

Owner Controlled Insurance Program

Safety Requirements Manual



JUDICIAL COUNCIL OF CALIFORNIA
455 GOLDEN GATE AVENUE SAN FRANCISCO, CA.

OCIP SAFETY REQUIREMENTS

As used in this Manual, "Contractor" shall mean the General Contractor who agrees with Owner to comply with this Manual. Contractor also agrees to require that all Subcontractors comply with this Manual and further agrees to include provisions requiring such compliance, and requiring the addition of such requirements, in all written agreements with Subcontractors. "Subcontractor" shall mean those persons, firms, or other entity awarded work by the Contractor. Subcontractor shall apply to all tiers as well as vendors and service providers performing work for the benefit of the Contractor. For the purpose of the safety standards, vendors, suppliers, service providers and visitors on 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. "Owner Safety Manager" shall mean the independent consultant retained by Owner to monitor, evaluate and coordinate the Contractor's Safety Health & Environmental plan as set forth in this manual.

It is the responsibility of the Contractor to maintain control of safety so that employees and public will be provided an environment free of hazards during construction. This manual does not relieve the Contractor and Subcontractor of their responsibilities regarding the safety of its employees and the preservation of property; rather, the Contractor and Subcontractor shall have primary responsibility in this regard.

The "OCIP Safety Requirements" are supplementary to all Governmental requirements and do not negate, alter or otherwise change any provisions. This Manual is intended to supplement the Contractor Site Specific Safety Plan and to help coordinate the overall safety effort.

It is the responsibility of the Contractor and Subcontractors to incorporate these provisions into your site specific safety plan. In the event of any conflict between the provisions of this Manual and the Contractor or Subcontractors Site Specific Safety Plan, the most stringent safety, health and environmental compliance shall govern. It is understood that the ultimate responsibility for providing a safe working environment rests with the Contractor.

Nothing contained herein shall change, modify or supersede the terms and conditions of the Owner Contractor agreement without approval from both parties.

Owner:

Contractor:

Date:

Date:

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ABBREVIATIONS AND DEFINITIONS

ADA	American Disabilities Act
ANSI	American National Standards Institute
Cal/OSHA	California Occupational Safety Health Administration
CM	Construction Manager
Contractor (s)	All contractors approved to perform work on project
DOSH	Division of Occupational Safety and Health
DOT	Department of Transportation
EMD	Environmental Management Department
EMR	Experience Modification Rate
EPA	Environmental Protection Agency
GC	General Contractor
HMP	Hazardous Material Plan
JCC	Judicial Council of California
JHA	Job Hazard Analysis
OSR	Owner Safety Representatives
OSM	Owner Safety Manager
PM	Project Manager
PPE	Personal Protective Equipment
PSM	Project Safety Manager (GC Safety Representative)
RCRA	Resource Conservation and Recovery Act
SDS	Safety Data Sheet
SSR	Subcontractor Safety Representative
SSSP	Site Specific Safety Plan
T8 CCR	Title 8 of the California Code of Regulations

SECTION 1 – PROGRAM REQUIREMENTS

POLICY STATEMENT:

All practical steps shall be taken to maintain a safe work place. The General Contractor must accept responsibility for the prevention of incidents on work under their direction and shall be responsible for safety and loss control training of all personnel assigned to this project.

The objective of this policy is to establish safe work practices, policies and concepts which result in the prevention of incidents and/or the protection of property. These safe working concepts are of the highest importance and therefore, shall receive top priority, support and attention.

1.1 OCIP SAFETY MANAGER (OSM)

1. The OSM shall:

- a. Provide the Owner an OCIP Safety Requirements Manual (SRM) for approval.
- b. Validate Site Specific Safety Program (SSSP) complies with the approved SRM requirements.
- c. Conduct frequent administrative audits of the General Contractors (GC) safety program with emphases on ensuring the GC complies with SSSP proactive measures. Communicate findings via email to GC Project Safety Representative (PSM), Construction Manager (CM) and Owner Representatives.
- d. Establish appropriate contact with the CM, PM, GC and Owner Representatives.
- e. Coordinate and communicate through the GC, not the Subcontractor.
- f. Identify and rectify practices and actions that are not in compliance with the SSSP, regulatory requirements and OCIP safety standards.
- g. Conduct daily site safety assessments and communicate finding via email to the project PSM and CM.
- h. Provide weekly written safety assessments of jobsite conditions, activities and status of critical items to the project team as directed by the Owner.
- i. Conduct weekly safety meeting with project safety representatives. Meeting minutes will be maintained and include the following topic;
 - Review and discuss a course of action for observations made during the past week.
 - Three week look ahead to identify and discuss safety concerns and develop a plan of action.
 - Track and review incident reports, injuries, claims and return to work requirements. Include broker, insurance reps. and case workers.
 - Review safety plans, JHA's and discuss any course of action to mitigate risk.
- j. Review and track injury claims by communicating with insurance personnel, case workers and broker. Emphasis is to ensure incidents are reported in a timely manner, documentation is correctly submitted and cases are properly managed.
- k. Provide information for Owner/Broker progress meetings, including job incident rates, control measures, claims and project management issues.

- l. OSM will attend safety planning meetings, progress project meetings and owners meetings.
- m. Conduct joint site safety assessments with the PSM twice a day.
- n. Site safety assessments will include at a minimum:
 - Identification of exposures/hazards.
 - Identify GCs and/or Subcontractors responsible for positive or negative practices.
 - Provide recommendations for appropriate control measures and target date for corrections.
 - Follow up on identified exposures within 24 hours.
 - Communicate and confirm identified hazards with the GC.
- o. Observe critical job activities (critical crane lifts, steel erection, roofing work, etc.)
- p. Observe project orientation training and validate drug testing procedures.
- q. When required determine root cause of incidents through established procedures.
- r. Conduct an investigation of all incident and provide a report to the Owner, broker and Insurance team.
- s. Monitor management of the Return to Work Program.
- t. Develop/distribute periodic “Lessons Learned” on project hazards and controls.
- u. Assist with identifying environmental health hazards and controls.

2. Method and Means of managing the project safety program belongs to the GC. The OSM is task to observe and report performance and compliance of the GC as describe in their approved SSSP and regulatory safety requirements.

3. The OSM will notify the GCs of any unsafe condition or act by a contractor's employee, subcontractor, or vendor via email. Should the GC fail to immediately correct the identified unsafe condition, the OSM has the authority to stop work.

4. No Third Party Beneficiaries – The rights awarded to the OSM hereunder may be exercised by the OSM solely for Owner’s benefit and not for the benefit of the Prime Contractor, Subcontractor, their employees, or any other person or entity.

NOTE: Requested advice from the OSM does not relieve, alter, change or amend any of the Contractor's expressed, implied or inherent legal and/or contractual obligations.

1.2 GENERAL CONTRACTOR (GC)

The GC is responsible for:

1. Developing and providing a safety action plan for monitoring Subcontractors with an Experience Modification Rate (EMR) greater than 1.0. The following documentation shall be provided to the OSM prior to the Pre-Mobilization Safety Meeting.

- a. A safety action plan for monitoring Subcontractor.
- b. An EMR waiver request form (Appendix A).
- c. Subcontractor documentation outlining the reason for the EMR.
- d. Subcontractor SSSP.

2. Providing a full-time Project Safety Manager (PSM) to oversee the safety, health and environmental activities on the job site and ensure the PSM:

- a. Is on-site anytime work is being performed.
 - b. Has no other collateral duty.
 - c. Has the authority to stop work when imminent danger is observed.
 - d. Is responsible for the management of the safety program.
 - e. Meets the requirements stated in Section 1.5 of this manual.
 - f. Observe work activity outside the office throughout the work day.
3. Ensuring personnel on the project, when required, have cleared drug screening protocols prior to attending site specific orientation training.
 4. Site Specific Orientation Training program.
 5. Monitoring weekly tailgate safety meetings.
 6. Conducting and documenting daily assessments of the jobsite. Records shall be available upon request.
 7. Responding to safety surveys issued by Owner Representatives, OSM, insurance carrier or CM.
 8. Ensuring that all personnel are properly trained and instructed for jobs that require specific training and/or competency. Records of training and/or certifications shall be available for review upon request.
 10. Notifying the OSM of any inspection by Cal OSHA or other regulatory agencies.
 11. Developing a Return to Work Program for restrictive duty workers capable of performing work. The newly assigned work must be in accordance with the attending physician's instructions, regardless of employer or trade.
 12. Ensuring Subcontractors adhere to the Return to Work Program for their employees according to the physician's instructions
 13. Notifying the OSM when the primary PSM will not be present on the project.
 14. Notifying the OSM of any allegations of unsafe conditions, unsafe behavior or unsafe practices of other Subcontractors, employees, etc.

