



New Jersey Schools Development Authority

SAFETY MANUAL

Overview

PART A

This publication provides a general overview of particular standards-related topics. This publication does not alter or determine compliance responsibilities which are set forth in the Occupational Safety and Health Act (OSHA) standards. Moreover, because interpretations and enforcement policy may change over time, for additional guidance on OSHA compliance requirements, the reader should consult administrative interpretations and decisions by the Occupational Safety and Health Review Commission and the courts.

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The Prime Contractor Site-Specific Health and Safety Plan (SSHASP) policies and procedures shall meet or exceed those found in this publication. Failure by the Prime Contractor to meet or exceed the standards, policies, and procedures found in this publication or other imposed safety elements, subjects the Prime Contractor to remedies under the Contract, including default.

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1.0 INTRODUCTION

This New Jersey Schools Development Authority (NJSDA) Safety Manual applies to the Work performed on any School Facility Project as defined by the Contract Documents. All Prime 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 Prime 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 Prime 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 Prime Contractors and their subcontractors and subconsultants, with the goal of reducing accident frequency and severity. These policies and procedures include, but are not limited to, the following:

1. It is the responsibility of the Prime 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, renovation, reconstruction, rehabilitation, alteration, conversion, extension, demolition, repair and/or other changes or improvements of any kind.
2. 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 Prime Contractor.
3. The Prime 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 Prime Contractors and all subcontractors shall conform, unless more detailed or stringent requirements are included in the Prime Contractor ("SSHASP").
4. Prior to the start of Work, the Prime Contractor shall provide a SSHASP to the assigned NJSDA Field Compliance Inspector and Construction Manager (CM) in a timely manner so that the plan can be reviewed and approved by the assigned NJSDA Field Compliance Inspector no less than fourteen (14) calendar days prior to any work beginning on the job site. The Prime Contractor shall obtain a copy of each subcontractor's Job Hazard Analysis (JHA), a template of which is attached (see Form 6), and provide copies to the CM. The Prime Contractor shall require that all subcontractors, including sub tiers, comply with the Prime Contractor SSHASP, and this NJSDA Safety Manual.
5. The Prime 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.
6. Failure to include the cost of complying with these safety measures in a bid will not relieve the Prime Contractor from the obligation to implement the requirements in this NJSDA Safety Manual.
7. Whenever the Prime Contractor or any subcontractor has knowledge of, or is notified of, an unsafe act or unsafe condition, the Prime Contractor shall immediately take steps to correct the unsafe act or unsafe condition.
8. If the Prime Contractor or any subcontractor refuses to correct an unsafe act or unsafe condition, the assigned NJSDA Field Compliance Inspector, NJSDA Safety Director, and/or the authorized CM 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 Prime Contractor and at no time shall the costs be borne by the
9. Authority. In addition, a tradesperson may be required to be retrained before returning to work.
10. Violations of applicable OSHA, US Environmental Protection Agency (EPA) regulations and standards including various governing New Jersey agencies or an Authority Having Jurisdiction (AHJ) can result in the issuance of fines by these organizations. The Prime Contractor shall be responsible for any such fines.

1.0 INTRODUCTION (continued)

11. It is agreed and understood by the Prime Contractor that this NJSDA Safety Manual is an integral part of the Contract Documents and the Prime Contractor shall incorporate its terms in all of its subcontracts and require its inclusion in subcontracts of all tiers.
12. After reading this NJSDA Safety Manual, the Prime Contractor is required to send to the assigned NJSDA Field Compliance Inspector a copy of its SSHASP, a template of which is attached (see Form 1), prior to the start of work for review and acceptance.

1.1 Definitions

- ❖ Authority's Project Manager -
The Authority's representative for the Project who administers the contract and manages the project on behalf of the Authority. The Authority's Project Manager shall have that authority specified in the Levels of Operating Authority Policy which document can be found on the Authority's website.
- ❖ Construction Manager (CM) -
The person, persons or firm, if any, engaged by the Authority to act as the Authority's representative on the Project, and to provide construction management services, including oversight and reporting services, in connection with the construction of this Project. In the event that the Authority elects to not engage a Construction Manager for the Project, the term "Construction Manager" shall be understood to refer to the Authority's identified Project representative.
- ❖ "Near Miss" Incident -
An undesired event that, under slightly different circumstances, could result in personal harm or property damage, but in this case didn't. All "near miss" incidents shall be reported to the assigned NJSDA Field Compliance Inspector within twenty-four (24) hours of the event.
- ❖ New Jersey Schools Development Authority (NJSDA or Authority) -
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 pursuant to this Agreement.
- ❖ NJSDA Field Compliance Inspector -
An Authority staff person from the Safety and Workforce Compliance (SWC) Unit assigned to oversee safety and health issues on behalf of the Authority.
- ❖ NJSDA Safety Director -
A senior Authority staff person appropriately credentialed and assigned to oversee 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.
- ❖ Prime Contractor -
Any party entered into a construction contract with the Authority or agreement for a School Facilities Project involving any construction, renovation, reconstruction, rehabilitation, alteration, conversion, extension, demolition, repair, and/or other changes or improvements of any kind.

