SDA

NJ SCHOOLS DEVELOPMENT AUTHORITY

NJSDA SAFETY MANUAL

August 2007

1.0 Introduction

This NJSDA Safety Manual applies to the Work performed on any School Facilities Project as defined by the Contract Documents. All Contractors shall comply, and require all subcontractors to comply, with this NJSDA Safety Manual. Non-compliance shall be construed as a breach of Contract, which could subject the Contractor to damages, default, termination of Contract, withholding of progress payments, or any other Contract remedy. If the Authority fails to take action for any non-compliance by a Contractor, it will not be considered a waiver of the Authority's right to act for any subsequent breach of Contract. Nothing shall be construed to limit the rights of the Authority to act at law or in equity.

This NJSDA Safety Manual is intended to establish uniform policies and procedures for all Contractors and their subcontractors, with the goal of reducing accident frequency and severity. These policies and procedures include, but are not limited to, the following:

- It is the responsibility of the Contractor to maintain total control of safety and security to ensure that its employees, its subcontractors, school occupants, and the general public will be provided an environment free of recognized hazards during construction and renovation activities.

- The safety requirements of this NJSDA Safety Manual are a supplementary document to all government rules, codes, and regulations. It is understood that the ultimate responsibility for providing a safe place to work rests with the Contractor.

- The Contractor shall conform to the requirements addressed in the Occupational Safety and Health Act of 1970 ("OSHA") and all additions and revisions thereto, and this NJSDA Safety Manual. **This School Facilities NJSDA Safety Manual shall be the governing document related to safety issues to which Contractors and all subcontractors shall conform, unless more detailed or stringent requirements are included in the Site-Specific Health and Safety Plan.**

- Prior to the start of the Work, the Contractor shall provide a Site-Specific Health and Safety Plan to the NJSDA Safety Coordinator and CM/PMF in a timely manner so that the plan can be reviewed and approved by the NJSDA no less than fourteen (14) calendar days prior to any work beginning on the job site. The Contractor shall obtain a copy of each subcontractor's job safety analysis and provide copies to the CM/PMF. The Contractor shall require that all subcontractors, including sub tiers, comply with the Contractor Site-Specific Health and Safety Plan, and this NJSDA Safety Manual.

- The Contractor shall assume all costs related to, but not limited to, personal protective equipment, all training requirements, and all requirements of this NJSDA Safety Manual.

- Failure to include the cost of complying with these safety measures in a bid will not relieve the Contractor from the obligation to implement the requirements in this NJSDA Safety Manual.

- Whenever the Contractor or any subcontractor has knowledge of, or is notified of, an unsafe act or unsafe condition, it shall immediately take steps to correct the unsafe act or unsafe condition. (See attached Form "A".)

- If the Contractor or any subcontractor refuses to correct an unsafe act or unsafe condition**,** the NJSDA Safety Manager, and/or the CM/PMF project management representative have the authority to stop that portion of Work until the Work can continue in accordance with the requirements of this NJSDA Safety Manual. The cost to bring the Work activity into compliance shall be the responsibility of the Contractor and at no time shall the costs be borne by the Authority. In addition, a tradesperson may be required to be retrained before returning to work

- Violations of OSHA, US EPA, and various New Jersey agencies can result in the issuance of fines by these organizations. The Contractor shall be responsible for any such fines.

- It is agreed and understood by the Contractor that this NJSDA Safety Manual is an integral part of the Contract Documents and the Contractor shall incorporate its terms in all of its subcontracts and require its inclusion in subcontracts of all tiers.

- After reading this NJSDA Safety Manual, the Contractor is required to send to the NJSDA Safety Coordinator a copy of its Project Safety Program, a template of which is attached (see Form "B"), with the bid proposal.

1.1

Definitions

- **Client School District**
  Means the school district or districts in which the School Facilities Projects are located.

- **Contractor/General Contractor ("GC")**
  Means a person or firm engaged by the Authority to undertake Construction Work.

- **Construction Management**
  Means an agent of the owner retained to supervise construction activities.

- **Construction Work or Work**
  Means the services performed by a Contractor or any Subcontractor on the School Facilities Projects, whether completed or partially completed and includes all other labor, materials, equipment and services provided or to be provided to fulfill such obligations.

- **Consultant**
  Means a firm contracted to perform professional services.

- **Authority or New Jersey Schools Development Authority ("NJSDA")**
  Means the entity formed pursuant to N.J.S.A. 34:1B-159 as a subsidiary of the New Jersey Economic Development Authority for the purpose of implementing provisions of the Educational Facilities Financing and Construction Act, P.L. 2000, c. 72. The Authority is the Party that has engaged the SSP pursuant to this Agreement.

- **"Near miss" incident**
  Means an undesired event that, under slightly different circumstances, could result in personal harm or property damage, but in this case didn't. These "near miss" incidents shall be reported to the NJSDA Safety Department within 24 hours.

- **NJSDA Safety Coordinator**
  An Authority staff person from the Office of Project Management assigned to oversee the safety and health issues on behalf of the Authority.

- **NJSDA Safety Manager**
  A Senior Authority staff person from the Office of Project Management, appropriately credentialed and assigned to oversee the safety and health issues on behalf of the Authority.

- **OSHA**
  Occupational Safety and Health Administration that administers the Occupational Safety and Health Act of 1970.

- **Project Management Firm (CM/PMF)**
  Means the firm engaged by the Authority to provide overall construction management services, oversight, direction, coordination, and reporting in connection with School Facilities Projects undertaken by the Authority.

- **Project Manager**
  Means an Authority staff person from the Division of Office of Project Management assigned to oversee the Project on behalf of the Authority.

- **Risk Management Unit (RMU)**
  Means the Authority's unit dedicated to managing the NJSDA OWNER CONTROLLED INSURANCE PROGRAM, including the related Safety Services.

- **Safety Services Provider (SSP)**
  Means the firm selected by the Authority to provide Safety oversight at Construction Site in connection with the School Facilities Projects.

- **School Facilities Projects**
  Means the acquisition, demolition, construction, improvement, repair, alteration, modernization, renovation, reconstruction or maintenance of all or any part of a School Facility or of any personal property necessary for or ancillary to any School Facility.

- **Subcontractor**
  Means the Contractor to whom a Contractor or other Subcontractor subcontracts part of the Construction Work for which such Contractor or other Subcontractor is responsible.

- **Subconsultant**
  Means the Professional Services Consultant to whom another Professional Services Consultant subcontracts part of the services for which the latter is responsible.

2.0 Safety Policy Statement

2.1 Objectives

- To minimize accidents, injuries, and occupational illnesses, to Contractor and all subcontractor personnel, school occupants, and members of the public.

- To minimize any damage to the property of the Authority, Client School Districts, the environment, or adjoining property owners and others during the construction process.

2.2 Policy Statement

The safety of persons and property is of paramount importance to the Authority. This NJSDA Safety Manual is provided to assist in establishing effective safety programs as an integral part of the overall success of the School Facilities Projects.

The Contractor shall comply, and require all subcontractors to comply, with this NJSDA Safety Manual, as well as OSHA requirements and all additions and revisions thereto, as well as other applicable federal, State, and local requirements.

The Contractor's on-site supervisory and safety personnel are responsible for maintaining safe and healthy working conditions and for strictly adhering to and enforcing all safety and health policies and regulations. All Contractor and subcontractor employees shall comply with these rules and regulations.

The Contractor hereby acknowledges that the Work on School Facilities Projects property is granted by permission of the Authority and/or the Client School District. The Contractor acknowledges that the Work may be occurring in a learning environment and hereby agrees its on-site operations, and the on-site operations of its subcontractors, will not impact nor impede the learning environment. Further, the Contractor agrees, without condition or reservation, that **there shall be no fraternization between the Contractor's employees, or any subcontractor's employees, and any students**. Failure to comply with this provision by a Contractor's or subcontractor's employee(s) shall result in a request by the Authority that the employee(s) immediately be removed from the Project Site. There shall be ZERO TOLERANCE and the Contractor shall have no recourse in the event the Authority or its authorized representative enact this provision.

3.0 Responsibilities

The Authority will hold the Contractor responsible for the implementation of the safety, health, and environmental requirements of this NJSDA Safety Manual for the Work, whether done by its own employees or by subcontractors.

The Contractor and each subcontractor shall implement effective safety and risk control programs. The prevention of injuries, accidents and protection of property shall receive NJSDA management's top priority, support, and participation.

3.1 General Overview

- The Contractor and all subcontractors shall:
  - Use safety planning (Job Safety Analysis) as a tool to reduce injury to persons and property.
  - Conduct daily inspections to locate and abate unsafe conditions and practices before they result in bodily injury or property loss.
  - Provide site-specific plans/job safety analysis to the Contractor, which are to be maintained by the Contractor at the Project Site.
  - Establish a site perimeter with a minimum eight (8) foot high chain link fence with appropriately placed, securable ingress and egress. Consideration for debris netting shall be made.
  - Establish Green Zones (safe) and Red Zones (unsafe) for all non-construction traffic.
  - Protect the school occupants, public, and property adjacent to the Project Site, as well as the environment.
  - Keep all sidewalks; entrances to buildings, lobbies, corridors, aisles, doors, or exits that remain in use by school occupants or the public clear of obstructions. The Fire Marshal or AHJ (Authority Holding Jurisdiction) shall approve all exits, temporary or permanent.
  - Use accident investigation information to abate deficiencies and eliminate any additional losses. (See attached Forms "C1, C2 and C3".)
  - Provide first-aid kits in accordance with OSHA standards (29 CFR 1926.50).
  - Implement a site-wide 100% six (6) foot fall protection policy. This shall include all types of scaffolding and steel erection.
- The Contractor shall be responsible, and shall require each subcontractor to be responsible, for the safety and health of their own employees, regardless of who created the hazard.

3.2 General Contractor Safety Coordinator

The General Contractor shall designate an employee as Safety Coordinator who has, at a minimum, completed a 30-Hour OSHA Construction Industry Outreach Training Program to assume the roles and responsibilities as outlined in the Safety Manual. The NJSDA reserves the right to require the General Contractor to provide a full-time Safety Coordinator at any time at the General Contractor's expense, if safety issues persist.

A General Contractor Safety Coordinator is an individual with duties related to the safety of the Contractor's employees as well as the safety of all subcontractors working under the Contractor. This individual shall have the authority to initiate corrective actions for needed safety improvements. Below are the requirements for the General Contractor Safety Coordinator:

- The General Contractor Safety Coordinator is required to have completed the 30-Hour OSHA Construction Industry Outreach Training Program. He/she is also required to have completed scaffold training and have knowledge of, and experience in, the construction industry. When the NJSDA requires that the General Contractor's Safety Coordinator is full-time, the General Contractor Safety Coordinator is prohibited from performing other duties on that project site.

The Contractor shall provide a resume of the qualifications of the assigned General Contractor Safety Coordinator to the NJSDA Safety Manager no later than fourteen (14) calendar days prior to work being initiated at the job site. The NJSDA Safety Manager has the authority to approve or disapprove of the Contractor's assigned General Contractor Safety Coordinator. The General Contractor Safety Coordinator must be in place prior to the Contractor beginning work on the Project Site and must remain on-site until the work is completed.

Changes to existing General Contractor Safety Coordinators, shall also be submitted to the NJSDA Safety Manager and be approved prior to the person assuming the position.

3.3 General Contractor Safety Coordinator Responsibilities

The General Contractor Safety Coordinator shall be responsible for:

- Promoting total job safety with all employees and visitors.

- Administration, implementation, and execution of this NJSDA Safety Manual and OSHA Construction Regulations on the Project Site in cooperation with representatives from the CM/PMF, Safety Service Provider, insurance carrier loss control representative, NJSDA Safety Coordinator and the Risk Management Unit (RMU).

- Monitoring subcontractors' adherence to safety requirements.

- Performing accident investigations. (See attached Forms "C", "C-1", "C-2", and "C-3".)

- Ensuring that all Contractor and subcontractor employees attend Safety Orientation and Trade Training (see Section 4.1 Safety Orientation Training and Section 4.7 Required Training by Trades).

- Ensuring the proper use and care of personal protective equipment by all employees.

- Making bi-weekly documented safety inspections (at a minimum, weekly) and initiating appropriate corrective actions to rectify safety deficiencies. (Refer to Section 7.0 Job Site Inspections for details of safety inspection requirements and the Safety Inspection Checklist, see attached Form "D").

- Maintaining the GC first-aid kit and monitoring subcontractors' first-aid kits.