Note: The GC shall be ultimately responsible for safety on this project. GC shall establish a safety program that, at a minimum, complies with all local, state and federal safety standards, and this safety requirements manual.

1.3 CONTRACTORS

1. Each Contractor will develop and maintain their own SSSP conforming to the GC approved SSSP.
2. SSSPs will include provisions for:
 - a. Enforcement and compliance with federal, state, and local safety regulations.
 - b. Providing the necessary mechanical and physical safeguards to ensure maximum protection for employees.
 - c. Ensuring Contractors which create hazards are responsible to protect all workers from the exposures they created.
 - d. An inspection process where Contractors document working conditions and work practices prior to the start of daily work.

Note that Title 8 of the California Code of Regulations (T8 CCR) 1511 (b) states that, *prior to the presence of its employees, the employer shall make a thorough survey of the conditions of the site to determine the predictable hazards to employees and the safeguards necessary to complete the work in a safe manner.*

- e. Prompt and thorough investigation of every incidents to determine the cause and implement corrective measures to prevent re-occurrence.

- f. Pre-planning all phases of work. New phase of work will not begin until a Job Hazard Analysis (JHA) has been conducted and reviewed by the GC.
- g. Providing emergency action/evacuation plan, hazardous material spill responses/evacuation plan, emergency contact, and for access for emergency services at all times.
- h. Ensuring that all employees are held responsible for all aspects of the SSSP including compliance with rules and regulations.
- i. Ensuring Contractors report unsafe conditions to the GC for corrective action.
- j. Ensuring Contractors maintain effective housekeeping practices that rid their areas of slip and trip hazards such as electrical cords, tools, building material and construction debris while working.
- k. Ensuring Contractors conduct daily cleaning of their work areas prior to securing for the day.
- l. A Return to Work Program for restrictive duty workers capable of performing work. The newly assigned work must be in accordance with the attending physician's instructions, regardless of employer or trade.
- m. Attending weekly safety meeting with OSM.
- n. Requiring joint site safety assessments with the OSM and PSM.
- o. Participating in root cause analysis meetings with the PSM and OSM.

1.4 SUBCONTRACTOR

1. Subcontractors with a workforce of 50 or less shall designate a Supervisor, such as a Superintendent/Foreman, as their safety representative. The designated safety representative is responsible for initiating, maintaining and enforcing the safety requirements outlined in the GC's SSSP.
2. The appointed safety representative shall meet the requirement stated in Section 1.5 of this manual
3. Subcontractor shall provide a full-time Subcontractor Safety Representative (SSR) when their total workforce, which includes their tiered subcontractors exceeds 50 site personnel.
4. The SSR shall have no additional collateral duties.

The SSR shall:

- a. Present on site anytime Subcontractor work is being performed.
 - b. Conduct and document site safety assessment.
 - c. Review JHAs with the workforce prior to the start of work.
 - d. Monitor work activities and correct unsafe working conditions or unsafe acts.
 - e. Have the authority to stop work when imminent danger is observed.
4. Resumes for a primary and alternate SSR shall be submitted for review and accepted by the Owner.
 5. Subcontractors must submit for GC approval an SSSP, Site-Specific Heat Illness Prevention Plan, Fall Protection Plan, Fire Prevention Plan and include JHA prior to working on the project.
 6. Subcontractors shall comply with the GC's Return to Work Program for injured workers.
 7. Subcontractors with an EMR greater than 1.0 shall provide the GC:
 - a. A document outlining reason for current EMR
 - b. SSSP
 - c. Qualified and Competent Person appointment letters.

1.5 SAFETY REPRESENTATIVE QUALIFICATIONS

1. The PSM and SSR shall have, at a minimum:
 - a. Five years of safety experience on large-scale construction projects similar to the type and size of this project.
 - b. OSHA 30-hour construction safety training or equivalent certification.
 - c. Demonstrate competency in fall protection, confined space, excavation and trenching, electrical, crane operations, pre-task planning, accident investigation, root cause analysis, and statistical analysis of injury trends.
 - d. A broad understanding and recall of federal, state and local regulatory requirements as it pertains to Occupational Health and Safety and Labor Codes.
 - e. Current CPR and basic first aid certification.

1.6 COMPETENCY EVALUATION PROCEDURES

1. Personnel assigned with the responsibility of managing the safety program shall demonstrate, through their performance, the competency needed to maintain a safe workplace. Failure to maintain safe working conditions, failure to correct poor work practices, or failure to adhere to the provisions of the SSSP shall result in a performance review. The review will be based primarily on the number of repeat violations and corrective actions documented by the safety manager.
2. Failure to adhere to the provisions of the SSSP may result in the Subcontractor reassigning the collateral safety duties to another Supervisor or requiring a full-time safety professional.
3. The performance review process shall be documented as follows:

First Notice

Written warning of poor safety performance to the GC and Subcontractor.

Second Notice

Written warning to the GC and Subcontractor for poor performance. Subcontractor will be required to provide a response outlining their corrective action for improving the management of the safety program.

Third Notice

Notice of non-compliance to the GC outlining their Subcontractor's repeated violations and failure to properly manage the SSSP. Full-time safety representation may be required in order for the Subcontractor to continue their scope of work.

1.7 DISCIPLINARY REQUIREMENTS

1. The GC shall develop a disciplinary policy for the project and require subcontractors to meet or exceed that policy.
2. The enforcement and application of the disciplinary policy is the responsibility of the GC.

1.8 PROJECT SAFETY TEAM

1. The project safety team is comprised of the Owner, OSM, PSM and SSR of each Subcontractor.
2. The purpose of the Project Safety Team:
 - a. Review the safety performance of contractors.
 - b. Discuss trends and provide corrective action.
 - c. Perform periodic jobsite safety walks (group walks).
 - d. Study and discuss upcoming work and control measures.

1.9 SITE SPECIFIC SAFETY PLAN (SSSP)

1. The GC shall, upon notification of the contract award and prior to starting any work, develop and submit to the OSM an SSSP that meets or exceeds the safety requirements of this manual.
2. The OSM will review the SSSP and may require the GC to edit, modify, add, delete or otherwise revise its SSSP for the project, as deemed necessary to improve safe work practices.
3. Each Subcontractor awarded work under the GC will submit an SSSP that meets or exceeds the safety requirements of the SSSP.
4. Any requests by the GC, Subcontractor, or Tiered Subcontractors for edits, modifications, additions, deletions or other revisions to the Safety Manual may be submitted in writing to the OSM for consideration.
5. Delays by a Contractor in submitting any of the information stated in this Safety Manual which result in the Contractor being prohibited from starting work does not constitute grounds for a contract schedule extension or delay claim.
6. The GC shall ensure Subcontractors and Tiered Subcontractors comply with the safety requirements of their SSSP and requirements of this Safety Manual, and include provisions to this effect in all written contracts with Subcontractors and Tiered Subcontractors.
7. The GC shall ensure Subcontractors and Tiered Subcontractors are provided with a copy of the OCIP Safety Manual (and any amendments or modifications thereto), and that they are familiar with the requirements stated herein and are informed of their obligations with regard to safety.
8. In the event of any conflict between requirements/standards, the most stringent requirements shall apply.

1.10 EVALUATION OF SITE SPECIFIC SAFETY PLANS

1. The GC shall cooperate with the safety evaluation and promptly comply with all deficiencies identified.
2. The GC shall demonstrate that their SSSP and the Subcontractor's safety plans meet or exceed the OCIP safety requirements.
3. The following shall be addressed by the Contractors:
 - a. The safety plan is industry specific, not generic, and is responsive to the exposures prevalent in the industry and anticipated on the prospective project.
 - b. There should be elements of Supervisor accountability for safety, accidents, and claims.
 - c. Safety meetings shall be held regularly with appropriate documentation as to the subject, names of attendees,
 - d. The contractor, on a daily basis, shall conduct safety assessment (inspections).
 - e. Assessment results are documented to identify deficiencies and corrective action taken.
 - f. The SSSP shall provide for employee safety training and documentation.
 - g. SSSP shall reflect the requirements stated in this manual.

