
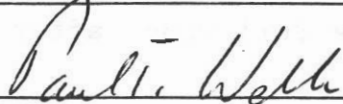


TO: MODIFIED BY EB 93-008 EFFECTIVE 7/30/93	 ENGINEERING BULLETIN NEW YORK STATE DEPARTMENT OF TRANSPORTATION
SUBJECT: STANDARD SPEC. SECTION 107-05 SAFETY & HEALTH REQUIREMENTS Subject Code 7.30	
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APPROVED:  <hr/> Paul T. Wells, Deputy Chief Engineer (Construction)	Date: <u>10/09/92</u> Supersedes: N/A

This Engineering Bulletin Expires
SUBJECT: STANDARD SPECIFICATIONS SECTION 107-05
SAFETY AND HEALTH REQUIREMENTS:

PROJECT SAFETY AND HEALTH PLAN

Section 107-05, Subsection A, of the Standard Specifications has been amended to require submission by the contractor of a written Project Safety and Health Plan. This Engineering Bulletin transmits that change. Also attached is a section to be added to the CONSTRUCTION SUPERVISION MANUAL to provide guidance to project staff in the administration of this requirement. This CSM section should be added to Section 107-05 A, to be inserted between Pages 107-24 and 107-25. Please note that this new CSM section provides some redundancy with existing portions of Section 107-05 A, notably, Part 3. Preconstruction Conference. Judgement should be used in implementing the requirements of this new CSM section, taking into consideration the best way to integrate them with the existing requirements to obtain an acceptable result without unnecessary duplication of effort. Eventually, this entire section of the CSM will be rewritten to incorporate this and other revisions still under development into a simplified document that will include all the necessary requirements without any unnecessary redundancy or overlap.

This revised specification will be added to all projects effective with the letting of January 09, 1992.

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Safety and Health Requirements

Make the following changes to the Standard Specifications of January 2, 1990.

Pages 1-36

Under §107-05A. General. add the following after the third paragraph:

"It shall be the responsibility of the contractor to perform all necessary planning, supervision, and training activities to ensure that all of the requirements of Title 29 CFR Part 1926 are fully met for all workers employed in the construction of the contract. The contractor shall provide to the Department prior to the start of work satisfactory evidence that all current requirements of Part 1926 will be adequately addressed. As a minimum, the contractor shall provide a written Project Safety and Health Plan which documents the contractor's company policy relative to safety, and which identifies and addresses specific health and safety concerns to be encountered on the project. Before the work begins and periodically throughout the project, the Contractor's project supervision staff shall meet with the EIC to review and discuss the status of safety issues on the project. An appropriate notice shall be posted on the jobsite that the Project Safety Plan is available for examination by any worker employed on the project. As a minimum this safety plan shall include the following items:

- (a) Identification of project and company safety officers
- (b) Hazardous Materials Communications Plan
- (c) Employee Safety Training Program
- (d) Company safety policy
- (e) Procedures to address project health and safety concerns
- (f) Procedures for compelling worker compliance with health and safety requirements

Certain of these items may be submitted in for format of a Company Health and Safety Program, with the Project Safety and Health Plan limited to project-specific issues.

The contractor shall be responsible to ensure that each subcontractor employed on the project complies with this requirement. The contractor shall provide to the Department a Project Safety and Health Plan covering all work to be done by the subcontractor prior to starting work. As an alternate, the contractor may provide a certification that all activities performed by and workers employed by the subcontractor will be subject to the Contractor's Project Safety and Health Plan.

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Submission of the required Project Safety Plan by the contractor and its acceptance by the Department shall not be construed to imply approval of any particular method or sequence for addressing health and safety concerns, or to relieve the contractor from the responsibility to adequately protect the health and safety of all workers involved in the project as well as any members of the public who are affected by the project.

The contractor shall notify the Engineer of any inspections to be conducted on the project by USDOL OSHA, NYSDOL, or other health and safety agencies, and of any resulting closing conference, and provide the Engineer with the opportunity to be present at such inspections and closing conference. The Contractor shall notify the Department in writing of the results of any health and safety inspections conducted on the project by representatives of USDOL OSHA, NYSDOL, or other health and safety agencies, within one business day of the completion of the closing conference resulting from such inspections. If any citations are issued for alleged violations of Part 1926 OSHA Regulations, a copy shall be provided to the Engineer within one business day of their receipt by the contractor, and a copy of the final disposition of such citations shall also be provided to the Engineer within one business day of their receipt by the Contractor. In addition, the contractor shall notify the Department in writing within 24 hours, with the details relative to any accident or incident incurring at the contract work site involving any worker employed on the contract or delivering equipment, materials, or supplies to the contract provided (a) the accident or incident occurs within the confines of the project and (b) the accident or incident results in the death of the worker, or requires that the worker is hospitalized overnight for treatment of the injury, or (c) the accident otherwise meets the notification requirements of OSHA."

