



**HEALTH
AND
SAFETY
PROGRAM**

SEPTEMBER 2007



San Antonio Water System

CONSTRUCTION SAFETY AND HEALTH PROGRAM

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INTRODUCTION

This Construction Safety Program for Contractor's has been written to help direct and control the activities of persons performing and managing construction projects for the San Antonio Water System (SAWS), in order to prevent accidents, injuries including equipment and property damage.

The term "Contractor" in this document refers to the general or prime Contractor for the specific construction project. It shall be noted that while the Contractor is responsible for the project safety program, subcontractors are required to work under the conditions of the Contractor's Construction Safety Program.

The term "Construction Safety and Health Program" in this document refers to the Contractor's Project Specific Safety Plan. It is expected that each contractor will utilize their company's safety and health plan as a foundation for the site-specific program.

This Construction Safety and Health Program is not intended to be an all-inclusive listing of safety procedures or requirements. It is a guidance document which outlines general safety activities, procedures, and reporting requirements to be implemented by the Contractor.

Contractors working on SAWS Construction Projects shall have their own safety and health plan, which complies with the Occupational Health & Safety Administration's (OSHA), Texas Health and Safety Statute / Code requirements of a Construction Safety and Health Program, and with all other applicable regulations. Individuals working on SAWS Construction Projects are responsible for knowing all applicable safety rules, being alert and practicing good, sound judgment in the performance of their jobs, even if specific safety rules are omitted from the Construction Safety and Health Program.



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Subcontractors and their employees are responsible for following the requirements of this Construction Safety and Health Program and contract requirements of the prime contractor. Guidance can be obtained at: <http://www.osha.gov/doc/outreachtraining/htmlfiles/osa2202.html> .

Safety guidelines shall be understood and followed by all individuals while on the job site. Violation of these guidelines, either in job performance or in the letter of Construction Safety and Health Program, particularly those that are Immediately Dangerous to Life and Health (IDLH), will result in work stoppage until safety requirements are properly fulfilled. The Contractor's project manager shall review the specific violation and identify/implement proper corrective action prior to continuance of the work activity for which the violation was identified.

The Contractor Project Specific Construction Safety and Health Program shall be prepared and submitted to SAWS prior to the Pre-Construction Conference and will be reviewed by SAWS leadership prior to the issuance of a notice to proceed with Construction Phase Activities.

SAFETY RESPONSIBILITIES, AUTHORITY AND ACCOUNTABILITY

The principal organizations involved in carrying out the Construction Safety and Health Program include the financing and regulatory agencies, the facility Owner/Operator, the San Antonio Water System (SAWS), and its Safety and Environmental Health (representatives), the preparer of the construction documents (the Engineer), the Contractor Project Manager, the Construction Contractor, and all Subcontractors. The responsibilities for each of these organizations and representatives are presented in the following paragraphs.

REGULATORY AGENCIES

The primary agency with safety authority for the project is the Federal Occupational Safety and Health Administration (OSHA). OSHA requirements are published in 29 Code of Federal Regulations (CFR), Subtitle B, Chapter XVII, Part 1926, entitled, *Safety and Health Regulations for Construction*.



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The following sections describe regulations for most activities that will be conducted in constructing the water, sewer, chilled water, and recycled water systems:

- Subpart A - General, Inspections, Administrative
- Subpart B – General Interpretations, Rules
- Subpart C – General Safety and Health Provisions
- Subpart D - Health and Environmental Controls
- Subpart E - Personal Protective Equipment and Life Saving Equipment
- Subpart F – Fire Protection and Prevention
- Subpart G - Signs, Signals and Barricades
- Subpart H - Materials Handling, Storage Use and Disposal
- Subpart I – Tools, Hand and Power
- Subpart J – Welding and Cutting
- Subpart K – Electrical
- Subpart L – Scaffolding
- Subpart M – Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O – Motor Vehicles, Mechanized Equipment
- Subpart P - Excavations, Trenching and Shoring
- Subpart Q – Concrete and Masonry Construction
- Subpart R – Steel Erection
- Subpart S – Underground Construction
- Subpart T – Demolition
- Subpart W – Rollover Protective Structures
- Subpart X – Ladders
- Subpart Y – Commercial Diving Operations
- Subpart Z – Toxic and Hazardous Substances



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Additionally, 29 CFR, Subtitle B, Chapter XVII, Part 1910 entitled, *Safety and Health Regulations for General Industry*, covers safety activities related to health requirements, medical monitoring, and exposure limits to chemical substances.