1.11 ORIENTATION

1. All contractors will participate in an orientation program prior to starting their task on this project. The training will include, but is not limited to, the following:
 - a. Medical Provider Network (MPN) requirements.
 - b. Return to Work Program.
 - c. Accident reporting procedures.
 - d. Detailed overview of the project safety plan.
 - e. Hazards present in the area in which they will be working.
 - f. Fall protection requirements to include ladders and excavations.
 - g. Confined space requirements
 - h. PPE and apparel requirements.
 - i. Security and emergency procedures for the site.
 - j. Evacuation protocols.
3. Each person attending orientation will complete an Orientation Comprehension Acknowledgement form. Additional time will be given to any person(s) who indicate they do not understand all of the requirements.
4. Upon completion of orientation training employee will be issued a serialized site sticker that will be placed on their hardhat.

1.12 SAFETY CERTIFICATION

1. The Superintendents working for the GC will be required to have OSHA 30-hour construction safety training or equivalent certification.
2. Subcontractors will be required to appoint one representative (Superintendent or Foreman) who meets the requirements listed in Section 1.5 of this manual.

1.13 QUALIFIED/COMPETENT PERSON SUBMISSION

1. GC and Subcontractors shall identify their Qualified or Competent Persons for the work or tasks that require this level of expertise. The employer shall certify the specific competencies of the named person in writing.
2. The employer and the appointed person shall sign the Qualified/Competent Person Appointment Letters. (Sample form is provided in Appendix A of this manual.)
3. Forms shall be maintained on site and made available upon request.
4. Training should be documented in accordance with federal, state, and local requirements.

SECTION 2 – ADMINISTRATIVE PROCEDURES

2.1 ACCIDENT REPORTING

1. Cal/OSHA mandates the reporting of certain types of employee accidents and the completion of appropriate reports for these accidents. The GC's shall outline procedures in their SSSP to ensure that accident and near miss reports are promptly and properly completed.
2. The OSM will be contacted by the PSM immediately upon being informed of an accident or near miss.
3. In events requiring emergency services such as police, fire or ambulance, the OSM will be contacted by the PSM.
4. A written report shall be provided to the OSM by the PSM within 24 hours of being informed.
5. Under the supervision of the PSM, the Subcontractor (employer) of the injured employee shall initiate the Claims Reporting Procedures outlined in the OCIP Insurance Manual.

2.2 ACCIDENT INVESTIGATION

1. Accident investigations may help prevent the recurrence of similar accidents in the future and make the workplace safer for everyone.
2. Contractors shall complete an Accident Investigation Report on injuries, accidents and “near miss incidents” (a near miss incident is any incident that does not result in injury or property damage however, had the potential to be serious).
3. The OSM will conduct an investigation separate of the contractor.
4. The report should include, at a minimum:
 - Date, time and location of the injury, accident or incident
 - Description of task(s) or process(s)
 - Hazards associated with the accident
 - Witness' statements
 - Root Cause Analysis (required on more severe incidents or accidents)
 - What steps will be taken to mitigate the hazard (unsafe acts and/or unsafe conditions)
 - Training conducted for all affected workers
 - Document new mitigation steps that have been observed, once implemented
 - Photographs of the area.
5. The contractor's written report will be completed and provided to the PSM and OSM within 24 hours of the incident.
6. The PSM will review the accident investigation to ensure mitigation steps are appropriate and effective.
7. Key members of the Safety Committee may meet to review and discuss the investigation report.
8. GC will monitor and document the effectiveness of the implemented corrective actions.
9. The OSM may request a Root Cause Analysis depending on the severity of the incident.

2.3 JOB HAZARD ANALYSIS (JHA)

1. GC shall require Contractors to present a hazard analysis prior to commencement of work.
2. The plan will, at a minimum, include:
 - a. A list of the tasks/operations that will be performed.
 - b. The hazards associated with the listed task.
 - c. Control measures (engineering controls, administrative controls, PPE, employee training) that will be incorporated to mitigate those hazards.
3. There may be instances where more than one hazard analysis would have to be submitted during the course of a Subcontractor's work based on the various tasks/operations being conducted.
4. The GC will require Contractors to conduct a daily pre-task review of the analysis with the work crew prior to the commencement of work. This review will be documented and any tasks, hazards or conditions that have changed from the previous analysis will be noted and remediation measures will be communicated to everyone.
5. Analysis will be maintained in the area of the activity for review by the PSM and OSM.

2.4 EMERGENCY CONTACT LIST

1. A master contact list shall be developed and maintained by the GC. The list shall be used for the purpose of notification during emergencies.

2.5 MEDIA CONTACT

1. GC shall provide in their SSSP guidance concerning media contact.
2. Guidance should include contact information for Project Management and the Public Affairs staff.
3. Provision will state that at no time shall a Contractor or its employees speak with or be interviewed by a member of the media regarding the project without the advance knowledge and participation of the Public Affairs Office.

2.6 POSTING REQUIREMENT

1. Contractors shall ensure compliance with all Worker's Compensation Statutes and Cal/OSHA regulations. Signage, notices, or posters shall be provided in a conspicuous place where they can readily be seen by employees. Minimum posting requirements include the following:
 - a. Job Safety, Permits, and Health Poster
 - b. Emergency Phone Number List
 - c. SDS Notice to Employees – this notice advises employees where SDS for a particular job site are located along with the written HAZCOM program.
 - d. Annual Summary Injury recordkeeping log as required by Cal/OSHA.
 - e. Copies of any Citations and/or Notice to Contest Citations required by Cal/OSHA and/or other governmental agency requirement to be posted.
2. All required documents must be posted in languages identified by California Division of Occupational Safety and Health.

Additional Cal/OSHA and Governmental agency requirements can be found at:

<http://www.dir.ca.gov/wpnodb.html>

2.7 RECORD KEEPING

1. Provisions shall be provided in the SSSP that requires each contractor to complete and maintain the documentation listed below, and upon request, submit copies to the GC and OSM.
 - a. Weekly Safety Meetings
 - b. Daily Job Site Safety assessments
 - c. Employee Training Records - (Forklift, Fall Protection, etc.)
 - d. Applicable permits (Excavation, Scaffold, Crane, etc.)
 - e. Initial and Daily JHA
 - f. Accident Reports, Root Cause Analysis, and Investigations
 - g. Right to Know SDS
2. The following statistical information shall be maintained made available by the GC upon request:
 - a. Work hours to date
 - b. Number of recordable injuries
 - c. Number of lost time injuries
 - d. Number of non-recordable (first aid) injuries
 - e. Lost Time Days
 - f. Recordable Incident Rate
 - g. Lost Time Incident Rate

2.8 SAFETY TRAINING AND MEETINGS

1. Pre-Mobilization Safety Meeting:

Provisions shall be provided in the SSSP that requires each Subcontractor to attend a Pre-Mobilization Safety Meeting with the PSM prior to mobilizing to the site. Topics discussed during this meeting will include project specific safety requirements, hazard communication, site security procedures, emergency procedures, fire/rescue procedures, site evacuation procedures, traffic control and any other applicable site or plant regulation. In addition, pre-task planning will be discussed to ensure coordination with other construction activities.

2. Weekly Safety Meetings:

Provisions shall be provided in the SSSP that requires Subcontractors and Tiered Subcontractors to conduct weekly toolbox safety meetings with their workforce. All personnel who attend the meetings are required to sign in. This sign-in roster along with the minutes from the meeting will be made available upon request. It is each Subcontractor's responsibility to determine the format of these meetings.

3. Safety Orientation Training:

All personnel and vendors who will be performing work on-site shall be fully oriented in the requirements of the SSSP of the GC.

4. Visitors will be required to check-in with the GC and will receive orientation training prior to entering the construction area where work is being performed or be escorted by a GC representative that has received the training.

5. Provisions shall be provided in the SSSP that requires safety representatives of each contractor to attend the OSM safety committee meetings.

6. Each contractor is responsible for providing their employees with training appropriate for the tasks to which they will be assigned. This training may be required by the manufacturer, Cal/OSHA, contract specifications, or other regulatory agencies.

