

## *San Antonio Water System Standard Specifications for Construction*

### ITEM NO. 902

#### Construction Safety And Health Program

**902.1 DESCRIPTION:** This item shall govern the preparation and implementation of the contractor's Construction Safety and Health Program for the specified project. The guidance document is not intended to be an all-inclusive listing of safety and health procedures. This guidance document outlines safety management credentials, general safety activities, procedures, and reporting requirements for the contractor to prepare a project specific Safety and Health Plan. The contractor shall prepare and implement their approved project specific Construction Safety and Health Plan throughout the construction phase of the project.

The contractor shall submit the project specific Construction Safety and Health Plan to a SAWS safety representative prior to the beginning of the construction phase of the project. This plan will be reviewed for information outlined in the appendix of this specification in order to verify that the contractor recognizes the requirement to comply with OSHA regulations. The SAWS Safety Representative will review for compliance and issue a concurrence/nonconcurrence on the Construction Safety and Health plan. When the plan complies with the requirements the concurrence shall be sent to the project engineer/inspector and documented on the Contractor Safety and Health Plan Tracking Log by the SAWS safety representative. The Contractor shall be responsible for meeting or exceeding applicable OSHA requirements and implementing the plan during construction.

**902.2 INTRODUCTION:** This Construction Safety and Health Program for Contractor's has been written to direct and control the activities of all persons performing and managing construction projects for 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 and Health 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 Construction Safety and Health plan as a foundation for the site-specific program.

The Construction Safety and Health Program is not intended to be an all-inclusive listing of safety and health procedures. 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) requirements of a Construction Safety and Health Program and with all applicable regulations. Individuals working on SAWS construction projects are responsible for

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knowing all 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. Subcontractors and their employees are responsible for following all requirements of the Construction Safety and Health Program. Guidance can be obtained at: <http://www.osha.gov/doc/outreachtraining/htmlfiles/osha2202.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, 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's Project Specific Construction Safety and Health Program shall be prepared and submitted to SAWS prior to the Pre-Construction Conference and will be reviewed prior to the issuance of a notice to proceed with Construction Phase Activities.

### **902.3 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 representative, the preparer of the construction documents (the Engineer), the Contractor Project Manager, the Safety & Environmental Health Professional (Representative), the Construction Contractor, and all Subcontractors. The responsibilities for each of these organizations and representatives are presented in the following paragraphs.

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

1. Subpart A - General, Inspections, Administrative
2. Subpart B – General Interpretations, Rules
3. Subpart C – General Safety and Health Provisions
4. Subpart D - Health and Environmental Controls
5. Subpart E - Personal Protective Equipment and Life Saving Equipment
6. Subpart G - Signs, Signals and Barricades
7. Subpart H - Materials Handling, Storage Use and Disposal
8. Subpart I – Tools, Hand and Power
9. Subpart J – Welding and Cutting
10. Subpart K – Electrical
11. Subpart L – Scaffolding
12. Subpart M – Fall Protection

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13. Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
14. Subpart O – Motor Vehicles, Mechanized Equipment
15. Subpart P - Excavations, Trenching and Shoring
16. Subpart Q – Concrete and Masonry Construction
17. Subpart R – Steel Erection
18. Subpart S – Underground Construction
19. Subpart X – Ladders
20. Subpart Y – Commercial Diving Operations
21. Subpart Z – Toxic and Hazardous Substances

Also, 29 CFR, Subtitle B, Chapter XVII, Part 1910 covers safety activities related to health requirements, medical monitoring, and exposure limits to chemical substances. 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 can be obtained at:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9707](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 Commission on Environmental Quality (TCEQ), the City of San Antonio (CoSA), the Texas Water Development Board (TWDB), Bexar County, and the Texas Department of Transportation (TxDoT), where construction occurs within a state right-of-way. Construction in a TxDoT right-of-way shall follow the 2004 Standard Specifications for Construction and Maintenance 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 working 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.

1. 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 and health plan and that it comply with OSHA regulations and this Construction Safety and Health Program. Once SAWS has accepted the Construction Safety and Health Program, the Construction Contractor shall implement the plan. The Contractor will assure that its Subcontractors comply with all safety requirements, as SAWS does not have a contractual relationship with the Subcontractors.
2. Contractor Project Manager: The Contractor Project Manager must be a “competent” person who has been designated as the field representative by the

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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.

The 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 contract documents. The Project Manager is also responsible for regular review of safety documentation and reports and forwarding such documents to SAWS.

If the Project Manager observes a violation of a safe work practice, he or she shall take immediate appropriate corrective action and shall 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 Project Manager 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.

3. Safety and Environment 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 ensure 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 Liaison shall take the lead.

The Safety and Environmental Health Representative will be available to advise the 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:

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

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- c. Reporting on safety observations to the Contractor's on-site supervisor and to the SAWS Director of Safety & Environmental Health;
  - d. Providing safety reports to SAWS. Such reports will include results of observations with specified corrective measures;
  - e. Monitoring site operations of the Prime Contractor and Subcontractors for compliance with applicable OSHA safety regulations and SAWS requirements.
4. 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, Construction Safety and Health Program.

