CONTRACTOR
SAFETY & HEALTH SPECIFICATION



Department of County Facilities
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Cincinnati, OH 45202

Ralph W. Linne — 12/06/10
Approved by**:** Director of County Facilities — Effective Date

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1.0 PURPOSE, SCOPE & PHILOSOPHY

1.1 In order to simplify terminology for this Contractor Safety & Health Specification, the following definitions apply:

1.1.1 Hamilton County, Department of County Facilities (HCDCF) is the "Owner".

1.1.2 HCDCF Contact/Representative is the primary person(s) assigned by HCDCF to oversee a Contractor or Supplier.

1.1.3 Contractors under written agreement with HCDCF are called "Contractors".

1.1.4 Contractors providing services to an HCDCF Contractor are called "Subcontractors".

1.1.5 Contractors and Subcontractors include any person who provides on-site labor but does not include any person who only furnishes or supplies materials for the Project.

1.1.6 "Supplier" means a manufacturer, fabricator, distributor, materialman or vendor who provides material for the Project but does not provide on-site labor. Suppliers may provide materials directly to HCDCF or to a Contractor or Subcontractor.

1.2 The prevention of injury and/or illness to personnel, protection of the environment, and compliance with applicable federal, state and local regulations are primary goals of HCDCF.

1.3 HCDCF places high importance on meeting these goals and this written Contractor Safety & Health Specification serves as a foundation for this effort by providing selected safety requirements to guide Contractors/Suppliers while working on HCDCF projects.

1.4 This specification addresses conditions of work and the manner in which HCDCF expects work on their premises to proceed. Its intent is to establish a reasonable, minimum level of safety for all personnel located at HCDCF facilities during construction or work being performed. Should any unforeseen considerations or problems arise, they shall be resolved by mutual agreement, recognizing that personnel safety is of paramount importance.

1.5 Contractors/Suppliers shall be required to ensure strict compliance with this Contractor Safety & Health Specification as well as all applicable local, state, and federal regulations, safety codes, laws and ordinances, including all regulations issued under the authority of the Occupational Safety & Health Administration (OSHA).

1.6 Contractors/Suppliers should regard federal safety and health regulations and this specification as minimum standards, since local regulatory requirements and ordinances may, in some instances, exceed these standards. The most stringent of the applicable government regulations (or this specification) shall apply should a conflict arise.

1.7 Failure of this Contractor Safety & Health Specification to reference specific OSHA or other regulatory agency regulations DOES NOT excuse the Contractor/Supplier or their employees from following those regulations that may be applicable to the scope of work being performed by the Contractor/Supplier. It is the responsibility of all Contractors/Suppliers to know and understand all federal, state and local laws governing their activities along with any local site requirements and job site hazards.

1.0 PURPOSE, SCOPE & PHILOSOPHY (continued)

1.8 All safety & health rules applicable to primary Contractors/Suppliers are also applicable to secondary Subcontractors/Suppliers. Contractors/Suppliers, under their responsibility in Article 1.7 of this specification, shall communicate all such safety & health rules herein to its personnel and to its Subcontractors/Suppliers.

1.9 This Contractor Safety & Health Specification is not intended to be comprehensive or exhaustive in nature; nor does it serve to limit compliance with only those standards referenced herein. The safety and health rules outlined in this document cannot cover every eventuality. It is, therefore, expected that the Contractor/ Supplier will exercise good judgment in all such matters, even though not specifically mentioned in these rules.

1.10 It is understood that the requirements of this Contractor Safety & Health Specification may be modified by project-specific safety rules and procedures as described in the Construction Contract or Purchase Order and will be used in tandem with this specification.

1.11 Contractors/Suppliers further understand and agree that any violation of applicable safety and health laws, rules or regulations shall be sufficient cause for termination of the Contractor's/Supplier's services by HCDCF pursuant to the terms and conditions of the Construction Contract or Purchase Order.

1.12 Prior to the start of any work, the Contractor/Supplier shall survey the work site and review site safety, health and environmental rules with their HCDCF Contact/Representative.

1.13 Prior to start of initial work scope, and as applicable for changes in or additions to the scope of work, Contractor/Supplier will provide HCDCF with all safety documentation required by OSHA regulations that apply to work activities covered under the Agreement, including but not limited to, Hazard Communication Program, Material Safety Data Sheets, company safety & health program, confined space entry procedure, lockout/tagout program, etc.

1.14 The Contractor/Supplier must agree to maintain communication with HCDCF and provide any HCDCF Contact/Representative full access to any job site work area throughout the course of the contracted work.

1.15 The Contractor/Supplier shall have pre-job discussions with its Subcontractor/Supplier personnel as different phases of work are initiated.

1.16 The Contractor/Supplier shall have supervisory personnel on site capable of communicating with all Contractor/Supplier employees and any HCDCF Contact/Representative.

1.17 The hierarchy for safety reporting, accountability, and communication purposes is as follows:

1.17.1 Contractors shall forward all safety issues and paperwork to HCDCF through their designated HCDCF Contact/Representative.

1.17.2 All Subcontractor safety-related paperwork, accountability, and communication issues should be forwarded to HCDCF through the Contractor's safety representative.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS

2.1 Contractor Safety & Health Program

2.1.1 Contractor shall provide evidence of an effective safety and health program, which demonstrates systematic policies, procedures, and practices that are adequate to recognize and protect their employees from occupational safety and health hazards.

2.1.2 The Contractor safety and health program shall include:

a) Management commitment and employee involvement;
b) Work site analysis and hazard assessment;
c) Hazard prevention and control procedures; and
d) Safety and health training.

2.1.3 The program shall be submitted to HCDCF prior to the performance of any on site work by the Contractor.

2.1.4 Before work begins, each Contractor and their Subcontractors are to provide Pre-Construction Safety Submittals (Attachement-9) as identified by HCDCF for the Project, which may also include a written Project/Site Specific Safety Plan.

2.2 Contractor Safety Documentation

2.2.1 Documentation of employee safety training must be made available, upon request, to HCDCF prior to commencement of work.

2.2.2 Contractors must certify that all operators of mobile equipment (forklifts, cranes, man-lifts, etc.) have been trained on the proper operation of the equipment per any applicable state and federal requirements. Copies of training/certification records, or license(s) if applicable, should be kept on file at the job site, and shall be made available for review by HCDCF upon request.

2.2.3 Documentation or certification of required equipment inspections (e.g. cranes, forklifts, etc.), shall be made available for review by HCDCF upon request.

2.2.4 For projects extending beyond one week in duration, Contractors are required to have documented weekly safety meetings (toolbox talks) for all of their employees on site. Copies of the safety information, along with signatures of all employees present, shall be forwarded to HCDCF upon request.

2.2.5 Contractor Representatives shall have project safety meetings with a designated HCDCF Contact/Representative on a periodic basis, which will be determined by HCDCF based on the nature, pace and complexity of site development and construction work activities. Project safety meetings may potentially coincide with scheduled project meetings. Additional meetings will be scheduled as needed.

2.2.6 Some activities require state and/or local permits/applications prior to commencement of work. Each Contractor shall be responsible for obtaining state and/or local permits for their portion of work if required. A copy of the permit shall be provided to HCDCF prior to commencement of any work requiring such a permit.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS (continued)

2.2 Contractor Safety Documentation (continued)

2.2.7 Contractors shall comply with and are responsible for state and federal reporting and recording requirements for their employees.

2.2.8 Contractors shall submit a report to HCDCF on a monthly basis for all OSHA recordable injury and illness results that are associated with the project.

a) This information shall be submitted no later than the end of the first business week (or other approved date), following the month relating to the information submitted. Contractors shall record cumulative totals through the duration of project.

2.2.9 Prior to commencement of work, Contractors shall submit their written Hazard Communication Program and relevant MSDS information to their HCDCF Contact/Representative. MSDS must be submitted for all hazardous chemicals used, or intended to be used, on the project site.

2.3 Reporting of Accidents and Incidents

Contractors/Suppliers shall report accidents and incidents to their HCDCF Contact/ Representative as follows:

2.3.1 Contractors/Suppliers shall notify their HCDCF Contact/Representative immediately in the event of an OSHA recordable injury and/or illness, property damage or an environmental incident (such as a spill or release of hazardous material).

2.3.2 Contractors/Suppliers shall submit a completed accident/incident report for the types of incidents listed in 2.3.1 to their HCDCF Contact/Representative within 24 hours of the occurrence.

2.3.3 The report shall include, as a minimum, the nature and extent of the injury or incident, causes of the injury etc., and corrective actions needed and/or taken to prevent a recurrence.

2.3.4 As required by federal, state, or local laws or ordinances, Contractors/Suppliers shall report applicable work related injuries, illnesses, or environmental incidents to the appropriate agencies.

a) Contractors/Suppliers shall be knowledgeable of these reporting requirements, and shall inform and copy HCDCF when such reporting is necessary or is made.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS (continued)

2.4 Site Safety Representation

2.4.1 Contractors are required to have a qualified safety representative on site when any work is taking place associated with their contracts. The Contractors Safety Representative shall be a designated **competent person** as defined by OSHA 29 CFR 1926.32(f) who has the necessary training and experience to understand the safety and health hazards associated with the job site and who also has the authority to correct any deficiencies.

2.4.2 A Contractor's Jobsite Superintendent may serve as the Contractor Safety Representative providing he/she has appropriate training, experience and authority.

2.4.3 Notification of person serving as the Contractor's Safety Representative shall be provided to HCDCF before the Contractor begins work on the project.

2.4.4 **HCDCF must be notified of any changes in the Contractor Safety Representative/Competent Person status on the project site.**

2.4.5 The Contractor Safety Representative shall attend all scheduled HCDCF safety meetings pertaining to the project, as well as any additional meetings needed to address project-related safety issues.

2.4.6 HCDCF reserves the right to request additional safety support and/or substitute safety support from Contractors if deemed necessary.

2.5 Employee Qualifications and Conduct

2.5.1 Contractors/Suppliers shall employ or cause to be employed only persons who are qualified and skilled in the work to be performed.

2.5.2 Contractors/Suppliers shall also ensure that employees receive and successfully complete the necessary safety training, and are capable of performing work activities in a safe manner. Documentation of such training shall be made available to HCDCF upon request.

2.5.3 Additional safety training may be required for Contractor personnel who are considered **competent persons** on the job site. It is the responsibility of the Contractor/Supplier to ensure that these individuals receive this training.

2.5.4 Contractor/Supplier personnel shall confine their activities to assigned work areas.

2.5.5 Contractors/Suppliers and HCDCF shall review and agree upon facilities/work areas designated for non-work activities such as smoking, eating, staging of material, or using the restroom.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS (continued)

2.5 Employee Qualifications and Conduct (continued)

2.5.6 Contractors/Supplies shall ensure that no firearms, weapons, controlled or illegal substances, or alcoholic beverages are brought onto the job site by their own employees and by Subcontractor employees.

a) No Contractor/Supplier employee shall report to work or shall work impaired by any substance, drug, or alcohol--lawful or unlawful. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex), or judgment are, or reasonably assumed, to be affected.

b) Any violation of this policy may result in removal of persons from the job site. Contractor/Supplier employees taking prescription medication that warns against driving or operating machinery shall inform their foremen or safety representative.

2.5.7 Contractors/Suppliers shall require that employees obey all precautionary warning signs, product and process labels, and posted instructions.

2.5.8 When vehicles of Contractor/Supplier employees are on HCDCF property, Contractors/Suppliers shall enforce the rules for safe vehicle operation. Drivers and passengers in vehicles shall wear seat belts and/or shoulder harnesses.

2.5.9 Contractors/Suppliers/Subcontractors shall ensure all vehicles on the county property comply with insurance requirements contained in the Agreement.

2.5.10 Drivers shall obey all signs and posted speed limits. If no speed limit is posted, then the default speed limit for general project site construction zones must not exceed 15 mph unless otherwise specified by HCDCF. Uncontrolled/unpaved road conditions, vehicle loads and vehicle type (forklift trucks, 4 wheel vehicle, track-vehicles) may dictate slower speeds in some cases for certain construction areas.

2.6 Safety Orientation Training (Project specific)

2.6.1 If requested and/or required by HCDCF, the Contractor Safety Representative shall attend scheduled Contractor Safety Orientation, which is conducted by a designated HCDCF Contact/Representative, before work begins on a project.

2.6.2 This Contractor Safety Orientation shall review all known and anticipated hazards that are associated with or will affect the Contractor employees (see Attachment 8 - Contractor Safety & Health Site Orientation Form). **Note:** Any review of all known or anticipated hazards shall not be considered all-inclusive. Other hazards may exist or be generated that are beyond the scope of this orientation.

2.6.3 The Contractor shall identify its **competent person(s)** during the Contractor Safety Orientation and provide a list of contact persons, with telephone numbers, for 24-hour emergency contact. The Contractor Safety Orientation shall also include a review of safety protocols and requirements for the project.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS (continued)

2.6 Safety Orientation Training (Project specific) (continued)

2.6.4 Contractor Safety Representatives shall conduct the Orientation Training for their fellow employees, and for the Subcontractor employees associated with their contracts.

2.6.5 It is the responsibility of Contractor Safety Representatives to ensure that anyone (i.e. vendors, rental suppliers, etc.) providing service to machinery and/or equipment under contract with the Contractor is thoroughly familiar with and trained on this specification's applicable safety and health rules and requirements associated with their work.

2.7 Potential Hazards and Emergencies

2.7.1 Contractors/Suppliers shall inform their employees of potential hazards, take appropriate steps to reduce exposure to potential hazards, and be prepared to respond to emergency situations.

2.7.2 Contractors/Suppliers shall provide emergency action procedures for the job site, and shall communicate such procedures to its employees. Emergency action procedures shall include the identification of any emergency alarms and warning systems, a list of emergency phone numbers, identification of emergency evacuation assembly areas, placement and use of emergency equipment, and procedures for notification of local authorities, agencies, and their designated HCDCF Contact/Representative.

2.7.3 In the absence of emergency medical response within a reasonable time and distance, Contractors shall have qualified personnel trained in basic first aid and CPR available at the job site. Contractors shall have readily available the names and locations of off-site medical personnel to handle major occurrences. Adequate first aid and emergency medical equipment shall be provided as necessary. Contractors shall maintain first aid kits in gang boxes and jobsite trailers that are adequate in size and number to meet the applicable employee safety and health regulations.

2.7.4 Contractors/Suppliers shall obtain Material Safety Data Sheets (MSDS) and other appropriate information, and shall inform its employees and their designated HCDCF Contact/Representative of any potentially hazardous materials to which they may be exposed while in performance of the work. Contractors/Suppliers shall have this information available at a designated location on site for employee access.

2.7.5 Contractors/Suppliers shall immediately rectify any situation or condition occurring as a result of the work that could result in injury or illness to personnel at the site, that could cause an environmental hazard, or that could interfere with or obstruct access to existing emergency exits and/or safety and response equipment including but not limited to fire extinguishers, fire pull boxes, AED's, fire protection shutoff valves, etc.

2.7.6 If such hazardous conditions cannot be corrected immediately, Contractors/Suppliers shall provide temporary barricades and appropriate warning signs and devices necessary for protection of people, equipment, and property, including provisions for alternate emergency exits and replacement of safety and response equipment.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS (continued)

2.8 General Safety Processes

2.8.1 Contractors/Suppliers shall keep job site(s) clean and orderly at all times. This shall include maintaining an orderly arrangement of operations, tools, equipment, storage facilities, and supplies during the entire course of the project.

2.8.2 Scrap materials, refuse and other debris shall be deposited in appropriate containers or neatly stacked in areas distant from construction activities. They shall be removed from the job site on a regular basis, and disposed of properly.

2.8.3 Contractor/Suppliers shall not permit unauthorized persons (those not pre-screened, background checked, or given pre-authorization by HCDCF) on the job site unless their HCDCF Contact/Representative has given express permission for them to be present, and then only to the extent they are accompanied at all times by a Contractor/Supplier representative.

2.8.4 Contractors/Suppliers shall brief all authorized visitors (per 2.8.3) to the job site concerning safety rules and site hazards. Requirements associated with personal protective equipment and all rules of conduct shall pertain to all visitors.

2.8.5 For projects extending beyond one week in duration, Contractors (and Suppliers, if on site more than 5 consecutive days) shall conduct weekly "tool box" safety meetings with all its onsite personnel. All safety meetings shall be documented.

2.8.6 Site safety meeting attendance records shall be forwarded to HCDCF upon request. The topics for the safety meeting shall be at the discretion of the Contractor, but shall be relevant to the tasks at hand.

2.8.7 Contractors/Suppliers must also submit their fall protection, steel erection, and/or excavation plans (if applicable), and any other site-specific paperwork associated with the project, before work begins.

2.8.8 Contractors/Suppliers and their employees shall direct all public media inquiries to their HCDCF Contact/Representative. At no time shall Contractors/Suppliers or their Subcontractors/Suppliers authorize media to enter the job site area or communicate with the media, without express authorization from HCDCF.

2.8.9 Contractors shall comply with all requirements of applicable safety regulations during the hook up, use, and removal of temporary controls, facilities, and utilities.

2.8.10 Trash receptacles and sanitary drains **not furnished by Contractor** shall not be used for the disposal of any construction debris or hazardous materials.

2.8.11 A minimum of 5 foot-candles shall be provided for building construction. Lighting removed by the Contractor during construction shall be replaced with adequate temporary lighting during the time of construction per OSHA 1926.56, Table D-3.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS (continued)

2.8 General Safety Processes (continued)

2.8.12 Contractors shall keep public streets and roads adjacent to property utilized for construction traffic clean, clear, and free from dirt and debris. Failure to clean will result in such being done by HCDCF at the Contractor's expense, plus fines.

2.8.13 Roads, walks, ramps, corridors, doors stairs, etc., that need to be closed or blocked to the community or existing building occupants during the performance of the work shall be barricaded and posted with appropriate signs by the Contractor. Alternate routes shall be established that are clearly marked with signage, well lighted and provide for safe passage, subject to the approval of HCDCF.

2.8.14 Contractors must coordinate with HCDCF and the affected Building Manager at the site whenever it is necessary to disable or impair a fire protection system in accordance with Section 4.14.1 through 4.14.3.

2.9 Safety Inspections

2.9.1 Hazard identification is a continuous process and all Contractor employees, supervisors and management must watch for and correct unsafe conditions.

2.9.2 Contractors are responsible for conducting daily safety inspections of their job site. At least one safety inspection per week is required to be documented and forwarded to HCDCF for review.