7. The GC shall incorporate specific training requirements in the SSSP as directed by project ownership.

SECTION 3 – PROJECT SAFETY REQUIREMENTS

3.1 SPECIFIC SAFETY REQUIREMENTS

1. This project has a 100 percent fall protection policy for all trades.
2. This project requires eye protection, head protection and reflective vests to be worn at all times while on the project.
3. Cowboy looking hard hats (bump hats) are not authorized on this project.
4. Access to this site is restricted to Contractor employees and those authorized by the GC.
5. Contractors will be authorized to work within a specified area of the project as directed by the GC.
7. No entertainment devices or earphones are authorized for use on this project.
8. Cell phones will not be used while operating equipment or near any work activity.
9. No glass containers are allowed on site.
10. Only authorized and trained persons are permitted to operate equipment.
11. Daily equipment inspection sheets shall be maintained on the equipment.
12. Persons shall not enter a trench or excavation unless it has been inspected by a trained, competent person and properly shored, benched or sloped.
13. Only trained, qualified operators will use powder-actuated tools, and only when proof of training is readily maintained and available on site.
14. All ladders will be adequately secured at the top and bottom to prevent displacement.
15. Each Contractor will be responsible for maintaining a complete first aid kit in their field office or "gang-box".
16. Report all accidents, unsafe conditions or practices immediately to your representative and the GC's PSM.
17. No privately owned vehicles are allowed on site except in designated parking areas.
18. Contractor vehicles (trucks) will only be allowed on site with prior authorization from the GC and those vehicles will be identified with the Company/Contractor's name
19. If employees are not fluent in English, the Contractor will provide alternative means/methods to ensure effective communication is established.
20. Rigging, fall protection equipment, scaffolding, excavation and equipment inspection forms shall be maintained and available upon request.
21. Personnel shall eliminate static electricity by bolding/grounding (touching metal) when using refueling hoses and/or containers of petroleum liquids.
22. Secondary containment shall be provided when storing hazardous materials on site.
23. Spill response materials shall be available when conducting refueling operations.

SECTION 4 – MEDICAL REQUIREMENTS

4.1 MEDICAL TRANSPORTATION

The GC shall develop and maintain procedures for contacting emergency medical services and transporting personnel. These procedures shall, at a minimum, meet the following requirements:

1. Each Contractor provides first aid, medical treatment and transportation to their employees who sustain occupational injuries or illnesses.
2. Each Contractor reports all injuries and illnesses to the GC.
3. Include the following procedures for transportation of employees:
 - a. Provide first aid.
 - b. Contact the GC immediately when notified of an injury or illness.
 - c. The GC will contact and brief the OSM.
 - d. The Subcontractor shall provide transportation from the job site to the specified clinic.
 - e. The employee's Supervisor will report the injury to the designated insurance carrier identified under this OCIP. Claim numbers will be provided by the carrier.
 - f. Transportation will be available at all times when anyone is working on site.
 - g. Incident investigation shall be conducted immediately after the employee is taken to medical facilities.
4. Include the following for contacting and supporting emergency services:
 - a. Specific instructions for contacting emergency services.
 - b. Procedures for directing emergency services onto the construction site.
 - c. Contact list which includes the OSM.
 - d. Directions for the employee's Supervisor to report injuries to the designated insurance carrier identified under this OCIP and secure the claim number that will be provided by the carrier.
 - e. Require employee's Supervisor to accompany the injured worker.

4.2 RETURN TO WORK PROGRAM

1. In the interest of eliminating lost time injuries and reducing workers compensation costs, the GC shall establish and implement a Return to Work Program in their SSSP. The purpose of the Return to Work Program is to place Workers in temporary job positions while recovering from on the job injuries. Owner and the OCIP insurers are committed to working together to promote safety, recovery, and the successful return of injured Workers to temporary, modified work following a work related injury. Contractor and all Subcontractors agree to cooperate with the OCIP insurers to facilitate the return to work of any injured Worker capable of modified work status. This requirement shall be a contractual requirement.
2. Each Subcontractor is responsible to develop and maintain a Return to Work Program that meets or exceeds the GC's requirements.
3. Each Subcontractor shall provide the GC with their Return to Work Program for approval.

SECTION 5 – FALL PROTECTION

5.1 INTRODUCTION

1. The Owner is committed to the philosophy of continuous fall hazard controls wherever the potential exists for personnel falling from heights greater than 6 feet. Therefore, all Contractors will be required to utilize a fall protection method for falls greater than 6 feet, except where other regulatory agency's fall protection requirements are more stringent.
2. Contractors shall conduct and comply with all fall protection requirements in accordance with Title 8 of the California Code of Regulations, the manufacturers' instructions and/or other regulatory agencies.

5.2 GENERAL REQUIREMENTS

1. All Contractors conducting activities from heights greater than 6 feet will be required to submit a Site Specific Fall Protection Plan to the GC for review prior to commencement of any work on-site to ensure compliance with these requirements.
2. The Site Specific Fall Protection Plan will provide details that describe fall conditions that exist related to tasks being performed, fall protection methods that will be used to control the hazard, and the Competent Person responsible for executing the plan.
3. A Competent Person appointment letter shall be provided to the GC by each Subcontractor.
4. Plans and appointment letters shall be housed on site and will be available for review upon request.

5.3 LADDERS

1. The use, care and storage of ladders shall comply with Title 8 of the California Code of Regulations, the manufacturers' instructions and/or other regulatory agencies.
2. Each person shall be trained in the proper use of ladders and fully made aware of the regulatory requirements for their use. Failure to comply with the safe use of ladders is inexcusable and will not be tolerated on this project.
3. All ladders will be adequately secured at the top and bottom to prevent displacement.
4. The unsafe use of ladder will be considered a near miss incident and appropriate actions as outlined in Section 2.1 and 2.2 of this manual will be required of the PSM.
5. A method of fall protection is required while working from ladders near leading edges.
6. Ladders shall be inspected prior to use, and the inspection must be documented.

5.4 SCAFFOLDING AND AERIAL LIFTS

1. The GC shall ensure that scaffolding and aerial lifts are maintained per manufacturer's instructions.
2. Scaffolding will be inspected prior to use each day.
3. A Competent or Qualified Person appointment letter shall be provided to the GC by the Subcontractor.
4. The construction, maintenance, and disassembly of all scaffolding shall be under the direction of a competent person trained in the erection of that particular type or style of scaffold and shall comply with the requirements of T8 CCR, or other regulatory agencies.
5. Rolling/Mobile Scaffold
 - a. Rolling/mobile scaffold will be erected and dismantled according the manufacturer's requirements.

- b. Each worker that operates these types of equipment shall be trained according to the manufacturer's operators manual.
- c. Training and daily inspection documentation will be required to be available at the jobsite.
- d. All four wheels will be locked prior to climbing and working from a platform.
- e. Aerial lifts, scissor lifts or similar equipment will be operated according to the manufacturer's operators manual and the ANSI standards.
- f. Each worker that operates this type of equipment shall be trained according to the manufacturer's operators manual.
- g. Training and daily inspection documentation will be required and available on the equipment.
- h. Standing on the mid- or top rails of this type of equipment is not allowed.
- i. Suspended scaffold shall be installed per the manufacturer's requirements and under the supervision of a qualified person.
- j. Employer shall provide a Qualified Person's Appointment letter to the GC.
- k. Each worker that operates this type of equipment shall be trained according to the manufacturer's operators manual.
- l. Training and daily inspection documentation will be available at the jobsite.

SECTION 6 – HAZARD COMMUNICATION

6.1 INTRODUCTION

1. The SSSP shall be in compliance with Title 8 of the California Code of Regulations and other regulatory agencies. The following specific hazard communications requirements shall be incorporated in the SSSP.

6.2 CHEMICAL INVENTORY (RIGHT TO KNOW REQUIREMENT)

1. The GC will establish and maintain a master SDS listing for chemicals on the project.
2. Each Subcontractor will maintain their SDS of all known chemicals they use at the work site.
3. Hazardous chemicals brought onto the work site by any sub-tier of the Subcontractor will be included.

SECTION 7 – ACCESS AND SECURITY

7.1 CONFINED SPACE

1. The SSSP shall be in compliance with Title 8 of the California Code of Regulations and other regulatory agencies. The following specific requirements shall be incorporated in the SSSP.
2. All confined space activities will be reported to the OSM.
3. Confined Spaces documentation shall be maintained near the work activity.
4. The PSM shall assess work activities and confirm that work practices and conditions are in compliance.
5. The check list and permits shall be maintained on-site and made available upon request.

SECTION 8 – UNDERGROUND UTILITIES

8.1 INTRODUCTION

The SSSP shall be in compliance with Title 8 of the California Code of Regulations and other regulatory agencies. The following specific requirements shall be incorporated in the SSSP.

8.2 PUBLIC UTILITIES

1. In accordance with federal, state and local regulations the GC shall locate public utilities by either consulting with the individual utility company or contacting a recognized underground service locator.
2. Once identified and located, each Contractor shall take steps necessary to protect utilities from damage.
3. Each Contractor shall:
 - a. Use hand or controlled mechanical excavation procedures for underground utilities.
 - b. Shore, support, brace and/or reinforce (as necessary) any utility.
 - c. Clearly mark or identify any exposed utilities and provide appropriate warning or danger signs as needed to protect employees, the public and the utility itself.