3.4 Subcontractor Competent Person

The Contractor shall require each subcontractor to have a Subcontractor Competent Person to plan for and oversee safety regardless of the number of trade employees on-site. This Subcontractor Competent Person is required to have completed an OSHA 10-Hour course for construction safety and shall meet the definition of a competent person as defined by this NJSDA Safety Manual and OSHA standards (29 CFR 1926.32).

The Subcontractor Competent Person shall:

- Use pre-task planning, instructing workers on safe work practices and methods to prevent injury, damage to property, and loss of productive time.

- Ensure that stickers are displayed on hard hats, indicating attendance at safety orientation.

- Supply and enforce the use of personal protective equipment. A sign that states, "Hard hats, safety glasses, and proper work shoes are required beyond this point" is to be clearly posted at each construction site entrance.

- Orient workers with the safety requirements applicable to their work. This is in addition to the required safety orientation training (described in Section 4.1 Safety Orientation Training and Section 4.7 Required Training by Trades).

- Hold weekly "toolbox" safety meetings with his/her work crews. Documentation of these meetings is required and must include topics and content as well as a list of attendees. Documentation of these meetings must be sent to, and maintained by, the CM/CM/PMF. These meetings are to be held Monday through Thursday only.

- Conduct daily safety inspections of his/her work area.

- Assist in accident investigations.

- Assure that proper first-aid equipment is available according to the Work being performed and ensure that treatment is administered to injured employees.

3.5 Communications Responsibility

Although many existing hazards may be corrected through informal communications, all corrective actions must be documented, with copies forwarded to the Contractor, if the condition is identified by a subcontractor, then to the CM/PMF, and the NJSDA Safety Coordinator.

3.6 Safety Responsibility Matrix

Please see the following page for the Safety Responsibility Matrix.

SAFETY RESPONSIBILITY MATRIX

	NJSDA	CM/CM/PMF	SSPs	OWNER CONTROLLED INSURANCE PROGRAM Insurance	GC	Sub Contractors	Architects
Site-Specific Health & Safety Plan – Development & Approval	A	o	o		•		
Develop Master Emergency Action Plan	M	•			o	o	
Job Safety Analysis (i.e.; Critical Lift, Welding) - Development & Approval	M	o A**		o	A •	• o	
File Job Safety Analyses & Site-Specific Safety Plans	M	o			•		
Safety Orientation	M	o			•		
Specialized Trade Training Programs	M	o			•		
Tool Box Training	M	o			o	•	
Maintain all Safety Training Records	M	o			•		
Site Safety Inspections		o	o	o	•		
Daily Safety Inspections & Record Keeping	M	o			•	o	
Periodic Inspections Reporting & Record Keeping	o	o	•	o	•	o	
Remedy Safety Violations/ Re-inspect	M	o	o	o	•	•	
Identify Specialty Firm for Emerging Conditions (i.e. Engineering, Environmental, Industrial Hygienist, Air Quality)	A	•			o	o	•
Accident Investigations	M	o	•	o	•		
Maintain Material Safety Data Sheets (MSDS)	M	o			•	•	
Shut Down Portions of Work	*	*			o	o	
Shut Down Entire Job	A*	o	o		o	o	
Provide Student/Faculty Safety Orientation	M	•					
Project Safety Meetings	M	o	o	o	•	o	

Legend	Lead •	Assist o	Approve A	Monitor M

* - Shutting Down Portions of Work may be performed individually by the NJSDA Safety Manager, CM/CM/PMF Authorized Representative, Regional Director, Vice President of OFFICE OF PROJECT MANAGEMENT, or COO. The Safety Service Provider (SSP) in consultation with the noted NJSDA staff or the Authorized CM/CM/PMF Representative.

A*- Shutting Down the Entire Job may be done by the NJSDA Safety Manager (with approval of Vice President, Office of Project Management, or, in their absence, COO), Regional Director, Vice President OFFICE OF PROJECT MANAGEMENT, or COO.

A**-If the General Contractor develops a Job Safety Analysis (JSA), the CM/CM/PMF shall review and approve it.

4.0 Safety-Related Meetings and Training

The following meetings and training will be required on School Facilities Projects. The General Contractor must maintain documentation of the meeting, content, and attendance.

4.1 Safety Orientation Training

- All new employees assigned to a School Facilities Project shall be properly trained. This training shall include, (but not be limited to) hazard recognition, site-specific health and safety requirements, emergency procedures, Personal Protective Equipment (PPE), and first-aid/medical procedures.

- This safety orientation must occur before beginning the Work at the Project Site. The Contractor's Safety Coordinator will conduct the safety orientation training. The Contractor is responsible for ensuring that all site personnel attend these meetings. Individuals completing this safety orientation training will be provided with a hardhat sticker, which must be displayed.

- The Contractor shall provide safety training for all project personnel in regard to the specific safety requirements and rules related to his/her Work and Trade (see Section 4.7 Required Trade Training).

4.2 Toolbox Safety Meetings

The Contractor and each subcontractor shall conduct weekly toolbox safety meetings on Mondays through Thursdays with all of their employees performing Work at the Project Site. The General Contractor Safety Coordinator and/or the Subcontractor Competent Person shall conduct this training.

- The meetings shall cover any hazardous work conditions, unsafe work practices that have been identified, safe working practices, analysis of any accidents that have occurred on the Project Site, safety rules and regulations, and any related safety material.

- It should also cover new safety topics that have not occurred at the site, but could be of interest.

- This training shall be documented on a Toolbox Training Form (see attached Form "F") by the Contractor and shall include names of employees attending the training and an outline of all topics discussed.

4.3 Progress / Coordination Meetings

The intention of these meetings is to discuss the progress and coordination of the Work being performed by various trades so that they may work together to complete the Project in a timely and safe manner. The CM/CM/PMF is responsible for scheduling, chairing, and reporting minutes from weekly progress meetings. Safety shall be a part of the agenda of the Progress Coordination Meetings, since verbal reports of the various safety

representatives will become part of the meeting minutes. Minutes from the meeting shall reflect safety items discussed and any proposed resolution to safety-related issues.

4.4 Weekly Safety Meeting

Attendance at this meeting shall be mandatory for the General Contractor Safety Coordinator(s) and all Subcontractor Competent Persons. The purpose of this meeting shall be to discuss any hazardous working conditions that have been observed, identify possible hazards in future work, and discuss all other health and safety issues pertaining to the Project. The GC and CM/PMF shall maintain minutes of the meeting.

4.5 Pre-Shift Hazard Recognition Training

- Every Contractor/subcontractor shall be required to hold pre-shift hazard recognition training with each work crew working when the following conditions are planned for a shift:

  - Any walking/working surface that is at an elevation of six feet or greater will require fall protection.

  - Scaffold erection and dismantling.

  - Crane and all material-hoisting operations.

  - Non-routine work operations, e.g., emergency procedures.

  - Any other potentially hazardous activities that pose an abnormal risk of injury to employees as identified by the Authority and its authorized representatives.

4.6 Workmen's Comp, Builder's Risk, and General Liability Claims Review and Management Meetings

As specified in the OWNER CONTROLLED INSURANCE PROGRAM Field Procedures Manual, attendance at scheduled claims review and management meetings by a Contractor representative is required.

4.7 Required Training by Trades

It shall be the General Contractor's responsibility to ensure that all personnel entering the project sites have adequate safety training applicable to their particular trade.

- **Operating Engineers**

  - Copies of the New Jersey Department of Labor Crane Operator License or Certification from the National Commission for the Certification of Crane Operations (NCCCO) will be shown to the CM/CM/PMF and the General Contractor**.**

- **Toolbox Safety Meetings**

  - Tool Box Safety Meetings will be conducted Mondays through Thursdays.

5.0 Project Compliance Procedures

The NJSDA Safety Manual is designed to ensure compliance with the requirements of OSHA and all additions and revisions thereto, as well as other applicable federal, State, and local requirements, this NJSDA Safety Manual, and site-specific manuals. Workers performing the Work in an unsafe manner that would endanger the employee, other workers, school occupants, or the public will be subject to discipline or removal from the site at the request of the Authority.

The NJSDA Safety Coordinator, in conjunction with the General Contractor Safety Coordinator, shall determine the course of action best suited to the circumstances. The steps to be taken shall be progressive, except in the most egregious circumstances, and shall include the following.

5.1 Verbal Warning Citation

As the first step in correcting unacceptable behavior, the worker's competent person/ safety coordinator shall review the pertinent facts with the employee. He/she will consider the severity of the problem and the worker's past performance. A verbal warning shall be issued to the worker, which shall be documented and placed in the appropriate file on site, with a copy forwarded to the CM/CM/PMF and the NJSDA Safety Coordinator.

5.2 Written Warning Citation

If the unacceptable performance continues, the next step will be a written warning. The written warning shall clearly state the safety policy that was violated and steps the worker must take if it is to be corrected. A written warning requires the General Contractor Safety Coordinator to assure that the worker has satisfactorily completed an appropriate training session related to the safety policy violated. This training must be completed within ten (10) working days from issuance of the written warning. Documentation, with copies forwarded to the Contractor, the CM/CM/PMF, and the NJSDA Safety Coordinator, is to be maintained in the worker's personnel file. The General Contractor will monitor completion of the worker's retraining.

5.3 Removal from Site

The Authority may request that a worker be removed from a Project Site for safety violations, whether or not verbal and/or written citations have been given. Failure to comply with the NJSDA site wide six (6) foot fall protection requirement will result in removal of offending personnel from the site.

6.0 Record-Keeping and Files

The CM/CM/PMF shall maintain a master or central file for safety and health related documentation on the Project Site. Files shall be maintained in such a manner that distinguishes the Contractor and each subcontractor. Should a project be of such size that the CM/CM/PMF is not on-site, the Contractor shall maintain the files and provide a copy to the CM/CM/PMF and, upon request, the NJSDA Safety Coordinator.

The Authority and its designated representatives shall have the right to review all documentation at any time upon request. If applicable, the Contractor shall give full cooperation, and require the full cooperation of all subcontractors, during these reviews.

The following documentation shall be in the CM/PMF's safety files, unless otherwise noted:

- Written site-specific safety and health plans for the Contractor and all subcontractors.
- Hazard communication program, including current Material Safety Data Sheets (MSDS). A Project site-specific MSDS file shall be maintained on-site by the CM/CM/PMF for employee review. The Contractor must submit, and require each subcontractor to submit, a copy of the MSDSs for those compounds to be used on-site at School Facilities Projects. This submission should include only those compounds to be used on-site, not a compendium of all MSDSs for the entire company. All MSDS sheets shall be on file prior to those compounds being allowed on-site.
- Contractor and subcontractor daily job site safety inspection reports, including documentation of corrective measures.
- Documentation of weekly "toolbox" safety meetings, including names of employees attending the training and an outline of all topics discussed.
- Accident investigation reports, including "near-miss" incidents.
- Competent person qualifications and identification.
- OSHA Forms 300, and 300a.
- Job Hazard Analysis.
- Copies of weekly safety inspection reports.
- Progress/Coordination meeting minutes.
- All documentation required by other sections of this NJSDA Safety Manual.

7.0 Job Site Inspections

7.1 Inspections

The Contractor shall require each Subcontractor Competent Person to conduct daily safety and health inspections for the Work in his/her respective area of the Project Site. Documentation of all identified deficiencies and corrective actions taken shall be maintained by the Contractor for review by the CM/PMF, NJSDA Safety Coordinator, Safety Service Provider (SSP), if applicable, and the Risk Management Unit (RMU). (See attached Form "D", Safety Inspection Checklist)

An essential part of isolating the construction process from school occupants will be the perimeter protection or fence. It is imperative that perimeter fencing be inspected daily (including weekends and holidays) for defects, for damage, and for areas of the fence that could be compromised so persons could gain access. Repairs must be immediate. No exceptions. Additionally, Green Zones (safe) and Red Zones (unsafe) will be defined and clearly marked for all non-construction traffic. The Contractor has the responsibility to protect the school occupants and the public from the hazards associated with construction, regardless of how difficult it may be.

7.2 Corrective Measures

Corrective measures to abate all deficiencies shall be completed immediately if life-threatening/serious conditions exist or no later than the end of the working shift for non-life threatening/serious conditions. All Work shall be stopped, or effective interim safeguarding implemented, until life-threatening conditions are corrected. All corrective measures shall be documented and available for review by the CM/PMF and the NJSDA Safety Coordinator.

If a deficiency cannot be abated immediately, a notice shall be provided to the CM/PMF, outlining the reasons and steps taken as an interim measure to control the potential hazard.