2.9.3 A HCDCF Contact/Representative may also conduct periodic safety inspections of the project. Any safety deficiency observed will be reported to the appropriate Contractor for immediate abatement. Frequency of HCDCF inspections will depend on the nature, pace and complexity of construction work activities.

2.9.4 The purpose of these safety inspections is to ensure compliance with OSHA safety standards, company safety standards, and company work rules.

2.9.5 HCDCF safety inspections in no way relieve Contractors of their responsibility to self-inspect their work areas, activities, and equipment.

2.9.6 When conducting inspections, HCDCF may identify hazards and problems at the work site so that corrective action can be taken, immediately if possible, in order to ensure a safe work environment.

2.9.7 Written documentation of HCDCF on-site safety inspections will be accomplished by utilizing an HCDCF internal worksite safety inspection form.

2.9.8 Worksite safety inspection forms will be reviewed by HCDCF so that follow-up can be achieved regarding necessary corrective actions for Contractors.

2.9.9 Safety and health work rules for this program will be expanded as needed in accordance with ongoing hazard identification and site safety inspections.

2.0 GENERAL REQUIREMENTS FOR CONTRACTORS (continued)

2.10 Observance of Rules and Requirements

2.10.1 Contractors/Suppliers shall abide by and enforce the site safety and health rules of HCDCF, their own company safety rules and standards, as well as all applicable federal, state, and local laws, ordinances, and regulations.

2.10.2 Contractors/Suppliers shall comply with all OSHA safety and health regulations and requirements.

2.10.3 Safety and health rules contained or referenced within this document shall apply to all work performed by a Contractor/Supplier and its agents. Disregard of the rules set forth or referenced herein may be considered a breach of contract, and may result in termination of or removal from the contract by HCDCF.

2.10.4 In cases where the safety rules and requirements set forth in this document do not adequately address the type of work to be performed, then specific requirements to be enforced shall be reviewed between the Contractor/Supplier and a designated HCDCF Contact/Representative prior to the start of work.

2.10.5 Contractors/Suppliers shall also abide by and enforce all job-specific security rules and procedures as set forth by HCDCF and the standard Construction Contract.

2.10.6 HCDCF requires the removal from the job site any Contractor / Supplier employee not conforming to such rules, applicable laws, ordinances and regulations.

2.10.7 Non-compliance with health and safety rules and regulations may result in work stoppage as outlined in Section 3.0. Further, repeated and/or willful disregard of health and safety rules and regulations may include suspension of Contractors / Suppliers from future bid processes.

2.11 OSHA Inspections

2.11.1 Contractors/Suppliers shall contact their HCDCF Contact/Representative immediately when an OSHA compliance officer arrives at the job site. Contractors/Suppliers shall inform the HCDCF Contact/Representative of any employee complaint, incident, etc. that results in or may result in an OSHA inspection. Contractors/Suppliers shall forward a copy of any and all OSHA inspection or citation reports to their HCDCF Contact/Representative upon receipt.

2.11.2 As part of indemnification, should Hamilton County receive an OSHA citation arising out of or relating to an act or omission of Contractors/Suppliers or an act or omission for which Contractors/Suppliers is also issued a citation, Contractors/Suppliers will pay all costs associated with the defense of Hamilton County during any proceedings with OSHA or related litigation or claims, including but not limited to attorney fees, expert witness fees, time associated with Hamilton County or its personnel in conjunction with this citation, costs, including but not limited to costs of photographs, and video tapes, and any fines. Additionally, if requested by Hamilton County, Contractors/Suppliers will make available its employees, records and other resources that Hamilton County deems necessary for its defense.

3.0 CONTRACTOR ADHERENCE POLICY & ENFORCEMENT

HCDCF is committed to the goal of providing a safe place of employment, free of recognized hazards. To achieve this goal, it is a contractual requirement that Contractors, Subcontractors, agents and visitors comply with all applicable safety and health rules and regulations.

This adherence policy is intended to provide procedures for an effective, graduated system of enforcement by HCDCF to ensure that Contractors comply with applicable safety and health rules, work practices and regulations when performing work on HCDCF project sites. Safety and health regulations must be taken very seriously. Adherence to this safety and health program in no way relieves any Contractor of their regulatory responsibilities, including those set forth in state and federal OSHA standards.

3.1 Imminent Danger / Imminent Hazard

3.1.1 *Imminent Danger / Imminent Hazard* means any activity or situation that is likely to result in serious injury, death, or significant environmental or property damage.

3.1.2 Examples of imminent danger include, but are not limited to:

a) Elevated fall hazards of 6 feet or greater
b) Excavation work in violation of established standards and/or where there is danger of potential trench collapse or cave-ins
c) Electrocution hazards
d) Work activities posing injury potential to general public, employees, or oneself
e) Operation of machinery, vehicles or heavy equipment in an unsafe manner

3.1.3 Upon discovery of safety or health issues deemed imminently dangerous, a HCDCF Contact/Representative has the ability to suspend or stop the related work immediately.

3.1.4 Work may be resumed with approval from HCDCF only after the safety violation has been corrected.

3.2 Safety Audits

3.2.1 HCDCF Contact/Representatives may conduct scheduled or unscheduled periodic safety observations of Contractor work operations to help identify safe/unsafe actions, compliance with safety and health work rules and improve overall project site safety.

3.2.2 HCDCF Contact/Representatives will complete an internal worksite inspection form when observing Contractor work and will share appropriate information with Contractor Jobsite Superintendents for corrective action and safety improvement.

3.2.3 Repeated (three or more) minor infractions observed during an HCDCF Safety Audit may be elevated to *imminent hazard* status if a HCDCF Contact/Representative concludes that the repeated infractions represent a persistent disregard for project safety, environmental, code, or technical requirements, which can result in a Stop Activity / Stop Work Order.

3.0 CONTRACTOR ADHERENCE POLICY & ENFORCEMENT (continued)

3.3 Stop Activity / Stop Work Orders

3.3.1 A **Stop Activity Order** is an order for a Contractor to suspend specific construction activities in the immediate work area where an imminent danger/imminent hazard has been identified. A Stop Activity Order may involve a Contractor, and individual Contractor employee(s) and/or Subcontractors.

3.3.2 Construction activities suspended under a Stop Activity Order are to remain under suspension until the imminent danger/imminent hazard is corrected and until further directed in writing by HCDCF with a Resume Activity Order.

3.3.3 A **Stop Work Order** is an order for a Contractor to suspend all project work initiated under a specific HCDCF contract. A Stop Work Order shuts down all project site work for a Contractor, including project work for their Subcontractors.

3.3.4 HCDCF will utilize the Stop Activity / Stop Work Order Form in Attachment-1 of this program for issuing a Stop Activity / Stop Work Order to a Contractor.

3.3.5 When a Stop Work Order is issued, only those relevant Contractors (and their Subcontractors by default) immediately involved in the imminent danger/imminent hazard situation will be included in the order.

3.3.6 Stop Work Orders may be given for the following instances, including but not limited to:

a) A finding of imminent safety hazard(s) or where significant damage to equipment or property or environmental degradation could occur if the operation continued.

b) A Contractor work crew is identified violating safety, environmental, or code requirements on a repeated basis (being issued two previous Stop Activity Orders).

c) A Contractor's supervision is unresponsive to HCDCF directions to correct safety and health violations/hazards and improve the safety of their work practices.

3.3.7 Construction activities suspended under a Stop Work Order are to remain under suspension until the imminent danger/imminent hazard is corrected and until further directed in writing by HCDCF with a Resume Work Order.

3.4 Resume Activity / Resume Work Orders

3.4.1 All work posing imminent danger/imminent hazards must be stopped and corrected prior to resumption of the associated construction activity.

3.4.2 A **Resume Activity Order** is a written notification by HCDCF informing a Contractor that construction activities previously suspended under a Stop Activity Order may resume on the project site.

3.4.3 A **Resume Work Order** is a written notification by HCDCF informing a Contractor that project work initiated under a specific HCDCF contract is no longer under suspension and may resume on the project site for the Contractor and their Subcontractors.

3.0 CONTRACTOR ADHERENCE POLICY & ENFORCEMENT (continued)

3.5 First Violation – (Stop Activity Order)

3.5.1 A Contractor's first violation for any imminent danger/imminent hazard will result in HCDCF issuing a Stop Activity Order.

3.5.2 Repeated (three or more) minor infractions observed during a Safety Stop Audit Check may be elevated to imminent danger/imminent hazard status resulting in a Stop Activity Order if HCDCF concludes that the repeated infractions represent a persistent disregard for project safety, environmental, code, or technical requirements.

3.5.3 HCDCF will initiate Stop Activity Order paperwork onsite with Contractor's Jobsite Superintendent/Competent Person and submit official form to Contractor management.

3.5.4 If warranted by the severity of the safety and health violation, HCDCF has the authority to issue a Stop Work Order for the imminent danger/imminent hazard on a Contractor's first violation.

3.6 Second Violation – (Stop Activity Order)

3.6.1 A Contractor's second violation for any imminent danger/imminent hazard will result in HCDCF issuing a Stop Activity Order. A second violation of any safety and health issue, which involves the same individual, may result in temporary or permanent removal of the individual(s) involved from the job site.

3.6.2 HCDCF will initiate Stop Activity Order paperwork onsite with Contractor's Jobsite Superintendent/Competent Person and submit official form to Contractor management. A follow-up meeting may be scheduled by HCDCF with Contractor management to review safety violation items associated with the Stop Activity Order.

3.6.3 If warranted by the severity of the safety and health violation, HCDCF has the authority to issue a Stop Work Order for the imminent danger/imminent hazard on a Contractor's second violation.

3.7 Third Violation – (Stop Work Order)

3.7.1 A Contractor's third violation for any imminent danger/imminent hazard (which means that two Stop Activity Orders have been previously issued to the Contractor) will result in HCDCF issuing a Stop Work Order.

3.7.2 HCDCF shall meet with senior contractor management to formally review corrective action plans and determine if the Contractor's Jobsite Superintendent/Competent Person should be permanently removed from the project site. If necessary, HCDCF may arrange for abatement of the safety and/or health issue through another Contractor, and then back charge the noncompliant Contractor.

3.7.3 If warranted, based on a Contractor's refusal to correct safety and health violations and/or persistent disregard for project safety, environmental, code, or technical requirements; HCDCF may decide to terminate the Contractor's contract in accordance with the appropriate provisions of HCDCF's "Construction Contract".

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES

The general safety policy of HCDCF advocates exercising every reasonable precaution in the performance of our site development work to protect the safety and health of employees, Contractors, site visitors, the general public, the environment, and to prevent property damage. Contractors must adhere to the following Safety & Health Rules and Work Practices established by this program, which are based on requirements of applicable OSHA safety and health regulations and industry accepted best work practices.

A violation of these safety & health rules and work practices is grounds for disciplinary enforcement action by HCDCF management as permissible by the Contractor's Contract and the Contractor Adherence Policy and Enforcement guidelines established by this program.

4.1 Access to Work Areas / Safe Worksite Layout

4.1.1 Layout of the construction site can have a significant impact on safety and productivity. Contractor must consider all safety requirements with priority given to those factors that protect against fall, struck by, caught between and electrical hazards and that ensure effective response to emergencies.

4.1.2 Protect workers from vehicle traffic and establish safe work areas for mobile cranes.

4.1.3 Workers must stay clear of heavy equipment operation, such as cranes, excavator/track-hoes, front-end loaders, skid-steer loaders and rough terrain forklifts.

4.1.4 Workers must maintain visibility with equipment & motor vehicle operators and avoid approaching from the operator's blind side. Never stand in a heavy equipment operator's "blind spot".

4.1.5 Allow ready access to emergency vehicles and establish evacuation routes/rally points.

4.1.6 Establish and maintain safe walking routes. Avoid walk pathways with potential tripping hazards such as excessive mud or ice, scrap metal, protruding rebar, etc.

4.1.7 Use only safe means of access to and from site work areas. Jumping from one work area or level to another is not permitted. Individuals should not walk with their hands in their pockets. This will hamper their ability to use their hands to avoid hazards and/or to protect themselves during a fall.

4.1.8 Establish storage locations that minimize material handling, minimize fire hazards, provide for safe storage, and allow for safe handling and transport of materials.

4.1.9 Keep equipment, storage areas and waste areas at least 2 feet away from any trench.

4.1.10 Locate motorized equipment to minimize noise exposure and prevent carbon monoxide exposure. Place noisy operations away from high occupancy areas.

4.1.11 Placing sanitation, rest, and water stations in convenient locations for workers.

4.1.12 Obey all hazard warning signs. Be aware of any special regulated areas and follow applicable procedures per this program.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.2 Alcohol & Controlled Substances

4.2.1 Using or being under the influence of alcohol and/or illegal non-prescription drugs is not permitted on the job and/or HCDCF project sites.

4.2.2 No Contractor/Supplier employee shall report to work or shall work impaired by any substance, drug, or alcohol--lawful or unlawful. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex), or judgment are, or reasonably assumed, to be affected.

4.2.3 Any violation of this policy may result in removal from the job site. Contractor/ Supplier employees taking prescription medication that warns against driving or operating machinery shall inform their foremen or safety representative of such.

4.3 Asbestos-Containing Materials

4.3.1 Work must stop immediately if Contractor/Supplier encounters material that is suspected of containing asbestos. Contact a HCDCF Contact/Representative immediately so that the suspected material can be sampled & tested for asbestos by qualified persons.

4.3.2 Do not disturb the suspicious material. Suspected asbestos containing material will be tested and removed by other qualified and certified persons/contractors.

4.4 Compressed Air & Pneumatic Tool Safety

4.4.1 Air compressor equipment should be operated only by trained personnel. Only authorized and trained personnel should service/maintain air compressor equipment.

4.4.2 Gasoline or diesel fuel powered compressors shall not be used indoors.

4.4.3 Equipment placed outside but near buildings should have the exhausts directed away from doors, windows and fresh air intakes.

4.4.4 High flash point lubricants should not be used on compressors because of its high operating temperatures that could cause a fire or explosion.

4.4.5 Never use compressed air to transfer flammable liquids. Static electricity build-up can discharge and ignite the liquid.

4.4.6 **Inspect compressed air equipment:** Before using compressed air equipment, always inspect it and make sure everything is in good working order.

4.4.7 Check hoses and fittings for signs of damage, cracks and deterioration. An air hose can become weakened and such weak points may swell like a balloon and burst, throwing pieces of hose in every direction. This may also cause the hose to thrash about dangerously.

4.4.8 Faulty equipment should be reported, tagged out-of-service and not used until repaired.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.4 Compressed Air & Pneumatic Tool Safety (continued)

4.4.9 Hose ends must be secured to prevent whipping if an accidental cut or break occurs. In general, air fittings and couplings should fit tightly and be clamped securely or proper retaining /locking pins should be in place before use.

4.4.10 Chicago pneumatic fittings must be pinned or wired to prevent accidental uncoupling. A short chain fastened to the hose and to the pneumatic tool housing can also protect against the hose thrashing about if a coupling breaks at the tool.

4.4.11 Check quick-connect couplings for faults prior to connecting hoses and equipment. Quick disconnect male ends are always attached to the tool end, never to the air supply source.

4.4.12 Protect the hose – avoid bending, kinking and rubbing against sharp edges. Roll-up hoses when not in use and at the end of the shift. Store hose coils off the floor or ground in designated tool boxes, cabinets, etc. Avoid hanging on nails or sharp objects which could damage the hose.

4.4.13 Air hoses should not be placed in established safe walking pathway routes and not be placed where they will create tripping hazards. If hoses must be on the ground, protect them by laying planks on either side wherever possible to prevent tripping or damage from material carts, forklifts, or material dropped during construction activities.

4.4.14 Keep all tools used with compressed air in good condition. Never drop a tool, this can damage hose nipples. Never carry tools by the hose - this will damage hoses and fittings causing loose connections.

4.4.15 Never tie, tape or otherwise fasten the trigger or safety latch of an air tool in the "on" position. Keep hands/body parts away from rotating or moving parts of air tools.

4.4.16 Never use compressed air for any reason without adequate eye protection. When operating an air tool which generates flying particles, you must wear a face shield in conjunction with safety glasses. Always wear hearing protection around air compressors and air tools.

4.4.17 Never participate in horseplay with compressed air. Pneumatic impact tools, such as riveting guns, etc. should never be pointed at a person.

4.4.18 Never use an air hose to remove dirt from clothing. A strong blast of air can dislodge an eye from its socket, rupture an eardrum or the esophagus, cause painful hemorrhage, or if blown under the skin, can cause an air embolism which can be fatal.

4.4.19 A stream of compressed air from a hose above 30-pounds-per-square-inch pressure can propel metal chips at speeds that can injure eye and face. Grit and particles from within the air line are also ejected at a dangerous velocity. If compressed air must be used for cleaning parts, use a proper nozzle which maintains air pressure at or below 30 pounds-per-square-inch.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.5 Compressed Gas Cylinders

4.5.1 Compressed gas cylinders, empty or full, shall be adequately secured by chains or clamps in the vertical position when in transport, storage or use.

4.5.2 Cylinders will not be moved without removing regulators, unless they are properly mounted on a cylinder cart. Never use or transport a leaking cylinder. Do not roll cylinders horizontally on the floor or ground.

4.5.3 Valve protection safety caps must be kept in place anytime cylinders are not in continuous use. Caps must be placed on the cylinder as soon as regulators are removed. Close cylinder valves when work is finished and when cylinders are empty or moved.

4.5.4 Store cylinders away from electrical circuits, as they can be conductors of electricity. Cylinders shall be kept away from radiators and other sources of heat.

4.5.5 Oxygen cylinders shall not be stored near highly combustible material, especially oil and grease; or near reserve stocks of acetylene or other fuel-gas cylinders, or near any other substance likely to cause or accelerate fire.

4.5.6 Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least ½ hour.

4.5.7 Never trans-fill or refill oxygen or fuel gas cylinders. Return them to the gas supplier for proper testing and filling. Special procedures and requirements are necessary to safely fill cylinders.

4.5.8 Compressed gas cylinders shall never be taken into a confined space.

4.5.9 Handling, storage, and utilization of all compressed gases in cylinders shall be in accordance with Compressed Gas Association Pamphlet P-1-1965.

4.6 Concrete & Masonry Construction

4.6.1 Construction loads - No construction loads shall be placed on a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.

4.6.2 Reinforcing Steel - All protruding reinforcing steel, onto and into which employees could fall, shall be guarded to eliminate the hazard of impalement. Guard all protruding ends of steel rebar with rebar caps or wooden troughs, *or* bend rebar so exposed ends are no longer upright.

