.
7. Open web steel joists shall not be placed on any structural steel framework unless such framework is safely bolted or welded.
8. Containers shall be provided for storing or carrying rivets, bolts, and drift pins, and secured against accidental displacement when aloft.
9. When bolts or drift pins are being knocked out, means shall be provided to keep them from falling.
10. Impact wrenches shall be provided with a locking device for retaining the socket.
11. Connections of equipment used in plumbing-up shall be properly secured.
12. Turnbuckles shall be secured to prevent unwinding while under stress.
13. Plumbing-up guys shall be removed only under the supervision of a Competent Person.
14. Employees working above grade or any surface and exposed to protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement by the use of guardrails, or approved fall protection systems, or protective covers.
15. Employees shall be trained in accordance with applicable OSHA standards and project-specific requirements.

TAR AND MELTING POTS

1. Any melting chamber must be vented and must have a working thermometer.
2. No melting pots or tar kettles may be located on roof surfaces. All melting pots must be on the ground outside, and at least 25 feet from any building.
3. Pipelines shall be adequately braced or supported to prevent collapse.
4. Barricades must be provided when hot liquids are present overhead on a roof or upper floor.
5. Buckets containing hot asphalt or pitch shall not be carried on ladders.
6. A fire extinguisher shall be kept near each kettle in use. Extinguisher capacity shall be at least:
 - 6.1. Less than 150 gallon kettle – 8:B.C.

- 6.2. 150 to 350 gallon kettle – 16:B.C.
- 6.3. Larger than 350 gallon kettle – 20:B.C.
7. At a minimum, an 8:BC fire extinguisher shall be kept near each kettle in use.
8. Kettle and tanker pumps shall be provided with a means of stopping the flow of hot asphalt or pitch manually from the rooftop in emergencies.
9. Pumper pipelines shall be securely fastened at rooftop and shall not be supported by ladders used for access.

WARNING SIGNS

1. The Contractor shall post site access and warning signage, including emergency contact information, in accordance with applicable requirements.
2. Project Employees shall obey all warning signs.
3. Signage shall be maintained in legible condition, and cleaned or replaced as necessary to maintain legibility.
4. All Contractor-installed warning signs, signals and barricades must be removed when the hazard no longer exists.
 - 4.1. The Contractor shall monitor conditions to ensure timely and accurate removal of these devices.

WORK ZONE TRAFFIC CONTROL

1. The Employer shall establish work area protection zones necessary to protect Employees and the public when work is performed in areas where pedestrians or vehicles have access.
2. All Employees in work zones shall wear Class II (for Class I and Class II exposures) or Class III reflectorized garments in accordance with the requirements of the MUTCD.
3. Traffic control shall be established in compliance with the U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), State and local traffic control regulations, the WATCH Handbook (where referenced by contract), or other contract-referenced documents/standards.
4. The Employer shall establish Work Area Protection in consideration of the location of the worksite, pedestrian and traffic conditions, and the time of day (daylight or dark).
5. The Employer shall ensure adequate protection to passing vehicles on a roadway by providing a Flagger when barricades, signs and signals may be insufficient.
6. When placing or removing Work Area Protection, the Employee shall:
 - 6.1. Be consistently alert to traffic conditions.

- 6.2. Face oncoming traffic.
- 6.3. Wear proper personal protection (e.g. traffic warning vest, hard hat, eye protection).
7. Place the initial warning sign (e.g., Construction Ahead) first and remove last.
8. Work zone sites must be made safe for pedestrians by using:
 - 8.1. Rope or vinyl warning tape.
 - 8.2. Fencing or other barricades.
 - 8.3. Cones and signs.
 - 8.4. Pedestrian crossings (designated and painted).
 - 8.5. Other appropriate means, methods and devices.
9. All night work requires adequate illumination to light the work area and warn public vehicular traffic.
10. For night work, the illumination used to light the work area shall be aimed such that it does not create glare for, or blind, the public driving through the work zone.
11. The Employer shall ensure adequate protection to passing vehicles on a roadway by providing a Flagger when barricades, signs and signals may be insufficient.

Flagging Operations

1. Flagging Operations shall be conducted in accordance with the following unless a more specific standard applies:
 - 1.1. Flaggers shall be trained in the proper fundamentals of flagging (signaling) traffic before being assigned as Flaggers.
 - 1.2. The Flagger must be protected and the motorist forewarned by use of advance warning signs and cones.
 - 1.3. Use cones before the Flaggers position to mark the traffic lane.
 - 1.4. The use of high visibility orange vests shall be required to all Flaggers.
 - 1.5. During the hours of darkness the Flaggers shall be outfitted with a reflectorized garment, and the Flagger's position shall be illuminated.
 - 1.6. To Stop Traffic - The Flagger shall face traffic and hold the stop paddle in a vertical position at arms length.
 - 1.7. When It Is Safe For Traffic To Proceed - The Flagger shall stand parallel to the traffic movement, and with the slow paddle held in a vertical position at arms length.
 - 1.8. Flags shall be a minimum of 18" x 18" in size, and orange in color.

Plate Bridging

1. Trenches, excavations, or other surface openings or significant depressions must be covered with a bridge plate to permit safe and unobstructed flow of traffic.
2. Bridging plates must be secured from movement by a holding device(s) such as cleats, angles, bolts, tack welding, etc.
3. Bridging plates should be installed to produce a minimum amount of noise.
4. Bridging plates must extend a minimum of one foot beyond the edges, with pavement materials feathering the edges for a reasonably smooth transition.
5. Advance warning signs shall be posted when steel plates are used in a travel path.
 - 5.1. Refer to the WATCH Manual (where applicable) for specific requirements.