1.1 Definitions (continued)

- ❖ Prime Contractor Safety Coordinator and Inspector -
A person who performs safety management duties for the Project and serves as the Authority's point of contact for all matters relating to project safety, enforces and implements the safety requirements of the Contract, inspects the Work to ensure compliance with OSHA regulations and guidelines, ensures compliance with the NJSDA Safety Manual, and all applicable laws and regulations.
- ❖ Professional Services Consultant -
A firm contracted to perform professional services on the behalf of the Authority.
- ❖ Project School District -
The school district or districts in which the School Facilities Projects are located.
- ❖ Risk Management Unit (RMU) -
The Authority's unit dedicated to managing the NJSDA Owner Controlled Insurance Program (OCIP) and associated risk management and vendor services responsibilities.
- ❖ School Facilities Projects -
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.
- ❖ Scope of Construction Work (SOW) -
The services performed by a Prime Contractor or any subcontractor on NJSDA 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.
- ❖ Subconsultant -
The Professional Services Consultant to whom another Professional Services Consultant subcontracts part of the services for which the latter is responsible.
- ❖ Subcontractor -
The Contractor to whom a Prime Contractor or other subcontractor subcontracts part of the Work for which such Contractor or other subcontractor is responsible.

2.0 SAFETY POLICY STATEMENT

2.1 Objectives

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

To minimize any damage to the property of the Authority, Project 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 Prime 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.

2.2 Policy Statement (continued)

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

The Prime Contractor hereby acknowledges that the Work on School Facilities Projects property is granted by permission of the Authority and/or the Project School District. The Prime 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 Prime Contractor agrees, without condition or reservation, that there shall be no fraternization between the Prime Contractor's employees, or any subcontractor's employees, and any students or faculty. Failure to comply with this provision by a Prime Contractor 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 Prime Contractor shall have no recourse in the event the Authority or its authorized representative enacts this provision.

3.0 RESPONSIBILITIES

The Authority will hold the Prime 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 Prime 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

1. The Prime Contractor and all subcontractors shall:
 - a) Use safety planning, including the use of JHA as a tool to reduce injury or damage to persons and property.
 - b) Conduct a daily documented inspection of assigned work areas to locate and abate unsafe conditions and practices before they result in bodily injury or property loss.
 - c) Provide SSHASP and JHAs to the Prime Contractor, which are to be maintained by the Prime Contractor at the Project Site.
 - d) 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 and privacy screening shall be made. The Prime Contractor shall follow all contract documents and specifications regarding selection, installation, and maintenance of perimeter fencing on all School Facilities Projects.
 - e) Establish Green Zones (safe) and Red Zones (unsafe) for all non-construction traffic and personnel.
 - f) Utilize engineering and administrative controls to safeguard the school occupants, public, and property adjacent to the Project Site, as well as the environment.
 - g) 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 shall approve all exits, temporary or permanent.
 - h) Use accident investigation information to abate deficiencies and eliminate any additional losses. (See attached Forms 1108, 1109 and 1110.)
 - i) Provide first-aid kits in accordance with OSHA standards (29 CFR 1926.50).
 - j) Implement the NJSDA established site-wide 100% six (6) foot fall protection policy. This shall include all types of scaffolding and steel erection, except 'Baker' type which is four (4) foot.

3.1 General Overview (continued)

2. The Prime 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 Prime Contractor Safety Coordinator and Inspector

The Prime Contractor shall designate an employee as the Safety Coordinator and Inspector. The Prime Contractor Safety Coordinator and Inspector shall have the following qualifications:

1. Five years of experience working as a safety professional; and
2. Completion of 30-Hour OSHA Construction Outreach Training; and
3. Completion of 24-Hour HAZWOPER training; and
4. Certification as a Construction Health and Safety Technician (CHST).
5. Additionally, a bachelor's degree in Safety and Health Management or other related field is preferred, but not mandatory.

The Prime Contractor Safety Coordinator and Inspector is the person who performs safety management duties related to School Facilities Projects, and serves as the Authority's point of contact for all matters relating to project safety. The Prime Contractor Safety Coordinator and Inspector enforces and implements the safety requirements of the Contract, including the Prime Contractor's SSHASP, and inspects the Work to ensure compliance with OSHA regulations and standards, the NJSDA Safety Manual, and all local, state, and federal applicable laws and regulations.