It shall also be noted that, as applicable, OSHA reserves the right to review any Construction Safety and Health Program and to accept or reject all or part of those documents. OSHA also has the authority to review safety records during or after construction to confirm that the project is being/was constructed in a safe manner and that it meets or exceeds all applicable safety standards requirements. Additional guidance for the contractors involved is available and can be obtained at: http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9707

Agencies with secondary responsibilities for the project include, but are not limited to, the Texas Natural Resource Conservation Commission (TNRCC), the Texas Commission on Environmental Quality (TCEQ), the Texas Department of State Health Services (TxSHS), the City of San Antonio (CoSA), the Texas Water Development Board (TWDB), and the Texas Department of Transportation (TxDoT), where construction occurs within a state right-of-way. Construction in TxDoT right-of-way shall follow the 1993 Standard Specifications for Construction of Highways, Streets and Bridges, which generally references OSHA requirements. Also, the Texas Manual on Uniform Traffic Devices shall be consulted for traffic safety guidance when constructing in public roadways.

Any of the above agencies may send representatives to the job site, without prior notice, which may inspect, review, or comment on safety issues during their visits. SAWS requires that all Contractor job sites shall be immediately accessible to appropriate local, State, and Federal agency safety and environmental health officials.



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SAWS

The Owner of the Water, Wastewater, and Recycle Water Systems and all associated design and construction is the San Antonio Water System (SAWS). SAWS requires that all Contractors have a project-specific safety plan and that the safety plans comply with OSHA regulations and this Construction Safety and Health Program. Once SAWS has reviewed the Construction Safety and Health Program, the Construction Contractor shall be expected to implement the plan.

The Contractor will verify that its Subcontractors comply with the specified safety requirements, as SAWS does not have a contractual relationship with the Subcontractors.

Safety and Environmental Health Representative

SAWS will designate a SAWS Safety and Environmental Health Representative for the project. The overall responsibility of the Safety and Environmental Health Representative is to monitor that the Contractor and Subcontractors are executing construction in accordance with appropriate safety and environmental health regulations, and to perform the safety and environmental health review activities specified in the Construction Safety and Health Program.

There may be more than one (1) such representative assigned by SAWS to a project. In such an event, the SAWS Contractor Safety and Environmental Health Professional shall take the lead.

The Safety and Environmental Health Representative will be available to advise the Contractor Project Manager and/or SAWS "C.O.I." during random visits and/or by specific request. The Safety and Environmental Health Representative's duties include, but are not limited to:

- Performing safety evaluations of the work in-progress.
- Meeting and conferring in a supportive, inclusionary, manner with contractors regarding safe work-related matters.



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- Reporting on safety observations to the Contractor's on-site supervisor, the SAWS C.O.I., and to the SAWS Director of Safety & Environmental Health.
- Providing safety reports to SAWS and the appropriate C.O.I.. Such reports will include results of observations with specified corrective measures.
- Monitoring site operations of the Prime Contractor and Subcontractors for compliance with applicable OSHA safety regulations, Texas statutory, and SAWS requirements.

Construction Observer/Inspector

SAWS will designate a SAWS Construction Observer/Inspector - "C.O.I." for the project. The C.O.I. is the "Authorized Representative" of the owner (SAWS) and will be assigned by the owner to observe and inspect any or all parts of the project and the materials to be used therein. The responsibility of the C.O.I. is to observe the Contractor and Subcontractors during construction activities in accordance with SAWS directives, assuring completion of the project according to the plans and specifications, including the observation of the implementation and performance of the Project-Specific, OSHA-compliant, Safety and Health Program.

If the C.O.I. observes a violation of a safe work practice, particularly one that is Immediately Dangerous to Life and Health (IDLH), he or she shall immediately bring it to the attention of the Contractor Project Manager/Competent Person. The SAWS Safety and Environmental Health Representative shall be consulted as soon as is practical if there is a question on the safety of the work practice.

The C.O.I. has the authority to direct the Contractor to stop work, at no additional cost to the contract, if the activity appears to place any personnel (Contractor's, SAWS', subcontractors', or the general public) in a compromising and/or potentially hazardous situation.