SECTION 9 – TRAFFIC AND PEDESTRIAN PROTECTION

9.1 INTRODUCTION

The GC and Subcontractors have a responsibility to provide a work place free of recognizable hazards, which could cause possible injury to their employees and the general public.

9.2 PUBLIC SAFETY WORK RULES

1. All traffic signs or any devices used for public protection shall conform to American National Standards Institute, Manual of Uniform Traffic Control Devices for Streets and Highways or other governmental requirements, whichever offers the greatest degree of safety.
2. Barricades, cones, and/or similar channeling devices shall be used whenever employees or the public are exposed to traffic or similar hazards.
3. Traffic Control Representatives shall be trained in the fundamentals of traffic control and training records shall be provided to the PSM.
4. The traffic controls plan shall be available for review. Lighting shall be provided during the hours of darkness at the work locations and will be staged in such a way to not hinder the driver's visibility.
5. When traffic patterns are closed or altered due to work activity, instructional or warning signs shall be posted.
6. Flagmen and signalmen shall be trained by each Contractor in the required procedures for safely moving traffic around construction activities. All training will be documented.
7. Covered sidewalks shall be equipped with permanent lights to provide sufficient illumination for safe use by the public day or night. All bulbs will be cage-protected and kept operational.
8. Public walkways and roadways shall be kept clean and free of all recognized hazards and maintained for the safe and unobstructed movement of pedestrian and vehicular traffic.
9. Traffic plates shall be recessed and secured to prevent movement.
10. Public walkways will have abrasive non-slip surfaces and meet all American Disabilities Act and/or local governing agency requirements.
11. When steel plates, wood planking or similar covers are used to cover excavations, they will be substantially secured to prevent movement from traffic and meet all American Disabilities Act and/or local governing agency requirements.
12. When such covers are located where there is pedestrian traffic, they shall be constructed so as to eliminate tripping hazards. Covers will be non-slip in nature or have a non-slip surface and meet all American Disabilities Act and/or local governing agency requirements.
13. Where sidewalks or other normal walkways for pedestrians are blocked, protected pedestrian pathways shall be provided around the blocked area to protect pedestrians from traffic and other hazards.
14. When work is to be performed over or near roadways, walkways or other areas used by the public, protection shall be provided to prevent material from falling on persons or vehicles.
15. Each Contractor shall ensure that its employees are properly trained as to these regulations prior to beginning work
16. Training shall be documented and available for review.

SECTION 10 – PERSONAL PROTECTIVE EQUIPMENT (PPE)

10.1 INTRODUCTION

1. The California Division of Occupational Health and Safety and other regulatory requirements mandate that employers will ensure that their employees are using appropriate PPE in operations where employees are exposed to hazardous conditions. Each Contractor and Subcontractor shall comply with these requirements.

10.2 MINIMUM PPE REQUIREMENTS

1. The employer shall assess the work activity to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- a. Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
- b. Communicate selection decisions to each affected employee; and,
- c. Select PPE that properly fits each affected employee.

2. Personnel shall utilize the following PPE at all times while working on this site:

- a. Foot protection shall be in compliance with Title 8 of the California Code of Regulations 3385. Each employee is required to wear an approved, well-constructed work boot. Steel-toed boots will be worn when required. Tennis shoes, dress shoes, sandals, etc. are not permitted.
- b. Employees are required to wear hardhats **100 percent of the time on the site**. Refer to ANSI Z89.1 Safety Requirements for Industrial Head Protection.
- c. All construction areas require **100 percent eye protection**. Minimum eye protection includes approved safety glasses with side shields or monogoggles meeting the standards specified in American National Standards Institute Z 87.1-2014.
- d. Employees that wear prescription eyewear shall meet the ANSI Standards for eye protection. Protective equipment shall be kept clean and in good repair.

10.3 ADDITIONAL PPE REQUIREMENTS

1. Additional PPE may be required depending on the work operations involved. Employees will be required to wear the appropriate PPE in accordance with the task involved.

10.4 ADDITIONAL EYE AND FACE PROTECTION

1. Additional eye and face protection shall be worn by employees when performing the following tasks, including, but not limited to:

- a. Welding, burning, or cutting with torches.
- b. Using abrasive wheels, grinders, or files.
- c. Chipping concrete, stone or metal.
- d. Working with any materials subject to scaling, flaking, or chipping.
- e. Drilling or working under dusty conditions.
- f. Sand or water blasting.
- g. Waterproofing.
- h. Using explosive actuated fastening or nailing tools.

- i. Working with compressed air or other gases.
- j. Working with chemicals or other hazardous materials.
- k. Using chop saws, chain saws, masonry saws or other similar equipment.
- l. Working near any of the operations listed above.
- m. Any additional operations where additional eye protection is deemed necessary by the Project Site Safety Representative.

10.5 HAND PROTECTION

1. Gloves will be worn when handling objects or substances that may cut, tear, burn or otherwise injure the hand. Hand protection will be provided by the Contractor and worn as specified by the task performed.

10.6 HEARING PROTECTION

1. Employees shall utilize appropriate hearing protection (earplugs or earmuffs) when required, to protect from excessive noise levels generated from site operations or construction equipment. The threshold for hearing protection is 85dba.

2. A Hearing Conservation Program shall be implemented along with monitoring for compliance.

10.7 RESPIRATORY PROTECTION

1. Conditions may exist which require the utilization of respiratory equipment to protect employees against exposure to inhalation of toxic or harmful gasses, vapors, mists, fumes and dust. Contractors must implement and enforce a respiratory program in accordance with Cal/OSHA standards to protect employees from these types of exposures.

2. Prior to any welding, cutting or heating of coated metal or other materials, the Subcontractor or Tiered-Subcontractor will provide to the GC, exposure assessment documentation (personal air monitoring results) based on activities being conducted in a similar environment with similar engineering and administrative controls at the site where the work will be performed. Documentation may be submitted from previous projects with similar physical/environmental conditions, engineering and administrative controls.

3. Only respirators that are applicable and suitable for the purpose intended will be used. They will be selected on the basis of the hazards to which the employee is exposed.

4. Employees required to use respiratory protective equipment that is approved for use in an atmosphere immediately dangerous to life, shall be thoroughly trained in the use and limitations of such equipment.

5. Respiratory protective equipment will be inspected regularly and maintained in good condition. Filter cartridges will be replaced per manufacturer's recommendations or a calculated filter change-out schedule will be used to provide complete protection and shall be documented.

6. Dust masks are to be replaced in accordance with manufacturer specifications. For employees voluntarily using dust masks, documentation will be maintained according to federal or state regulations.

7. Workers required to wear respiratory protection shall have been medically evaluated and approved to wear such devices. A copy of each of its worker's medical approval will be kept by each Contractor on-site.

8. All employees required to use PPE shall be given individual instruction by the employer regarding PPE prior to its use. This training shall be documented and a record kept on site.

SECTION 11 – FIRE PREVENTION

11.1 INTRODUCTION

The GC shall implement and enforce fire protection and prevention measures in accordance with federal, state and local governmental agencies and in accordance with the following requirements.

11.2 REQUIREMENTS

1. Comply with the Fire and Life Safety Construction Program requirements as stated by the Office of the State Fire Marshal
2. In situations where the welding/cutting operations are being performed off of aerial devices, elevated platforms, or scaffolding, a fire extinguisher (rated not less than 10B) shall be available at the elevated work area.
3. When required employees shall be trained in the proper use of the fire extinguisher and training records shall be available for review.
4. Access shall be maintained at all times to existing or newly activated fire hydrants and/or Fire Department connections.
5. Emergency Fire Department phone numbers will be conspicuously posted.
6. Portable fuel tanks will be installed in accordance with federal, state and local requirements. Contractors are responsible for securing permits if required.
7. Flammable liquids shall be stored in approved containers or tanks outside, away from buildings, in a safe and secure location.
8. Outdoor flammable liquid storage and portable tanks shall not be located or staged next to the job site structure or building in accordance with local, state, or federal regulatory requirements.
9. Fuel tanks will be identified as to the content and the required signage will be posted in accordance with local, state, or federal regulatory requirements.
10. Storage areas will be kept free of weeds, debris and other combustibles.
11. Fire Watch shall be present during any hot work activity unless permit issuer determines it is not required.