7.3 Non-Abatement

If the Contractor or any subcontractor fails to make corrections to identified deficiencies in a timely manner, the CM/PMF will:

- Notify the Contractor and appropriate subcontractor in writing to take prompt corrective action to eliminate construction safety and health hazards.
- Reinforce that any costs incurred to correct the hazard will be back-charged to the Contractor.
- Provide written notification that will describe specific Contract or code violations.
- Report in writing to the Contractor/subcontractor the names of individuals and their supervisors who are observed to violate construction safety requirements, with copies to

the Authority. If necessary, the Authority may require the Contractor to remove these individuals and/or their supervisors from the job site.

7.4 Work Stoppage

The Authority has authorized the following NJSDA management and staff to order, at the Contractor's expense, a work stoppage until unsafe conditions are abated.

Shutting Down Portions of Work may be performed individually by the NJSDA Safety Manager, CM/CM/PMF Authorized Representative, Regional Director, Vice President OFFICE OF PROJECT MANAGEMENT, or COO. The Safety Service Provider (SSP) in consultation with the noted NJSDA staff or the Authorized CM/PMF Representative.

Shutting Down the Entire Job may be done by the NJSDA Safety Manager (with approval of Vice President of the Office of Project Management, or in his absence, the Regional Director, or COO).

8.0 Substance Abuse Program

Statement of Need

NJSDA has a strong commitment to the health, safety, and welfare of its employees. Widely available statistics and information indicate that the incidence of drug and alcohol abuse in the workplace is increasing and the effect is devastating to lives, business, and the community at large. Due to the potential for substance abuse among some of our employees, **NJSDA** is concerned for the safety of our employees, our clients and the general public. Our commitment to maintaining a safe and secure workplace requires a clear policy relating to the detection and prevention of substance abuse.

Goal

It is the goal of **NJSDA** to provide a safe workplace by eliminating the hazard to health and job safety created by alcohol and other drug abuse. We believe this goal to be in the best interest of our employees, our clients, and the public.

Scope

This policy applies to all employees and contractors while on the job and to situations where off-the-job or off-premises conduct impacts work performance or undermines the public confidence in, or threatens the safety of the employee, co-workers or any other individual involved in the company's business. It is also intended to apply to employees and personnel doing business with the company while on the site.

Although the company has no intention of intruding into the private lives of its employees, we recognize that involvement with alcohol or other drugs off the job eventually can take the toll on job performance. Our concern is to assure that employees can perform their work duties in a safe environment.

Policy Guidelines

1. The Authority will not tolerate (zero tolerance) or condone substance abuse by employees. It is the policy of **NJSDA** to maintain a workplace free of alcohol and other drugs and its effects.

2. It is the policy of **NJSDA** that employees who engage in the sale, use, possession, or transfer of illegal drugs or controlled substances, will be subject to disciplinary action up to and including termination.

3. It is the policy of **NJSDA** to commit the resources necessary to achieve and maintain a drug and alcohol-free environment. **NJSDA** expects the full support of this policy by all employees and all persons doing business with the company.

Procedure

To provide a safe environment, the company will:

1. Establish definitive rules and regulations.
2. Provide increased awareness through training, education, and communication on the subject of alcohol and other drug abuse.

Expectations

Company Responsibilities

As a responsible employer and member of the community, the Authority will:

1. Increase employees' awareness of the prevalence of substance abuse.

2. Administer programs that consider employee rights, are positive in their intent, and are within legal boundaries.

3. Document behavior and/or performance changes in employees (who, what, where, when).

Employee Responsibilities

NJSDA believes that each employee has the responsibility to:

1. Report to work free of the effects of alcohol or illegal drugs.

2. Participate in and support Company sponsored drug and alcohol education programs.

3. Support company efforts to eliminate alcohol and drug abuse among employees.

Supervisor's Responsibilities

1. Awareness of unusual employee behavior that may be caused by impairment due to substance abuse.

2. Seek assistance from Human Resources.

3. Document behavioral issues.

Authorized Use of Prescribed Medicine

An employee undergoing prescribed medial treatment with any drug or controlled substance that may impair his or her physical or mental ability should report this treatment to the Company's Human Resources and Safety departments, which will determine whether the Company should temporarily change the employee's job assignment during the period of treatment.

Alcohol Use or Possession on Company Premises

The use, possession, sale, or distribution of alcohol on Authority premises, or in Authority supplied vehicles, is prohibited and constitutes a violation of policy. Such action will be handled pursuant to the Authority's policy on work performance and conduct.

Prohibitions

NJSDA's policy prohibits the following:

A. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs whether on or off company premises and whether during working hours or non working hours.

B. Controlled substance abuse whether on or off Authority's premises and whether during working hours or non working hours.

C. Storing any illegal drug in a locker, desk, automobile, or other repository on Authority's premises.

D. Being under the influence of an illegal drug or engaging in controlled abuse on Authority's premises, or while engaged in Authority business, or in Authority supplied vehicles, or during working hours.

E. Use, possession, sale, or distribution of alcohol, or being under the influence of alcohol on Authority's premises, or in Company supplied vehicles, whether during working hours or non working hours.

Definitions

The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to the laws of any country and Federal, State, and local laws and regulations in the United States.

Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are considered to be illegal drugs. Examples include street drugs such as cocaine, heroine, marijuana, and phencyclidine and controlled substances such as amphetamine, methamphetamine, and barbiturates.

The term *controlled substance abuse* includes prescribed drugs not being used for prescribed purposes or in a prescribed manner.

The term *Zero Tolerance* means that once an employee is found to be using illegal drugs or abusing alcohol, on the job, he/she would be subject to penalties. Penalties are progressive and can lead to termination.

The term *drug and alcohol education program* refers to in-house training conducted by the NJSDA. It does not refer to outside counseling or rehabilitation programs.

9.0 Accident / Injury Management

9.1 Accident Reporting

All accidents resulting in employee injury, property damage, or involving the public shall be reported by the injured/responsible worker's Subcontractor Competent Person (if a subcontractor employee) or by the General Contractor Safety Coordinator (if a Contractor employee) immediately to the NJSDA Safety Coordinator, the Safety Service Provider (SSP), Insurer's Claims Representative and the CM/PMF.

It is the Contractor's responsibility to ensure that related reports are electronically transmitted to the NJSDA Safety Coordinator, Risk Management Unit (RMU), and the CM/PMF, describing the occurrence, how the injured was (were) treated on-site or at the designated medical facility, and any follow-up treatment necessary for the worker(s) involved.

- For a **minor incident**, when the worker(s) was treated on-site, the report must be filed within twenty-four (24) hours.

- For a **major incident**, when the worker(s) was taken to the designated medical facility, the NJSDA Safety Coordinator and Risk Management Unit (RMU) must be contacted immediately by telephone.

The OWNER CONTROLLED INSURANCE PROGRAM Insurance Procedures Manual provides procedures for reporting a Workers' Compensation, General Liability and Builder's Risk claims.

9.2 Principal's Meeting for Lost-Time Accidents

If a Contractor or subcontractor employee experiences or causes a lost-time accident on the Project, the CM/PMF, the Safety Service Provider (SSP), NJSDA Safety Coordinator and the Risk Management Unit (RMU), or designee shall attend a meeting at the job site to discuss the incident. This meeting will be called by the CM/PMF and will be held within seventy-two (72) hours from the time of the incident.

9.3 Accident Investigation

- The General Contractor Safety Coordinator shall complete a Project-specific accident investigation report (see Form "C-1"-Workers' Compensation Incident Report, Form "C-2"-General Liability Incident Investigation Report, and Form "C-3"-Builder's Risk Incident Investigation Report).

The Contractor shall cooperate, and require the cooperation of all subcontractors, in the investigation, analysis, and defense of any claim, accident, occurrence, or insured loss. The accident investigation report shall be completed by the end of the working day/shift of the accident. Identification and review of accident causes shall be established and completed,

identifying corrective actions, persons responsible for corrective actions, and date of completion. Follow-up documentation verifying corrective actions shall be required.

Copies of all accident investigation documentation shall be submitted to the CM/PMF, NJSDA Safety Coordinator, the Safety Service Provider (SSP) and the Risk Management Unit (RMU). If required by law, injury notification to OSHA shall be made by the GC, which shall then also notify the CM/PMF, NJSDA Safety Coordinator, the Safety Service Provider (SSP), and the Risk Management Unit (RMU) or designee immediately.

9.4 Report of Accidents Involving School Occupants

The Contractor shall make reporting of any incidents, accidents, or injuries involving teachers, students, staff, or the general public, immediately to the CM/PMF and the NJSDA Safety Coordinator, the Safety Service Provider (SSP), and the Risk Management Unit (RMU). A thorough written investigation of any incident or accident must be completed by the end of the working day/shift of the accident by the Contractor with a copy to the CM/PMF, NJSDA Safety Coordinator and the Risk Management Unit (RMU) or designee.

9.5 First Report of Injury-Workers' Compensation

Workers' Compensation reporting to the Risk Management Unit (RMU) insurer will provide first report of injury. Refer to the OWNER CONTROLLED INSURANCE PROGRAM Field Procedures Manual for Workers' Compensation claims reporting procedures.

9.6 Report of General Liability Claim and/or Incident

The Contractor to the CM/PMF, NJSDA Safety Coordinator and the Risk Management Unit (RMU) or designee shall report any potential General Liability claim or incident immediately.

9.7 Report of Builder's Risk Claim and/or Incident

The Contractor to the CM/PMF, NJSDA Safety Coordinator and the Risk Management Unit (RMU) or designee shall report any potential Builder's Risk claim or incident immediately.

9.8 Accident Analysis

To identify root causes of accidents and at-risk behavior that directly contributed to an accident, or that have the potential to contribute to an accident, The General Contractor Safety Coordinator shall be required, at the discretion of the NJSDA Safety Coordinator, to meet and analyze accidents. Accident trends shall be identified and plans developed to prevent injury, to develop specific action plan to address root causes and at-risk behaviors, and to implement corrective actions.

10.0 Project Safety and Health Minimum Requirements

The minimum Safety and Health requirements are those contained in OSHA Construction Safety Standards (29 CFR 1926) as well as any other applicable federal, State, municipal, or collective bargaining agreement. The School Facilities Projects Safety Manual includes compliance with all applicable standards as well as those itemized below which exceed OSHA standards. **For any Contractor or subcontractor that has been granted exemptions or variances for specific OSHA regulations and/or standards, these exemptions or variances DO NOT APPLY to any School Facilities Project, unless specifically approved by the *NJSDA Safety Coordinator*.**

Subpart A—General

The requirements of 29CFR 1926.1 applies to all NJSDA Construction Projects.

Subpart B—General Interpretations

The requirements of 29CFR 1926.10 applies to all NJSDA Construction Projects.

Subpart C—General Safety and Health Provisions

- **C-1—Competent Person Requirements**

  A Competent Person is defined by OSHA standards (29 CFR 1926.32(f)).

  The Contractor shall provide the CM/PMF and the NJSDA Safety Coordinator with a matrix outlining employee(s) designated as a competent person(s). This matrix will be:

  - Submitted to the CM/PMF prior to commencing the Work on-site.
  - Supported by documentation of the credentials of each individual identified in this matrix, including training certificates, resumes outlining years of experience, competent person cards, etc.
  - Certified to the Authority that the competent person will be on-site during all times when the Work under his/her competency is in progress.

  The Contractor shall also obtain the matrix described above from each subcontractor and maintain these matrices at the Project Site.

- **C-2—Job Safety Analysis**

  - Prior to the start of the Work activities, the Contractor shall require each subcontractor to submit, in writing, a detailed Job Safety Analysis ("JSA") of every task to be performed for each construction activity.
  - This analysis shall be ongoing and submitted for new tasks prior to the start of the Work activity.

- Prior to the start of Work, the Subcontractor Competent Person shall be required to discuss the JSAs with individual work crews and shall provide documentation of these discussions to the Contractor.

➢ **C-3—Confined Spaces**

- The School Facilities Projects require implementation of OSHA standard (29 CFR 1910.146)-Permit Required Confined Space standard. The CM/PMF has the right, but not an obligation, to monitor the implementation of this procedure by the Contractor and individual subcontractors. The CM/PMF will have the Contractor sign the permit, which will be kept on-site by the CM/PMF.

- The Contractor shall require each subcontractor to perform atmospheric testing prior to entering a confined space. At a minimum, a four (4)-gas monitor (carbon dioxide, oxygen, lower explosive limit, and hydrogen sulfide) shall be used.

- The Contractor is responsible for the costs of any PPE and rescue equipment for confined space entry (see attached Form "H" Confined Space Entry Permit).