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CONSTRUCTION CONTRACTOR

It is the Construction Contractor's responsibility to verify that all construction is carried out in a safe manner, and that it does not pose a hazard to personal health or property. The Construction Contractor's specific responsibilities include, but are not limited to the following:

- Preparation of a project-specific safety and health plan to be submitted to SAWS for review.
- Providing a safe workplace for on-site personnel.
- Enforcing the project-specific safety and health plan with all contractor personnel, subcontractor personnel, guests, and visitors.
- Educating and training project-specific construction personnel on safety and health requirements, safe equipment and vehicle operation and verifying that each subcontractor's personnel are adequately trained and informed.
- Conducting routine safety meetings with on-site personnel and subcontractors.
- Recording all incidents and reporting them to SAWS and applicable regulatory agencies.
- Maintaining a alcohol and drug-free workplace.

Contractor Project Manager

The Contractor Project Manager must be a "competent" person who has been designated as the field representative by the Contractor. A "competent" person is one that has been trained in excavation safety, work zone traffic control, confined space entry, and hazardous materials responsibilities and has the authority to take prompt, corrective measures to eliminate problems.

Competent person training and certification is required and is available by training programs such as the Texas Engineering Extension Service (TEEX) Construction Training Program, or similar programs offered by different agencies throughout the country. Additionally, this person must have authority to perform such duties as sign pay requests, negotiate change orders, etc.



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The Contractor Project Manager's primary responsibility is to conduct construction activities, in compliance with applicable OSHA safety regulations and SAWS safety and environmental health requirements, to assure completion of the project according to the plans and specifications. The Contractor Project Manager is also responsible for regular review of safety documentation and reports and forwarding such documents to SAWS. The contractor may use their Quality Assurance personnel to augment their safety inspection program.

If the Contractor Project Manager observes a violation of a safe work practice, he or she shall take immediate appropriate corrective action. If an Immediately Dangerous to Life and Health (IDLH) hazard is observed, work associated with that condition shall immediately cease until the deficiency is corrected. The Contractor Project Manager shall also advise the SAWS Construction Observer/Inspector (C.O.I.), of all corrective actions implemented.

All violations and corrective action shall be documented in accordance with contract documents. The Contractor Project Manager/Competent person shall be present during all Construction Activities on the project site. The Contractor shall also provide a list of alternate competent persons at the project site.

Safety and Health Activities - Administrative

Certain Safety and Environmental Health activities shall be routinely handled by the Contractor's representative. Safety supervision procedures such as conducting safety meetings, routine safe work inspection and reporting, training, education and notification of safety requirements and pre-qualifying employees based on physical capabilities shall serve to help prevent accidents, injuries, and property or equipment damage.



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Safety Meetings

Safety meetings shall be conducted to review past activities, plan for new or changed operations, review pertinent information on specific task-related hazards, and remind job personnel of the importance of working safely. A routine safety meeting schedule shall be specified in the Contractor's Construction Safety and Health Program.

Safety Training and Education

Employees shall be provided the appropriate safety and health training at the start of employment, and at intervals appropriate to maintain safety and health awareness in the performance of their jobs. This training is the responsibility of the Contractor and shall be administered by qualified personnel.

A minimum of two (2) employees at each job site, shall have certified First Aid and Cardio-Pulmonary Resuscitation (CPR) training to provide adequate and immediate response to on-the-job injuries, illnesses and accidents. In addition, all training deemed necessary for the operation of equipment and performance of specific tasks shall be based on current manufacturers, OSHA, and SAWS requirements. All supervisors shall be trained with respect to their responsibility to maintain a safe working environment and preparation and maintenance of safety and health documents.

Safety and health education and awareness training shall be promulgated by the Contractor including the posting of OSHA and other applicable safety and health regulations and requirements. Such information shall inform employees at a project site not only of safety and health requirements are, but also of their rights to a safe work environment.



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Safety and Health Inspections

The Construction Safety and Health Program shall provide for frequent safety reviews of the job site, equipment, and materials to verify compliance with the project's safety and health plan and this SAWS Construction Safety and Health Program. These reviews shall be conducted by qualified Contractor personnel and shall be documented.