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

CONSTRUCTION SUPERVISION MANUAL

107-05 SAFETY AND HEALTH REQUIREMENTS
PROJECT SAFETY AND HEALTH PLAN

I. Basic Requirements

Effective with the letting of January 09, 1992, Section 107-05, Subsection A, of the Standard Specifications has been amended to require the submission by the contractor of a PROJECT SAFETY AND HEALTH PLAN prior to the start of work. This requirement is intended to focus the contractor's attention on the necessity to ensure that all work on the contract is carried out with adequate consideration to protecting the safety and health of all workers involved in the project and the public who may be affected by the work. This requirement does not shift the burden for protecting safety and health away from the contractor and onto the Department. By requiring the contractor to document that adequate policies are in place, planning has been conducted to identify and address safety and health concerns, and safety and health training will be provided to workers, and implementation steps are taken, it becomes more likely that all contractors will address these concerns in an adequate and timely fashion.

The basic technical requirements which must be addressed by the contractor's program are defined by OSHA Part 1926, Safety and Health regulations for construction, as well as all other federal and state regulations which may be applicable. The contractor's Project Safety and Health Plan must be prepared and submitted to the Department prior to the start of any substantial work on the project. It may be submitted at the preconstruction conference, or at any time before work is ready to begin. Depending on circumstances, it may be acceptable for the contractor to begin minor activities such as installation of the office trailer and installation of construction signs, but no substantial work shall be permitted to begin until this requirement has been met.

II. DEPARTMENT REVIEW

Once the Project Safety and Health Plan has been received by the Engineer, it should be reviewed by appropriate Department personnel to ensure that it adequately addresses those generic issues described herein. In addition, it must identify and present adequate procedures to address project-specific safety and health concerns to be encountered on the project. For most projects, an experienced EIC will be able to complete this review. However, on more complex projects, or for EICs not having previous experience for the type of work to be encountered, additional input should be sought. Sources of assistance include the Regional Construction Safety Coordinator, Construction Supervisors, the Regional Health and Safety Representative, and the Regional Traffic Engineering and Safety Group. In the case of unique or complex problems, assistance may be requested from the Main Office or from outside agencies such as the NYS DOL.

It must be clearly understood that the purpose of this process is to ensure that the contractor adequately recognizes and addresses safety and health concerns before problems arise. If a contractor's Project Safety and Health Plan does not provide adequate documentation that this has been done, the plan shall be returned to the contractor, pointing out those areas in which it is deficient. It is not intended that the EIC or other Department staff provide detailed technical reviews and comments on these plans. The Contractor will be required to revise the plan and resubmit it to the Department before work begins.

Once an adequate plan has been provided to the EIC, it shall be included in the project records. A letter shall be provided to the Contractor confirming that the Project Safety and Health Plan has been received by the Department, in satisfaction of the requirements of Section 107-05 of the specification. It is important to understand that the Department acknowledges receipt of the plan, but it does not approve it as such. It remains the responsibility of the contractor to ensure that adequate consideration is given to identifying and addressing all potential safety and health concerns on the project, and the Department's receipt of the plan does not relieve the contractor of that responsibility.

III. PROJECT SAFETY AND HEALTH PLAN CRITERIA

Based on experience over the past several years, it has become apparent that safety and health plans vary considerably in style and format, and even in content, while still documenting that a Contractor has adequately prepared to address safety and health concerns on a given project.

The size, volume, and scope of the plan should be commensurate with the size, complexity and risks of the project. It is important that considerable latitude be provided a contractor in preparing a Project Safety and Health Plan, as long as certain basic criteria are met. The following points are listed to indicate important concerns that are often included to adequately address safety and health concerns for a construction project. Those indicated by an asterisk (*) are considered of prime importance, and it is expected that they should be addressed by nearly all Project Safety and Health Plans. It is further expected that a number of contractors will address a number of these points through submission of a Company Health and Safety Program, with the project plan limited to project-specific issues. This approach is considered acceptable, provided both the program and the plan are provided to the EIC, and that all relevant points are covered.

1. Company Commitment and Leadership

- *a. Company policy statement relative to safety and health
- *b. Statement of safety and health goals, purpose of program
- *c. Commitment of adequate resources
- d. Periodic Revision/Updating of Safety and Health Program
- *e. Mandatory compliance with Safety and Health Program elements, safety rules, by all employees and managers
- *f. Responsibility for compliance by subcontractors, suppliers
- *g. Commitment to adhere to OSHA regulations, Department safety and health requirements

2. Assignment of Responsibility

- *a. Company safety officer - name, address, phone, responsibilities
- *b. Project safety officer - name, address, phone, responsibilities
- c. Summary of responsibilities of superintendents, foremen, and workers
- d. Enforcement of safety rules.