4.6.3 Post-tensioning operations - No employee (except those essential to the post-tensioning operations) shall be permitted to be behind the jack during tensioning operations. Signs and barriers shall be erected to limit employee access to the post-tensioning area during tensioning operations.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.6 Concrete & Masonry Construction (continued)

4.6.4 Riding concrete buckets - No employee shall be permitted to ride concrete buckets.

4.6.5 Working under loads - No employee shall be permitted to work under concrete buckets while buckets are being elevated or lowered into position. To the extent practical, elevated concrete buckets shall be routed so that no employee, or the fewest number of employees, is exposed to hazards associated with falling concrete buckets.

4.6.6 Personal protective equipment - No employee shall be permitted to apply a cement, sand, and water mixture through a pneumatic hose unless the employee is wearing protective head and face equipment.

4.6.7 Concrete equipment and tools - Requirements for concrete equipment and tools shall comply, at a minimum, with requirements of 29 CFR 1926.702.

4.6.8 Power concrete trowels - Powered and rotating type concrete troweling machines that are manually guided shall be equipped with a control switch that will automatically shut off the power whenever the hands of the operator are removed from the equipment handles.

4.6.9 Concrete buggies - Concrete buggy handles shall not extend beyond the wheels on either side of the buggy.

4.6.10 Concrete pumping systems - Compressed air hoses used on concrete pumping system shall be provided with positive fail-safe joint connectors to prevent separation of sections when pressurized.

4.6.11 Concrete buckets - Concrete buckets equipped with hydraulic or pneumatic gates shall have positive safety latches or similar safety devices installed to prevent premature or accidental dumping. Concrete buckets shall be designed to prevent concrete from hanging up on top and the sides.

4.6.12 General requirements for cast in place concrete / formwork – all concrete form work must comply, at a minimum, with requirements of 29 CFR 1926.703.

4.6.13 Formwork shall be designed, fabricated, erected, supported, braced and maintained so that it will be capable of supporting without failure all vertical and lateral loads that may reasonably be anticipated to be applied to the formwork.

4.6.14 Reinforcing steel - Reinforcing steel for walls, piers, columns, and similar vertical structures shall be adequately supported to prevent overturning and to prevent collapse.

4.6.15 Measures shall be taken to prevent unrolled wire mesh from recoiling. Such measures may include, but are not limited to, securing each end of roll or turning over the roll.

4.6.16 Removal of formwork - Forms and shores (except those used for slabs on grade and slip forms) shall not be removed until the employer determines that the concrete has gained sufficient strength to support its weight and superimposed loads.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.7 Confined Spaces / Enclosed Work Spaces

4.7.1 All employees for Contractors/Suppliers who are required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. Contractors/Suppliers shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas.

4.7.2 For purposes of this program and OSHA's standard 29 CFR 1926.21(b)(6)(i), "confined or enclosed space" means any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere.

4.7.3 Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels.

4.7.4 Contractors/Suppliers entering into confined or enclosed spaces to perform maintenance-related work activities must comply with requirements of OSHA's General Industry Permit-required Confined Spaces standard 29 CFR 1910.146.

4.7.5 Contractors/Suppliers entering into confined or enclosed spaces to perform construction-related work activities must comply with any specific OSHA Construction standard which addresses confined or enclosed space hazards.

4.7.6 Contractors/Suppliers who perform construction work in confined or enclosed spaces and have a written Confine Space Entry Program meeting the requirements of 29 CFR 1910.146 or the most recent addition of ANSI 117.1 - Safety Requirements for Confined Spaces will be deemed to meet the requirements of this HCDCF program.

4.7.7 Welding, cutting, and heating in confined spaces – Unless otherwise specified in 29 CFR 1926.353, either general mechanical or local exhaust ventilation shall be provided whenever welding, cutting, or heating is performed in a confined space.

4.7.8 General mechanical ventilation shall be of sufficient capacity and so arranged as to produce the number of air changes necessary to maintain welding fumes and smoke within safe limits

4.7.9 Local exhaust ventilation shall consist of freely movable hoods intended to be placed by the welder or burner as close as practicable to the work. This system shall be of sufficient capacity and so arranged as to remove fumes and smoke at the source and keep the concentration of them in the breathing zone within safe limits.

4.7.10 Contaminated air exhausted from a working space shall be discharged into the open air or otherwise clear of the source of intake air. All air replacing that withdrawn shall be clean and respirable. Oxygen shall not be used for ventilation purposes, comfort cooling, blowing dust from clothing, or for cleaning the work area.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.7 Confined Spaces / Enclosed Work Spaces (continued)

4.7.11 When sufficient ventilation cannot be obtained without blocking the means of access, employees in the confined space shall be protected by air line respirators in accordance with the requirements of 29 CFR 1926 Subpart E, and an employee on the outside of such a confined space shall be assigned to maintain communication with those working within it and to aid them in an emergency.

4.7.12 "Lifelines" - Where a welder must enter a confined space through a manhole or other small opening, means shall be provided for quickly removing him in case of emergency.

4.7.13 When safety belts and lifelines are used for this purpose they shall be so attached to the welder's body that his body cannot be jammed in a small exit opening. An attendant with a pre-planned rescue procedure shall be stationed outside to observe the welder at all times and be capable of putting rescue operations into effect.

4.7.14 Welding, cutting, or heating of metals of toxic significance - Welding, cutting, or heating in any enclosed spaces involving the metals specified in 29 CFR 1926.353(c)(1) and 1926.353(c)(2) must meet specified requirements for general mechanical or local exhaust ventilation and respiratory protection.

4.7.15 Excavations - Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.

4.7.16 Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation in accordance with 29 CFR 1926 Subparts D and E, respectively.

4.7.17 Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

4.7.18 When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

4.7.19 Emergency rescue equipment, such as breathing apparatus, a safety harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.8 Demolition

4.8.1 Prior to permitting employees to start demolition operations, an engineering survey shall be made, by a competent person, of the structure to determine the condition of the framing, floors, and walls, and possibility of unplanned collapse of any portion of the structure. Any adjacent structure where employees may be exposed shall also be similarly checked. Evidence that such a survey has been performed must be in writing.

4.8.2 Workers shall perform all demolition procedures as defined in the project's scope of work and as directed by HCDCF.

4.8.3 All personnel in the demolition area shall wear hard hats and eye protection as well as other personal protective equipment, which is dictated by jobsite safety needs.

4.8.4 When working around heavy equipment, all personnel shall maintain awareness as to the location and paths of the equipment.

4.8.5 When background noise levels exceed the noise levels of the equipment or backup warning devices, a spotter shall be positioned to protect the safety of workers in harm's way.

General Safety Guidelines

4.8.6 If the structure to be demolished was involved in a fire, flood, explosion, or other method of damage, the walls and/or floors shall be shored and/or braced as needed.

4.8.7 All utilities, (gas, water, electric, sewer and/or other services), shall be shut off, capped, or otherwise controlled, OUTSIDE the building line. This must be performed by the applicable utility company and coordinated by Contractor project supervision.

4.8.8 If temporary utilities are needed, such lines shall be relocated and protected from damage.

4.8.9 As part of the initial evaluation, it shall be determined if any type of hazardous chemicals, gases, explosives, flammable materials, or similarly dangerous substances have been used in any pipes, tanks, or other equipment on the property.

4.8.10 When the presence of any hazardous chemicals, gases, explosives, flammable materials is apparent or suspected, testing and purging shall be performed and the hazard eliminated before demolition is started.

4.8.11 Removal or disposal of any chemicals must be done in accordance with all local, state and federal regulations.

4.8.12 Where a hazard exists from fragmentation of glass, such hazards shall be removed.

4.8.13 Where wall & floor opening hazards exist, the openings must be protected by barriers to a height of 42 inches.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.8 Demolition (continued)

General Safety Guidelines (continued)

4.8.14 When debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped shall be completely enclosed with barricades not less than 42 inches high and not less than 6 feet back from the projected edge of the opening above. Signs, warning of the hazard of falling materials, shall be posted at each level. Removal shall not be permitted in this lower area until debris handling ceases above.

4.8.15 All floor openings, not used as material drops, shall be covered over with material substantial enough to support the weight of any load which may be imposed. Such material shall be properly secured to prevent its accidental movement.

4.8.16 Except for the cutting of holes in floors for chutes, holes through which to drop materials, preparation of storage space, and similar necessary preparatory work, the demolition of exterior walls and floor construction shall begin at the top of the structure and proceed downward. Each story of exterior wall and floor construction shall be removed and dropped into the storage space before commencing the removal of exterior walls and floors in the story next below.

Stairs, Passageways & Ladders

4.8.17 Only those stairways, passageways, and ladders, designated as means of access to the structure of a building, shall be used. Other access ways shall be entirely closed at all times.

4.8.18 All stairs, passageways, and ladders, which are covered by demolition, shall be periodically inspected and maintained in a clean safe condition.

4.8.19 In a multistory building, when a stairwell is being used, it shall be properly illuminated by either natural or artificial means, and completely and substantially covered over at a point not less than two floors below the floor on which work is being performed, and access to the floor where the work is in progress shall be through a properly lighted, protected, and separate passageway.

Chutes

4.8.20 No material is to be dropped to a point outside the exterior walls of the structure unless the area is effectively protected to keep persons out.

4.8.21 All chutes shall be totally enclosed if greater than a 45^0 angle from horizontal. Openings into the chute from various floor levels shall be kept closed when not in use.

4.8.22 A competent person shall control the chute discharge area to keep unauthorized persons out and to direct trucks etc.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.8 Demolition (continued)

Chutes (continued)

4.8.23 When not in operation, the discharge area of the chute shall be securely protected and isolated from all persons.

4.8.24 Openings into the chute at all floor levels shall be protected by a guardrail of 42 inches in height and a toe-board of at least 4 inches in height.

4.8.25 Chutes shall be constructed so as to withstand the expected load without failure.

Removal of materials through floor openings

4.8.26 Any opening cut for debris removal shall be no greater than 25 % of the total floor area. All weakened floors shall be braced and inspected by competent person.

Removal of walls and masonry

4.8.27 No part of any building shall be permitted to fall onto a building floor section in such masses as to possibly cause damage to the floor.

4.8.28 No wall section, greater than one story in height, shall be permitted to stand alone without lateral support unless the wall was originally designed to do so and is in good condition. No walls are to be left in unstable conditions at the end of the work shift.

4.8.29 Employees are to stay off of and away from walls during threatening weather.

4.8.30 Structural or load supporting floor members shall not be cut or damaged until structures above the area have been removed.

4.8.31 Floor openings within 10 feet of any wall being demolished shall be planked solid unless the area below is barricaded to keep persons out.

4.8.32 Steel structures may be left standing during demolition but must be kept clear of hanging or loose debris.

4.8.33 A means of egress shall be maintained from any wall, floor or scaffold at the site.

4.8.34 Any wall supporting other structures, (building and/or earth), shall not be demolished until the other structure is properly supported in another manner.

4.8.35 Wall put up to support debris shall be capable of withstanding the expected load.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.8 Demolition (continued)

Manual removal of floors

4.8.36 Openings cut in a floor shall extend the full span of the arch between supports.

4.8.37 Prior to removing any floor, all debris shall be removed.

4.8.38 Safe walkways, not less than 18 inches wide shall be provided for workers to keep them from walking on exposed floor beams.

4.8.39 Planks shall be laid together over solid bearings with the ends overlapping at least one foot.

4.8.40 All areas below the floor shall be barricaded and persons kept out of the area.

Mechanical removal of floors

4.8.41 Equipment shall not be used on floors that cannot support the load and all floor openings shall be protected with curb or stop logs to prevent equipment from running over the edge.

Mechanical demolition

4.8.42 All employees must stay out of areas prone to falling debris, etc.

4.8.43 Continuing inspections by a competent person shall take place to detect possible unexpected collapse hazards, etc.

4.8.44 All cranes, heavy equipment, etc. used must meet applicable setup and use standards

Materials Storage & Handling

4.8.45 All removed materials will be properly stored onsite, or placed in the appropriate receptacle, to prevent; blocking egress passages, creating slip or trip hazards, falling object hazards, or other hazards presented by the accumulation of debris.

4.8.46 All sharp edges and pointed materials shall be protected to prevent cut injuries to workers.

4.8.47 When adequate protection is not feasible, PPE shall be used to provide the protection.

4.8.48 Employees shall wear cut resistant gloves when handling glass, sheet metal, wood with nails or screws, plastic or metal banding material, or other sharp materials.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.9 Dust Control

4.9.1 Contractor shall comply with all applicable OSHA Construction Standards, including any local requirements, that address dust control and related hazard exposures.

4.9.2 Contractor shall provide adequate dust control protection, especially during interior demolition and/or other construction work, in order to protect HVAC systems, building equipment, and prevent dust from migrating into occupied building areas.

4.9.3 All unpaved roads / other disturbed surface areas, including stock piles onsite, shall be watered as necessary to prevent off property transport of visible particulate emissions.

4.9.4 Vehicle speeds on all unpaved roads and disturbed areas shall not exceed a maximum speed of 25 mph.

4.9.5 Site entryways shall contain gravel. All disturbed surface areas shall be re-vegetated according to requirements of applicable "Construction Permits".

4.9.6 Mud and dirt carryout onto paved surfaces shall be prevented. Any mud and dirt carryout onto paved surfaces shall be cleaned up daily.

4.9.7 Surface area disturbed shall be minimized to prevent visible fugitive particulate emissions. No earthwork activities shall be performed when the wind speed exceeds 30 mph. The use of a water truck during high winds is the exception.

4.10 Electrical Safety

4.10.1 For work involving the use or installation of electrical equipment or work on or in the proximity of equipment where exposure to electrical hazards exist, Contractors shall observe and enforce the electrical safety work rules established by this program and all applicable requirements in 29 CFR 1926 Subpart K.

4.10.2 All electrical equipment, including main feeder lines, branch circuits, and grounding systems shall be installed in accordance with the National Electrical Code as a minimum requirement.

4.10.3 Contractors shall ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.

4.10.4 Installation and use - Listed, labeled, or certified equipment shall be installed and used in accordance with instructions included in the listing, labeling, or certification.

4.10.5 Live parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by cabinets or other forms of enclosures. Covers shall be approved for boxes and fittings. Entrances to rooms containing live parts shall be marked with warning signs.

4.10.6 When normally enclosed live parts are exposed for inspection or servicing, the working space (if in a passageway or general open space) shall be guarded.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.10 Electrical Safety (continued)

4.10.7 Working space about electric equipment - Sufficient access and working space shall be provided and maintained about all electric equipment to permit ready and safe operation and maintenance of such equipment.

4.10.8 In general, a minimum of 3 feet of clearance should be kept when working around live grounded electrical parts. Concrete, brick, and tile walls are considered grounded. Working space shall not be used for storage.

4.10.9 Ground all power supply systems, electrical circuits, and electrical equipment. Ground all exposed metal parts of equipment.

4.10.10 Frequently inspect electrical systems to ensure that the path to ground is continuous.

4.10.11 Do not remove ground prongs from cord and plug connected equipment or cords.

4.10.12 All 120 volt, single phase, 15 and 20 amp receptacle outlets on construction sites, which are not part of the permanent wiring, shall have GFCI protection.

4.10.13 Portable or vehicle mounted two wire generators rated not more than 5 kW where conductors are insulated from the generator frame and all other grounded surfaces, need not have GFCI protection.

4.10.14 GFCI protection shall be used when cord sets, power tools, etc. are connected to permanent wiring during the construction process/construction activities. GFCI protection shall be used with all extension cords.

4.10.15 Follow manufacturers' recommended testing procedure to ensure GFCI is working correctly.

4.10.16 Use only extension cords that are marked with a designation code for hard or extra-hard usage. Extension cords shall be protected from sharp edges and corners. In general, extension cords shall not be spliced or taped.

4.10.17 Extension cords and cables passing through the work area shall be elevated or covered for protection, and arranged to eliminate any tripping hazards. All cords should be checked for proper polarity and that the path to ground is continuous.

4.10.18 Metal parts of portable and/or plug connected equipment, including hand tools, shall be protected through 3 wire cords and plugs, which are plugged into a grounded receptacle.

4.10.19 Double insulated hand tools may also be used, which means the tool body is made of a nonconductive material and the insulation on the inside prevents a short circuit from carrying current to the tool body.

4.10.20 Tools and equipment must be used according to the instructions included in their listing, labeling or certification.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.10 Electrical Safety (continued)

4.10.21 Do not use multi-receptacle boxes designed to be mounted by fitting them with a power cord and placing them on the floor. Do not fabricate extension cords with ROMEX® wire.

4.10.22 Do not use equipment outdoors that is labeled for use only in dry, indoor locations.

4.10.23 Do not use circuit breakers or fuses with the wrong rating for over-current protection, e.g. using a 30-amp breaker in a system with 15- or 20-amp receptacles. Protection is lost because it will not trip when the system's load has been exceeded.

4.10.24 Do not use modified cords or tools (e.g., removing ground prongs, face plates, insulation, etc.). Do not use cords or tools with worn insulation or exposed wires.

4.10.25 Visually inspect all electrical equipment before use. Remove from service any equipment with frayed cords, missing ground prongs, cracked tool casings, etc. Apply a warning tag to any defective tool and do not use it until repaired or replaced.

4.10.26 Controls that must be deactivated during the course of work shall be tagged accordingly. De-energized equipment and circuits shall be rendered inoperative, and tagged at points where the equipment can be energized.

4.10.27 Working on or in the immediate proximity of an exposed and energized electrical system shall be avoided whenever possible. Only qualified electrical persons are permitted to work on live or energized systems.

4.10.28 During temporary wiring, light bulbs shall be protected from breakage. Metal case sockets shall be grounded.

4.10.29 Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension.

4.10.30 Portable electric lighting used in wet and/or other conductive locations (as for example - drums, tanks, and vessels) shall be operated at 12 volts or less. However, 120-volt lights may be used if protected by a ground-fault circuit interrupter.

4.10.31 A receptacle installed in a wet or damp location shall be designed for the location.

4.10.32 Look for overhead power lines and buried power line indicators. Post warning signs. Stay at least 10 feet away from overhead power lines. Always assume that overhead lines are energized. Be aware of changing grade elevations during earthwork.

4.10.33 Use non-conductive wood or fiberglass ladders when working near power lines.

4.10.34 Contact utilities for buried power line locations prior to excavating.

4.10.35 Qualified electrical persons must protect themselves against electrical shock and/or arc flash hazards using electrical safety-related work practices, including appropriate electrical protective equipment and arc-rated PPE and clothing, in accordance with OSHA electrical standards and NFPA 70E guidelines.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.11 Emergency Actions / Evacuation

4.11.1 In regards to fire, medical, chemical and other credible project site emergencies, HCDCF will provide Contractors with site-specific emergency information, phone numbers and responsibilities prior to commencement of work activities.