➢ **C-4—Illumination**

- If there is a need for additional general or specific task lighting, this lighting must be wired with NM Cable or its equivalent as determined by the National Electrical Code (NFPA-70).

- The minimum illumination on a job site shall be ten foot-candles.

➢ **C-5—Emergency Action Plans**

- The Contractor is responsible for developing an emergency action plan. This plan must be coordinated with the master emergency action plan developed and implemented by the CM/PMF.

- The Contractor shall require each subcontractor to cooperate with the master emergency action plan, including participating in emergency drills as dictated by the CM/PMF.

- An emergency evacuation plan shall be part of the Emergency Action Plan. Minimally the plan shall contain means of egress, which shall be updated as the building progresses, identification of a "muster point" and the procedures for accounting for all workers.

Subpart D—Occupational Health and Environmental Controls

➢ **D-1—Hazard Communication**

- The Contractor must submit, and require each subcontractor to submit, a copy of its written hazard communication program to the CM/PMF prior to beginning the Work

on the Project Site. (This is in addition to maintaining a copy of its own and all subcontractors' programs at its own site trailer/field office.)

- The Contractor must submit, and require each subcontractor to submit, to the CM/PMF a copy of the MSDSs for those compounds to be used at the Project Site. This submission should include only those compounds to be used on-site, not a compendium of all MSDSs for the entire company. No compound is allowed on-site without an MSDS on file (see Section 6.0).

  - ❖ It is the Contractor's and each subcontractor's responsibility to train their personnel in accordance with the OSHA standards (29 CFR 1926.59).

➢ **D-2—Potable Water**

- The Contractor and all subcontractors must supply adequate potable water whenever they have personnel on-site and follow OSHA standards for distribution (29 CFR 1926.51).

➢ **D-3—Sanitary Facilities**

- The General Contractor shall comply with OSHA regulations with regards to sanitary facilities.

Subpart E—Personal Protective Equipment (PPE)

All visitors to the Project Site shall be required to wear a hard hat, safety glasses, and proper footwear.

➢ **E-1—Eye and Face Protection**

- All personnel shall wear safety glasses **100% of the time <u>as soon as they enter the construction site</u>.**

- Minimum eye protection shall include approved safety glasses **with side shields**, which meet the standards specified in ANSI Z-87.1-1989. This shall also include prescription eyewear.

- In addition to approved safety glasses, an approved face shield shall be worn when performing the following work activities:

  - ❖ Welding, burning, or cutting with torches.

  - ❖ Using abrasive wheels, chop saws, portable grinders, or files.

  - ❖ Chipping concrete, stone, or metal.

  - ❖ Drilling or working under dusty conditions.

- ❖ Using explosive actuated fastening or nailing tools.
- ❖ Overhead work.
- ❖ Work with hazardous liquids or gases.

➢ **E-2—Head Protection**

- All personnel shall wear hardhats that meet ANSI Z-89.1-1997, **100% of the time** as soon as they enter the construction site.
- **Hard hats shall display the Contractor's or subcontractor's name and/or decal indicating whom the employee works for, as well as the safety orientation sticker.**
- Workers exposed to electrical voltage of 600 volts or greater shall wear hardhats that meet the requirements of ANSI Z-89.1-1997 Class E & G type hardhats.

➢ **E-3—Hearing Protection**

- Any construction personnel exposed to a noise level of eighty-five (85) decibels or higher, regardless of the duration of the activity being performed, shall wear hearing protection, which shall be supplied by the employer. All hearing protection devices shall meet the requirements of ANSI S.319.

➢ **E-4—Shoes and Foot Protection**

- Well-constructed boots/shoes are required for all School Facilities Projects. Specific requirements include ankle protection and substantial, flexible soles. Exposure hazards dictate whether or not a protective toe guard will be required.
- Sneakers, tennis shoes, athletic shoes of any type, sandals, high heels, or street shoes **shall not** be worn by construction personnel while on a Project Site.
- Visitors to the site shall be monitored for appropriate footwear.

➢ **E-5—Clothing**

- Suitable clothing for construction shall be worn on the Project Site.
- No tank tops, shorts, cut-offs, or ripped or torn clothing allowed on the Project Site.
- Shirts with sleeves, at least four (4) inches in length, shall be worn at all times. All shirts shall be hemmed at the neck, sleeve, and tail. "Muscle/tank top" type shirts are prohibited.
- Full-length pants are required. Shorts and sweat pants are prohibited.

- Polyester or similar material is not allowed.
- Dangling jewelry may not be worn.
- Long hair, which can be caught in moving equipment parts, must be restrained.
- Frayed pants or clothes with holes pose fire or other hazards and are not allowed on job sites.

➢ E-6—Safety Belts, Harnesses, Lifelines, Lanyards

- Only full-body harnesses meeting ANSI Z359.1 shall be used for personal fall protection. **Safety belts are not legal.**
- Refer to Subpart M of this Manual for the fall protection requirements at School Facilities Projects.

➢ E-7—Hand Protection

The Contractor will select and require employees to use appropriate hand protection if their hands are exposed to hazards, such as harmful substances that can be absorbed by the skin, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and/or harmful temperature extremes. Hand protection will not be used if the Superintendent/Foreman determines that it will increase the hazard to the user, for example, when using rotating equipment. The Contractor will select the appropriate hand protection after evaluating its performance characteristics relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified. Employees will be informed of the potential hazards anticipated and the hand protection selected.

Barrier creams alone will not be allowed as a form of protection against chemical contact.

➢ E-8 —Respiratory Protection

- The requirements of 29 CFR 1910.134 applies to all NJSDA construction projects.

Subpart F—Fire Protection and Prevention

1.0 SCOPE

NJSDA has developed this fire prevention and protection policy to guide employees on general fire safety and the proper selection and use of portable fire extinguishers when working on construction projects and to comply with 29 CFR 1926.951, Fire Prevention and 1926.152, Flammable and Combustible Liquids.

2.0 DEFINITIONS

Bonding - The process of connecting two or more containers together by means of a conductor.

Combustible Liquid - Any liquid having a flash point of 100° F or higher.

Fire Class Identification - Potential fire hazards are identified and classified as follows:

Class A - Types of Materials: Ordinary Combustibles, such as wood, paper, or cloth.

Types of Extinguishers: Water, dry chemical

Class B - Types of Materials: Flammable and/or Combustible Liquids , such as gasoline, paints, No. 2, 4, or 6 oils.

Types of Extinguishers: Dry chemical, carbon dioxide, foam

Class C - Types of Materials: Energized Electrical Equipment, such as electric motors, switch gear, electric pumps, or electrical distribution boxes.

Types of Extinguishers: Dry chemical

Class D - Types of Materials: Combustible Metals, such as magnesium, zirconium, titanium, sodium.

Types of Extinguishers: Dry powder

Fire extinguishers are also available that provide protection against more than one class (e.g., “BC” extinguishers are effective for flammable liquids and electrical equipment). Portable fire extinguishers may be of multiple classifications such as “BC” or “ABC”.

Flammable Liquid - Any liquid having a flash point of less than 100° F.

Grounding - The process of connecting one or more conductive elements to the ground or earth by connecting a conductive cable to the container, then mechanically connecting to a ground source.

3.0 REQUIREMENTS

The Contractor or other designated individual will determine the required fire prevention/protection programs or procedures and coordinate activities accordingly. The program for the construction site will include the following fire safety measures:

- Only approved containers will be used for flammable/combustible liquid storage. Approved containers are constructed of metal, have a self-closing lid, and a flash arresting screen.

- Electrical wires/cords will be in good condition with proper ground connections.

- Good housekeeping practices will be observed. Combustible materials, rubbish, and debris will not be allowed to accumulate. Trash receptacles will be emptied as needed. Aisles, walkways, and working surfaces must be kept clear to allow egress in the event of a fire.

- Materials contaminated or soaked with combustible materials will be disposed of separately from normal trash by placement in approved, closed metal receptacles which are appropriately labeled. These containers will be emptied daily.

- Access to breakers will be kept clear.

- Internal combustion engines will be so located that their exhausts are well away from any combustible materials.

- Smoking will be prohibited in any area that contains combustible materials.

Portable Fire Extinguishers

Portable fire extinguishers will be selected by the Superintendent/Foreman and placed in locations according to the class and hazards of the area to be protected.

NJSDA employees will use a fire extinguisher **only** for fires in the incipient stage (the beginning stages of a fire prior to structural involvement) or for escape purposes.

Location

The Superintendent/Foreman will ensure all portable fire fighting equipment is maintained in operable condition and is conspicuously located and sized according to the identified hazards as follows:

- Minimum 2A fire extinguisher that can be reached with less than 100 feet of travel for all work areas containing only combustible materials.

- Minimum 10BC rated fire extinguisher located within 50 feet of any flammable or combustible liquids or compressed gas.

- Minimum 10BC rated fire extinguisher within 25 feet of any hot work.

Inspection

Portable fire extinguishers will be inspected according to the following schedules:

(a) Daily - All employees will visually check to ensure adequate charge and appropriate location.

(b) Monthly - The Superintendent/Foreman will check the following items:

- Extinguisher has a full charge
- Inspection tag is present
- Seal is intact
- Hose is in good operating condition
- Nozzle orifice does not contain obstructions

* Extinguisher accessible and in a conspicuous location

When complete, the Superintendent/Foreman will date and initial the inspection tag.

(c) Annually - The Superintendent/Foreman will be responsible for coordinating a service inspection by a qualified vendor or agency. He/she will ensure that a current annual inspection tag is placed on each portable extinguisher, or each extinguisher is uniquely identified and inspection tags kept in files.

Any fire extinguisher found to be discharged during the routine inspections, or any fire extinguisher that is partially used will be replaced immediately with a fully charged fire extinguisher.

4.0 FLAMMABLE AND COMBUSTIBLE LIQUIDS

Storage

All flammable and combustible liquids stored indoors will be stored in accordance with the applicable OSHA regulations and/or local regulations, whichever is more stringent.

Outdoor tanks and containers will be protected from impact damage and placed in a secondary containment structure capable of holding at least 110% of the tank capacity. Tanks and containers will not be located less than 20 feet from any building.

At least one portable fire extinguisher with a minimum rating of 20BC will be readily available at least 25 feet, but not over 75 feet, away from the tank or container.

Handling and Transportation

Employees will ensure containers are grounded and electrically connected (bonded) before transfer of flammable liquids from one container to another. Proper grounding and bonding can be achieved by connecting the container to an earth ground then electrically interconnecting the two containers. When attaching the clamps or clips, the employee will ensure the contact points penetrate any surface paint or coating to ensure a positive electrical connection with the base metal.

Safety cans used to transport fuel to a job site will be grounded, either by connection to an earth ground, or removing from the transporting vehicle and placing on a grounded surface before filling.

Smoking, lighted objects, spark-producing operations, or open flames will be prohibited in areas used for fueling, transfer of fuel, or fuel storage areas.

The motors of all equipment being fueled will be shut off during the fueling operations. Fuel powered portable equipment will be allowed to cool before refueling.

5.0 LIQUIFIED PETROLEUM GAS (LPG)

Liquid petroleum gas (LPG) containers will not be stored inside buildings, in direct sunlight, or where they could be struck by machinery or equipment. Cylinders will be secured in an upright position not less than 20 feet from flammable or combustible liquid storage.

6.0 TRAINING

The Superintendent/Foreman or other designated individual will train employees on the fire prevention/protection policies and procedures for each project including customer requirements, such as emergency evacuation and alarms. This training will be documented.

Training will include information to familiarize employees with the general principles of fire extinguisher use and the hazards associated with incipient stage firefighting. All employees will be advised that fire extinguishers will be used **only** for incipient stage fires or for personal escape.

This training session will be provided whenever an employee is first hired and at least annually thereafter.

Subpart G—Signs, Signals, and Barricades

➢ G-1— Working in Occupied Buildings

- In order to protect the safety and health of the students and staff of a NJSDA school, the General Contractor must include in their site-specific safety manual a section on protecting the occupants. Also, the tradespersons and construction activities must be separate. In addition, the contractor should have available a wet/dry vacuum cleaner and high velocity fans available for emergencies. These emergencies can include smoke or water penetration.

  The General Contractor shall include, but not be limited to, considering the following areas in situations where construction is to take place in or adjacent to a facility that is occupied by students and/or school staff:

  - ❖ The Project Management Firm, the General Contractor, and NJSDA Staff shall meet with the school administration to discuss scheduling and means to minimize any interruption to the educational process.

  - ❖ Pre-construction testing and planning such that areas disturbed by renovation and demolition must be tested for lead and asbestos. If either is to be disturbed, plans and procedures must be made to protect the occupants.