3. Training and Education

- a. Management Safety and Health Training Programs
- b. Technical Training programs directed to safety and health
- *c. Job-site training (tool-box safety and health program)

- *d. Statement of Company Safety and Health Training Program
4. Hazard Communication Program
 - *a. Complies with OSHA 1926.59
 - *b. Mandatory written program
 - *c. Training of all workers
 - *d. Labeling of all chemicals on the job-site
 - *e. Material Safety Data Sheets at the job-site
 5. First Aid, Medical Assistance, Emergency Preparations
 - *a. First-aid supplies and medical service availability, available personnel trained in CPR and first aid
 - *b. Emergency procedures and training
 - *c. Phone numbers posted at job site for fire and ambulance
 - *d. Fire extinguishers
 - e. Job-specific safety/rescue equipment
 - f. Job-site sanitary facilities
 - g. Drinking water
 6. Recordkeeping and Hazard Analysis
 - a. All accidents, job-related illnesses reported to supervisors
 - *b. Serious injuries reported to Department
 - c. Company policy and procedure for accident investigation/analysis
 - d. Procedures for reporting to Insurance Carrier, OSHA
 - *e. OSHA citations reported to Department
 7. Recognition and Treatment of Job-site Hazards
 - *a. Fall protection plan, ladders & scaffolds
 - b. Drowning protection
 - c. Protection of trenches and excavations
 - d. Respiratory protection procedures
 - *e. Personal protective equipment -- hard hats, ear & eye protection, other
 - f. Electrical protection - GFI, assured grounding program
 - g. Construction Equipment - Seatbelts, alarms, safety features, safe operational procedures
 - h. Demolition and erection plans
 - i. Asbestos and hazardous materials handling
 - j. Lead exposure control program

8. Pedestrian-Landowner Considerations

- a. Sidewalks and Crosswalks
- b. Protection of Excavations
- c. Other considerations

9. Maintenance and Protection of Traffic

- *a. Project responsible-person for M&PT
- b. Project method to provide M&PT - by contractor, subcontractor, etc.
- c. Training, qualifications of responsible person and flaggers
- d. M&PT Equipment -- arrow board types, mobile and stationary impact attenuators, etc.
- e. Job-specific operational plans (paving, temporary detours, etc.)

10. Safety Responsibilities of Subcontractors and Suppliers

- *a. Responsibility for compliance
- b. Procedures to gain compliance with safety and health rules

IV. PROJECT-LEVEL SAFETY AND HEALTH MEETINGS

To ensure that adequate consideration is devoted to safety and health at the project level by the Contractor's project supervisors and by the Department's representatives on the project, periodic meetings must be held to discuss safety and health issues. These meetings are intended for discussions among the people having direct project responsibilities. This includes the contractor's project superintendent and foreman, subcontractors' supervisors, the EIC, the consultant's Resident Engineer, and inspectors having oversight responsibility for major operations such as paving or structures. Other representatives of the Contractor and the Department should attend as necessary, including such persons as the Contractor's company safety officer, and the Department's Regional Construction Safety Coordinator.

For small contracts performed by small contractors, the initial safety meeting may be held as part of the preconstruction conference. If this is done, it is important that this meeting is attended by the appropriate contractor and Department representatives listed in the preceding paragraph. A meeting that includes only high-level managers cannot be construed to satisfy this requirement, if it does not include those individuals who will actually be responsible for carrying out and inspecting the work at the project level.

In addition to an initial meeting prior to the start of work, periodic meetings throughout the project to review safety and health issues relative to specific operations are important to continue focusing adequate attention on safety and health. Suggested timing of project meetings is summarized as follows:

1. Prior to the start of work on the project (may be at the preconstruction conference if project personnel are in attendance).
2. At the start of each construction season for multi-year projects.
3. Prior to the start of work by any significant subcontractor (if not covered by another meeting close to the actual start of work by the subcontractor).
4. Prior to the start of major operations (paving, steel erection, structural demolition, pile driving, coffer-dam, etc.) if this work is not covered by another meeting close to the actual start of the operation.
5. Prior to major changes in the traffic control plan.

All project safety and health meetings should be documented in the project records, including time and place, attendance, and agenda items discussed. If any specific safety or health issues are raised at a meeting, the resolution of those issues must also be documented in the project records. Other resources both within the Department (Regional Construction Safety Coordinator, Regional Safety and Health Representative, Main Office staff) or outside the Department (NYSOOL) should be consulted for assistance in resolving these issues if expertise is not available at the project level.

V. POSTING OF PROJECT SAFETY AND HEALTH PLAN

The Project Safety and Health Plan becomes a vital document for ensuring that all activities are carried out safely on the project. It is important that every worker involved in the project is aware of its existence, and has the opportunity to examine it to determine any information needed to safeguard his or her safety and health. Once accepted by the Department, a notice shall be posted at the Department's field office and on all contractor's bulletin boards used to post legal and labor-related materials that the Project Safety and Health Plan is available for

examination by any person working on the project. This notice shall specify the locations on the project where the Project Safety and Health Plan can be examined. A copy of the plan shall be maintained on the project by the contractor and by the Department for such examination. Along with this notice, first aid and emergency phone numbers and procedures shall be posted, including a current list of personnel on the project with first aid and CPR training.