In addition, if the Contractor uses their Quality Assurance personnel, they shall perform daily safety and environmental health reviews, as a part of their quality assurance activities. If safety and health deficiencies are identified in a review, a follow-up review shall be accomplished by the contractor's management to verify the deficiency has been corrected within a reasonable amount of time. All deficiencies shall be corrected as soon as possible. Specific circumstances which require a separate safety evaluation include:

- When persons are working in an excavation, the excavation, adjacent areas, and protective systems shall be monitored continually throughout the work shift and as needed after rain or other hazard-increasing events. This monitoring shall be detailed in the Project-Specific Safety and Health Plan as a routine activity.
- All motor vehicles and mobile equipment shall be inspected at regular intervals by a representative of the Contractor. These safety inspections shall be documented, and files maintained. Such documentation shall be regularly reviewed by the SAWS Safety and Environmental Health Representative, and may be reviewed by the SAWS C.O.I.

If an Immediately Dangerous to Life and Health (IDLH) deficiency is observed, the contractor shall cease operations until the IDLH deficiency is corrected.



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Reporting

The Contractor Project Manager/Competent Person is responsible for reporting all safety-related incidents and accidents to Contractor Management, SAWS C.O.I., the SAWS Safety and Environmental Health Representative, and any applicable federal, state, or local regulatory agency. All such incidents and accidents must be reported by the Contractor as soon as is possible; meaning without undue delay or hesitation. Major accidents, which are reportable to OSHA directly, include:

1. a fatal injury and/or
2. three (3) or more persons admitted to a medical facility.

Such major accidents shall be reported immediately.

Such reporting procedures shall be outlined in the Contractor's Construction Safety and Health Program. This procedure shall identify personnel and their phone numbers for such reporting.

Physical Qualifications of Employees

All persons shall be physically, medically and psychologically qualified to perform the essential functions of their job description. Appropriate medical monitoring shall be conducted when required by law and whenever an accident or injury has occurred.

The provisions contained in 28 CFR, Part 36, entitled *The Americans with Disabilities Act*, and applicable Texas statutes, prohibiting discrimination against any employee based on his or her disability, shall be adhered to.



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Alcohol and Drug-Free Workplace

All persons working on SAWS job sites are required to maintain an alcohol and drug-free workplace. At no time while on the premises may employees use, or be under the influence of, alcohol, narcotics, intoxicants or similar mind-altering substances. Any Contractor or Subcontractor who is aware of a person using the aforementioned substances shall take action consistent with applicable laws and regulations. Texas workers compensation insurance does not cover incidents, injuries or illnesses caused by the use of alcohol, narcotics, intoxicants or mind-altering substances.

Safety and Health Activities - Project Site

Certain safety and health activities apply more to specific tasks at the project site and are appropriate for supervisors as well as employees. These activities include knowledge of project-specific safety and health requirements, use of personal protective equipment, safe operation of vehicles, and other equipment, proper hazard communication (HAZCOM), and emergency response actions.

Guidance on specific project-related safety and health activities may be found in selected sections of the SAWS Comprehensive Safety Program Policies and Procedures Manual, the Texas Hazard Communication Act, and at: <http://www.osha.gov/doc/outreachtraining/htmlfiles/osha2202.html>

Project-Specific Safety and Health Procedures

Safety and health procedures associated with specific activities (such as trenching, soil stockpiling, placement of pipe, tank installation, pump and other equipment installation etc...) shall be explicitly covered in the Contractor's Construction Safety and Health Program. The Contractor shall identify all activities associated with the construction of their project and describe safety and health procedures for any applicable activity. A recommended minimum basic outline for a safety and health plan is provided in Appendix A.



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This safety and health plan will be reviewed by SAWS and shall include:

- The Construction Contractor's "competent" person shall oversee safe work practices at the project site in accordance with applicable OSHA regulations.
- Procedures for trenching and related activities shall follow the requirements of 29 CFR 1926, Subpart P, and Item 402 of the TxDOT *Standard Specifications for Construction of Highways, Streets and Bridges*, and Texas State Health and Safety Code 756.023, to prevent trench cave-ins and related injuries.
- All crane operations and lifting of heavy or cumbersome objects, such as associated with tank installation, shall comply with 29 CFR 1926, Subpart N, to prevent personal injury and equipment damage.
- Persons entering confined spaces shall have completed the required training and understand how and when to sample and identify confined spaces according to 29 CFR 1910.146. A confined space rescue plan shall also be included with the project-specific safety and health plan.
- Lockout / tagout procedures for electrical and mechanical equipment and hazards at each job site shall be identified and described in the project-specific safety and health plan. Electrically-qualified persons shall follow the provisions of 29 CFR 1910.147, to prevent personal injury and equipment damage.
- Procedures for traffic control safety according to Item 502 of the TxDOT *Standard Specifications for Construction of Highways, Streets and Bridges*.
- Procedures related to storage and handling of hazardous materials.
- Procedures for utility awareness (including, but not limited to, the location and identification of utilities such as gas, electrical, telephone, water, sewer, recycle water, cable systems, etc.).