4.11.2 Site-specific emergency information provided to Contractors may include but not be limited to site evacuation maps with designate assembly areas (rally points); emergency contact numbers; emergency access points to project site; emergency notification responsibilities and other relevant procedures.

4.11.3 Site-specific emergency information provided by HCDCF must be conspicuously posted by Contractors at either their site construction trailer or at a suitable location near the immediate work area.

4.11.4 All Contractors must provide HCDCF with appropriate names and contact information in case of project site emergencies. Contractors must provide HCDCF with updates regarding emergency action information whenever changes occur.

4.11.5 HCDCF will provide Contractors with a notice of updates regarding project site emergency action information whenever changes occur.

4.11.6 Contractors must provide their own First Aid Kits and locate them as appropriate either at their site construction trailer or at a suitable location near the immediate work area.

4.11.7 Contractors must ensure they have an effective system is in place to track their own site personnel and visitors in order to provide an accurate site head count at any moment in time.

4.12 Excavating & Trenching

4.12.1 Contractors shall observe and enforce excavating and trenching safety work rules established by this program and all applicable requirements in 29 CFR 1926 Subpart P.

4.12.2 The Contractor, prior to starting excavation or trenching, shall notify any public authority having jurisdiction and secure any required approvals/permits.

4.12.3 Prior to excavation, trenching or digging, Contractor must locate and mark underground utilities in the vicinity of work such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered.

4.12.4 A competent person shall perform daily inspections of excavations. Inspections shall occur before the work begins, and after rain or other hazardous events that may affect the stability of the excavation.

4.12.5 If evidence of possible cave-in or engulfment is apparent, all work in the excavation shall cease until the necessary precautions have been taken to protect the workers.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.12 Excavating & Trenching (continued)

4.12.6 Employees shall be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations. Protection shall be provided by placing and keeping such materials or equipment at least 2 feet from the edge of excavations, or by the use of retaining devices that are sufficient to prevent materials or equipment from falling or rolling into excavations, or by a combination of both if necessary.

4.12.7 Shoring systems, sloping of the ground or other equal measures (including trench boxes or sliding trench shields) shall be used on the walls and faces of all excavations 5 feet or more in depth when workers are exposed to the danger of moving ground.

4.12.8 Shoring at depths less than 5 feet may be required if examination of the ground indicates the possibility of hazardous ground movement.

4.12.9 Except in hard rock, excavations below the footings of foundations or retaining walls shall not be permitted, unless the wall is underpinned and steps have been taken to ensure stability of adjacent walls.

4.12.10 Water shall not be permitted to accumulate in an excavation, especially when individuals are working in the area.

4.12.11 Support systems shall be planned and designed by a qualified person (generally a professional engineer) when the excavation is in excess of 20 feet deep, adjacent to structures, or subject to water or vibration.

4.12.12 Excavations 4 feet or more in depth and occupied by personnel shall be provided with ladders or other effective means of exit. These access points must be located within 25 feet of the area in which the individuals are working.

4.12.13 Walkways shall be provided where employees or equipment are required or permitted to cross over excavations. Guardrails which comply with 1926.502(b) shall be provided where walkways are 6 feet or more above lower levels.

4.12.14 Excavations 6 feet or more in depth shall be protect employees from falling by guardrail systems, fences, or barricades when the excavations are not readily seen because of plant growth or other visual barriers.

4.12.15 Exposure to vehicular traffic - Employees exposed to public vehicular traffic shall be provided with, and shall wear warning vests or other suitable garments marked with or made of reflectorized or high-visibility material.

4.12.16 Backfilling and removal of trench supports shall progress from bottom of the trench. Ropes shall be used to pull out the jacks after all workers have cleared the trench.

4.12.17 No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.13 Fall Protection & Elevated work

4.13.1 Contractors shall observe and enforce fall protection safety rules established by this program and all applicable requirements in 29 CFR 1926 Subpart M.

4.13.2 Fall protection requirements of Subpart M must be followed by Contractors except where specific fall protection requirements are addressed in other OSHA standards, such as 29 CFR Subpart L – Scaffolding and Subpart R – Steel Erection.

4.13.3 The intent of fall protection safety rules & regulations is to prevent injuries and/or fatalities caused from workers falling off, onto, or through working levels and to protect employees from being struck by falling objects.

4.13.4 General construction activities covered under 29 CFR 1926 Subpart M require fall protection when work involves elevations of 6 feet or higher. Fall protection is also required at lower heights if the individuals are working above dangerous equipment or activities.

4.13.5 The following conventional fall protection systems shall be the first choice for elevated work activities as applicable:

a) Guardrail systems
b) Safety net systems
c) Personal fall arrest systems
d) Personal fall restraint systems
e) Positioning devices

4.13.6 In general, it is better to use fall *prevention* systems, such as guardrails, than fall *protection* systems, such as safety nets or fall arrest devices, because they provide more positive safety means.

4.13.7 Cover or guard floor holes as soon as they are created during new construction.

4.13.8 For existing structures, survey the site before working and continually audit as work continues. Guard or cover any openings or holes immediately.

4.13.9 Construct all floor hole covers so they will effectively support two times the weight of employees, equipment, and materials that may be imposed at any one time.

4.13.10 If Contractors can prove to HCDCF that conventional fall protection is infeasible or creates a greater hazard, they may implement the following specialized fall protection methods if permitted by OSHA standards:

a) Warning lines
b) Controlled access zones
c) Safety monitoring systems

4.13.11 These specialized fall protection systems may be utilized in controlled work environments provided Contractor develops an appropriate written fall protection plan and submits the plan to HCDCF prior to beginning elevated work.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.13 Fall Protection & Elevated work (continued)

4.13.12 Contractor employees involved with the usage of warning lines, controlled access zones, and safety monitoring systems must have adequate training and truly understand how to apply them correctly on the project site.

4.13.13 Upon request, Contractors involved with elevated work shall meet with their HCDCF Contact/Representative, prior to the start of work, for a general project fall protection review. Contractors must be prepared to discuss possible fall hazard exposures and intended fall prevention and protection methods.

4.13.14 Contractors shall be responsible for ensuring that all their employees using fall protection systems have been adequately trained. Completion of the training shall be documented and available to HCDCF upon request. Individuals utilizing personal fall arrest systems must be able to effectively calculate fall clearance distances.

4.13.15 Contractors must ensure that all fall protection equipment is stored properly when not in use to prevent damage.

4.13.16 Individuals shall visually inspect the fall protection equipment before each use. Any fall protection equipment that is defective, damaged, or has been subjected to an impact shall be identified and removed from service immediately.

4.13.17 Aerial lifting devices, excluding scissors lifts, require the use of full body harnesses and lanyards in any elevated position (serving as a fall restraint device).

4.13.18 Contractors shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves. Fall protection rescue procedures shall be submitted to HCDCF in writing upon request.

4.13.19 Body belts, harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system or positioning device system) and not to hoist materials or secure site equipment such as ladders, etc.

4.13.20 "Steep Roofs." - Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems with toe-boards, safety net systems, or personal fall arrest systems.

4.13.21 "Roofing Work on Low-Slope Roofs." - Each employee engaged in roofing activities on low-slope roofs, with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of warning line system and guardrail system, warning line system and safety net system, or warning line system and personal fall arrest system, or warning line system and safety monitoring system.

4.13.22 ***On roofs 50-feet or less in width***, the use of a safety monitoring system alone is permitted, but this must be applied correctly and also identified in the Contractor's written site-specific "Fall Protection Plan" and the safety monitor must be clearly visible performing his/her duties.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.14 Fire Prevention & Protection

4.14.1 Whenever it is necessary to disable or impair a fire protection system, Contractors must coordinate with HCDCF and the affected Building Manager at the site before closing a sprinkler valve to ensure that all fire protection system impairment steps are followed and action to mitigate fire losses are taken. A minimum of forty-eight (48) hours notice of a planned impairment is required.

4.14.2 An impairment is defined as a shutdown (in whole or in part) of a fire protection system including sprinkler systems, standpipe/hose systems, smoke and heat detectors, fire pumps, fire protection water supplies, fire mains, fire alarm systems, and special extinguishing systems (i.e. clean agent, wet/dry chemical, foam/water, etc.).

4.14.3 Fire protection systems must be restored to full service as soon as possible to provide fire protection to the building.

4.14.4 Contractor emergency action procedures shall contain provisions for handling a fire or explosion. Contractors shall know the location of and shall be familiar with the fire control equipment. The phone number of the nearest local fire department shall be readily accessible.

4.14.5 Contractors must comply with 29 CFR 1926 Subpart F requirements. An adequate number of fire extinguishers of the proper type for the materials exposed and the work performed shall be placed in accessible locations based on the work taking place. (See Attachment-4 of this program for a summary of OSHA construction standards requiring fire extinguishers.)

4.14.6 Individuals who may use fire extinguishers shall be trained in their use.

4.14.7 Contractors should provide their own extinguishers, especially for activities that require them in the direct vicinity of their work.

4.14.8 Fire extinguishers shall be inspected periodically and maintained in accordance with Maintenance & Use of Portable Fire Extinguishers, NFPA No. 10A-1970.

4.14.9 An individual designated as a "fire watch" shall be provided by the Contractor if required as a result of a specific work activity as established by OSHA standards.

4.14.10 Equipment and materials shall be stored so as not to block access to fire control and emergency equipment such as fire hydrants, extinguishers, hose racks, alarm boxes, etc.

4.14.11 A minimum of 15 feet of clearance shall be maintained around fire hydrants. Likewise, materials and equipment shall not block or compromise the integrity of smoke/fire walls and doors. HCDCF must approve any activity affecting the operation of these devices. The same is true when fire exits may be blocked.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.14 Fire Prevention & Protection (continued)

4.14.12 Only approved containers shall be used for the storage, transport, and use of flammable substances. Portable containers used for transporting and transferring gasoline or other flammable liquids shall be approved safety cans equipped with flash arrestors and self-closing lids. All such containers shall be clearly labeled as to contents.

4.14.13 When transferring flammable liquids from one container to another, a bonding wire shall connect the containers.

4.14.14 Areas around welding or flame cutting operations shall be kept free of flammable or combustible materials. Welding, cutting, or any ignition source is not permitted within 50 feet of any refueling, spray painting, or storage of flammable liquids.

4.14.15 For mixing and spray application of flammable and combustible materials, only equipment, which is approved for that specific use, shall be employed.

4.14.16 Adequate ventilation to prevent an accumulation of flammable vapors shall be provided where solvents or volatile cleaning agents are used.

4.14.17 Extra precaution is needed when solvents are used in the presence of hot surfaces, or where high heat and ultra-violet rays from welding may present an additional hazard from toxic vapors.

4.14.18 Open flame heating sources shall not be used in areas where combustibles are stored. No smoking areas shall be established around flammable liquid storage areas. "No Smoking" signs shall be posted in areas of possible fire hazards, including battery charging areas. Contractors shall abide by no smoking policies required on site.

4.14.19 Fuel-fired heating devices shall not be used in confined or unventilated spaces.

4.14.20 Filling a gasoline container inside a vehicle or in a pickup truck bed is prohibited.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.15 Hand & Power Tools

4.15.1 Contractor is responsible for the safe condition of tools and equipment used by employees. Contractor shall not issue or permit the use of unsafe hand tools. Employees must be trained in the proper use and handling of tools and equipment.

4.15.2 Abrasive wheel tools must be equipped with guards that:

a) cover the spindle end, nut, and flange projections;

b) maintain proper alignment with the wheel; and

c) do not exceed the strength of the fastenings. Ensure that the spindle speed of abrasive wheel tools will not exceed the maximum operating speed marked on the wheel.

4.15.3 Pneumatic tools must be checked to see that tools are fastened securely to air hoses to prevent them from becoming disconnected. A short wire or positive locking device attaching air hose to tool must also be used and will serve as an added safeguard.

4.15.4 When using pneumatic tools, a safety clip or retainer must be installed to prevent attachments such as chisels on a chipping hammer from being ejected during tool operation.

4.15.5 Pneumatic tools that shoot nails, rivets, staples, or similar fasteners and operate at pressures more than 100 psi must be equipped with a special device to keep fasteners from being ejected, unless muzzle is pressed against work surface.

4.15.6 Workers operating a jackhammer must wear safety glasses and safety shoes that protect them against injury if the jackhammer slips or falls. A face shield also should be used. Working with noisy tools such as jackhammers requires proper, effective use of appropriate hearing protection.

4.15.7 All jacks -- including lever and ratchet jacks, screw jacks, and hydraulic jacks -- must have a stop indicator, and the stop limit must not be exceeded. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack, and the load limit must not be exceeded.

4.15.8 Contractors must ensure personnel are trained in proper operation of powder-actuated tools if they are used on the project site. Tools must be unloaded until ready for use.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.16 Hazard Communication & Hazardous/Toxic Substances

4.16.1 Contractors shall develop and maintain a written Hazard Communication Program as required by 29 CFR 1926.59/29 CFR 1910.1200. The written program shall be submitted to HCDCF prior to beginning work.

4.16.2 A copy of the program must be in the possession of the Contractor while on site. Contractor employees, HCDCF Contact/Representatives and appropriate regulatory officials shall have access to the program.

4.16.3 The written program requirements include a current list of hazardous chemicals present at the site; a labeling system for containers of chemicals at the work site and containers of chemicals being shipped to other work sites; and Material Safety Data Sheets (MSDS).

4.16.4 Contractors/Suppliers shall submit copies of all relevant MSDS's to their HCDCF Contact/Representative before the materials are brought on site and must keep HCDCF updated concerning new chemicals corresponding MSDS throughout the project.

4.16.5 Material Safety Data Sheets (MSDS) shall be requested / obtained from the vendor for all hazardous chemicals or materials brought on site by Contractors.

4.16.6 Container labels or warning systems for hazardous chemicals/materials shall include the name of the chemical/material the hazard is associated with, its use and exposure, and any necessary precautions.

4.16.7 All containers, even containers used to transfer materials or chemicals, brought on site must be properly labeled.

4.16.8 Contact or exposure to hazardous chemicals/materials exceeding Permissible Exposure Levels (PEL) shall be avoided, preferably through the implementation of engineering or administrative controls.

4.16.9 Where such controls are infeasible, appropriate personal protective equipment such as chemical resistant clothing, gloves, aprons, goggles and respirators shall be used. Unnecessary contact with any hazardous materials shall be avoided.

4.16.10 HCDCF shall be notified immediately of a spill or release of a hazardous material.

4.16.11 Hazardous and/or toxic materials such as solvents, coatings, or thinners shall be stored in approved containers.

4.16.12 Original shipping containers that satisfy local safety regulations are considered approved containers for transporting and storing these materials. All hazardous or toxic materials shall be returned to the designated storage area at the end of each shift.

4.16.13 Contractors/Suppliers shall notify HCDCF prior to bringing large quantities of hazardous materials or liquids on site.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.16 Hazard Communication & Hazardous/Toxic Substances (continued)

4.16.14 Contractors/Suppliers shall train their employees about the Contractors'/Suppliers' obligations under the law, and hazards and protective measures of chemicals to which they may be exposed.

4.16.15 Contractors/Suppliers shall train their employees on the meaning of any labels, symbols, colors or other codes that might be used at the worksite by the Contractor, HCDCF, or other Contractors/Suppliers, to warn of particular worksite hazards. All such training shall be documented and retained by the Contractor/Supplier, with a copy provided to HCDCF upon request.

4.16.16 Contractors/Suppliers whose work creates excessive dust or fumes shall provide an adequate ventilation system and/or conduct work at "off hours", as approved by HCDCF.

4.16.17 All hazardous materials brought on site must be removed in a safe and proper manner immediately upon completion of their intended use.

4.16.18 Contractors shall ensure that they comply with all relevant chemical specific OSHA standards regarding employee exposure to Toxic and Hazardous Substances to ensure that employees are not exposed above established permissible exposure levels.

4.16.19 Contractors who perform work activities which generate silica exposures must ensure that workers and other personnel on the jobsite are not exposed to silica above established exposure limits. Contractor must follow best work practices to minimize silica exposures.

4.16.20 Contractors who perform work activities which generate silica exposures may need to conduct onsite air sampling to establish and verify actual crystalline silica exposures for site-specific work tasks and/or operations in order to determine if the exposure limit for crystalline silica is exceeded.

4.16.21 OSHA regulation 29 CFR 1910.1000 Table Z-3 is used to determine the exposure limits for crystalline silica. Though this regulation is under the General Industry Standard, crystalline silica exposures in the Construction Industry are subject to this same limit.

4.16.22 Lead abatement activities, if required on the project site, must be conducted by qualified/certified lead abatement contractors in accordance with all applicable federal and local regulations.

4.16.23 Where required by OSHA standards concerning chemical exposures, Contractors must comply with all applicable medical surveillance and recordkeeping requirements.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.17 Hazardous Energy Control (Lockout/Tagout)

4.17.1 Equipment that could present a hazard to personnel if accidentally activated during the performance of installation, repair, alteration, cleaning, or inspection work shall be made inoperable and free of stored energy and/or materials prior to the start of work.

4.17.2 Such equipment shall be secured where possible by locking and tagging methods. Best work practices shall be used for de-energizing equipment.

4.17.3 Protocol and safety requirements established in Subpart K of the OSHA Construction Standards and 29 CFR 1910.147 of the OSHA General Industry Standards shall be followed by Contractors as applicable.

4.17.4 When several individuals are working on locked out equipment, each should attach his/her own tag and lock with his/her name and company name.

4.17.5 Where equipment is subject to unexpected movement such as rotating, turning, dropping, falling, rolling, sliding, etc., mechanical and/or structural constraints shall be applied to prevent such movement.

4.17.6 The use of tags without locks is be permitted only when the use of locks is physically impossible. Strict controls and supplemental protective measures such as physical separation, blocking, removing fuses, or positioning an attendant by the tagged equipment shall be utilized to supplement tagout when necessary.

4.17.7 Where safety locks are used for locking out or isolating equipment, the lock shall be specially identified and easily recognized as a safety lock. Authorized employees must control the keys to their own personal safety locks.

4.17.8 Where more than one person is assigned to work on a piece of equipment or system, each person shall be responsible for applying their own personal safety locks to each energy-isolating device. When this is not possible, a group lockout system is acceptable.

4.17.9 Contractor employees must not attempt to start/restart equipment that has been locked out and tagged.

4.17.10 Contractor employees must not attempt to remove and/or bypass lockout “locks and tags” that have been applied to equipment.