  If possible, the construction of a demising wall may be established between the construction areas and the educational or administrative spaces such that a satisfactory seal exists.

  - ❖ Exterior separation of spaces outside of the building perimeters including total site control to minimize risk of unauthorized entry to associated areas.

  - ❖ An eight-foot high chain-link fence shall be erected and maintained around all construction activities.

  - ❖ Coordination with facility staff to minimize construction air infiltration into the existing facility by way of the mechanical/HVAC system.

  - ❖ Establishing means of access into the occupied facility for students, faculty, and construction personnel. This shall be established to meet requirements and conditions of the New Jersey Building Code, the local Fire Official, and the school administration, including necessary security, lighting , overhead protection, physical barricades, and proper signage. Include and participate in fire and life safety drills as needed by building occupants.

  - ❖ Establishing means of egress out of the occupied facility for students, faculty, and construction workers. This shall be established to meet requirements of NJ Building Code, the local Fire Official, and the school administration, including necessary security, lighting, overhead protection, physical

barricades, and proper signage. Include and participate in fire and life safety drills as needed by building occupants.

- ❖ In situations where work is taking place inside of pre-existing building, all gates/doors into construction areas shall be locked at all times except when a worker/guard is in attendance to prevent unauthorized entry. All construction management and tradespersons shall sign-in when entering the construction area through a gate/door designated by the General Contractor with input from the Project Management Firm and school administration. This will insure that all personnel are accounted for should an evacuation be required.

- ❖ The General Contractor shall purchase and distribute to all tradespersons who have completed the site-specific safety orientation identification badges.

- ❖ Contractor should take all necessary steps to minimize any occurrences of indoor air quality (IAQ) concerns throughout the construction project. On an as needed basis, testing of air quality should be performed.

- ❖ As required by state fire code, no smoking is allowed on school grounds.

➢ G-2—Separation of Construction Area

- Clear separation between construction areas (Red Zones) and areas occupied by school population (Green Zones) shall be present at all times.

- The Contractor or any subcontractor shall not be permitted to work within confines of the operating school without prior written approval from the CM/PMF. All requests shall be submitted in writing at least ten (10) working days prior to the date being requested. Written requests shall detail every aspect of the Work to be completed.

- The CM/PMF may restrict access to occupied areas to periods including, but not limited to, non-school hours, weekends, holidays, and nights on a site-specific basis.

- It is the policy of the Authority that **construction shall work around education; education will not work around construction**.

Subpart H—Materials Handling, Storage, Use, and Disposal

- **H-1—Disposal**

  - The Contractor and every subcontractor are responsible for disposal of their own construction debris and the proper action to keep areas around dumpsters clean.

- **H-2—Unattended Tools & Equipment**

  - Tools and equipment shall not be left unattended while in areas occupied or accessed by school occupants. Offending parties shall be escorted from the job site and not allowed to re-enter until properly retrained.

Subpart I—Tools – Hand and Power

- **I-1—Portable Power Tools**

  - All portable power tools must be inspected as per OSHA standards (29 CFR 1926.300). Additionally, the Contractor shall require all subcontractors to institute the Project's tool inspection Manual as below:

    - ❖ Extension Cords used with portable tools must be of heavy-duty three-wire type and an inspection procedure for extension cords shall be implemented.

    - ❖ Flat extension cords are prohibited.

    - ❖ Damaged electrical cords will not be allowed. (Refer to Subpart K, paragraph K-3, of this Manual for general electrical cord and grounding requirements.)

    - ❖ Tools with defective electrical cords will be immediately taken out of service by an effective method. Cutting off the cord or applying a locked cover for the plug would be considered effective methods. Anyone observed using defective tools or extension cords shall be required to attend retraining.

- **I-2—Ground Fault Circuit Interrupter ("GFCI")**

  - The Contractor or subcontractor will maintain GFCIs on all generators or power supplies for which they are responsible.

  - Refer to Subpart K of this Manual for general electrical requirements.

Subpart J—Welding and Cutting

- **J-1—Hot Work Permit**

  - A Hot Work Permit (see attached Form "G") is required at all times for any welding, brazen, and/or torch cutting.

  - Permit applications will be reviewed and approved by the GC as soon as possible.

- **J-2—Fire Watch**

  - As part of the hot work permit procedure, a fire watch is required during the actual work as well as a final inspection of the site two (2) hours after the completion of the hot work. A proper fire watch reflective vest and a proper-sized (minimum ten (10) pound ABC) fire extinguisher are required.

- **J-3—Welding & Cutting Equipment**

  - All welding and cutting equipment must be labeled with the owning Contractor or subcontractor's name.

  - Welding leads and cutting hoses shall be kept clear of walkways and stairways.

- **J-4—Cylinders**

  - Oxygen and acetylene cylinders shall be identified with the name of the Contractor or subcontractor on each.

  - Cylinders shall not be stored inside buildings.

  - Oxygen and acetylene tanks shall not be stored within twenty (20) feet of each other, unless separated by a ½-hour fire rated barrier.

  - Operation and use of oxygen and acetylene tanks shall be in accordance with OSHA Standards.

- **J-5—Disposal**

  - Spent welding rods shall be picked up and disposed of daily.

Subpart K—Electrical

- **K-1—Temporary Electrical Work**

  - All temporary electrical work shall be in accordance with the pertinent provisions of the National Electrical Code (NFPA-70) and local standards.

- **K-2—Ground Fault Circuit Interrupter ("GFCI")**

- All 110-120 volt, single phase, 15 and 20 amp temporary power circuits (with the exception of temporary lighting) shall have ground GFCIs installed.

- All portable generators shall have properly functioning GFCI outlets.

- All portable generators shall be properly vented.

- GFCI receptacles and circuit breakers shall be tested weekly with a multi-range GFCI tester (the tests shall be documented) to ensure the GFCI is properly functioning and protecting the worker.

- Contractor or subcontractors using the permanent electrical supply to the building must use portable GFCIs.

➢ **K-3—Extension Cords**

- Extension cords used with portable tools must be of heavy-duty three (3) -wire type.

- Flat extension cords are prohibited.

- Damaged electrical cords will not be allowed.

- All extension cords will be suspended seven (7) feet above the floor or working surface. Extension cords will not be fastened with staples, hung from nails, or suspended by non-insulating wire.

- The Contractor is responsible for all cords being used at the Project Site.

➢ **K-4—Lockout / Tag-Out**

- Electrical equipment or machinery shall be de-energized and rendered inoperative prior to work beginning on the equipment.

- The electrical contractor shall be required to develop a site-specific LockOut/TagOut program for all site contractors to follow. **Lockout/tag-out shall be performed in accordance with OSHA standard (29 CFR 1910.147).**

- The failure to follow lockout/tag-out procedures will result in immediate removal from the Project Site.

- Unauthorized removal or tampering with locks or tags which are utilized, as part of a lockout/tag-out will result in the Authority requiring immediate removal from the Project Site.

➢ **K-5—Circuits**

- Circuits with voltages greater than 110-120 volts must be identified with the actual voltage, and higher voltages shall have “danger” or “warning” signs posted.

- **K-6—Conductive Material**

  - Fish tapes or lines made of metal or any other conductive material are prohibited. Non-conductive tapes and lines will be used in their place.

Subpart L—Scaffolds

Under certain conditions, the CM/PMF may require certification from professional engineers ("PEs") for the erection of scaffolding.

- **L-1—Scaffolding Competent Person**

  - Prior to beginning any scaffold erection, the Contractor shall submit, and require its subcontractors to submit, the name and credentials of its scaffolding competent person to the CM/PMF.

- **L-2—Scaffold Inspection**

  - The Contractor shall maintain an approved scaffold inspection with a tag system on the scaffold with daily inspections and signatures of an OSHA-defined competent person.

- **L-3—Common Scaffolding**

  - Common scaffolding shared by subcontractors must be PE-designed and the actual installation inspected and approved by a PE, at the discretion of the CM/PMF. The PE must also review the design and inspect the scaffolding prior to its next intended use by a different subcontractor.

- **L-4—Outriggers**

  - Scaffolding with any dimension of forty-five (45) inches or more shall be equipped with outriggers.

- **L-5—Carpenter Bracket Scaffolds**

  - Carpenter bracket scaffolds over four (4) feet in height shall be protected by standard guardrails.

- **L-6—Guardrails**

  - All scaffolds, Baker-type, over four (4) feet in height, having a minimum horizontal dimension in either direction of forty-five (45) inches or less, shall have standard guardrails.

  - Standard guardrails shall be installed on any scaffolding work level that is six (6) feet above a lower level. If a standard guardrail is not feasible, a personal fall arrest

system (including, but not limited to, harness, lanyard, double lanyard, and anchor) shall be used.

- **L-7—Scaffold Planking**

  - All scaffold planking shall be free of knots and cracks and shall completely cover the work platform. All planking used on a scaffold shall be stamped "SCAFFOLD PLANK" or "SCF PLK," and shall meet requirements of Subpart L of the OSHA Standards.

  - Only planking that has been inspected prior to placement and that has had its ends color-coded "green" is permissible for scaffold planking.

  - Planking that is damaged or that has not been inspected shall be color-coded "red" and cannot be used for scaffold planking.

  - All scaffolds and planking shall be tagged, inspected daily, and signed off by an OSHA-defined competent person.

- **L-8—Elevated Work Levels**

  - Debris fencing, netting, or other methods to protect personnel and property below shall be provided at all elevated work levels of scaffolding.

- **L-9—Toe Boards**

  - Toe boards on scaffolding are required per OSHA standards (29 CFR 1926.451(h)) or as determined by the competent person.

Subpart M—Fall Protection

- **M-1—Personal Fall Protection System**

  - Personnel working at a level exposed to a fall distance of six (6) feet or greater (or less if a fall would result in the likelihood of a serious injury or death) shall be protected by the means of a personal fall protection system.

- **M-2—Fall Prevention Controls**

  - Fall prevention controls shall be based on the principles established by engineering and design techniques for elimination and prevention of fall hazards and shall be utilized above the use of personal protective equipment.

  - When it is not feasible to provide fall prevention controls, workers exposed to falls shall be provided with and use a full body harness, retractable lanyards, lanyards with shock absorbers, and anchorage points as specified per OSHA standards (29 CFR 1926 Subpart M).

- **M-3—Body Belts**

  - Body belts are not permitted on the Project Site as a component of the personal fall protection system.

- **M-4—Task Specific Fall Protection Plan**

  - The Contractor shall require all subcontractors performing structural erection activities (such as pre-cast concrete and steel erection) to include in their site-specific safety plan a "Task-Specific Fall Protection Plan", which complies with the six (6) foot fall protection requirement.

- **M-5—Ladders**

  - Ladders (straight, extension, and step) shall be used only for employee access and short-duration miscellaneous light work where three (3) point contact with the ladder can be maintained.

  - If ladders are to be used for performing long-duration heavy work at heights six (6) feet and greater (or any height where the likelihood of a serious or fatal injury exists), the fall hazards shall be controlled through the use of a personal fall protection system.

  - Fiberglass or wood ladders only shall be used. Aluminum or other conductive portable ladders are not permitted on a Project Site.

Subpart N—Cranes, Derricks, Hoists, Elevators, and Conveyors

- **N-1—Inspections**

  - All operating engineers and other equipment operators shall present the CM/PMF with their license, which shall be kept on file with the CM/PMF.

  - A copy of the OSHA required annual inspection shall be submitted to the CM/PMF at least twenty-four (24) hours prior to the crane arriving on-site.

  - A competent person shall perform and document all manufacturer-required inspections prior to and during each use. Documentation of all manufacturer required inspections shall be maintained by the subcontractor for review by the NJSDA Safety Staff.

- **N-2—Pile Driving**

  - For School Facilities Projects, these crane requirements apply to pile driving equipment and caisson equipment.

- **N-3—Other Mobile Equipment**

- Lulls and other mobile equipment, not classified as cranes, shall be in compliance with other appropriate OSHA standards such as (29 CFR 1910.178) Powered Industrial Trucks.

- Unless a vehicle does not come with seat belts, operators at all times, no exceptions, shall wear seat belts.

➢ **N-4—Load Chart**

- Cranes must have a load chart and operations manual that is for the exact model of crane.

- The Contractor shall require its subcontractor to certify that the operator has read the operator's manual and can interpret the load chart.

- The Contractor shall require all subcontractors to certify that the operator has been advised that he/she shall not exceed the load chart.

➢ **N-5—Capacity**

- For lifts of any load that are more than 60% of a crane's rate capacity the CM/PMF shall be notified prior to the lift.