11.3 HOT WORK PERMITS

1. GC shall provide provisions in their SSSP that require Contractors to establish a fire prevention and suppression procedure whenever their operations and processes covered by T8CCR 4794(a) and 4850(a) are conducted.
2. The GC shall issue and implement instructions on fire prevention and suppression procedures based upon the requirements contained in National Fire Protection Association (NFPA) 51B-2009, for Fire Prevention during Welding, Cutting, and Other Hot Work.
3. A Hot Work Permit will be validated on a daily basis by the PSM.
4. Prior to conducting "hot work" activities ("hot work" is defined as any cutting, welding, torching or flame-involved/inducing process), each Contractor shall ensure that the following precautions or actions have been taken and documented:
 - a. Defective equipment is removed from service and the project.
 - b. Floors have been swept and combustibles removed.
 - c. Wall and floor openings are covered.
 - d. No combustible materials within 35 feet of work.

- e. A written Fire Prevention Plan will be followed including fire extinguishers, hot work permit, fire blankets and a Fire Watch will be posted for no less than 30 minutes after hot work has ceased.
5. Prior to the beginning of hot work operations, the safety representative shall insure that employees are instructed on:
- a. Work to be performed
 - b. Precautions to be taken
 - c. How to use fire extinguishers
 - d. Emergency response techniques
 - e. Work stoppage protocols for possible exposures
6. Work will not commence if any employee does not fully understand what is expected of him or her during "hot work" activities.
7. Hot work training shall be documented as to the information covered and the workers in attendance, a copy of which shall be available upon request of the PSM.
8. Fire Watch shall be present during any hot work activity **unless permit issuer** determines it is not required.

11.4 WELDING, CUTTING AND BURNING

1. Each separate cutting and welding operation will be required to have, within easy reach, a proper fire extinguisher provided by the Subcontractor performing the work of a size and type to extinguish any fire that may ignite on materials being cut or welded or materials immediately adjacent to cutting and welding operation.
2. Prior to any welding, cutting or heating of coated metal or other materials, the Subcontractor will provide the GC with an exposure assessment documentation (personal air monitoring results) based on activities being conducted in a similar environment with similar engineering and administrative controls at the location where the work will be performed.
3. Documentation may be submitted from previous projects with similar physical/environmental conditions, engineering and administrative controls.
4. Regulators and hoses will be removed at the end of each work shift.
5. Valve protection caps shall always be in place before cylinders are moved, transported, or stored.
6. Compressed gas cylinders--empty or full--shall be secured in an upright position at all times except, if necessary, for short periods of time while cylinders are actually being hoisted or carried.
7. All hoses shall be frequently inspected for leaks, worn places, and loose connections.
8. Approved flashback arrestors shall be provided in both oxygen and acetylene hoses at the regulator connection.
9. Compressed gas cylinders will not be stored inside of any structure - this includes gang boxes, storage trailers and similar closed spaces.
10. Compressed gas cylinders will be stored only in properly constructed storage racks. The racks will be constructed of rugged nonflammable materials.
11. Electrode and ground cables shall be arranged so as to prevent obstructions from interfering with the safe passage of workers and equipment.

SECTION 12 – EXCAVATION & TRENCHING

12.1 REQUIREMENTS

1. A **Competent or Qualified Person appointment letter** shall be provided to the GC by the employer.
2. Excavation and trenching activities shall comply with the requirements of T8 CCR, or other regulatory agencies.
3. The determination and design of the supporting system shall be based on careful consideration of the following: depth of the cut; anticipated changes in the soil due to air, sun, freezing temperature and water; and ground movement caused by vehicle vibration and earth pressures.
4. Contractors also may use a trench box - a prefabricated, movable trench shield composed of steel plates welded to a heavy steel frame. T8 CCR permits the use of a trench box as long as the protection it provides is equal to or greater than the protection that would be provided by the appropriate shoring system.
5. The engineering documentation (tabulated data) must be available at the work location.
6. The manufacturer's shoring system (hydraulic, screw jack, etc.) shall be installed per the manufacturer's requirements and the owner's manual must be available on site for review.
7. Timber shoring methods must be engineered and documentation available on site for review.
8. When persons are crossing over an excavation or trench, a bridge shall be provided with adequate guardrail system.
9. Bridges must be designed for the intended load and the capacity must be marked on the bridge.
10. The excavation shall be protected by adequate physical barriers to keep unauthorized vehicular or foot traffic from the excavation-site or trench.
11. Trenching permits shall be made available upon request.
12. Excavations and trenches deeper than 6 feet will require a method of fall protection.

12.2 INSPECTIONS

1. Excavations and shoring systems will be **inspected daily by a competent person**, employed by the excavation company. Competent Person letter shall be made available upon request.
2. Inspections are required after rain storms or any other change in conditions that can increase the possibility of a cave-in or slide. If dangerous ground movements are apparent, such as tension cracking, all work in the excavation shall be stopped until the problem has been corrected.
3. Inspections shall be documented and maintained near the excavation work.

SECTION 13 – STEEL ERECTION

13.1 REQUIREMENTS

1. These requirements exceed the Cal/OSHA regulatory standards and are applicable to this project regardless of exemptions Contractors may obtain from Cal/OSHA on other projects.

13.2 FALL PROTECTION

1. A Site Specific Fall Protection Plan shall be included in the Erection Plan that will clearly identify the Competent Person and methods of fall protection in the steel erection process (decker, bolt up crew, welders, connectors, and safety cable installers, etc.).

NOTE: FALL PROTECTION WILL BE REQUIRED WHERE WORKERS ARE EXPOSED TO FALLS GREATER THAN 6 FEET.

13.3 ERECTION PLAN

1. A Site Specific Erection Plan shall be developed for the GC that will address potential hazards and exposures, including occupied spaces and power lines.

2. Key erection elements shall be pre-planned, including coordination with the GC, other Subcontractors, and Tiered-Subcontractors before erection begins.

3. The following issues shall be addressed in the Site Specific Erection Plan.

- a. Hoisting and Rigging
- b. Working Under Loads
- c. Structural Steel Assembly
- d. Roof and Floor Holes and Openings
- e. Beams and Columns
- f. Open Web Steel Joists
- g. Falling Object Protections
- h. Training (fall protection, rigging, multi rigging training, etc.)

SECTION 14 – CRANES AND RIGGING

14.1 INTRODUCTION

1. The safe operation and proper maintenance of cranes and rigging on the site shall be the overall responsibility of the GC and the crane contractor. Both contractors shall also be held accountable for compliance with Cal/OSHA, and other regulatory agencies requirements in regards to their cranes on the site, whether contractor owned, leased or rented.
 - a. The Contractor shall have a designated Competent Person who shall inspect cranes and derricks daily as part of the Contractor's job site inspection program.
 - b. Such inspections shall be documented. Defective equipment shall be removed from service and repaired and the service/repair shall be documented.
 - c. The crane contractor shall inspect its crane at least monthly and provide a written report as to the results of the inspection to the GC. Defective equipment shall be removed from service.
 - d. Loads shall not be suspended over persons.
 - e. Tag lines or guide ropes shall be used to control all loads.
 - f. Barricades for employee safety shall be maintained around the swing radius of the crane cab.

14.2 QUALIFICATIONS

1. Operators shall have the following qualifications to operate cranes and other hoisting equipment:
 - a. Designated operators who have been licensed by an approved agency or union and meet the requirements of Chapter 5, ASME B30.
 - b. Crane operators will meet the minimum requirements by the D.O.T. Physical Examination, as provided in D.O.T. 391, Physical Examination for Truck Drivers. No crane operator will be allowed to operate a crane until they have passed the physical exam conducted by a licensed physician approved by the D.O.T.
 - c. No one other than the above personnel shall be in, or on the crane during operations. Exceptions are oilers or a Supervisor whose duties may require their presence.

14.3 OPERATING REQUIREMENTS

1. The GC shall ensure that the crane operator:
 - a. Does not engage in any practice, which may divert his attention while engaged in crane operations.
 - b. Does not operate the crane if physically or mentally unfit, or if taking prescription drugs, which may affect judgment.
 - c. Does not respond to any signal which is unclear or is given by anyone other than appointed signal person. Exception: The operator shall respond to a stop signal given by anyone.
 - d. Have final responsibility and control over the crane operations. When there is any doubt as to safety, the operator shall have the authority to stop and refuse to handle any loads until safety has been assured. Any manager, representative or person attempting to bypass the crane operator's authority on this issue will be immediately removed from the project.
 - e. Shall, upon request, demonstrate his ability to determine total load weight and its relationship to the crane load charts.
 - f. Immediately shut down the crane if any part of the crane, rigging or load strikes any object.
 - g. Never leave the controls while there is a load on the hook.
 - h. Stop the crane operation if there are any problems and notify the Project Safety Representative.