4.17.11 Hazards of unexpected start up or energizing of cord & plug equipment shall be controlled by unplugging the equipment from its energy source.

4.17.12 Plug lockout devices and safety locks must be applied to cord & plug equipment when the plug is not under the exclusive control of the authorized employee performing the maintenance or repair work.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.18 Hot/Cold Environments

4.18.1 **Hot Environments** – Heat is a serious physical hazard. A worker's risk of heat stress (dehydration, heat cramps, heat exhaustion or heat stroke) depends on many factors, including physical condition, the weather (temperature, humidity), how much clothing and protective equipment worker has on, how strenuous the work activity is, if worker is near a fan or there is a breeze, and if worker is in the sun. Contractors shall adhere to the following general safety guidelines as applicable:

a) **Drink a lot of cool water all day.** Sometimes, a cup of water (5 to 7 ounces) may be needed every 15 minutes.

b) Take adequate rest periods in a cool and shaded place.

c) Wear light-colored clothing made of cotton. Protect exposed skin against the sun.

d) Do the heaviest work in the coolest time of the day, if possible.

e) For heavy work in hot areas, take turns with other workers, so some can rest.

f) Workers who are new to the area climate may need time to get acclimated. Be extra careful the first 2 weeks on the job.

g) Working in certain types of protective clothing may require more rest breaks. Check body temperature and heart rate.

h) DO NOT TAKE SALT TABLETS!

i) Call emergency services (or 911) if a worker shows signs of heat stroke. Immediately move the worker to the shade. Loosen his/her clothes. Wipe or spray worker's skin with cool water and fan the worker.

4.18.2 **Cold Environments** – Cold is a serious physical hazard. When the body is unable to warm itself, serious cold-related illnesses and injuries may occur, leading to permanent tissue damage and even death. A worker's risk of cold stress (frostbite and hypothermia) depends on many factors, including the temperature of the air surrounding the body, body temperature, air movement, body movement, and the length of exposure time. Contractors shall adhere to the following general safety guidelines as applicable:

a) Wearing many layers of loose clothing is best.

b) Wear only dry clothing. Change clothes if they get wet or sweaty.

c) Don't wear a waterproof shell if you're sweating. It won't let inner moisture evaporate. In the rain, wear a water repellent shell instead.

d) Wear a full head covering. A lot of body heat can be lost through a bare head.

e) Wear mittens or gloves. Below 0° F, mittens are better.

f) Wear waterproof boots (or rubber over-boots) if it's both cold and wet.

g) Drink warm fluids - but not too much coffee. Soup and broth are better.

h) Limit work time based on temperature and take breaks in warm shelter.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.19 Housekeeping

4.19.1 During the course of construction activities, Contractors shall ensure that form and scrap lumber with protruding nails, and all other debris, are kept clear from work areas, passageways, and stairs, in and around buildings or other structures. Remove or bend over protruding nails prior to disposal and storage.

4.19.2 Contractors shall remove combustible scrap and debris at regular intervals during the course of construction. Contractors shall provide safe means to facilitate such removal.

4.19.3 Containers shall be provided for collection and separation of waste, trash, oily and used rags, and other refuse.

4.19.4 Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be equipped with covers.

4.19.5 Garbage and other waste shall be disposed of at frequent and regular intervals.

4.19.6 Keep storage, staging, and work areas, along with all stairs and walkways on the construction site, free of obstructions and debris. Store tools and materials neatly and out of the way in storage bins or lockers when not in use.

4.19.7 Keep loose materials off stairs, walkways, ramps and platforms.

4.19.8 Ensure that materials stored on roofs or at heights are secured. Never throw waste, materials, or tools from a building or structure.

4.19.9 Debris chutes are a safe means of removing this material from an elevated work site.

4.19.10 Guard areas where the material could fall and post signs around the workplace to wear hard hats and watch for falling debris

4.19.11 Do not block aisles, traffic lanes, exit pathways, fire extinguishers, or electrical panels.

4.19.12 Control muddy areas using fill, gravel, boards and plywood, or other means.

4.20 Ladder Safety

4.20.1 Contractors shall observe and enforce ladder safety rules established by this program and all applicable requirements in 29 CFR 1926 Subpart X.

4.20.2 A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.

4.20.3 A double-cleated ladder or two or more separate ladders shall be provided when ladders are the only mean of access or exit from a working area for 25 or more employees, or when a ladder is to serve simultaneous two-way traffic.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.20 Ladder Safety (continued)

4.20.4 When portable ladders are used for access to an upper landing surface, the ladder side rails shall extend at least 3 feet above the upper landing surface to which the ladder is used to gain access.

4.20.5 When such an extension is not possible because of the ladder's length, then the ladder shall be secured at its top to a rigid support that will not deflect, and a grasping device, such as a grab-rail, shall be provided to assist employees in mounting and dismounting the ladder. In no case shall the extension be such that ladder deflection under a load would, by itself, cause the ladder to slip off its support.

4.20.6 Ladders shall be kept free of grease, oil and other slipping hazards.

4.20.7 Ladders shall not be loaded beyond the maximum intended load for which they were built, nor beyond their manufacturer's rated capacity.

4.20.8 Ladders shall be used only for the purpose for which they were designed. Ladders shall not be used as platforms or scaffold planks.

4.20.9 Personnel going up or down shall face toward the ladder and maintain 3-point contact. Tools or other objects shall be hoisted up as necessary, or carried in a tool pouch and not carried by hand up or down the ladder.

4.20.10 Extension and straight ladders shall be tied off at the top and/or bottom when in use. Until secured, a second person shall be used to keep the ladder from slipping.

4.20.11 Only one person shall be allowed on a ladder at a time unless the ladder is designed by the manufacturer for two person use.

4.20.12 Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement. Slip-resistant feet shall not be used as a substitute for care in placing, lashing, or holding a ladder that is used upon slippery surfaces including, but not limited to, flat metal or concrete surfaces that are constructed so they cannot be prevented from becoming slippery.

4.20.13 Ladders shall not block doorways, passages, etc. unless the area is barricaded. Warning signs shall be posted, or a spotter shall be involved.

4.20.14 Extension ladders must be set at a 1 to 4 slope. The area around the top and bottom of ladders shall be kept clear.

4.20.15 Stepladders shall not be used as a leaning ladder. The top step or the back braces must not be used as a step or a seat. Use extension ladders intact, never separated.

4.20.16 Ladders shall be inspected by a competent person for visible defects on a periodic basis and after any occurrence that could affect their safe use. Damaged ladders shall be immediately tagged with "Do Not Use" or similar language and taken out of service until repaired. Ladders shall not be painted, except for stenciling for identification purposes.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.21 Lightning & Severe Weather

4.21.1 Contractors must avoid unnecessary exposure to lightning threats on the project site during thunderstorm activity.

4.21.2 Generally speaking, if Contractor employees can see lightning and/or hear thunder he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching, increasing the risk for lightning injury or death.

4.21.3 If the time delay between seeing the flash (lightning) and hearing the bang (thunder) is less than 30 seconds, Contractor employees should be in, or seek a safer location.

Lightning can strike as far away as 10 miles from the storm cloud!

If thunder is heard… the lightning is…

05 seconds after a flash **1 mile** away
10 seconds after a flash **2 miles** away
15 seconds after a flash **3 miles** away
20 seconds after a flash **4 miles** away
25 seconds after a flash **5 miles** away
30 seconds after a flash **6 miles** away

4.21.4 Be aware that this method of ranging has severe limitations in part due to the difficulty of associating the proper thunder to the corresponding flash. **Contractors are encouraged to utilize portable lightning strike indicators** on the project site to assist with lightning notification and decisions for taking appropriate action when threatened by lightning.

4.21.5 High winds, rainfall, and cloud cover often act as precursors to actual cloud-to-ground strikes notifying individuals to take action. Many lightning casualties occur in the beginning, as the storm approaches, because people ignore these precursors.

4.21.6 Also, many lightning casualties occur after the perceived threat has passed. Generally, the lightning threat diminishes with time after the last sound of thunder, **but may persist for more than 30 minutes on the back end of the thunderstorm.**

4.21.7 When thunderstorms are in the area but not overhead, the lightning threat can exist even when it is sunny, not raining, or when clear sky is visible.

4.21.8 When available, pay attention to weather warning devices such as NOAA weather radio and/or credible lightning detection systems, however, do not let this information override good common sense.

4.21.9 Contractor employees should immediately stop work and seek shelter (get indoors) when there is a threat of lightning on project sites during thunderstorm activity.

4.21.10 In general, fully enclosed metal vehicles such as cars, trucks, buses, vans, fully enclosed farm vehicles, etc. with windows rolled up provide good shelter from lightning. Avoid contact with metal or conducting surfaces outside or inside vehicle.

4.21.11 Avoid being in or near high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, baseball dugouts, communications towers, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts, water (ocean, lakes, swimming pools, rivers, etc.).

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.22 Mobile / Heavy Equipment & Material Handling

4.22.1 All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.

4.22.2 Heavy machinery, equipment, or parts thereof, which are suspended or held aloft by use of slings, hoists, or jacks shall be substantially blocked or cribbed to prevent falling or shifting before Contractor employees are permitted to work under or between them.

4.22.3 Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. All controls shall be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise.

4.22.4 Whenever the equipment is parked, the parking brake shall be set. Equipment parked on inclines shall have the wheels chocked and the parking brake set.

4.22.5 All cab glass shall be safety glass, or equivalent, that introduces no visible distortion affecting the safe operation of any machine.

4.22.6 Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition.

4.22.7 All vehicles, or combination of vehicles, shall have brake lights in operable condition regardless of light conditions.

4.22.8 All vehicles shall be equipped with an adequate audible warning device at the operator's station and in an operable condition.

4.22.9 Contractors shall not use any motor vehicle equipment having an obstructed view to the rear unless the vehicle has a reverse signal alarm audible above the surrounding noise level or the vehicle is backed up only when an observer signals that it is safe to do so.

4.22.10 A safety observer shall be assigned to watch the movement of heavy mobile equipment where such movement may cause a hazard to other personnel, or where equipment could hit overhead lines or structures. The observer shall also ensure that people are kept out of the way of the path of suspended loads and clear of the mobile equipment.

4.22.11 All vehicles with cabs shall be equipped with windshields and powered wipers. Cracked and broken glass shall be replaced.

4.22.12 Vehicles operating in areas or under conditions that cause fogging or frosting of the windshields shall be equipped with operable defogging or defrosting devices.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.22 Mobile / Heavy Equipment & Material Handling (continued)

4.22.13 All haulage vehicles, whose pay load is loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.

4.22.14 Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried.

4.22.15 All vehicles in use shall be checked at the beginning of each shift to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use: service brakes, including trailer brake connections; parking system (hand brake); emergency stopping system (brakes); tires; horn; steering mechanism; coupling devices; seat belts; operating controls; and safety devices.

4.22.16 All defects shall be corrected before the vehicle is placed in service. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.

4.22.17 Inspections required for mobile/heavy and material handling equipment by a specific OSHA standard shall be conducted at required frequency and documentation must be kept on-site for review by HCDCF when requested.

4.22.18 Defective equipment shall be removed from service immediately, and a warning tag attached.

4.22.19 Equipment with exposed gears, belts, couplings, etc. must be provided with proper guards.

4.22.20 The design capacity of any piece of equipment shall not be exceeded, nor shall the equipment be modified in any manner that alters the original safety or capacity factor.

4.22.21 Areas within the swing radius of the rear of the rotating superstructure of the crane shall be barricaded to prevent a person from being struck or crushed by the crane.

4.22.22 Winch trucks shall not have a load suspended from the hook while traveling. The load shall be secured on the bed of the truck. The hook of a winch truck must be tied down or secured in some manner, and not allowed to dangle freely when traveling.

4.22.23 Under no circumstances, shall a crane or load come within 10 feet of any energized overhead power line, or other critical structure.

4.22.24 **Only trained, qualified, and authorized personnel shall operate mobile/heavy equipment, cranes and forklifts.** Contractors shall not operate equipment owned or operated by another Contractor unless authorization is given in advance.

4.22.25 Cranes with a suspended load shall not be left unattended for any period of time. No one should walk, stand, or work under suspended loads or equipment suspended above them.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.22 Mobile / Heavy Equipment & Material Handling (continued)

4.22.26 Working or riding on crane loads suspended, lowered, or hoisted is prohibited except as permitted by 29 CFR 1926.550(g)(4), focusing on crane suspended personnel platforms.

4.22.27 When working with slings, Contractors must ensure that they are visually inspected before use and during operation, especially if used under heavy stress.

4.22.28 Riggers or other knowledgeable employees should conduct or assist in the inspection of rigging equipment and slings because they are aware of how the sling is used and what makes a sling unserviceable. A damaged or defective sling must be removed from service.

4.22.29 Slings must not be shortened with knots or bolts or other makeshift devices. Sling legs that have been kinked must not be used. Slings must not be loaded beyond their rated capacity, according to the manufacturer's instructions, capacity tags and/or load charts.

4.23 Personal Protective Equipment (PPE)

4.23.1 In general, Contractors/Suppliers shall wear PPE on HCDCF project sites commensurate with the hazards of the work being done and the work site area as required by OSHA standards.

4.23.2 At a minimum, Contractor/Supplier personnel must wear the following PPE on HCDCF project sites: **safety glasses, safety shoes and hard-hats.**

4.23.3 Contractor/Supplier personnel must wear high visibility garments (typically ANSI/ISEA 107 - Class 2/Level 2 high visibility vests) when in or near moving traffic areas, which includes any area on HCDCF project sites where mobile/heavy & material handling equipment is being operated.

4.23.4 Contractor personnel who conduct work at night in or near moving traffic areas must wear high visibility garments that are reflective.

4.23.5 Equipment operators may remove their safety glasses and hard-hat when operating mobile/heavy & material handling equipment provided that they are protected inside the equipment’s enclosed cab and the cab glass is safety glass, or equivalent.

4.23.6 Equipment operators may also remove high visibility vests when inside the cab of mobile/heavy & material handling equipment.

4.23.7 Equipment operators must wear their safety glasses, hard-hat and high visibility vest as soon as they leave the protection of the equipment cab.

4.23.8 Additionally, employees must wear safety glasses and hard-hat when operating mobile/heavy & material handling equipment which has open front and sides (does not have an enclosed cab with safety glass), especially equipment that lifts material overhead with forks, attachments or buckets.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.23 Personal Protective Equipment (continued)

4.23.9 Where hand protection is required, gloves specifically designed for the hazards and tasks must be used.

4.23.10 Workers who face possible bodily injury of any kind, which cannot be eliminated through engineering, work practice or administrative controls, must wear appropriate body protection while performing their jobs.

4.23.11 When workers need to raise their voice to be heard by someone 3 feet away, the site may be too noisy and hearing protection is probably needed to reduce noise exposure.

4.23.12 Workers must wear hearing protection if they are exposed to a noise level of 90 dB for 8 hours per day. If noise level reaches 115 dB, then hearing protection is required if the anticipated exposure exceeds 15 minutes.

4.23.13 Contractors must enforce the wearing of PPE when required by this program, when required by a specific OSHA standard and when performing work tasks where there is the potential for injury and adequate administrative and/or engineering controls have been exhausted.

4.23.14 All PPE must be of safe design and construction, which is suitable for the work to be performed.

4.23.15 OSHA requires that PPE meet or be equivalent to standards developed by American National Standards Institute (ANSI), which are incorporated into the OSHA PPE standards by reference.

4.23.16 Damaged/defective PPE shall be removed from service and replaced.

4.24 Scaffolding

4.24.1 Contractors shall observe and enforce scaffolding safety work rules established by this program and all applicable requirements in 29 CFR 1926 Subpart L.

4.24.2 Contractors shall construct all scaffolds according to the manufacturer's instructions. All scaffolds and scaffold installation processes must meet or exceed all manufacturers' requirements.

4.24.3 Scaffolds shall be erected, moved, dismantled, or altered only under the supervision and direction of a Competent Person. Such activities shall be performed only by experienced and trained employees.

4.24.4 Scaffolds and scaffold components shall be inspected for visible defects by a Competent Person before each work shift, and after any occurrence which could affect a scaffold‘s structural integrity.

4.24.5 Any part of a scaffold damaged or weakened such that its strength is less than that required shall be immediately repaired or replaced, braced to meet those provisions, or removed from service until repaired.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.24 Scaffolding (continued)

4.24.6 A scaffold-tagging program must be used. All scaffolds shall have a scaffold tag attached, indicating the Contractor's name, date of installation, duration of anticipated use, and status of scaffold safety requirements.

4.24.7 All manufacturers' bracings, couplings, or stacking and vertical locking pins shall be installed on metal scaffolding.

4.24.8 Each scaffold and scaffold component shall be capable of supporting at least 4 times its intended load.

4.24.9 Supported scaffold poles, legs, posts, frames, and uprights shall bear on base plates and mud sills or other adequate firm foundation.

4.24.10 Footings shall be level, sound, rigid, and capable of supporting the loaded scaffold without settling or displacement.

4.24.11 Concrete blocks, bricks, barrels or similar items shall not be used for supports.

4.24.12 Scaffold planking must be scaffold grade with no defects.

4.24.13 Scaffolding must be planked properly with correct overlaps, spacing and planking cleats in place.

4.24.14 Scaffold connections and cross braces must be tight, sound & secure.

4.24.15 Scaffolds shall have safe access to all working levels. Do not use or climb cross-bracing as a means of access.

4.24.16 Scaffolding must be tied to building or structure when a height to base width ratio is more than 4:1.

4.24.17 Where a solid support is not available, outriggers shall support the scaffold.

4.24.18 Rolling scaffolds shall have their wheels locked when in use.

4.24.19 No scaffold shall be moved while occupied, or while tools or equipment are on it.

4.24.20 Contractor employees shall be prohibited from working on scaffolds covered with snow, ice, or other slippery material except as necessary for removal of such materials.

4.24.21 Debris shall not be allowed to accumulate on platforms.

4.24.22 Makeshift devices, such as but not limited to boxes and barrels, shall not be used on top of scaffold platforms to increase the working level height of employees.

4.24.23 Each employee on a scaffold more than 10 feet above a lower level shall be protected from falling to that lower level by scaffold guardrail systems or other fall protection.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.25 Use of Vehicles

4.25.1 Traffic signs, barricades or flaggers must be used as applicable for worker and public safety when construction takes place near public roadways. Traffic control signs shall be enforced.

4.25.2 HCDCF will designate proper access roadways to the project site. Access roadways will be clearly marked by HCDCF and shall be used by all Contractor/Supplier personnel. HCDCF will notify Contractors regarding any changes in site access.