➢ **N-6—Operator Qualifications:**

- A valid New Jersey Crane Operator License is required. A copy of this license must be maintained on the job site in the Contractor's and subcontractor's central file for safety and health documentation.

- All operators must be experienced in the type of crane being used.

- An up-to-date resume detailing the operator's qualifications (including, but not limited to, years of experience and previous jobs worked on) shall be maintained in the Contractor's and subcontractor's files at the job site.

➢ **N-7—Anti-Two Blocking Device**

- All cranes operating on the construction site shall be equipped with a functioning "anti-two blocking" device.

➢ **N-8—Communications**

- There shall be two means of communications between crane operator and signal person. If the signal person is visible to the operator, then two-way radios shall serve as back up. If the signal person is <u>not</u> visible to the crane operator, then a hard-wired phone system shall be the primary means of communication with two-way radios as back up.

- **N-9—Soil Capacity**

  - Under certain soil conditions, the NJSDA Safety Manager may require that a Professional Engineer (PE) inspect and certify that the soil is capable of supporting the weight of the intended crane and the anticipated loads. The PE may require additional cribbing or other material to support the loads.

Subpart O—Motor Vehicles, Mechanized Equipment, Etc.

- **O-1—Riding Mobile Equipment**

  - No one shall ride in a vehicle or mobile equipment unless it is designed to accommodate additional personnel. Violators shall be removed from the Project Site.

- **O-2—Pick-Up Trucks**

  - Riding in the back of pick-up trucks shall not be allowed.

- **O-3—Non-Licensed Motorized Equipment**

  - ATVs, golf carts, or other non-licensed, motorized equipment used to transport people and or tools/equipment shall be inspected and operated in conformance with ANSI, DOT, OSHA, and any other appropriate governing body.

Subpart P—Excavations

1.0 SCOPE

NJSDA has developed safety guidelines for all employees who work in or around open excavations to comply with the regulations required by OSHA 29 CFR 1926.650, Subpart P, Excavations.

2.0 DEFINITIONS

Competent Person - One who is capable of identifying existing and predictable hazards in the surrounding area and has the authority to take prompt, corrective actions.

Excavations - Any manmade cut, cavity, trench, or depression in an earth surface formed by earth removal.

Shoring - A structure, such as a metal, hydraulic, mechanical, or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

3.0 REQUIREMENTS

Underground/overhead utilities will be located before the start of any excavation. While the excavation is open, underground installations will be protected, supported, or removed, as necessary, to protect employees. Protective systems in any excavation beyond 20 feet deep must be certified by a professional engineer.

Only competent persons will perform soil classification to determine the proper shoring or sloping of the excavation. Ramps or properly installed ladders will be accessible for proper access and egress at a minimum of every 25 foot lateral travel distance for any excavation 4 feet or more deep.

Warning Systems/Barricades

Warning systems and stop logs will be in place in areas where vehicles must approach the edge of the excavation. Employees exposed to vehicular traffic will wear high visibility warning vests.

A competent person will inspect all excavations at the beginning of each work day or after a rainstorm or other hazard-increasing occurrence. They will barricade all excavations properly at the end of each work day.

Prohibited Areas

Employees will not be allowed to:

- Enter an unsloped or unshored excavation at any time, unless the excavation is solid rock.
- Work under loads handled by lifting or digging equipment
- Work in excavations where water has accumulated, unless precautions have been taken to protect them from the hazards posed by the water

Hazardous Atmospheres

In areas where hazardous atmospheres exist or are reasonably expected to exist, such as excavations in landfill areas or where hazardous materials have been or are now stored, the atmosphere will be tested before employees are allowed to enter. Emergency rescue equipment, such as breathing apparatus, a safety harness and lifeline, and a basket stretcher, will be readily available where hazardous atmospheres exist or are likely to develop.

4.0 TRAINING

Employees will be trained at the beginning of each project involving work in or around excavations. Training will include the information on the location and extent of excavation, warning signs and barriers, required protective equipment, and specific safety procedures.

Subpart Q—Concrete and Masonry Construction

All concrete and masonry construction shall be in accordance with applicable OSHA Standards.

Subpart R—Steel Erection (and Pre-cast Concrete Erection)

- **R-1—Hoisting, Rigging, and Loads**

  - Under certain soil conditions, the NJSDA Safety Manager may require that a Professional Engineer (PE) inspect and certify that the soil is capable of supporting the weight of the intended crane and anticipated loads. The PE may require additional cribbing or material.

  - A safe means of access to the level being worked on shall be maintained. Climbing and sliding on columns or diagonals are not allowed.

  - Containers, buckets, bags, etc. shall be provided for storing or carrying bolts or rivets. When bolts, drift-pins, or rivet heads are being removed, a means shall be provided to prevent accidental displacement. Tools shall be secured in such a manner to prevent accidental falling.

  - Lifeline attachments, dynamic fall restraints, and other fall protection provisions shall be considered during shop drawing preparation, shall be incorporated in fabricated pieces, and shall have safety lines or devices attached prior to erection wherever possible.

  - A tag line of appropriate length shall be used to control all loads or portions thereof.

  - For the protection of other trades on the Project, signs shall be posted in the erection area, “Danger: Men Working Overhead”.

  - When loads are being hoisted, all personnel are to be prevented from walking under the lift.

  - No one shall be permitted to ride a load under any circumstances.

  - Material shall not be hoisted to a structure unless it is ready to be put into place and secured.

  - Bundles of sheets or small material shall be so secured as to prevent falling out from the rigging.

- **R-2—Fall Protection Requirements**

  - The use of personal fall arrest systems shall be rigorously enforced during steel and pre-cast concrete erection.

  - The contractor shall implement a site-wide 100% six (6) foot fall protection policy. This shall include all types of scaffolding, steel erection, roof installation, and all leading edge work activities..

  - The exception contained within OSHA standards (29 CFR 1926.501.b.12) allowing for a written fall protection program in lieu of this requirement is not acceptable for the Project and is prohibited.

- **R-3—Perimeter Protection**

  - All wire rope cable connections shall have loop connections (butt-splicing is prohibited) and will require a minimum of two (2) wire Crosby rope clips as specified in OSHA standards (29 CFR 1926.251 Subpart H, Table H-20).

  - If the wire rope cable system has been designed for an anchorage point for a personal fall arrest system, at least three (3) wire rope clips must be used as specified in OSHA standards (29 CFR 1926.251 Subpart H, Table H-20).

  - Any systems used for an anchorage of personal fall arrest systems shall be inspected and approved by the competent person using the cable for this purpose.

  - Turnbuckles will be installed at suitable intervals to maintain the tightness of the wire rope but in no instance less than one (1) per perimeter side.

  - All anchorage for the wire rope cable will be capable of withstanding a minimum of 200 pounds of force if the wire rope is used as a guardrail system or a minimum of 5,000 pounds of force per person attached if the wire rope is used as an anchorage for a personal fall arrest system.

- **R-4—Erection Plan**

  - The erection subcontractor shall have a qualified person prepare a site-specific safety erection plan prior to the erection of structural members. This erection plan shall be reviewed with the CM/PMF.

  - An erection subcontractor qualified person shall approve all changes in the safety erection plan.

  - A copy of the erection plan shall be maintained at the job site, showing all approved changes.

- The implementation of the erection plan shall be under the supervision of a competent person.

Subpart S—Tunnels and Shafts, Caissons, Cofferdams, Etc.

All tunnels and shafts, caissons, cofferdams, etc., shall be in accordance with applicable OSHA Standards.

Subpart T—Demolition

1.0 SCOPE

NJSDA has developed guidelines for the safe demolition of structures and to comply with 29 CFR 1926, Subpart T, Demolition.

2.0 DEFINITIONS

Demolition - The act of tearing down; breaking into pieces; doing away with or placing in a very weak position.

3.0 REQUIREMENTS

The Contractor will ensure a written engineering survey will be made by a competent person to determine the structural condition of structures or equipment components and the possibility of unplanned collapse of any portion of the structure before demolition begins.

Portions of any structure that have been damaged by fire, flood, explosion, or other cause will be shored or braced and employees will not be allowed to conduct demolition when weather conditions create a hazard.

All electric, gas, water, steam, sewer, and other service lines will be capped or otherwise disconnected outside the structure before demolition work is started.

3.1 HAZARDOUS MATERIALS

The Contractor will determine if hazardous chemicals, gases, explosives, flammable materials, or similar dangerous substances have been used in or on any tanks, pipes, or other equipment or structures planned for demolition. When the presence of any such substance is apparent or suspected, testing and purging or cleaning will be performed and the hazard removed, if possible, before demolition starts. If the hazard cannot be removed before demolition, the demolition plan and work practices will be designed to minimize or eliminate the potential for exposure to employees, customers, or the public.

NJSDA will determine the chemical composition of the material planned for demolition including residues from processes. The Safety Department will assist in

developing demolition plans that will minimize exposure to contaminants and in selecting appropriate PPE to be used, such as respirators and protective clothing, as required.

Based on the review of the chemical composition of material planned for demolition, shower or eye wash or change areas may be provided for employees engaged in demolition.

3.2 FLOOR AND WALL OPENINGS

Where a hazard exists to employees of falling through wall openings, the opening will be protected by a standard guard rail or appropriate fall protection.

When debris is dropped through a hole in the floor without the use of chutes, the area below will be completely enclosed with barricades at least 42 inches high and not less than 6 feet back from the edge of the floor hole. Signs warning of the hazard of falling materials must be posted at all levels. Drop areas outside the exterior walls will also be effectively protected.

3.3 DEBRIS

Debris will not be removed from areas below active demolitions. Adjacent structures will be adequately protected from falling debris. Entrances and passageways that may be occupied during the demolition process must have overhead protection capable of supporting 150 pounds per square foot.

All ladders, passageways, stairs, and incidental equipment used for access during demolition, will be periodically inspected and maintained in a safe condition.

3.4 CHUTES

All material chutes installed at an angle greater than 45^0, must be completely enclosed except for openings equipped with closures at or about floor level for insertion of materials. Material will not be placed in chutes from multiple levels simultaneously. When not in use, all chute openings, including the discharge point, will be securely closed.

Chute openings, through which workers place debris, must be equipped with a gate or barricade, meeting the requirements of a standard guardrail. When the gate is opened for use, the chute must be protected by a permanent toe board at least 4 inches high. Employees placing debris in the chute will be provided with and must use approved fall protection devices.

4.0 TRAINING

The Superintendent/Foreman or designated individual will train all employees engaged in demolition on the requirements of the demolition plan. The training will be documented on the Training Acknowledgment Form.

Subpart U—Blasting and Use of Explosives

- **U-1—State & Local Laws**

  - The authority having jurisdiction (i.e., local or state fire marshal) should be contacted by the CM/PMF in accordance with State and local laws.

Subpart V—Power Transmission and Distribution

All power transmission and distribution shall be in accordance with applicable OSHA Standards.

Subpart W—Rollover Protective Structures, Overhead Protection

All rollover protective structures and overhead protection shall be in accordance with applicable OSHA Standards.

Subpart X—Stairways and Ladders

- **X-1—Conductive Ladders**

  - Fiberglass or wood ladders only shall be used. Aluminum or other conductive portable ladders are not permitted on a Project Site.

- **X-2—Personal Fall Protection**

  - When working on/from ladders at an elevation (measured from the feet of the worker) above six (6) feet, workers are required to be protected by personal fall arrest and restraint system. Workers may ascend and descend ladders above six (6) feet elevation without personal arrest systems.

- **X-3—Stairways**

  - Stairways may only be used when the stairwell tread and guardrails are in place. Stairways, which do not have stairwell treads and railings, shall be barricaded to prevent use.

- **X-4—Tipping or Falling Exposure**

  - All extension or other ladders, except stepladders, shall be tied off.

Subpart Y—Commercial Diving Operations

All commercial diving operations shall be in accordance with applicable OSHA Standards.

Subpart Z—Toxic and Hazardous Substances

1.0 SCOPE

NJSDA has developed a policy to inform employees of the hazards associated with the chemicals they may encounter during the course of their work and to implement the regulations required by OSHA 29 CFR 1910.1200 and 1926.59, Hazard Communication.

2.0 REQUIREMENTS

All employees will be trained on the provisions of this policy before beginning work. The Superintendent/Foreman will determine which chemicals, if any, an employee may encounter during work activities and include them in the site hazard communication program.

This policy identifies the documentation that is required when hazardous chemicals are purchased, present at a worksite, and are transferred to other containers. It also identifies the recordkeeping files that will be maintained.