If the C.O.I. observes a violation of a safe work practice, he or she shall immediately bring it to the attention of the Project Manager and/or the SAWS Safety and Environmental Health Representative as soon as is practical as required.

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 dangerous situation.

**902.5 CONSTRUCTION CONTRACTOR:** It is the Contractor's responsibility to ensure that all construction is carried out in a safe manner; that does not pose a threat to personal health or property. The Contractor's specific responsibilities include, but are not limited to the following:

- a. Preparation of a project-specific safety and health plan to be submitted to SAWS for review;
- b. Providing a safe workplace for all personnel on-site;
- c. Enforcing the project-specific safety and health plan with all personnel and subcontractor personnel;
- d. Educating and training construction personnel on safety and health requirements, safe equipment and vehicle operation and ensuring that all subcontractor personnel are adequately trained and informed;

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- e. Conducting routine safety meetings with on-site personnel and subcontractors;
  - f. Recording all incidents and reporting them to SAWS;
  - g. Maintaining a drug-free workplace.
1. 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.
  2. 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.
  3. Safety Training and Education: Employees shall be afforded 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 ensure 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 what the safety and health requirements are, but also of what rights they have to a safe work environment.

4. Safety and Health Inspections: The Construction Safety and Health Program shall provide for frequent safety reviews of the job site, equipment, and materials to ensure compliance with the site's approved safety and

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health plan. These reviews shall be conducted by qualified (Contractor) personnel and shall be documented.

In addition, the Contractor's quality assurance personnel 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 ensure 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:

- a. 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;
- b. 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.

5. Reporting: The Project Manager is responsible for reporting all safety-related incidents and accidents to Contractor Management, SAWS C.O.I., and SAWS Safety and Environmental Health Representative. All such incidents and accidents must be reported by the Project Manager 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.

All incidents or accidents shall require the contractor to revise and resubmit their construction safety and health plan for review of how said incident or accident was taken into consideration for future avoidance.

6. Physical Qualifications of Employees: All persons shall be physically, medically and emotionally 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.

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

7. 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.
  
8. Safety and Health Activities - Job Site: Certain safety and health activities apply more to specific tasks at the job site and are appropriate for supervisors as well as technicians. These activities include knowledge of project-specific safety and health requirements, use of personal protective equipment, safe operation of vehicles, and other equipment and proper hazard communication (HAZCOM) and emergency response actions. Guidance on specific task-related safety and health activities may be found in selected sections of the SAWS Comprehensive Safety Program Policies and Procedures Manual, 29 CFR Parts 1926 and 1910, the Texas Hazard Communication Act, in the U.S. Army Corps of Engineers Safety and Health Requirements Manual EM 385-1-1, and at: <http://www.osha.gov/doc/outreachtraining/htmlfiles/osha2202.html>
  
9. Site-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 his/her project and describe safety and health procedures for any applicable activity. The minimum basic outline for a safety and health plan is provided in the Appendix. This safety and health plan will be reviewed and approved by SAWS and shall include:
  - a. The Construction Contractor's "competent" person shall oversee safe work practices at the project site in accordance with applicable OSHA regulations;
  - b. Procedures for trenching and related activities shall follow the requirements of 29 CFR 1926, Subpart P, and Item 402 of TxDOT's 2004 *Standard Specifications for Construction and Maintenance of*



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*Highways, Streets and Bridges* to prevent trench cave-ins and related injuries;

- c. 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;
- d. Persons entering confined spaces shall have completed all proper 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 identified in the project-specific safety and health plan. Contractors should refer to the SAWS' *Confined Space Entry Program* for Guidance;
- e. 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. Contractors should refer to the SAWS *Lockout/Tagout/Blankout Program* for guidance.
- f. Procedures for traffic control safety according to Item 502 of TxDOT's 2004 *Standard Specifications for Construction and Maintenance of Highways, Streets and Bridges*. Contractors should refer to the SAWS *Work Zone Traffic Control Program* for guidance;
- g. Procedures related to storage and handling of hazardous materials;
- h. 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.).

Personal Protective Equipment: The use of personal protective equipment (PPE) is an important step in preventing accidents, injuries and illnesses. PPE ranges from every day, mandatory protective equipment to fully-encapsulating equipment, depending on the specific task and job site. One circumstance which shall require a higher level of PPE is construction in areas of contaminated soils. Each Contractor, Subcontractor, and individual employee shall think through the job(s) to be performed and prepare a job hazard analysis (JHA) to identify the proper PPE. The project-specific Construction Safety and Health Program shall identify different types of PPE and how and when they will be used.

All persons working in, visiting and/or inspecting SAWS job sites shall wear the proper PPE, regardless of their actual participation in the work being conducted. Contractors should refer to the SAWS *Personal Protective Equipment Program* for guidance.

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In general, the following types of PPE shall be provided by the Contractor and made available to all persons working at the SAWS job sites:

- a. Head protection;
- b. Reflectorized vests or other clothing;
- c. Eye and face protection;
- d. Hearing protection;
- e. Safety-toed footwear;
- f. Hand and arm protection;
- g. Respiratory protection;
- h. Fall protection;
- i. Protective clothing and other special body protection.