The Prime Contractor Safety Coordinator and Inspector shall be present on the Project Site whenever Work is being performed regardless of the scope of work or amount of work personnel present at site. The Prime Contractor Safety Coordinator and Inspector shall only perform safety management duties for the Project and shall not perform Construction Work, or clerical/administrative work unrelated to Safety Coordinator and Inspector duties, or perform additional roles or functions on the Project (e.g., Superintendent, Quality Assurance/Quality Control Coordinator, etc.).

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

A Notice of Substitution letter or the request to change-out the existing Prime Contractor Safety Coordinator and Inspector for any reason shall be submitted to the NJSDA Safety Director no later than fourteen (14) calendar days of the initial request date and must be approved by the NJSDA Safety Director prior to the person assuming the position.

3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities

The Prime Contractor Safety Coordinator and Inspector shall be responsible for:

1. Promoting total job safety with all employees and visitors.
2. Administration, implementation, and execution of this NJSDA Safety Manual and OSHA construction regulations on the Project Site in cooperation with representatives from the CM, OCIP loss control representatives, assigned NJSDA Field Compliance Inspector and the NJSDA RMU.
3. Monitoring subcontractors' adherence to safety requirements.
4. Performing accident investigations. (See attached Forms 1108, 1109, and 1110.)
5. Ensuring that all Prime 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).

3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities (continued)

6. Ensuring the proper use and care of personal protective equipment by all employees.
7. Performing a daily documented safety inspection for record 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 Project Safety Inspection Checklist; see attached Form 2).
8. Maintaining the Prime Contractor first-aid kit and monitoring subcontractors' first-aid kits.

3.4 Subcontractor Competent Person/Foreman-in-Charge Responsibilities

The Prime Contractor shall require each subcontractor to have a subcontractor Competent Person/Foreman-in-Charge to plan for and oversee safety regardless of the number of trade employees on-site. This subcontractor Competent Person/Foreman-in-Charge is required to have completed the minimum of 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/Foreman-in-Charge shall:

1. Use pre-task planning and JHA instructing employees on safe work practices and methods to prevent injury, damage to property, and loss of productive time.
2. Ensure that safety orientation stickers are displayed on hard hats, indicating attendance and sign-off at required employee safety orientation.
3. Supply and enforce the use of personal protective equipment. A sign that states, "Approved Hard Hats and Safety Glasses, and Proper Work Shoes are Required Beyond this Point" is to be clearly posted at each construction site entrance.
4. 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).
5. 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. These meetings are to be held Monday through Thursday only.
6. Conduct daily visual safety inspections of his/her work areas and document all noted safety deficiencies and corrective action taken to meet OSHA compliance.
7. Assist in accident investigations.
8. 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 shall be documented, with copies forwarded to the Prime Contractor, if the condition is identified by a subcontractor, then to the CM, and the assigned NJSDA Field Compliance Inspector.

3.6 Safety Responsibility Matrix

Please refer to the following Safety Responsibility Matrix outlining roles and responsibilities of key project personnel:

SAFETY RESPONSIBILITY MATRIX	NJSDA Safety Unit NJSDA Construction Operations	CM	NJSDA (RMU)	Prime Contractor	Subcontractors	Architects
SSHASP Development & Approval	Approve	Assist		Lead		
Develop and Maintain Master Emergency Action Plan	Monitor	Lead		Assist	Assist	
Develop and Maintain Master Emergency Action Plan	Monitor	Lead		Assist	Assist	
JHA Development & Approval	Monitor	Assist, Approve**		Assist, Lead	Lead, Assist	
File JHA and SSHASPs	Monitor	Assist		Lead	Assist	
Contractor Safety Orientation	Monitor	Assist		Lead		
File and Maintain Specialized Trade Training Programs	Monitor	Assist		Lead	Assist	
Institute Toolbox Talk Topics	Monitor	Assist		Lead	Lead	
File Site Safety Inspections		Assist		Lead		
Maintain all Safety Training Records	Monitor	Assist		Lead		
Daily Safety Inspections & Record Keeping	Monitor	Assist		Lead	Assist	
Periodic Safety Inspections, Reporting & Record Keeping	Assist	Assist		Lead	Assist	
Remedy Safety Violations/ Re-inspect	Monitor	Assist		Lead	Lead	
Identify Specialty Firm for Emerging Conditions (i.e. Engineering, Environmental, IAQ Concerns)	Assist	Lead		Assist, Lead	Assist	Lead
Accident Investigations and Claims Management	Monitor	Assist	Monitor, Assist	Lead	Assist	
Maintain Safety Data Sheets (SDS)	Monitor	Assist		Lead	Lead	
Work Stoppages/ Shut Down Portions of Work	*	*				
Shut Down Entire Job	Approve*	Assist				
Provide Student/Faculty Safety Orientation	Monitor	Lead				
Project Foremen Safety Meetings	Monitor	Assist		Lead	Assist	

* - Shutting down portions of work may be performed through consultation with the NJSDA Safety Director, CM Authorized Representative, assigned NJSDA Field Compliance Inspector, and Prime Contractor Safety Coordinator and Inspector.