Chemical Inventory/MSDS

The Superintendent/Foreman will prepare an inventory of all hazardous chemicals for each construction, service, and maintenance project location. The Superintendent/Foreman will ensure a current Material Safety Data Sheet (MSDS) is available for each chemical on the list.

This list of chemicals will be kept with the MSDSs and will be readily available for employees' review.

Purchasing Hazardous Chemicals

MSDSs will be obtained whenever a new hazardous chemical is purchased.

Employees who receive a copy of an MSDS with any shipment will forward it to the Superintendent/Foreman for review, use, and filing.

Container Labeling

Each container of a hazardous chemical will be labeled, tagged, or marked with the name of the hazardous chemical and a hazard warning. Typically, labels will already

convey this information as well as the name and address of the manufacturer or distributor.

If labeling must be done, the hazard warning will be in the form of a label. "HMIS Labels", or equivalent, will be used. Warning labels should be positioned so that they do not interfere with any container's existing printed material. The hazard warning label or hazard warning information may not be removed or defaced unless the container has been completely emptied.

Portable containers that hold hazardous chemicals transferred from labeled containers must also be labeled with the name of the hazardous chemical and the hazard-warning label.

Training

Employees will be trained at the beginning of each project on the chemicals planned for use and whenever a new hazard is introduced into the work area.

The Superintendent/Foreman, Site Safety Officer, or other qualified individual will present the hazard communication training program to the employees at the time of hire that will include:

- The requirements of the OSHA Hazard Communication Standard
- Discussion of operations in the work area where hazardous chemicals are present
- An explanation of the hazard warning labeling system and MSDSs
- The location and availability of the written Hazard Communication Policy, the chemical inventory, and MSDSs
- Methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area
- The physical and health hazards of the chemicals in the work area
- The actions employees can take to protect themselves from these hazards

The Superintendent/Foreman will inform employees of the hazards of non-routine tasks before the operation begins.

Multi-Employer Sites

At worksites where there are other employers who may be exposed to hazardous chemicals used by General Contractor and Subcontractor personnel, the Superintendent/Foreman will inform the other employers of:

- The methods to obtain a copy of an MSDS
- Any precautionary measures that must be taken to protect employees
- * The labeling system used at the worksite

At worksites where NJSDA personnel may be exposed to hazardous chemicals used by other employers, the Superintendent/Foreman will obtain this information from the other employer.

11.0 Waste Disposal

This section contains only requirements as applied to disposal of construction supplies and materials. Nothing in this section shall be interpreted to limit or replace any federal, State, or local EPA requirements or standards.

- A Contractor who creates, may be expected to create, or could accidentally create a material that could be classified to be hazardous waste shall provide to the CM/PMF a copy of their EPA disposal number and other pertinent information.
- All hazardous waste, or waste that could be considered hazardous waste, as determined by the methodology and definitions from environmental regulators, will be stored and collected in special areas and disposed of as directed by the CM/PMF.
- No material is to be abandoned on a Project Site. If material found on a Project Site can be traced to a Contractor, that Contractor will be responsible for all expenses involved in collecting, moving, cleaning, and disposing of all material in the area where the material was abandoned.
- Should a potentially hazardous condition be discovered the GC shall immediately notify the CM/PMF, NJSDA Project Manager, and NJSDA Safety Coordinator.

FORMS INDEX

SDA

NJ SCHOOLS DEVELOPMENT AUTHORITY

NJSDA Form A

Report of Unsafe Acts or Conditions

Project/Site _____ Contract No.: _____
School District: _____ Date: _____
Time of Day: _____

Location of Unsafe Act/Condition:

_____

_____

_____

Existing Condition that You Feel is Unsafe:

_____

_____

_____

_____

Unsafe Act:

_____

_____

_____

Location of Unsafe Act/Condition:

_____

_____

_____

Contractor: _____
Reported to: _____
Name (Optional): _____
Phone Number (Optional): _____

SDA

NJ SCHOOLS DEVELOPMENT AUTHORITY

SDA Form B

SAMPLE SITE SPECIFIC SAFETY PROGRAM

NOTICE: *This template shall be utilized to develop your own Site Specific Safety Program.*

PROJECT NAME

CONTRACT NUMBER

SCHOOL DISTRICT

CONTRACTOR NAME

DATE

FIELD SUPERVISOR ASSIGNED TO THIS PROJECT NAME:

OFFICE AND CELL NUMBERS:

SAFETY COORDINATOR ASSISGNED TO THIS PROJECT NAME:

OFFICE AND CELL NUMBERS:

EMERGENCY CONTACT INFORMATION

IN CASE OF AN EMERGENCY CALL 911

FIRE DEPARTMENT CALL 911

POLICE DEPARTMENT CALL 911

EMERGENCY MEDICAL ASSISTANCE CALL 911

OTHER EMERGENCY CONTACTS

Fire: Routine # _____

Police: Routine # _____

Hospital: Name _____

Directions to Hospital:

_____

_____

_____

Additional Emergency Phone Contacts (during daytime only):

Chemtrec1-800-424-9300

Agency for Toxic Substances and Disease Registry (ATSDR).....1-888-42-ATSDR or 1-888-422-8737

At and F (Explosives) 1-888-283-2662

National Response Center..... 1-800-424-8802

Pesticide Information Service 1-800-222-1222

Resource Conservation and Recovery Act (RCRA) Hotline 1-800-424-9346

National Poison Control Center..... 1-800-942-5969

U.S. DOT 1-202-366-0656

Contractor's Primary Contact: _____

Name/Phone #/Pager #/Cell # _____

Contractor's Secondary Contact: _____

INTRODUCTION:

The purpose of this SSHSP is to set forth, in an orderly and logical fashion, appropriate health and safety procedures to be followed during onsite construction activities at all School Facilities Projects.

During the performance of the task to be performed, this SSHSP identifies potential hazards that Contractor or subcontractor personnel may be exposed to. No personnel shall participate on this job site without having read this plan in its entirety. This plan has been developed to be as complete as possible; however, should conditions dictate revisions or additions to this plan, amendments shall be drafted, added, and distributed as required by the Authority. This plan works in concert with OSHA standards, CFR 1926, Environmental Protection Agency regulations, National Fire Protection Association Codes, and any other applicable codes stated in the Contract. It shall be the Contractor's responsibility to ensure that all of its subcontractors comply with the provisions set forth in this plan.

STATEMENT OF COMPANY'S SAFETY GOALS AND OBJECTIVES:

GENERAL DESCRIPTION OF PROJECT SCOPE:

EMPLOYEE AWARENESS OF SAFETY: Describe methods used to foster or promote employee awareness of health and safety matters (e.g. safety meetings, incentives, etc.)

SITE COMPLIANCE: Provide a general management plan for the SSHSP, including the names and assigned responsibilities of persons that ensure compliance at the worksite:

SUBPART D – OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROLS

Are there any special environmental conditions that require special attention.

Identify any radiation that may exist as part of your work, including but not limited to, any laser technology and/or any testing equipment.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazard identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART E – PERSONAL PROTECTIVE EQUIPMENT (PPE)

Identify if there are any special conditions that require unusual apparatus, additional PPE (respiratory, overhead, chemical concerns, etc.).

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART F – FIRE PROTECTION AND PREVENTION

Identify areas where extinguishers, entry of fire department, collaboration of fire department and site, storage of tanks, etc., must be considered. Discuss fire protection of existing facilities.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART G – SIGNS, SIGNALS, AND BARRICADES

Identify any signage, such as directional, entry, labeling, hazmat, storage, fencing, etc. This shall include any areas that need to be barricaded. Also provide a Sidewalk Bridging Plan, if applicable.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART H – MATERIALS HANDLING, STORAGE, USE, AND DISPOSAL

Identify any special conditions that exist such as contaminated materials, handling of material around occupied spaces on and off site, placement of disposal area, etc. Include discussion of trucking routes to and from site as applicable.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART I – TOOLS–HAND AND POWER

Identify any special conditions that apply.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART J – WELDING AND CUTTING

Identify any special conditions that apply.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART K – ELECTRICAL

Identify any specific site conditions relative to power entering the job site and temporary power locations. Also include discussions relative to transformers, overhead power lines, high-tension power lines, etc.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART L – SCAFFOLDS

Submit Scaffolding Plan in sketch form to PMF/CM and NJSDA.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

Subcontractor(s): (List all trades working on this activity.)

SUBPART M – FALL PROTECTION - Protection of Public (Bridging)

Identify any special conditions that may apply

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART N – CRANES, DERRICKS, HOISTS, ELEVATORS, AND CONVEYORS

Identify any special conditions that apply.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART O – MOTOR VEHICLES, MECHANIZED EQUIPMENT, ETC.

Identify any special conditions that apply.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART P – EXCAVATIONS

Identify any special materials or applications such as, cofferdams, sheeting, shoring, etc.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART Q – CONCRETE AND MASONRY CONSTRUCTION

Identify any special conditions that apply.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART R –STEEL ERECTION (AND PRECAST CONCRETE ERECTION)

Provide erection sequences and crane locations as a part of the Site Logistics Plan. Identify special soil conditions that may have an impact on bearing capacity for erection equipment. If available, provide Site Logistics Plan.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART S – TUNNELS AND SHAFTS, CAISSONS, COFFERDAMS, ETC.

Identify if this section applies or not.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART T – EXCAVATIONS

Identify demolition required in and outside of occupied spaces. Identify specific environmentally hazardous materials that may be encountered, such as underground storage tanks (UST), etc.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART U – BLASTING AND USE OF EXPLOSIVES

Identify if this section applies. If it applies, provide specifics.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART V – POWER TRANSMISSION AND DISTRIBUTION

Identify any specific site conditions relative to power entering the job site and temporary power locations. Also include discussions relative to transformers, overhead power lines, high-tension power lines, etc.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART W – ROLLOVER PROTECTIVE STRUCTURES, OVERHEAD PROTECTION

Identify any special conditions that apply.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART X – STAIRWAYS AND LADDERS

Identify any special conditions that apply.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART Y – COMMERCIAL DIVING OPERATIONS

Identify any special conditions that apply

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

SUBPART Z – TOXIC AND HAZARDOUS SUBSTANCES

Identify special and/or unusual substances that may be required as part of this project.

COMMENTS:

PROPOSED CONTROLS: (Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of workers, and on-site personnel and the general public, against the hazards identified above.)

COMPETENT PERSONS: As applicable**,** identify the Qualified and/or certified person(s) responsible for oversight of a particular hazardous operation. The Competent Person is required to conduct daily, documented site inspections.

Competent Person(s)

SUBCONTRACTOR(S): (List all trades working on this activity.)

NJSDA Form 1108
NJSDA Form C-1

SDA
NJ SCHOOLS DEVELOPMENT AUTHORITY

NJ Schools Development Authority OCIP
Worker's Compensation
SUPERVISOR'S INCIDENT INVESTIGATION REPORT

Incident Date: _____ Time: _____ Place: _____

EMPLOYEE INFORMATION: (Complete one report for each Employee involved)

Name: _____ DOB: _____
Address: _____
Home Telephone: _____ Occupation: _____
How long was Employee performing this operation/job: _____
Employer: _____

INCIDENT INFORMATION:

Describe in detail how incident occurred: _____

_____

What was Employee doing at time of incident: _____

_____

Were activities part of the job? YES ☐ NO ☐ If NO, describe further) _____

Were photos taken? Yes ☐ No ☐ By whom: _____

Name, address and phone number of all witnesses to the incident (use separate sheet if necessary):

_____

_____

Any contributing factors to incident, i.e. Equipment/tools, unsafe acts of employee, or other:

_____

Did the incident result in an injury? Yes ☐ No ☐ If NO, skip Injury Information Section)

INJURY INFORMATION:

Describe nature and extent of injury: _____
Was first aid given? Yes ☐ No ☐ When and by whom? _____
Was injured transported via ambulance? Yes ☐ No ☐ When and by whom? _____
I decline medical treatment at this time: _____
(Employee's Signature)

Comments: _____

_____

Prepared By: _____
Company Name By: _____
Supervisor's Name (Please Print) _____
Supervisor's Signature: _____
Date: _____

NJSDA Form 1109
NJSDA Form C-2

SDA
NJ SCHOOLS DEVELOPMENT AUTHORITY

NJ Schools Development Authority OCIP
General Liability
SUPERVISOR'S INCIDENT INVESTIGATION REPORT

Incident Date: _____ Time: _____ Place: _____

CLAIMANT INFORMATION: ***(Complete one report for each individual involved)***
Name: _____ DOB: _____
Address: _____
Home Telephone: _____ Work Telephone: _____
If auto accident, request insurance information:
Carrier: _____ Policy Number: _____