4.25.3 Contractor/Supplier personnel are only permitted to drive personal vehicles on the project site in certain construction areas as approved by HCDCF. Contractors/ Suppliers shall park only in designated areas as directed by HCDCF.

4.25.4 Contractors/Suppliers shall not park on roadways or service drives, nor near doorways, loading bays, dumpster boxes, or access to fire hydrants or hoses.

4.25.5 When vehicles of Contractor/Supplier employees are on HCDCF property, Contractors/ Suppliers shall enforce the rules for safe vehicle operation. Drivers and passengers in vehicles shall wear seat belts.

4.25.6 Contractor/Supplier vehicles shall be kept in safe operating condition. Contractor/ Supplier personnel shall comply with local and site regulations regarding the operation of vehicles.

4.25.7 Drivers shall obey all signs and posted speed limits. If no speed limit is posted, then the default speed limit for general project site construction zones must not exceed 15 mph unless otherwise specified by HCDCF. Some uncontrolled/unpaved roads for certain construction areas may require lower travel speeds for safety.

4.25.8 Trucks hauling waste materials shall be equipped with an adequate rear closure and/or covering to prevent material from dropping or blowing onto the roadway.

4.25.9 Material hanging over the sides or ends of a truck shall be flagged. All cargo shall be secured.

4.25.10 Fuel tanks on vehicles shall not be filled while the engine is running. The driver shall stay with the vehicle. Smoking is prohibited during refueling operations.

4.25.11 Vehicle accidents on the job site shall be reported to HCDCF immediately.

4.25.12 Contractors/Suppliers shall not use or operate vehicles, mobile equipment, or employee vehicles owned or operated by other Contractors without the specific authorization from the other Contractor.

4.25.13 Transporting employees on equipment not designed for that specific purpose is prohibited. This includes riding while hanging onto the exterior of a vehicle or mobile equipment. No one is permitted to ride in the beds of trucks.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.26 Welding & Cutting/Hot Work

4.26.1 Contractors shall observe and enforce welding & cutting safety work rules established by this program and all applicable requirements in 29 CFR 1926 Subpart J.

4.26.2 Compressed gas cylinders shall have their valve caps in place when transported, moved, or stored, unless they are on a welding truck or cart equipped with racks which securely hold them in place.

4.26.3 Compressed gas cylinders shall be secured in an upright position at all times.

4.26.4 Cylinder valves shall be closed when work is interrupted or finished, and when cylinders are empty or being moved.

4.26.5 When cylinders are lifted by hoisting equipment, a basket, cradle, or a similar handling device shall be used. Electromagnets, hooks, rope, or slings shall not be used to lift cylinders, and cylinders shall not be lifted by their caps.

4.26.6 Oxygen cylinders shall not be stored close to cylinders of acetylene or other fuel gases, and they must be kept clear of fuel oils, grease, etc. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high having a fire-resistance rating of at least ½ hour.

4.26.7 Cylinders stored in the open shall be protected from accumulation of ice and snow, and shielded from direct sun when temperatures are high.

4.26.8 Inside of buildings, cylinders must be stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials. Cylinders must be stored in designated places away from elevators, stairs, or other areas where they might be knocked over or damaged by passing or falling objects, or subject to tampering.

4.26.9 For oxy/fuel equipment, ensure that torch hose line check valves and flash arrestors are inspected and tested at the regular interval recommended by the manufacturer so that they function as intended to protect against mixed gas explosions.

4.26.10 Cylinders shall be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them. When this is impractical, fire resistant shields shall be provided.

4.26.11 All arc welding and cutting cables shall be of the completely insulated, flexible type, capable of handling the maximum current requirements of the work in progress, taking into account the duty cycle under which the arc welder or cutter is working.

4.26.12 Only cable free from repair or splices for a minimum distance of 10 feet from the cable end to which the electrode holder is connected shall be used, except that cables with standard insulated connectors or with splices whose insulating quality is equal to that of the cable are permitted.

4.0 SAFETY & HEALTH RULES AND WORK PRACTICES (continued)

4.26 Welding & Cutting/Hot Work (continued)

4.26.13 When it becomes necessary to connect or splice lengths of cable one to another, substantial insulated connectors of a capacity at least equivalent to that of the cable shall be used.

4.26.14 Cables in need of repair shall not be used.

4.26.15 A ground return cable shall have a safe current carrying capacity equal to or exceeding the specified maximum output capacity of the arc welding or cutting unit which it services. Pipelines containing gases or flammable liquids, or conduits containing electrical circuits, shall not be used as a ground return.

4.26.16 When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with employees or conducting objects.

4.26.17 Proper precautions for fire prevention shall be taken (including obtaining hot work permits if required) in areas where welding or other hot work is conducted.

4.26.18 When practical, objects to be welded, cut, or heated shall be moved to a designated safe location or, if the objects to be welded, cut, or heated cannot be readily moved, all movable fire hazards in the vicinity shall be taken to a safe place, or otherwise protected.

4.26.19 If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, positive means shall be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.

4.26.20 No welding, cutting, or heating shall be done where the application of flammable paints, or the presence of other flammable compounds, or heavy dust concentrations creates a hazard.

4.26.21 Suitable fire extinguishing equipment shall be immediately available in the work area and shall be maintained in a state of readiness for instant use. A fire watch may be necessary in some cases and must be maintained for at least 1/2 hour after completing of welding/cutting to detect and extinguish possible smoldering fires.

4.26.22 Adequate ventilation shall be provided to maintain acceptable atmospheric conditions when welding, cutting, grinding, or heating. Where adequate ventilation cannot be maintained, respirators or air hoods shall be used.

4.26.23 Electric arc welding machines shall be disconnected when moved, and turned off when not in use. They shall be disconnected from the primary supply at the end of the workday. Welding cables shall be positioned so they will not be damaged or present a trip hazard.

4.26.24 The ground return electrode shall be attached directly to the work to prevent current flow through structures and equipment. All welding cables and connections shall be first quality industrial material, and shall be in good repair.

Attachment - 1

STOP WORK / STOP ACTIVITY ORDER

STOP WORK / STOP ACTIVITY ORDER

To: _____ Project: _____

_____ _____

_____ Site Location: _____

Project Description: _____

_____

TAKE NOTICE THAT – Pursuant to safety and health provisions in your Contract and the Hamilton County, Department of County Facilities (HCDCF) Contractor Safety & Health Specification, you are hereby directed by HCDCF to suspend Project work as directed below:

☐ **STOP ACTIVITY:**

The following portions of the above Project are to be suspended effective on the suspension date stated below and are to remain under suspension until further directed in writing by a HCDCF Contact/Representative.

WORK AFFECTED	SUSPENSION DATE

☐ **STOP WORK:**

All operations on the above Project are to be suspended effective _____ , 20____ and are to remain under suspension until further directed in writing by a HCDCF Contact/Representative.

This Stop Work/Stop Activity Order is issued for the following reason(s):

_____

_____

_____

_____

This Stop Work/Stop Activity Order was issued on _____ , 20_____ by:

Name (Print): _____ Signature: _____

Capacity: _____

Contractor acknowledges receipt of this Stop Work/Stop Activity Order on _____ , 20___:

Name (Print): _____ Signature: _____

Capacity: _____

DISTRIBUTE COPIES TO: CONTRACTOR HCDCF REPRESENTATIVE PROJECT FILE

Attachment - 2

RESUME WORK / RESUME ACTIVITY ORDER

RESUME WORK / RESUME ACTIVITY ORDER

To: _____ Project: _____

_____ _____

_____ Site Location: _____

Project Description: _____

_____

TAKE NOTICE THAT – Pursuant to your Contract, the Hamilton County, Department of County Facilities (HCDCF) Contractor Safety & Health Specification and the Stop Work/Stop Activity Order issued on _____ , 20_____ , you are hereby directed by HCDCF to resume Project work as indicated below:

☐ **RESUME ACTIVITY:**

The following portions of the above Project are to be resumed effective on resumption date stated below.

WORK AFFECTED	RESUMPTION DATE
_____	_____
_____	_____
_____	_____
_____	_____

☐ **RESUME WORK:**

All operations on the above Project are to resume effective _____ , 20____.

This Resume Work/Resume Activity Order is issued for the following reason(s):

_____

_____

_____

_____

This Resume Work/Resume Activity Order was issued on _____ , 20_____ by:

Name (Print): _____ Signature: _____

Capacity: _____

Contractor acknowledges receipt of this Resume Work/Resume Activity Order on _____ , 20___:

Name (Print): _____ Signature: _____

Capacity: _____

DISTRIBUTE COPIES TO: CONTRACTOR HCDCF REPRESENTATIVE PROJECT FILE

Attachment - 3

CONTRACTOR SAFETY & HEALTH SPECIFICATION RECEIPT FORM

CONTRACTOR SAFETY & HEALTH SPECIFICATION

RECEIPT FORM

Contractor acknowledges receipt of Hamilton County, Department of County Facilities' (HCDCF's) Contractor Safety & Health Specification.

Contractor is responsible for following all applicable federal OSHA, state, and local safety and health regulations, including HCDCF's Contractor Safety & Health Specification, policies and procedures during performance of work.

Contractor will bring any questions regarding the content or interpretation of these safety and health rules to the attention of HCDCF management.

Name (Printed): _____

Name (Signature): _____

Date: _____

STANDARDS OF CONDUCT

Violations of Safety & Health Rules will result in disciplinary action imposed by HCDCF management as permissible by the Contractor's Contract and the Contractor Adherence Policy and Enforcement, which is identified in HCDCF's Contractor Safety & Health Specification.

Attachment - 4

OSHA CONSTRUCTION STANDARDS REQUIRING FIRE EXTINGUISHERS

OSHA CONSTRUCTION STANDARDS
REQUIRING FIRE EXTINGUISHERS
29 CFR 1926

STANDARD	LOCATION	TYPE	DISTANCE
150 (c)(1)(i)	Building area	2A*	100 feet maximum travel
150 (c)(1)(iv)	Each floor	2A*	1 per 3000 square feet
150 (c)(1)(iv)	Multistory building	2A*	Adjacent to stairway
150 (c)(1)(vi)	5 gallons of flammable/ combustible liquids and 5 pounds of flammable gas	10B	Within 50 feet of storage location
151 (c)(6)	Open yard storage	2A*	100 feet maximum travel
152 (d)(1)	Flammable liquids storage room (60 gallons)	20B	Outside of room within 10 feet of door
152 (d)(2)	Outside flammable liquids storage area	20B	Not less than 25 feet nor more than 75 feet
152 (d)(4)	Vehicles used for dispensing or transporting flammable or combustible liquids	20B:C	On the vehicle
152 (g)(11)	Service or fueling area	20B:C	Within 75 feet of each pump, dispenser, fill pipe opening, and service area
153 (1)	LPG storage area	20B:C	In storage area
352 (d)	Welding, cutting, or heating areas	Suitable for work area conditions	In the work area
550 (a)(14)(i)	Cranes	5B:C	Operator station or cab
800 (m)(8)	Underground machinery not using fire-resistant hydraulic fluid	4A:40B:C	Near each piece of equipment
800 (m)(11)	Underground belt conveyors	4A:40B:C	At head and tail pulleys
902 (i)	Vehicles used for transportation of explosives	10A:B:C	On the vehicle

* NOTE: The following may be substituted for a fire extinguisher with a 2A rating:

(1) One 55-gallon open drum of water with two fire pails.

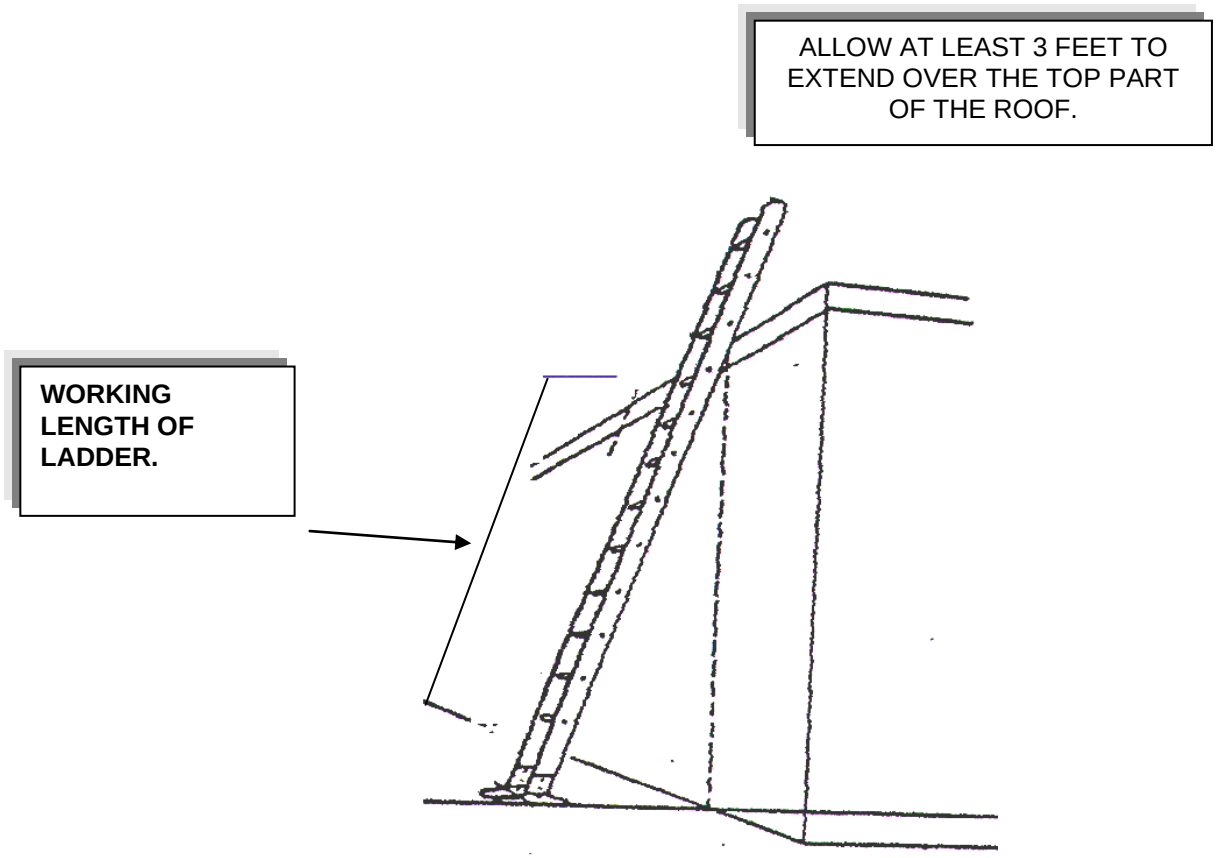
(2) 100 feet or less of 1/2 diameter hose equipped with a nozzle and capable of providing 5 gallons per minute at a minimum stream range of 30 feet horizontally.

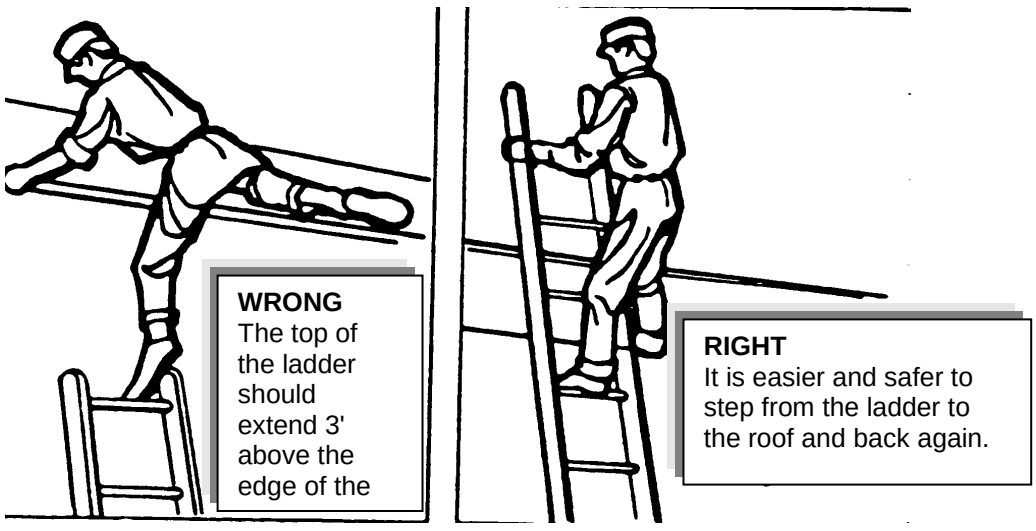
Attachment - 5

PROPER PLACEMENT & USE OF LADDERS

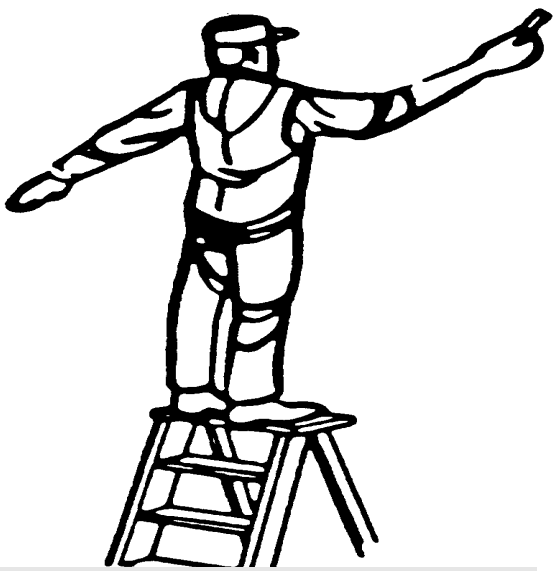
PROPER PLACEMENT & USE OF LADDERS

Straight and extension ladders should be placed so that the base or heel of the ladder is located at a distance from the vertical wall equal to **one-fourth (1/4) the working length of the ladder**.