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Personal Protective Equipment

The use of personal protective equipment (PPE) is an important step in preventing accidents, injuries and illnesses, when other protective measures can not be fully eliminate a hazard. PPE ranges from minimal equipment such as hard hats and safety-toed footwear to fully-encapsulating suits with self-contained breathing apparatus (SCBA). The level of PPE used shall be determined by the Job Safety Analysis (JSA) performed by the contractor; e.g., if specific chemical contaminants are encountered in the soil, an emergency spill response is required, thus a higher level of PPE may be required.

Each Contractor and Subcontractor shall evaluate the job(s) to be performed and prepare a JHA to identify the proper PPE. The project-specific Construction Safety and Health Program shall identify the different levels and type of PPE to be used, and the appropriate times it is to be used.

All persons working in, visiting and/or inspecting SAWS job sites shall wear the specified PPE, regardless of their actual participation in the work being conducted.

In general, the JHA will typically identify the following types of PPE:

- Head protection
- Reflectorized vests or other clothing
- Eye and face protection
- Hearing protection
- Safety-toed footwear
- Hand and arm protection
- Respiratory protection
- Fall protection
- Protective clothing and other special body protection



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The required PPE shall be provided by the Contractor and made available to all persons working at the SAWS project sites.

Additionally, contractor shall post notices directing personnel to use the required PPE, such as in that listed above; e.g.:

- All construction sites shall have signs posted instructing the use of hard hats. All hard hats used at SAWS job sites shall conform to American National Standard Institute (ANSI) Code Z89.1.
- Areas where generators, jack hammers, etc., and other loud equipment or vehicles are in use, in excess of a potential exposure of 85 dBA, shall have signs posted requiring the use of the specific hearing protection, per 29 CFR, 1926.52.

Safe Operation of Construction Equipment

All vehicles and equipment shall be operated in a manner that prevents personal injury or equipment damage. The Contractor shall not permit untrained or unqualified personnel to operate any vehicles or equipment. Operators of any equipment or vehicles shall be able to read and understand the signs, signals and operating instructions in use. Seat belts shall be worn by vehicle operators and equipment operators if the equipment is so equipped.

Hazard Communication and Emergency Response

According to the Texas Community Right-to-Know Act, and 29 CFR 1910.1200, all persons on and off the job site must have access to information on hazardous materials and substances which are used or encountered at the worksite. Hazardous and regulated chemicals shall be labeled and material safety data sheets (MSDS) shall be available, as applicable.



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Emergency telephone numbers and reporting instructions shall be conspicuously posted at all job sites. A reliable means of communication shall be provided from each job site to outside emergency responders.

First-Aid and Medical Services

Each job site shall be equipped with a first-aid kit, and other emergency equipment, supplied by the Contractor and/or each Subcontractors. Medical services and first-aid required by OSHA are described in 29 CFR 1926.50. Proper equipment for emergency transportation of an injured employee to a doctor or hospital shall be available. Maps, telephone numbers, and street addresses of the nearest emergency medical facility and/or hospital shall be identified in the Project-Specific Construction Safety and Health Program. This information shall be posted in a clear, accessible location available to all personnel on-site. This material must also be included in all training for contractor personnel.

On-Site Fire Prevention

The Contractor shall specify a fire protection and prevention plan within the project-specific Construction Safety and Health Program, and shall provide for all appropriate firefighting equipment required by 29 CFR 1926, Subpart F. The Contractor shall maintain clear access to all available firefighting equipment and shall maintain equipment at all times. The Contractor shall verify that all on-site equipment is conspicuously located.