INCIDENT INFORMATION:
Describe in detail how incident occurred:

_____

_____

Name of project employees/employer at incident: _____
Witness: (Provide name, address, & phone number) _____

_____

_____

INJURY INFORMATION:
Does claimant allege injuries? Yes ☐ No ☐
Describe injury: _____
Medical treatment requested? Yes ☐ No ☐ By ambulance? Yes ☐ No ☐

PROPERTY DAMAGE INFORMATION:
Describe damaged property: (i.e. make, model of vehicle, type of equipment) _____

_____

_____

Give name, address, and phone number of owner of property (if different from above):

_____

_____

Were photos taken? Yes ☐ No ☐ By whom: _____
Police Notified? Yes ☐ No ☐ Report or file no.: _____
Comments: _____

_____

Prepared By: _____
Company Name By: _____
Supervisor's Name (Please Print) _____
Supervisor's Signature: _____

_____

NJSDA Form 1110
NJSDA Form C-3

SDA
NJ SCHOOLS DEVELOPMENT AUTHORITY

NJ Schools Development Authority OCIP

Builders Risk

SUPERVISOR'S INCIDENT INVESTIGATION REPORT

Incident Date: _____ Time: _____ Place: _____

INCIDENT INFORMATION:

Describe in detail how incident occurred:

_____

_____

Name of project employees/employer at incident: _____

Witness: (Provide name, address, & phone number) _____

_____

_____

PRIMARY CAUSE:

What condition or act caused the accident:

_____

_____

_____

Recommended correction action: _____

_____

_____

Equipment Involved: _____

Amount of Loss: _____

Were photos taken? Yes ☐ No ☐ By whom: _____

Police Notified? Yes ☐ No ☐ Report or file no.: _____

Comments: _____

_____

Prepared By: _____

Company Name By: _____

Supervisor's Name (Please Print) _____

Supervisor's Signature: _____

Date: _____

SDA
NJ SCHOOLS DEVELOPMENT AUTHORITY

SAFETY INSPECTION CHECKLIST

Contractor: _____

Project Management Firm: _____

Project/Site: _____ **Contract No.:** _____

School District: _____ **Date:** _____

Inspector: _____

Tradesmen On-Site:

Current Work Status:

Accident/Incidents Since Last Visit:

Summary of Safety Activities:

OBSERVATIONS	YES	NO	COMMENTS
Orientation			
8’ High Fence			
Separation Construction/Schools Facilities			
Tool Box Safety Meetings			
C-Emergency Evacuation Plans			
C-Safety Documentation			
C-Exterior Housekeeping			
C-Interior Housekeeping			
D-First Aid			
D-Adequate Lighting			
D-Safety Communication Program			
D-Hazard Communication Program			
E-Personnel Safety Equipment			
F-Adequate Fire Extinguishers			
G-Adequate Signage			
I-Hand/Power Tool Safety Compliance			
J-Welding/Cutting/Hot Work Safety Compliance			
K-Lock Out/Tag Out Procedure Compliance			
K-Temporary Lights & Power Compliance			
K-GFCI & Power Cord Inspection Compliance			
L-Scaffold Safety Requirement Compliance			
L-Scissor & Aerial Lift Requirement Compliance			
M-Perimeter Fall Protection Compliance			
M-Interior Shaft & Opening Protection Compliance			
N-Crane & Derrick Safety Requirement Compliance			
O-Motor Vehicle Safety Requirement Compliance			
O-Mechanical Equipment Safety Requirement Compliance			
P-Excavation & Trenching Safety Compliance			
Concrete and Masonry Safety Compliance			
Steel Erection Safety Compliance			
Demolition Safety Compliance			
Blasting & Explosives Safety Compliance			
Stair Safety Compliance			
Ladder Safety Compliance			
Environmental & Toxic Substance Safety Compliance			
Inspect for Equipment Operator License			
Inspect for Equipment Training Certificate			

Inspection Comments:

Inspector: _____ Date: _____
(Signature) *(Print)*

FIRM/SCC: _____

Please Attach Additional Pages as Needed

I hereby certify that all of the above representatives are true and accurate

PMF Rep _____ **Date:** _____
(Signature) *(Print)*

GC Rep: _____ **Date:** _____
(Signature) *(Print)*

SDA
NJ SCHOOLS DEVELOPMENT AUTHORITY

TOOLBOX TALK REPORT

PROJECT/SITE: _____

CONDUCTED BY: _____ **FIRM:** _____

TOPIC: _____

ADDITIONAL TOPICS: _____

COMMENTS: _____

_____

MEETING ATTENDANCE ***(SIGN AND PRINT YOUR NAME TO THE RIGHT)***

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

SDA
NJ SCHOOLS DEVELOPMENT AUTHORITY

CONFINED SPACE ENTRY PERMIT
SPECIAL WORK PERMITES MUST BE ATTACHED
THIS PERMIT TO BE COMPLETED BY ENTRY SUPERVISOR

Contractor Name: _____
School District: _____ **Project/Site:** _____
Purpose: _____

_____

_____
Date: _____ **Start Time**: _____ **Finish Time**: _____

PRE-ENTRY CHECKLIST

		Yes	No	NA
1.	Space cleaned, drained, and cooled?			
2.	Energy sources at zero state?			
	Electrical systems disabled and locked out-tagged?			
	Heating/cooling system disabled?			
	Pneumatic, spring, gravity, hydraulic, & other energy sources brought to zero state?			
3.	Valves & all lines to the confined space broken & tagged or blanked and tagged?			
4.	Is hot work to be allowed in CS? If yes, attach Hot Work Permit.			
5.	Are Any chemicals anticipated to be in CS?			
	If yes, list chemicals anticipated to be in CS? _____			
6.	Surrounding area also checked for flammable gases?			
7.	Tested for toxic chemicals and okay?			
8.	Oxygen & flammable testing devise to be left in the confined space?			
	If no, why? _____			
9.	Attendant assigned & properly instructed? **NOTE: DO NOT PROCEED WITHOUT ATTENDANT**			
10.	Employees in the immediate area alerted to help, if needed?			
11.	Fresh air blower provided?			
12.	Rescue harness provided & to be worn?			
	If no, why? _____			
13.	Life line attached & lifting pulley in place?			
14.	Rescue equipment on the job, extra rope, harness, breathing equipment & alarm?			
15.	Supplied air breathing equipment required to be worn inside the confined space?			
	If no, why? _____			
16.	Other protective equipment required to be worm inside the confined space?			
17.	Oxygen & flammable gas test made and okay?			
18.	Adequate work area must be provided around CS. Is this area barricaded/guarded?			
19.	Communication method to be used: _____			
20.	List any hazards of CS not covered above: _____			
21.	Remarks: _____			

CONFINED SPACE ENTRY PERMIT

SPECIAL WORK PERMITES MUST BE ATTACHED
THIS PERMIT TO BE COMPLETED BY ENTRY SUPERVISOR

Contractor Name: _____
School District: _____ **Project/Site**: _____
Purpose: _____

_____

_____

Date: _____ **Start Time**: _____ **Finish Time**: _____

Atmospheric check made prior to entry? Checks must be made in the following order:

A.	% Oxygen: Limit 19.5-23.5%	Reading:	_____	Time:	_____
B.	% Explosive: Limit to enter is zero	Reading:	_____	Time:	_____
C.	Toxins: H_2S; Limit < 19 PPM	Reading:	_____	Time:	_____
D.	CO; limit <35 PPM	Reading:	_____	Time:	_____

Tester's Name: _____

I CERTIFY THAT ALL NECESSARY PRECAUTIONS HAVE BEEN TAKEN TO MAKE THIS CONFINED SPACE SAFE FOR ENTERING & CARRYING ON PRESCRIBED WORK DURING SPECIFIED TIME ABOVE.

_____ _____ _____
Formen's Signature Date Time

SDA
NJ SCHOOLS DEVELOPMENT AUTHORITY

HOT WORK PERMIT

School District: _____ **Project/Site:** _____
TIME HOT WORK ALLOWED: _____ **TO**: _____ **DATE**: _____
JOB DESCRIPTION: _____

TYPE OF WORK

- ☐ ELECTRIC WELDING
- ☐ CHISELING
- ☐ GRINDING
- ☐ BRAZING
- ☐ SOLDERING
- ☐ GAS WELDING.BURNING
- ☐ OTHER _____
- ☐ MELTING POT
- ☐ RED HEADING
- ☐ POWER GUN
- ☐ HAMMERING
- ☐ DRILLING

ALARMS MUST BE CUT OFF ☐ YES ☐ NO
CUT OFF BLDG. SPRINKLERS ☐ YES ☐ NO
FIRE WATCH REQUIRED ☐ YES ☐ NO
VAPOR/GAS COMBUSTION TEST REQUIRED ☐ YES ☐ NO

PERSON DOING THE WORK MUST CHECK ITEMS & SIGN BELOW

HAND FIRE EXTINGUISHER IN AREA	☐ YES	☐ NO
COMBUSTIBLE MATERIALS REMOVED FROM AREA	☐ YES	☐ NO
COMBUSTIBLE MATERIALS REMOVED FROM AREA BELOW	☐ YES	☐ NO
ALL FLAMMABLE LIQUIDS REMOVED FROM AREA	☐ YES	☐ NO
ALL FLAMMABLE GAS SHUT-OFF AND ISOLATED	☐ YES	☐ NO
WELDING SCREENS POSITIONED WHERE NEEDED	☐ YES	☐ NO
SHEATHING PROVIDED WHERE NEEDED	☐ YES	☐ NO
WELDING CABLES & HOSES OUT OF TRAVEL AREAS OR SECURED AT LEAST 7' OVERHEAD	☐ YES	☐ NO
VAPOR COMBUSTION TEST CONDUCTED	☐ YES	
VAPOR COMBUSTION TEST CONDUCTED WHERE NECESSARY	☐ YES	☐ NO
USING PIPE AS REQUIRED ON SPECIAL WORK PERMIT	☐ YES	☐ NO

IF TESTED, WHO CONDCUTED TEST? _____

TEST RESULTS _____

_____
(SIGNATURE OF PERSON PERFORMING THE HOT WORK)

APPROVALS (SIGNATURES)

SHIFT	CONTRACTOR'S FOREMAN
DAY	_____
SWING	_____
NIGHT	_____

THE PERSON PERFORMING THE HOT WORK MYST INSURE THAT:

1. SPARKS AND MOLTEN SLUGS OF METAL MUST BE CONFINED TO THE WORK AREA AND KEPT FROM FALLING INTO OR ENTERING OTHER AREAS.
2. WHEN USING HAND TOOLS FOR DRILLING OR CHIPPING IN HAZARDOUS AREAS, USE SPARK-PROOF TOOLS OR KEEP TOOLS LUBRICATED WITH WATER OR OTHER ADEQUATE MATERIAL TO REDUCE RISK OF SPARKS.
3. WHEN USING AIR OR ELECTIR CDRILLS IN HASARDOUS AREAS, WATER OR OIL MUST BE KEPT ON BIT TO PREVENT SPARKS.
4. WHEN CUTTING OR CHIPPING CONCRETE FLOOR, ETC., KEEP CONCRETE WET.
5. THE PERSON DOING THE WORK MUST ENSURE BEFORE LEAVING THE AREA THAT THERE IS NO DANGER OF A FIRE BEING STARTED AS RESULT OF THE WORK.
6. ANY WORKER WHO LEAVES THE JOBSITE FOR ANY REASON MUST CHECK UPON RETURN TO SEE THAT NO HAZARDOUS CONDITIONS HAVE DEVELOPMENT DURING THE ABSENCE.
7. PERMIT BECOMES VOID IF:
   A. HOT WORK DELAYED FOR ON HOUR OR MORE;
   B. AN EMERGENCY ALARM SOUNDS FOR THE AREA; AND
   C. A FIRE OCCURS IN THE AREA.
8. WHEN "HOT WORK" JOB IS FINISHED, ASSURE THAT ANY FIXED FIRE PROTECTION SYSTEM (SUCH AS SPRINKLERS, ALARMS, SMOKE DETECTORS, ETC.) THAT WERE TURNED OFF ARE NOW RETURNED TO OPERABLE CONDITION. COORDINATE THIS THROUGH THE PLANT'S FIRE BRIGADE CHIEF OR THE SAFETY REPRESENTATIVE WHERE APPLICABLE .
9. THIS TAG MUST BE POSTED AT WORK SITE THEN RETURNED TO THE SITE SAFETY REPRESENTATIVE