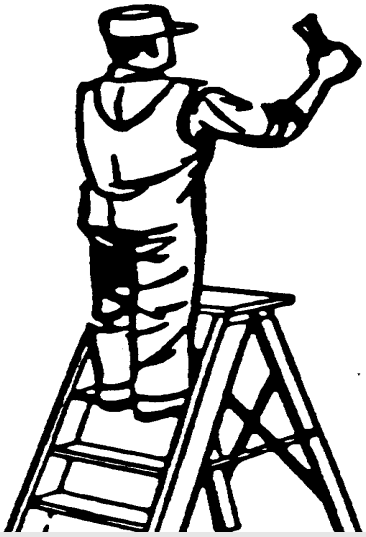




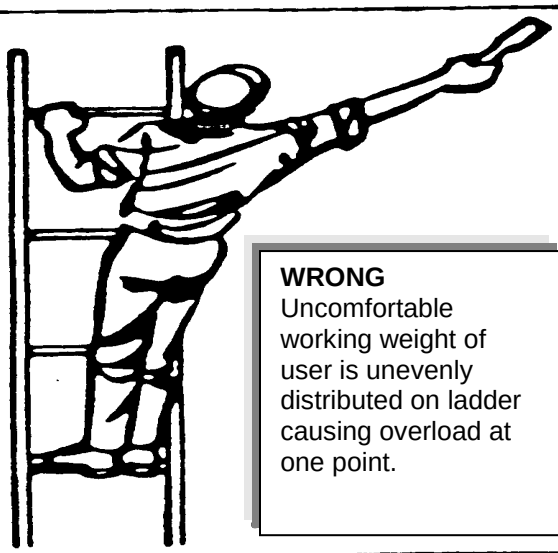
PROPER PLACEMENT & USE OF LADDERS



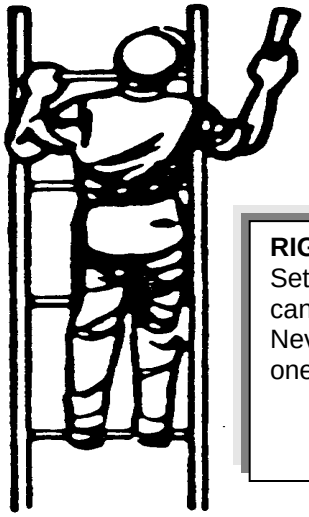
WRONG
The top of a stepladder is not designed for standing. There is danger of losing one's balance and falling.



RIGHT
When a ladder of proper length is used, a person can work more conveniently and safely.

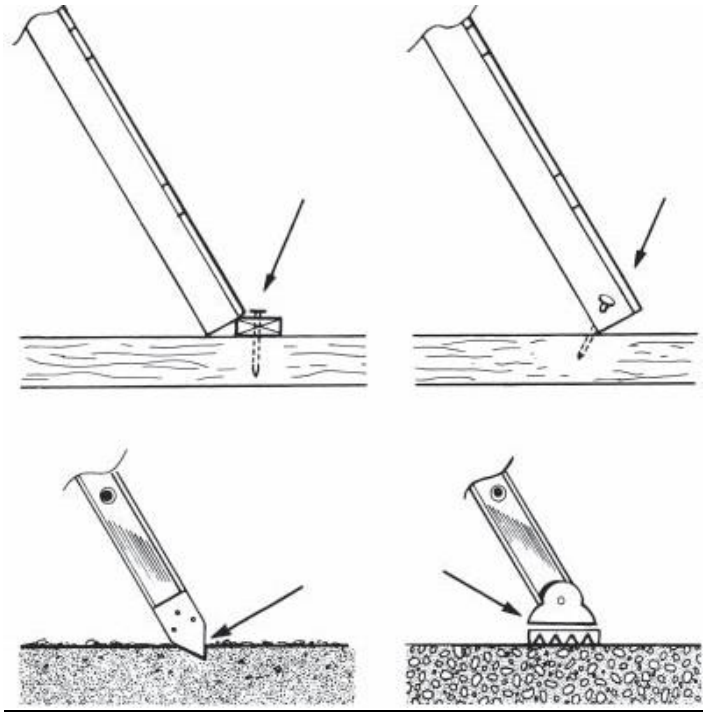


WRONG
Uncomfortable working weight of user is unevenly distributed on ladder causing overload at one point.

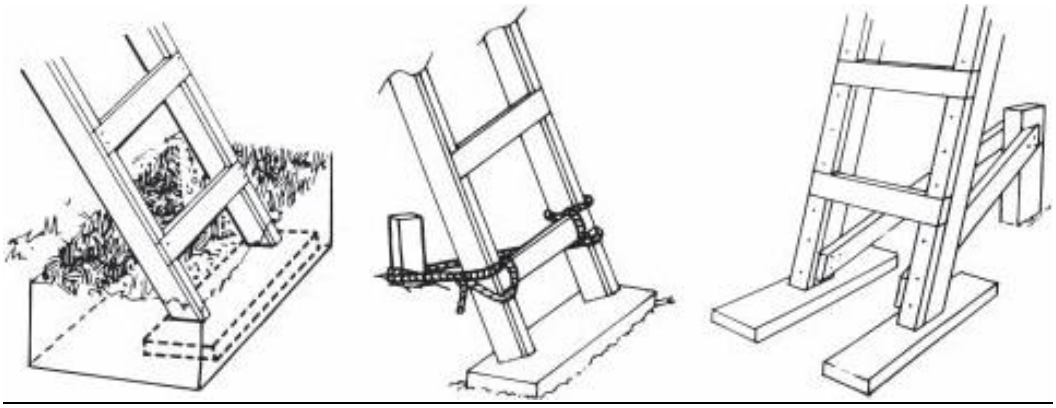


RIGHT
Set ladder where object can be reached easily. Never lean out too far to one side.

PROPER PLACEMENT & USE OF LADDERS



Methods of securing ladder base against displacement



Typical mud sill arrangements

Attachment - 6

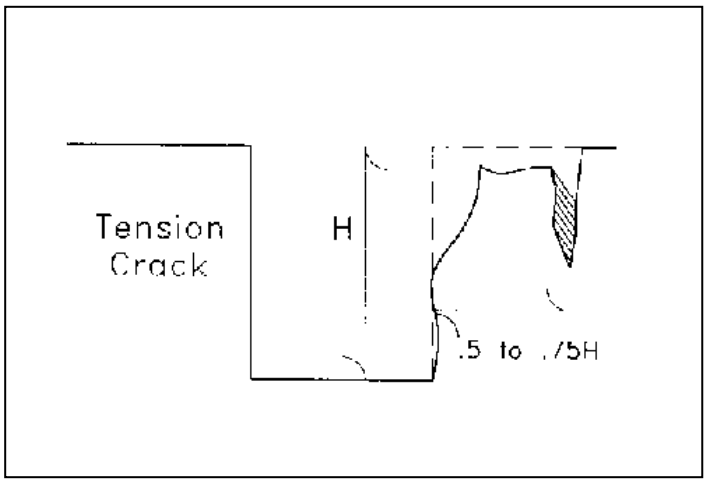
TRENCHING & EXCAVATING INFORMATION

TRENCHING & EXCAVATING INFORMATION

Trench collapse potentials

A number of stresses and deformations can occur in an open cut or trench. For example, increases or decreases in moisture content can adversely affect the stability of a trench or excavation. The following diagrams show some of the more frequently identified causes of trench failure.

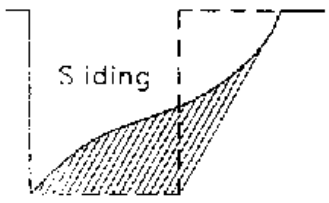
TENSION CRACKS



Look for cracks on either side of the trench. Tension cracks usually form at a horizontal distance of 0.5 to 0.75 times the depth of the trench, measured from the top of the vertical face of the trench. Any crack is a sign of movement and must be addressed immediately by increased shoring / sloping etc.

SLIDING

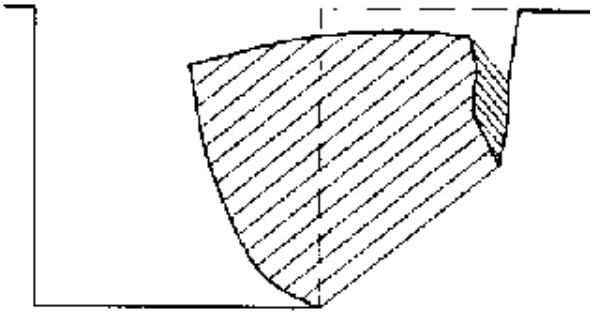
Sliding or sluffing may occur as a result of tension cracks. The illustration below shows sliding.



Sliding or sloughing may occur as a result of a tension crack. Even shallow trenches, if this occurs can trap a worker at the knees causing serious injury.

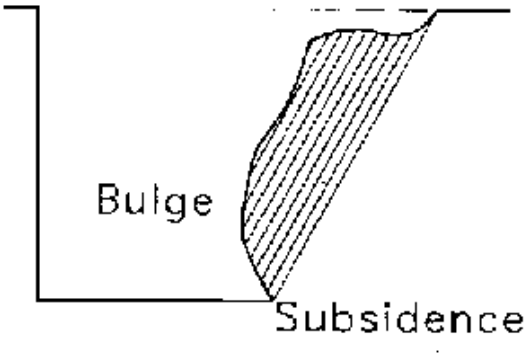
TRENCHING & EXCAVATING INFORMATION

TOPPLING



In addition to sliding, tension cracks can cause toppling. Toppling occurs when the trench's vertical face shears along the tension crack line and topples into the excavation.

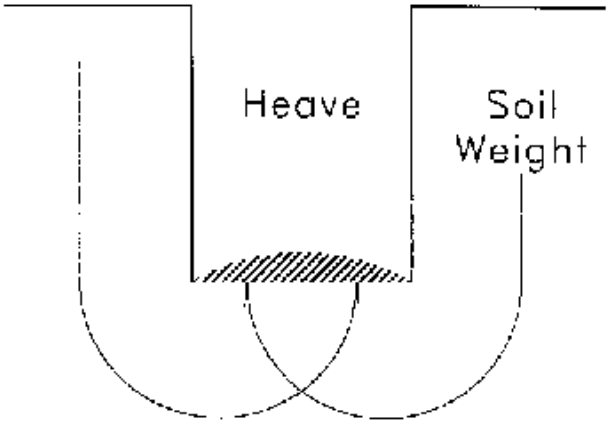
SUBSIDENCE and BULGING



An unsupported excavation can create an unbalanced stress in the soil, which, in turn, causes subsidence at the surface and bulging of the vertical face of the trench. If uncorrected, this condition can cause face failure and entrapment of workers in the trench.

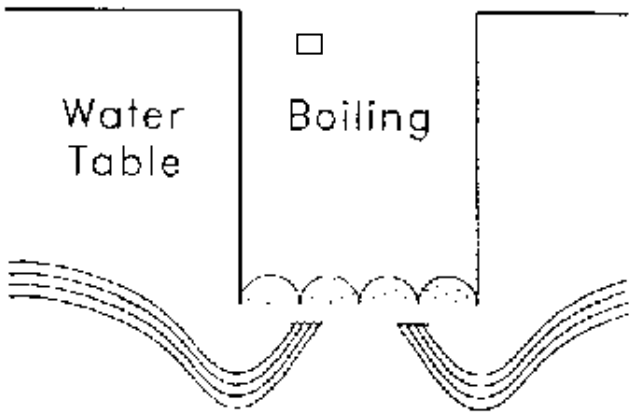
TRENCHING & EXCAVATING INFORMATION

HEAVING or SQUEEZING



Bottom heaving or squeezing is caused by the downward pressure created by the weight of adjoining soil. This pressure causes a bulge in the bottom of the cut, as illustrated in the drawing. Heaving and squeezing can occur even when shoring or shielding has been properly installed.

BOILING



Boiling is evidenced by an upward water flow into the bottom of the cut. A high water table is one of the causes of boiling. Boiling produces a **"quick"** condition in the bottom of the cut, and can occur even when shoring or trench boxes are used.

EXCAVATIONS
SOIL CLASSIFICATIONS & INSPECTION

DATE_____/_____/_____ TIME_____ LOCATION_____

EXCAVATING COMPANY_____

VISUAL CLASSIFICATION: (Check appropriate sections)

1.	Excavated Soil	Clumps_____ Fine or breaking_____	Type A or B Type C
2.	Trench Sides	Cracks_____ Spalls_____ Falling Dirt_____ Layered Dirt_____	Yes to any - Type C
3.	Surrounding Area	Any previous disturbed Soil_____	Type C
4.	Trench Area	Seeping water at sides_____ or water collection at bottom	Type C
5.	Trench Area	Vibration sources_____	May make previously classified A or B soils become Type C

MANUAL CLASSIFICATION:

1. **Plasticity** Mold a moist or wet sample into ball and roll it into threads as thin as 1/8 inch diameter 3 inches long and hold vertically at one end.

   If sample holds together - ***Cohesive Soil***

   If sample breaks apart - ***Non-Cohesive Soil***

2. **Dry Strength** - If the soil is dry and crumbles on its own or with moderate pressure into individual grains or fine powder, it is granular.

   If the soil is dry and falls into clumps which break up into smaller clumps, but the smaller clumps can only be broken with difficulty, it may be clay in any combination with gravel, sand or silt.

   If the dry soil breaks into clumps, which do not break up into small clumps and which can only be broken with difficulty, and there is no indication of fissures, the soil may be considered un-fissured.

3. **Thumb Penetration** - Roll a freshly excavated sample into a ball approx. 2" in diameter.

   If barely able to dent with thumb - Type A

   If able to be indented and penetrated - Type C

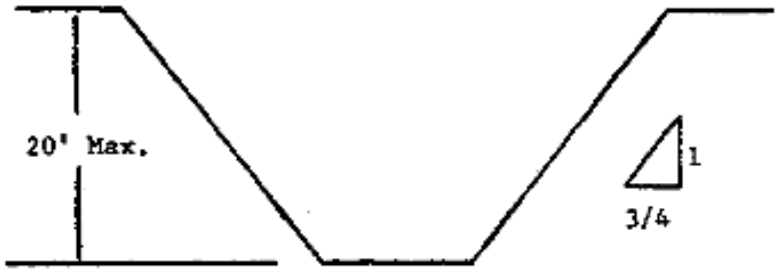
Person conducting classification _____

Signature _____

Soil classification = Type_____

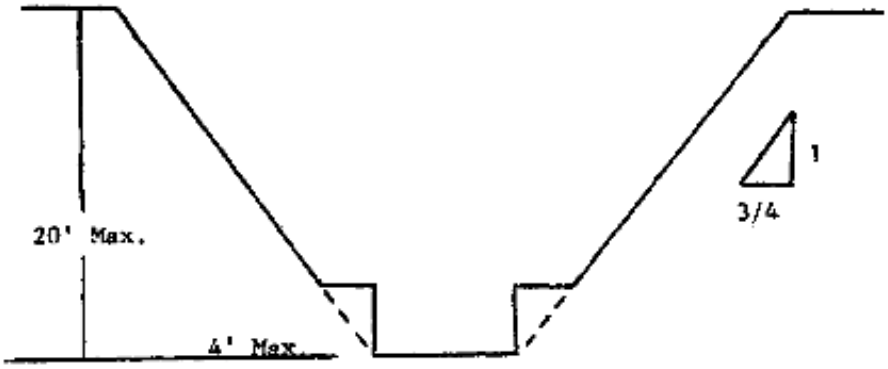
Simple Slope – General
Type A Soil

20 ft or less in depth
Maximum allowable slope of ¾ : 1



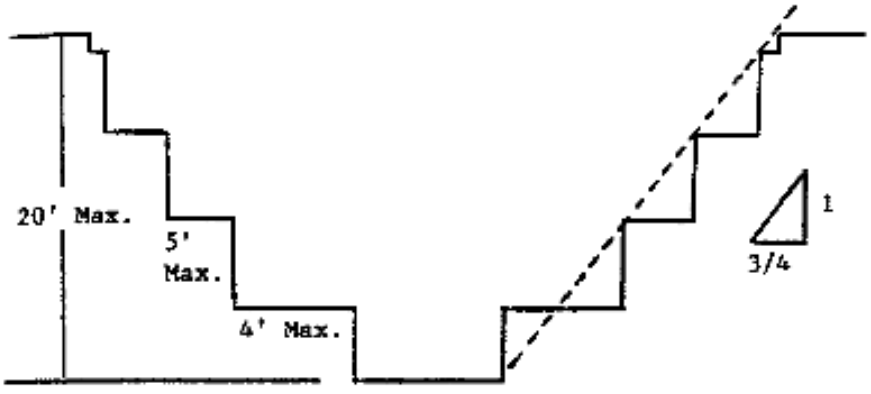
Single Bench
Type A Soil

20 ft or less in depth
Maximum allowable slope of ¾ : 1
Maximum bench height 4 ft.



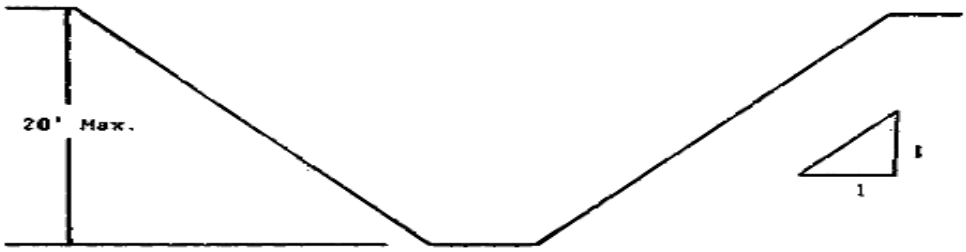
Multiple Bench
Type A Soil

20 ft or less in depth
Maximum allowable slope of ¾ : 1
Maximum bench heights shown



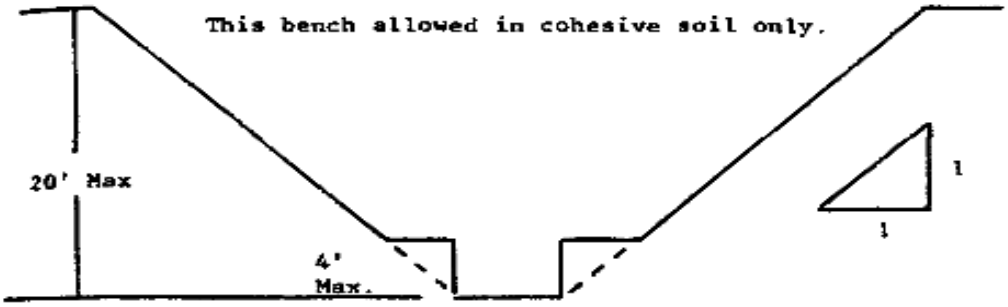
Simple Slope
Type B Soil

20 ft or less in depth
Maximum allowable slope of 1 : 1



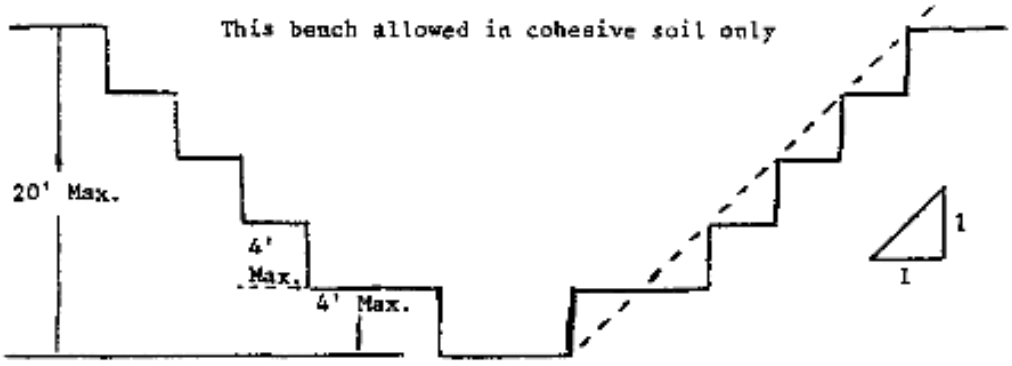
Single Slope
Type B Soil

20 ft or less in depth
Maximum allowable slope of 1 : 1
Maximum bench height 4 ft.