Fire protection includes the provision of a water supply, extinguishers and other equipment, as well as, training and/or education. Fire prevention includes the identification of ignition sources; proper storage of equipment and materials; access to fire exits; storage and use of flammable and combustible liquids; and other activities to prevent fires from starting. Smoking shall be prohibited except in specifically-identified and posted locations on SAWS job sites.



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Electrical Safety

Guidance for on-site electrical safety procedures may be found in the National Electric Code (NEC), 29 CFR 1926, Subpart K. In general, before work is done, the Contractor shall determine whether any part of an electrical power circuit, exposed or concealed, is located such that performance of work could bring any person or equipment into contact with it.

Persons working in areas of electrical circuits shall be protected by clearance procedures and grounding. Live parts of wiring or equipment shall be guarded to protect all persons or objects from harm. The Contractor shall verify that proper lockout and tagout procedures are followed. Only qualified Contractors' personnel, specifically trained in electrical work, are to handle "live", or "potentially live" electrical equipment.

Radiation Safety

If the contractor, or their subcontractors, plans to use a piece of equipment containing radioactive materials (RAM), the contractor shall notify SAWS' C.O.I., and Safety and Health Representative, prior to bringing the RAM to the project worksite. The contractor shall comply with 29 CFR 1926.53 and 29 CFR 1910.1096, as applicable. The contractor shall also comply with Texas Health and Safety Code, Chapter 401, and Texas Administrative Code, Title 25, Part I, Chapter 289, entitled *Radiation Control*.

Asbestos

Guidance for on-site asbestos safe work procedures may be found in 29 CFR 1926, Subpart Z, § 1101. In general, all work done that relates to potential exposure to asbestos containing material (ACM) shall require the Contractor to fully comply with all applicable regulations. Of particular concern is the handling and disposal of asbestos containing (AC) pipe. Only qualified Contractors' personnel, specifically trained in ACM work, are to handle / work with ACM.



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Safety Documentation

Safety and health activities shall be documented by the Contractor with copies of the documentation maintained by the Contractor according to federal and state regulatory / statutory requirements.

Routine Safety Inspections and Training

Routine safety and health inspections, and training activities, shall be documented to include the date, scope of the inspection or type of training, person performing the inspection or training, persons attending, and the name and signature of the person preparing the report. Forms for such reporting shall be developed by the Contractor. A current inspection and training file on each project shall be maintained by the Contractor.

Incident/Accident Reporting

All incidents/accidents that occur to persons or property shall be investigated, documented, and reported by the Contractor on an incident/accident report form.

(The report form is to be included in the Project Specific Construction Safety and Health Program).

Exposures to toxic materials and harmful physical agents shall be documented by the Contractor in accordance with applicable regulations. The Contractor shall provide copies of incident/accident reports to SAWS Construction Inspection Division and the SAWS Safety and Environmental Health Representative.

Workers Compensation Claims

The Construction Contractor must provide a "Certificate of Coverage" to SAWS showing statutory worker's compensation insurance coverage for all employees who will be performing construction of the project, for the duration of the project. The Construction Contractor shall post, on each project site, a conspicuous notice, written in the form prescribed by the Texas Worker's



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Compensation statutes, informing all persons providing services on the project that they are required to be covered; and stating how a person may verify coverage and report lack of coverage.

These requirements are a condition of the contract general conditions. Failure to comply with these requirements is a breach of contract by the Construction Contractor.

All Subcontractors must also have a "Certificate of Coverage" verifying Workers Compensation coverage. These "Certificates of Coverage" shall be presented by the Contractor to SAWS prior to the beginning of any construction activities.

The SAWS Risk Management Division must review and approve "Certificates of Coverage" prior to the beginning of construction.



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APPENDIX A

MINIMUM BASIC OUTLINE FOR A CONTRACTOR'S SAFETY AND HEALTH PLAN

The following outline should be used to develop a project-specific Contractor Construction Safety and Health Program. All safety and health plans should comply with this overall Construction Safety and Health Program. A “plan” shall be project-specific and, in addition to expected features, shall address any unusual or unique aspects of the project for which it is written.