14.4 HOISTING & RIGGING

1. Documented inspections of hoisting and rigging equipment shall be conducted by a Competent Person before its use, to ensure that it is in safe operating condition and that lifts will be conducted in a safe manner.
2. Damaged or defective equipment shall be removed from service and removed from the project site.
3. Accessible areas within the swing radius of the rotating superstructure shall be properly barricaded to prevent employees from being struck or crushed by the crane.
4. Lifts shall not be conducted over employees, visitors, or areas occupied by the public.
5. The crane operator shall be responsible for determining the safe operation of their crane and the safety of each lift.
6. Routes of suspended loads shall be preplanned to ensure that neither workers nor the public, are directly below suspended loads.
7. Tag lines shall be used for all loads.
8. Riggers shall be certified by the National Commission for Certification of Crane Operators (NCCCO) or an equivalent certification agency.
9. JHA shall be available at the lift area for review.

SECTION 15 – HAZARDOUS ENERGY SOURCES

15.1 LOCK-OUT/TAG-OUT (LOTO)

1. The GC will comply with Title 8 of the California Code of Regulations, National Fire Protection Agency and other regulatory agencies requirements. The following procedures are established as minimum guidelines for the SSSP with respect to hazardous energy sources on the project.
2. LOTO procedures shall apply during the transition of temporary energy sources to permanent energy sources within the project.
3. Any device such as electrical panels, transformers, valves, etc., which become “hot/energized” during the transition to permanent energy source will be subject to LOTO procedures.
4. Shut down and restoration of permanent energy source equipment will be subject to LOTO procedures.
5. Failure to follow procedures for LOTO will result in immediate termination from this project.
6. Subcontractor shall provide the GC with their LOTO plan for approval prior to work activities.

15.2 ELECTRICAL WORK

1. Qualified electricians knowledgeable in code requirements shall be allowed to perform electrical work.
2. Any work that is to be performed on energized circuits or equipment, regardless of experience, shall have a hot work program in place (NFPA-70E) that is approved by the PSM.
3. No employee shall be permitted to work on or in close proximity to unprotected electrical power circuits unless the employee is protected against electrical shock by de-energizing the circuit (LOTO) and grounding, or protecting the individual by effective isolation or blocking.
4. Temporary lighting shall be caged and of the molded type consisting of manufacturer’s fixed lights.
5. Contractors’ assembled multiple conductors (single wire) or Romex stringers with pigtails will not be acceptable.
6. All temporary power will be supplied with GFCI protection.
7. Electrical cords and trailing cables shall be covered or elevated at least 8 feet above the work areas, where feasible or otherwise protected from damage which could create a hazard to employees in the area.
8. The means used for covering the cords or cables shall not create a tripping hazard.
9. All temporary electrical tools and cords shall be protected by a GFCI throughout all phases of construction.
10. Extension cords used with portable electric tools and appliances shall be heavy duty (not less than 14-gauge conductors) of the three-wire ground type.
11. Damaged electrical cords will be repaired with heat shrink material only. Electrical tape repairs are not permitted.

SECTION 16 – SUBSTANCE ABUSE POLICY

16.1 INTRODUCTION

1. Drug and alcohol use can contribute both to accidents and to greater risk for Contractors' employees and the general public. It shall be the obligation of each Contractor/ Subcontractor/Tiered-Subcontractor/vendor to establish, publish, implement, and provide employees with a formal, written Substance Abuse Program, setting forth that, as a condition of employment, the employee agrees to abide by the terms of the Substance Abuse Program.
2. The GC shall develop and publish an approved Substance Abuse Program that applies to all Contractors and employees assigned to this project. The Substance Abuse Program will inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The GC's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. The policy shall be included as part of the SSSP.

16.2 PROHIBITED MATERIAL AND ACTIONS

1. In order to provide a safe workplace for all employees, project personnel shall be prohibited from the use of alcohol, drugs, or other controlled substances at the workplace or while conducting related business, including:
 - a. Working under the influence of alcohol, illegal drugs, or controlled substances;
 - b. Possessing any alcohol, illegal drugs, or controlled substances;
 - c. Using any alcohol, illegal drugs, or controlled substances (including during scheduled and unscheduled breaks);
 - d. Distributing, "dealing," manufacturing, dispensing drugs or controlled substances or dispensing alcohol;
 - e. Using any tobacco products (including vaping);
 - f. Working while impaired by the use of a legal drug, including prescription or over-the-counter drugs, if such impairment might endanger the safety of the employee or others, pose a risk of significant damage to property or equipment, or substantially interfere with the job performance of the employee or others;
 - g. Operating any vehicle in connection with project business while under the influence of alcohol or an illegal drug or controlled substance.
 - h. For purposes of this policy, "controlled substances" are defined as those listed in schedules I through V of section 202 of the federal Controlled Substances Act (21 U.S.C. § 812), which includes marijuana.

16.3 DRUG TESTING GUIDELINES

1. Each Contractor's Substance Abuse Program shall provide for testing under the conditions shown below:
 - a. Pre-Employment – Each Contractor shall have a policy in place requiring its employees to submit to pre-employment drug testing.
 - b. Post-Accident Testing - Testing shall be required in the following circumstances:
 - Substantial property damage occurred as a result of an accident.
 - For anyone injured in an accident.
 - When the Safety Representative and Supervisors determine that someone's actions may have been substantially contributory in an accident or near accident.
 - c. Testing for Cause - Each Contractor shall require employees to submit to testing if there is reasonable suspicion or belief that an employee is under the influence of a substance that may be impairing his or her performance.

16.4 PRE-EMPLOYMENT DRUG TESTING

1. The GC will develop and publish procedures for pre-employment drug testing. Procedures should include the following.
 - a. Test shall be accomplished prior to orientation training.
 - b. Testing facility shall be a federally certified laboratory.
 - c. Employees that have been away from the company greater than 90 days shall be required to re-test.
2. The test methodology and cutoff levels established by the United States Department of Health and Human Services (HHS) shall be utilized.

At a minimum the following drugs shall be tested for;

- Amphetamine
- Methamphetamine
- Cocaine Metabolites
- Marijuana Metabolites
- Opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone)
- Phencyclidine

3. GC will provide on-site signage and notify employees verbally that a drug testing is required prior to orientation training.

16.5 TESTING FOR CAUSE

1. Any employee may be tested for drugs when there is reasonable suspicion to believe that employee may have used a prohibited substance defined as follows:

"Reasonable suspicion drug screening" means drug screening based upon evidence that an employee is using or has used drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this paragraph, facts and inferences may be based upon, but not limited to, any of the following:

- a. Observable phenomena while at work such as direct observation of drug use or abuse or of the physical symptoms or manifestations of being impaired due to drug use.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

- c. A report of drug use provided by a reliable and credible source.
 - d. Evidence that an individual has tampered with any drug test during the individual's employment..
 - e. Evidence that an employee's action(s) or lack of action(s) cannot be ruled out as a possible cause of an accident while at work which resulted in an injury or damage to property, including to equipment and either drug use of the employee is a contributing cause or the employee works in a hazardous environment.
 - f. Evidence that a employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working or while on the site premises or while operating vehicle, machinery, or equipment.
2. A Site Manager or employee supervisor must take action if he/she recognizes current, articulable facts that indicate there is more than a hunch to believe that this policy has been violated.
 3. If the observed conduct could endanger the employee, co-workers or others and, where otherwise appropriate, the Site Manager, Worker Supervisor or Health & Safety Manager will remove or cause the removal of the employee from the workplace and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence or, where appropriate, to a place of lodging.
 4. Under no circumstances, when the capacity of the employee's ability to perform is in question, will that employer be allowed to continue to work until otherwise safe to do so or to operate any vehicle.
 5. A reasonable suspicion test must be based on facts made during, just preceding, or just after the period of the workday when the employee is to be in compliance with this policy.
 6. All reasonable suspicion tests must be conducted within the work day of the decision to test. If not completed within that time, a record of the delay will be maintained; Once the determination that reasonable suspicion exists, under no circumstances will an employee be allowed back to work until s/he has a negative drug test.