Contractor shall post notices directing personnel to use specific PPE, such as in that listed above; i.e.:

- a. All construction sites shall have signs posted instructing the use of hard hats. All hard hats used at SAWS job sites shall conform with American National Standard Institute (ANSI) Code Z89.1;
  - b. 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 appropriate hearing protection.
10. Safe Operation of Construction Equipment: All vehicles and equipment shall be operated in a safe manner to prevent 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.
11. Hazard Communication and Emergency Response: According to the Community Right-to-Know Act, 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 in the workplace. Hazardous and

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regulated chemicals shall be labeled and material safety data sheets (MSDS) shall be available, if applicable. Contractors should refer to the SAWS *Hazard Communication Program* for guidance.

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.

12. 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 Subcontractor. 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.

13. 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 ensure clear access to all available firefighting equipment and shall maintain equipment at all times. The Contractor shall ensure that all on-site equipment is conspicuously located. Contractors should refer to the SAWS *Hot Work Permit Program* for guidance.

Fire protection includes the provision of a water supply, extinguishers and other equipment, as well as, proper training and/or education. Fire prevention includes the identification of ignition sources, proper storage of equipment and materials which allows 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.

14. Electrical Safety: Guidance for on-site electrical safety procedures may be found in the National Electric Code (NEC), 29 CFR 1926, Subpart K, and in the U.S. Army Corps of Engineers Safety and Health Requirements Manual. In general, before any 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 assure that proper lockout and tagout procedures are

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followed. Only qualified Contractors' personnel, specifically trained in electrical work, are allowed to handle "live", or "potentially live" electrical equipment. Please refer to the SAWS *Lockout/Tagout/Blankout Program* for guidance.

15. Safety Documentation: All safety and health activities shall be immediately documented by the Contractor. Copies of all documentation shall be maintained by the Contractor.
16. Routine Safety Inspections and Training: Routine safety and health inspections, and training activities, shall be recorded including the date, scope of the inspection or 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.
17. Incident/Accident Reporting: All incidents/accidents that occur to persons or property shall be investigated and reported by the Contractor on an incident/accident report form (Report form to be provided by the Contractor in his/her Project Specific Construction Safety and Health Program). Exposures to toxic materials and harmful physical agents shall also 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.
18. Workers Compensation Claims: The Construction Contractor must provide a "Certificate of Coverage" to the owner 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 Compensation Commission, 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.

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

**902.6 MEASUREMENT:** Measurement of the Item, "Safety and Health Program," as specified herein, will not be measured for payment.

**902.7 PAYMENT:** No direct payment shall be made for incidental cost associated with preparation and implementation of the Contractor's project specific Construction Safety and Health Program.

### **902.8 APPENDIX: MINIMUM BASIC OUTLINE FOR A CONTRACTOR'S SAFETY AND HEALTH PLAN**

The following outline may be used to develop a project-specific Contractor Construction Safety and Health Program. All safety and health plans must comply with this overall Construction Safety and Health Program. A "plan" shall be job-specific and, in addition to expected features, shall address any unusual or unique aspects of the job or activity 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.
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-

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contractors (contracts specifically requiring safety and health, or industrial hygiene, personnel shall include a copy of their resume for acceptance 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 any 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, HAZWOPER training and certification, personal protective equipment, to name a partial list) and any other applicable requirements for periodic retraining/recertification;
  - c. Identify requirements for emergency response training;
  - d. Outline requirements (who attends, when given, who will conduct etc.) for supervisory and employee safety meetings.
6. **Safety and Health Inspections:**
- a. Discuss who will conduct safety and health inspections; when inspections will be conducted; how the inspections will be recorded; address the deficiency tracking system, follow-up procedures, etc.;
  - b. Discuss how any external inspections/certifications (such as by a third party) will be incorporated and responded to by the Contractor.

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7. **Safety and Health Expectations, Compliance and Incentive Programs:**  
Please discuss the following:
  - 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 (to include disciplinary actions for violation of safety and health requirements);
  - d. A brief description of the Contractor's safety incentive programs (if any);
  - e. Written Contractor and Subcontractor drug testing policies.
8. **Accident Reporting:** The Contractor shall designate the procedure (who, when, hows) for who completes the following:
  - a. Exposure data (man-hours worked);
  - b. Incident / accident investigations, reports and logs;
  - c. Immediate notification of major incidents / accidents and equipment damage.
9. **Medical Support:** Outline on-site medical support and off-site medical arrangements (See Page 14, First-Aid and Medical Services for details).
10. **Personal Protection Equipment:** Outline procedures (who, when, how) for conducting hazard assessments to determine engineering resolution, followed by proper use of personal protective equipment if unable to resolve through design. List all personal protective equipment which is available and shall be used for the subject project. Also list the PPE requirements, which will be posted on the job site.

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**CONSTRUCTION SAFETY AND HEALTH PROGRAM**

RECEIPT AND 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 RECEIPT AND 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.

- End of Specification -