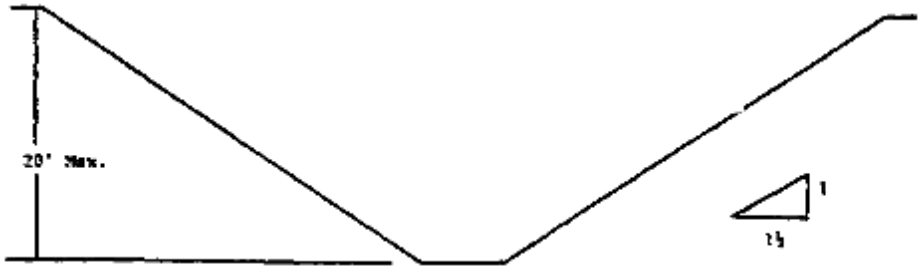
Multiple Slope
Type B Soil

20 ft or less in depth
Maximum allowable slope of 1 : 1
Maximum bench heights shown



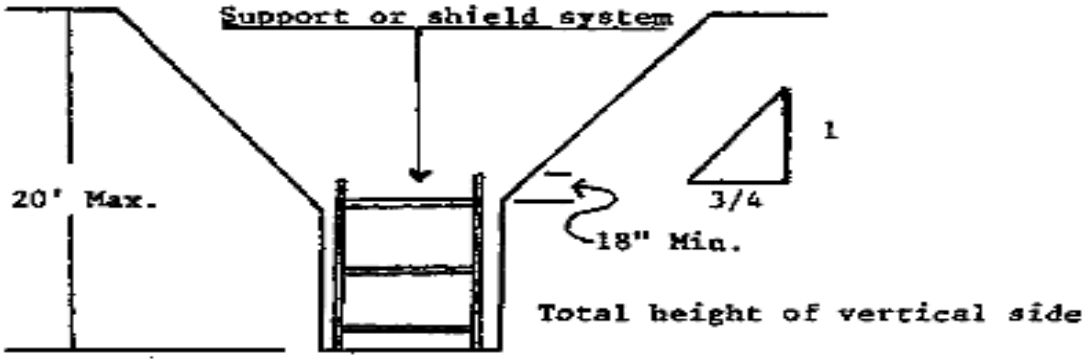
Simple Slope
Type C Soil

20 ft or less in depth
Maximum allowable slope of 1½ : 1



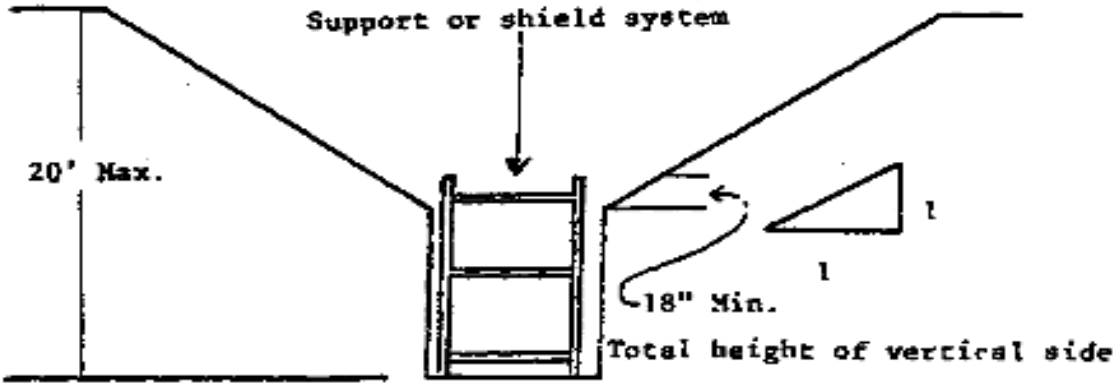
Supported or Shielded Vertically Sided Lower Portion
Type A Soil

20 ft or less in depth
Maximum allowable slope of ¾ : 1
Support or shield system must extend as least 18 in. above vertical side



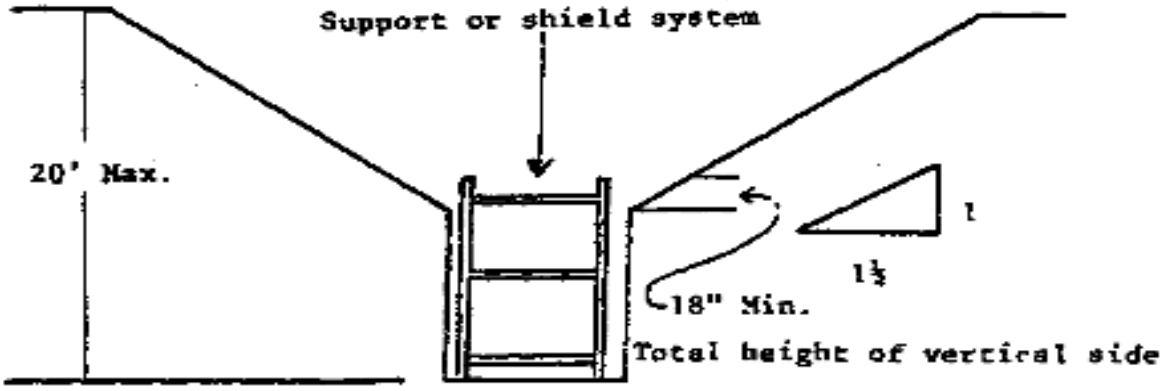
Supported or Shielded Vertically Sided Lower Portion
Type B Soil

20 ft or less in depth
Maximum allowable slope of 1 : 1
Support or shield system must extend as least 18 in. above vertical side



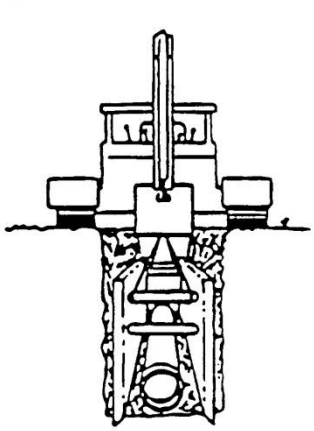
Supported or Shielded Vertically Sided Lower Portion
Type C Soil

20 ft or less in depth
Maximum allowable slope of 1½ : 1
Support or shield system must extend as least 18 in. above vertical side

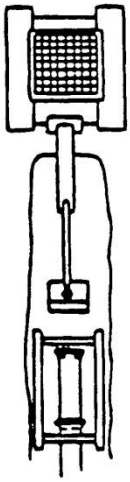


SHIELD INSTALLATION AND MOVEMENT

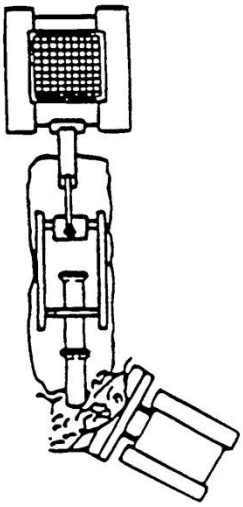
In Type A soil (when the trench walls hold) most Contractors prefer to excavate ahead of the trench shield, beginning with an open cut to pipe grade level, then…



…lowering the shield into the trench for installing pipe…



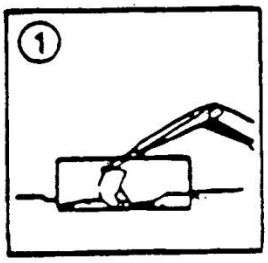
…excavating ahead of the shield for the next length of pipe…



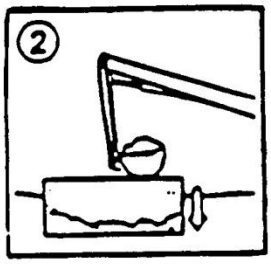
…and pulling the shield forward into the new excavation while backfilling at the rear.

SHIELD INSTALLATION AND MOVEMENT (continued)

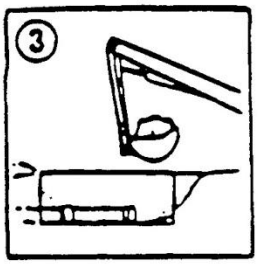
By excavating inside the shield in Type B and Type C soils, Contractors are able to greatly reduce the amount on soil removed. This technique is also used on narrow street work as it helps to minimize environmental damage and restoration costs.



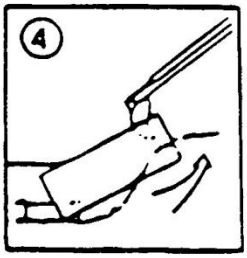
Place the shield in-line and dig from within



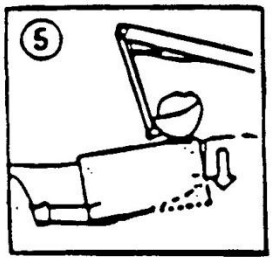
. . . tamping the shield down after each bucketful



When the shield attains grade, install pipe.



Then, pull the shield forward and up approximately 45 degrees.



. . . and continue excavating inside, tamping the front of the shield again to grade for setting the next length of pipe.

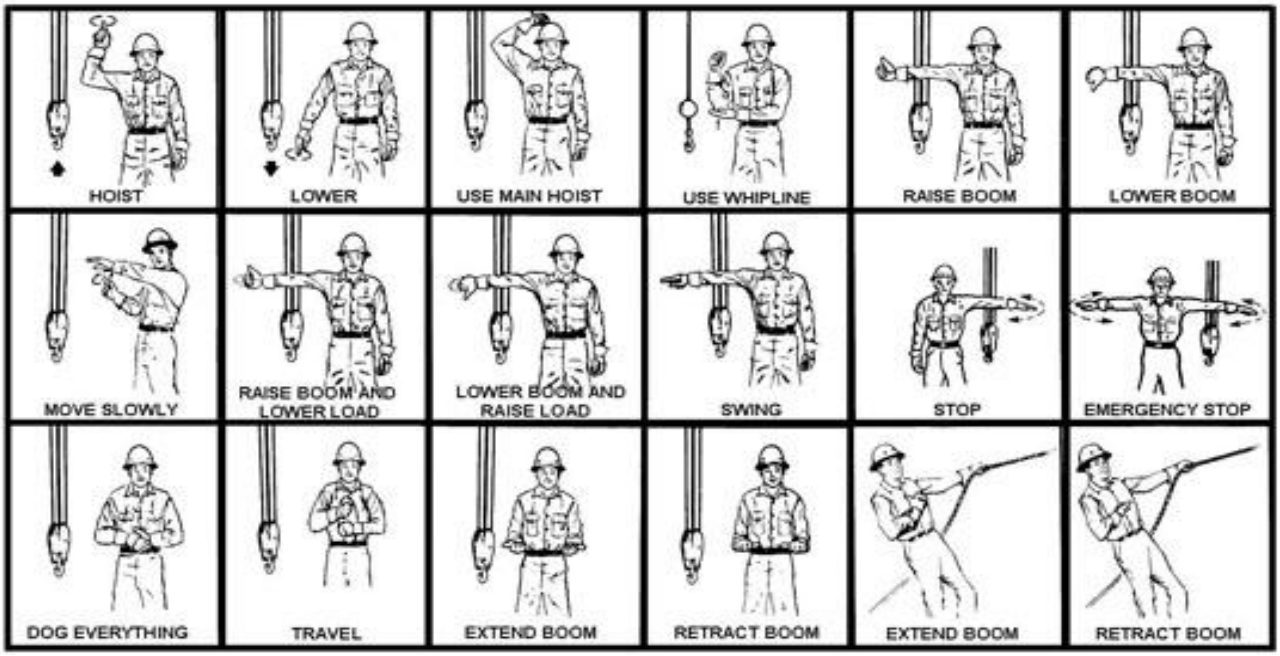
As you continue this process, backfilling can proceed at the rear.

Attachment - 7

CRANE HAND SIGNALS

BASIC CRANE SAFETY

Crane Hand Signals



Attachment - 8

CONTRACTOR SAFETY & HEALTH SITE ORIENTATION FORM

CONTRACTOR SAFETY & HEALTH SITE ORIENTATION FORM

DATE:_____

CONTRACTOR:_____ PHONE:_____

IF SUBCONTRACTOR, INDICATE PRIME:_____

CONTRACTOR REPRESENTATIVE (NAME/TITLE):_____

CONTRACTOR SUPERVISOR IN CHARGE:_____

BRIEF CONTRACTOR ON THE FOLLOWING:

- ☐ Site emergency evacuation / response plan
- ☐ Hazard communication requirements
- ☐ Incident notification (including fires, chemical spills/releases, property damage, near misses)

  Notification number:_____

INFORM AND SHARE WITH THE CONTRACTOR ALL KNOWN AND IDENTIFIED POTENTIAL SAFETY AND HEALTH HAZARDS AND CORRESPONDING COMPLIANCE ISSUES ASSOCIATED WITH THE WORK TO BE PERFORMED INCLUDING, BUT NOT LIMITED TO:

- ☐ Asbestos removal
- ☐ Chemical cleaning processes
- ☐ Control of Hazardous energy (lockout/tagout)
- ☐ Emergency medical assistance
- ☐ Entry to confined spaces
- ☐ Excavating, trenching and shoring
- ☐ Fall protection
- ☐ Fire prevention and protection
- ☐ Forklift and crane operations
- ☐ Hot work and welding
- ☐ Hazardous chemicals
- ☐ Lead & toxic coatings
- ☐ Pesticides
- ☐ PCB's
- ☐ Personal protective equipment
- ☐ Respiratory protection
- ☐ Installation of scaffolding
- ☐ Warning signs, signals, and barricades
- ☐ Waste disposal requirements
- ☐ Work permit requirements
- ☐ Site specific air and water permit impacts
- ☐ Hazardous waste / operations

DETERMINE THE FOLLOWING REGARDING THE CONTRACTOR:

- ☐ Does contractor have the appropriate procedures/programs to address indentified hazards/compliance issues?
- ☐ Do contractor's employees have appropriate qualifications and training to address identified hazards?
- ☐ Have all required MSDS's been exchanged and provided to site management?
- ☐ Have required excavation notifications been made to authorities?

I understand the safety and health hazards associated with this project and the regulatory requirements which our employees and subcontractors will have to comply with while working on this project. I accept the responsibility of informing our employees and subcontractors of safety and health hazards, and regulatory requirements associated with this project.

Contractor Representative:_____ Date:_____

Orientation given by:_____ Date:_____

DISTRIBUTE COPIES TO: CONTRACTOR HCDCF REPRESENTATIVE PROJECT FILE

Attachment - 9

PRE-CONSTRUCTION SAFETY SUBMITTALS

PRE-CONSTRUCTION SAFETY SUBMITTALS

DATE:_____

CONTRACTOR:_____ PHONE:_____

CONTRACTOR REPRESENTATIVE (NAME/TITLE):_____

CONTRACTOR SUPERVISOR IN CHARGE:_____

CONTRACTOR SITE SAFETY REPRESENATATIVE (IF DIFFERENT):_____

THE CONTRACTOR MUST SUBMIT THE FOLLOWING PRIOR TO THE START OF SITE WORK:

- ☐ Health & Safety Program Manual(s) (both prime and sub-contractors)
- ☐ Site-specific Safety Plan(s)…(See Attachment "Site Safety Plan Minimum Elements")
- ☐ Hazard Communication Plan for project
- ☐ MSDS (project specific)
- ☐ Site emergency evacuation / response plan
- ☐ Fire Prevention Plan (including Hot Work Permit Plan)

OTHERS AS REQUIRED BY OSHA REGULATIONS (including, but not limited to):

- ☐ Permit-required Confined Space Plan
- ☐ Lockout / Tagout Program
- ☐ Electrical Safety Program
- ☐ Fall Protection Program / Site Plan
- ☐ Respiratory Protection Plan
- ☐ Trenching and Excavation Program / Site Plan
- ☐ Powered Industrial Trucks / Earth Moving Equipment Training
- ☐ _____

I certify, on behalf of, _____ that
(Company Name)
the information provided herein is true and correct.

Name: _____ Signature:_____

Title: _____ Date: _____

DISTRIBUTE COPIES TO: CONTRACTOR HCDCF REPRESENTATIVE PROJECT FILE

Project/Site Specific Safety Plan (Minimum Elements)

Prior to the start of work, each prime contractor and their subcontractors are to provide to their HCDCF representative a copy of a written Project/Site Specific Safety Plan. This plan must provide responses to the following 10 points. Please refer to the specific point (i.e., A, B, C, etc.) being addressed in the plan. Prime contractors will be responsible for ensuring that their subcontractors comply with this requirement.

Project/Site Specific Safety Plan for (Insert your company name)

The following is the Project/Site Specific Safety Plan for (company name and address, project name of the company project you are working for/on)

A. The name of the person who is responsible for the implementation of the plan and what role this person will play during the project.

B. The time and day of job site safety meetings with workers, supervision, and subcontractors (documented).

C. Provisions for safety inspection of the job site by supervision (documented)

D. Describe the hazards that are involved with the work to be performed and explain (in detail) how the hazards will be controlled through safe operating procedures. Include the topic(s) of personal protective equipment, lockout-tagout, fire protection, hot work, fall protection, and other applicable equipment that will be used.

E. Explain how the contractor's and subcontractor's MSDS' will be provided to HCDCF and maintained at the site.

F. The methods that will be used to ensure that all OSHA required training and HCDCF safety requirements have been communicated to site craft persons.

G. The type of training given to key personnel in key positions.

H. Company policy on substance abuse.

I. Accident reporting, first aid, and emergency procedures for this project.

J. The procedure for ensuring that the detail of the Project/Site Specific Safety Plan stated information will be communicated, implemented, and enforced for workers, supervisors, and subcontractors.