16.6 DISCIPLINARY ACTION

1. Subject to and in accordance with the provisions of this Safety Manual, each Contractor's Substance Abuse Program shall provide for specific disciplinary action, up to and including termination, for a violation of its Substance Abuse Program.

16.7 EMPLOYEE SCREENING

1. Each Contractor shall ensure that all new and existing employees are provided with a copy of its Substance Abuse Program, trained in the requirements of the Substance Abuse Program, and periodically retrained to ensure compliance.
2. Training shall be documented.

APPENDIX A
HEALTH AND SAFETY FORMS

These forms may be requested for use:

Job Hazard Analysis Form	Page 30
Completed Sample Job Hazard Analysis Form	Page 31
Sample Notice of Contractor Noncompliance Form	Page 33
Qualified/Competent Person Acknowledgement Form	Page 34
EMR Waiver Request Form	Page 35

Job Hazard Analysis (JHA) Form

Activity/Work Task:		
Project Location:		
Contract Number:		
Date Prepared:		
Prepared by (Name/Title):		
Reviewed by (Name/Title):		
Notes:		
Job Steps	Hazards	Controls
1.		
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements
1.		

Sample Completed Job Hazard Analysis (JHA)

Activity/Work Task: Trenching		
Project Location: *123 Main St.*		
Contractor: *ABC Contracting*		
Date Prepared: 08/14/2014		
Prepared by (Name/Title): Joe Smith, Safety Rep.		
Reviewed by (Name/Title): Larry Doolittle, Project Super		
<p>Notes: (Field Notes, Review Comments, etc.)</p> <p>Location on the project: South east corner</p> <p>Emergency contact & procedures</p>		
Job Steps	Hazards	Controls
1. Train Operators	1. Operators not trained in the safe execution of their tasks.	1. Use this Activity Hazard Analysis and other formal and informal training to train operators. Never operate a piece of machinery for which you have not been trained.
2. Refuel equipment	2. Fires, explosions, burns	2. Uses only approved metal safety cans to store and dispense fuel. Make sure recommended preventative maintenance is being performed. Lubrication points should show signs of recent maintenance.
3. Inspect equipment	3. Equipment failure – or unsafe operation	3. Inspect each piece of equipment prior to the start of each shift. Make sure preventative maintenance is being performed. Lubrication points should show signs of recent maintenance
4. Set up barricades and caution-off area	4. Entry of unauthorized personnel	4. Set up warning barricades and caution off area where earthwork is going to prevent the entry of unauthorized personnel.

<p>5. Communication and instructions</p> <p>6. Getting on and off the machine</p> <p>7. Excavate – cuts</p>	<p>5. Lack of coordination between Operators and resulting mistakes</p> <p>6. Slipping and falling</p> <p>7. Striking and injuring co-workers with equipment or material</p>	<p>5. Before beginning each phase of work the foreman will explain to all operators where they will be working, what they are to do, and how the work will proceed. Review hand signals and non-verbal communication</p> <p>6. Use three points of contact with the machine at all times. Make sure the machine is provided with slip resistant surfaces.</p> <p>7. Be aware of the location of workers in and around the excavation at all times. Stand away from equipment that is loading or unloading excavated material.</p>
<p>Equipment to be Used</p>	<p>Training Requirements/Competent or Qualified Personnel name(s)</p>	<p>Inspection Requirements</p>
<p>PC220 Komatsu Excavator Dump trucks or dirt hauler Hand tools (shovels) PPE- Hard Hat, Gloves, Work Boots, Safety Glasses, Safety Vest 100%</p>	<p>Competent Operator Experienced and trained personnel Experienced and trained personnel</p> <p><u>Competent Operators</u></p> <p>Joe Smith and Rob Lowe.</p> <p>Overseeing the Operators: Lisa Jones</p> <p>(Please see attached competent person designation form and training certifications)</p>	<p>Daily AHA review with workers Equipment Inspection Daily Site Assessment.</p>

Sample Notice of Contractor Noncompliance Form

(DATE)

To:

Re: Notices of Noncompliance

Your company, _____, has been found to be in violation of your contract as a result of non-compliance with applicable California safety regulations and our safety program requirements.

On (DATE) in accordance with Title 8 of the California Code of Regulations and the Site Specific Safety Plan, your foreman, (NAME) _____, was given (number of times) Warning Notices (copies attached). This notice specifies areas where your company has not complied with our safety agreement and as such, it is formally requested that these safety issues be corrected immediately.

Under conditions of this enforcement procedure check all items that apply.

- 1. You are being notified of this violation and must take corrective action to prevent a reoccurrence. The corrective action shall be documented and submitted to the Project Manager and Superintendent.
- 2. You must submit a plan for compliance to the Project Superintendent within one day of receipt of this letter. The compliance plan must include the means or methods of compliance and the date that the requirements for compliance will be completed. Failure to comply will result in disciplinary action against your Company.
- 3. You are required to review the stated procedures with the Project Superintendent. Work may not commence on the site until the corrective action is complete and the procedure is fully understood by your site workers.
- 4. You are required to review the stated procedures with the Project Manager. Work may not commence on the site until the review is complete and you **must** confirm formally the disciplinary action to be taken against the representative and employees.
- 5. All work on the site will stop until the Project Manager/ Representative reviews all the facts and determines if the contract between the parties will be terminated.

Sincerely,

SAMPLE Qualified/Competent Person Acknowledgement Form

Definition

A Competent Person is a person who has the ability to recognize existing and predictable hazards and has the authority to correct them by way of training and/or experience. A competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them.

A Qualified Person, attendant or operator is a person designated by the employer who by reason of training, experience or instruction has demonstrated the ability to safely perform all assigned duties and, when required, is properly licensed in accordance with federal, state, or local laws and regulations.

Responsibility

The designated competent person is responsible for recognizing and correcting safety risks/hazards. This person has the authority to stop work in the event of any potential safety concern on the job site. This representative is considered the contact person for the Project Management Team on this Project.

This form must be completed by the Contractors, Subcontractor, and or tiered Subcontractors' designated authorized person(s). Where Subcontractor is responsible for multiple crafts, it may be necessary to maintain additional designated competent persons and forms. This form should be completed and submitted to the Project Management Team prior to beginning work and updated any time there is a change in the designated representative(s).

I, _____ representing, _____
Subcontractor Representative Name of Employer

Assigned _____ to be the **Qualified / Competent** person in the areas
Name of Person Circle one

indicated and I acknowledge that this individual has been thoroughly trained and is experienced in hazard recognition and has the authority to stop work and correct hazards in the event of a potential hazardous or imminent danger situation.

(Signature and Title) Date

I, _____ acknowledge that I have been thoroughly trained and have the
Print name of Qualified / Competent Person
experience to perform the duties indicated below and have the responsibility and authority to correct hazards and stop work in the event of a potential hazardous or imminent danger situation.

Signature

- _____ Fall Protection _____ Scaffold _____ Rigging
- _____ Trenching & Excavation _____ Scaffolding _____ Confine Space

Experience Modification Rating Waiver Request

Project Name: _____

From: _____
General Contractor (PM)

Date: _____

To: _____
Owner (JCC, CM, PM)

The Contractor listed below has submitted an Experience Modification Rating (EMR) exceeding 1.0. We have reviewed the safety record of this Contractor and request a waiver of the OCIP requirements of 1.0. We request approval to proceed with this Contractor’s OCIP enrollment. Included is:

- Contractor’s loss run reports for last 5 years with listed EMR for each year.
- Contractor’s written explanation why EMR is above 1.0 and actions taken to improve their safety program. (Provide on Contractor’s insurance agent/broker letterhead).
- Contractor’s Specific Safety Action Plan.
- General Contractor’s Specific Safety Action Plan for monitoring Contractor’s scope of work.

General Contractor PM completes the above and Sections 1-7, when complete return to JCC Safety (BCI)						
1.	Contractor Name:					
2.	Trade:					
3.	Contract Value:					
4.	EMR:	2018	2017	2016	2015	2014
5.	Details of any Serious or Willful violations prior 5 yrs.					
6.	Reason for Request: (Scope of Work)					
7.	Date:	General Contractor (PM): Sign:				
Owner Safety Representative (BCI) completes Sections 8 (Safety documents received by GC and given to OSR).						
8.	Date:	Owner Safety Representative (BCI) Print and Sign:				
Owner (JCC, CM, PM) final approval for OSR BCI to scan and send all documents.						
9.	Date	Owner (JCC,CM, PM) Sign				
10.	Approval:	YES	NO	Reason for Disapproval:		

LAST PAGE