1. SIGNATURE SHEET

Provide the title, signature, and phone number of the following:

- a) plan preparer (i.e. Contractor safety and health staff person, QC);
- b) plan approval by the Contractor (i.e., president, regional representative);

2. BACKGROUND INFORMATION

List the following information

- a) Contractor;
- b) contract number;
- c) project name;
- d) brief project description, description of work to be performed, and location;
- e) Contractor and subcontractor's accident experience (actual lost time injury frequency for the last 12 months and their most recent Worker's Compensation Experience Modifier);
- f) list of activities or areas which will potentially require hazardous materials analysis and management.



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3. RESPONSIBILITIES AND LINES OF AUTHORITIES

- a) Identification and accountability of personnel responsible for safety and health – at both corporate and project level – including both prime and sub-contractors (contracts specifically requiring safety and health, or industrial hygiene, personnel shall include a copy of their resume for review by SAWS).
- b) Lines of authority and levels of authorization, including liaison with SAWS C.O.I.s and Safety and Environmental Health Representatives shall be specified.

4. SUBCONTRACTORS AND SUPPLIERS

If subcontractors will be used and for major material suppliers, please provide the following:

- a) identification of subcontractors and suppliers;
- b) means for controlling and coordinating subcontractors and suppliers;
- c) safety and health responsibilities of subcontractors and suppliers.

5. TRAINING

- a) List subjects to be discussed with employees during project safety and health orientation.
- b) List mandatory training and certifications which are applicable to this project (e.g., confined space entry, crane operator, vehicle operator, HAZCOM, HAZWOPER training and certification, personal protective equipment, to name just a few) and other applicable requirements for periodic retraining/recertification.
- c) Outline requirements (who attends, when given, who will conduct etc.) for supervisory and employee safety meetings.



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6. SAFETY AND HEALTH INSPECTIONS

- a) Discuss, as a minimum, who will conduct safety and health inspections, when inspections will be conducted, how the inspections will be documented, the deficiency tracking system to be used, follow-up procedures, and records retention.
- b) Discuss how any external inspections/certifications (such as by a third party) will be incorporated and responded to by the Contractor.

7. SAFETY AND HEALTH EXPECTATIONS, COMPLIANCE AND INCENTIVE PROGRAMS.

The following are safety and health expectations:

- a) The Contractor's written safety and health plan goals, objectives, and incident / accident experience goals for this project.
- b) Written Contractor policies and procedures for managers and supervisors safety and health accountability.
- c) Policies and procedures regarding noncompliance with safety and health requirements.
- d) A brief description of the Contractor's safety incentive programs (if any).
- e) Written Contractor and Subcontractor alcohol and drug testing policies.

8. ACCIDENT REPORTING

The Contractor shall define the procedures to be followed as required in Incident / Accident reporting (see page 16 and 17 of this program document); who completes the following; how; when:

- a) exposure data.
- b) incident / accident investigations, reports and logs.
- c) immediate notification of major incidents / accidents and equipment damage.



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9. MEDICAL SUPPORT

Outline on-site medical support and off-site medical arrangements (see Page 15 of this program document).

10. PERSONAL PROTECTIVE EQUIPMENT

Outline procedures (who, when, how) for conducting job hazard assessments (JHA) to determine engineering controls on the use of personal protective equipment (PPE), if unable to resolve the hazard through engineering design. List the personal protective equipment which that shall be used for the project, and that will be posted per pages 13 and 14 of the program document.



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ACKNOWLEDGMENT PAGE

I will learn the hazards of the construction project and follow all appropriate safety and health rules and procedures as stated in my company safety and health program.

I will immediately report unsafe behaviors (acts) and hazardous conditions to my supervisor and/or Contractor Project Manager.

I understand that violation of appropriate safety and health guidelines can result in work stoppage until safety and health requirements are met.

I will report all accidents and related incidents to my supervisor and or the Contractor Project Manager.

I will wear the proper personal protective equipment, regardless of my direct participation in the hazard's of work being conducted.

I will assist the overall construction safety and health effort by personally demonstrating a "safe attitude" and by forming good work habits.

I am responsible for my own safety and health and that of my fellow coworkers.

Employee's Name

Date

Supervisor's Name

Date

This ACKNOWLEDGMENT PAGE must be signed by both the Contractor employee and his/her supervisor. The supervisor will then remove the signed acknowledgment from the Construction Safety and Health Program, make a copy for the project safety file and forward a copy to the Contractor Project Manager.

NOTE: If the contractor already has a similar form within their company's safety and health program, they may substitute it here, in lieu of this acknowledgement form.)