A* - Shutting down the entire job site may be performed by the NJSDA Safety Director with approval from the NJSDA Executive Vice President of Program Operations and Strategic Planning and the NJSDA Vice President of Construction Operations.

A**- If the Prime Contractor develops a JHA, the CM 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 Prime Contractor must maintain documentation of the meetings, 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 Prime Contractor Safety Coordinator and Inspector will conduct the safety orientation training. The Prime Contractor is responsible for ensuring that all site employees attend these meetings. Individuals completing this safety orientation training will be provided with a hardhat sticker, which must be affixed to his/her hard hat before commencement of work activities.

The Prime Contractor shall provide safety training for all project employees 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 Prime Contractor and each subcontractor shall conduct weekly toolbox safety meetings with all of their employees performing Work at the Project Site. The Prime Contractor Safety Coordinator and Inspector and/or the subcontractor Competent Persons/Foremen-in-Charge shall conduct these meetings.

1. Toolbox safety 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.
2. It should also cover new safety topics that have not occurred at the site, but could be of interest.
3. This training shall be documented on a Toolbox Talks Report (see attached Form 3) by the Prime Contractor and each subcontractor 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 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 subcontractor Competent Persons/Foremen-in-Charge 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 Prime Contractor Safety Coordinator and Inspector and all subcontractor Competent Persons/Foremen-in-Charge. 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 Prime Contractor and CM shall maintain minutes of the meeting.

4.5 Pre-Shift Hazard Recognition Training

Every Prime Contractor and 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:

1. Any walking/working surface that is at an elevation of six (6) feet or greater will require fall protection.
2. Trenching and excavation activities.
3. Confined space entry activities.
4. Scaffold erection and dismantling activities.

4.5 Pre-Shift Hazard Recognition Training (continued)

5. Crane and all material hoisting operations.
6. Steel erection activities.
7. Non-routine work operations, e.g., emergency procedures.
8. 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 Workers' Compensation, Builders' Risk, and Commercial General Liability Claims Review and Management Meetings

As specified in the NJSDA OCIP Procedures and Enrollment Manual, attendance at scheduled claims review and management meetings by a Prime Contractor and subcontractor representatives is required.

4.7 Required Training by Trades

It shall be the Prime Contractor's responsibility to ensure that all employees entering the project site have adequate safety training applicable to the use of specialized equipment or applicable to their trade or assigned work activities.

1. Operating Engineers (Cranes)
 - a) Copies of the New Jersey Department of Labor Crane Operator License and Certification from the National Commission for the Certification of Crane Operations (NCCCO) shall be shown to the CM and the Prime Contractor and to be filed at site for safety auditing purposes before any crane operations commence at site.
 - b) Copies of Operating Engineers valid medical review card or document (Fit-For-Duty Status documentation).
2. Toolbox Safety Meetings
 - a) Toolbox safety meetings will be conducted Mondays through Thursdays with copies of toolbox topics and attendance sheets forwarded to the Prime Contractor to be filed at site for safety auditing purposes.

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. Employees performing the Work in an unsafe manner that would endanger the employee, other employees, school occupants, or the public will be subject to discipline or removal from the site at the request of the Authority.

The assigned NJSDA Field Compliance Inspector, in conjunction with the Prime Contractor Safety Coordinator and Inspector 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:

1. As the first step in correcting unacceptable behavior, the employee's Competent Person/Foreman-in-Charge shall review the pertinent facts with the employee.

He/she shall consider the severity of the problem and the employee's past performance. A verbal warning shall be issued to the employee, which shall be documented and placed in the appropriate file on site, with a copy forwarded to the CM and the assigned NJSDA Field Compliance Inspector for record.

2. 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 employee must take if it is to be corrected. A written warning requires the Prime Contractor Safety Coordinator and Inspector to assure that the employee 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 electronic copies forwarded to the CM and the assigned NJSDA Field Compliance Inspector, and is to be maintained in the employee's personnel file. The Prime Contractor Safety Coordinator and Inspector will monitor completion of the employee's retraining.

5.0 PROJECT COMPLIANCE PROCEDURES (continued)

3. The Authority may request that an employee 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 employee from the site, or any violation or event that constitutes an Immediate Danger to Life or Health (IDLH) situation.

6.0 RECORD-KEEPING AND FILES

The Prime Contractor shall maintain a master or central file for safety and health related documentation on the Project Site. The CM shall monitor the master or central filing system for compliance with OSHA and NJSDA regulations and standards. Files shall be maintained in such a manner that distinguishes the Prime Contractor and each subcontractor. Should a project be of such size that the CM is not on-site; the Prime Contractor shall maintain the files and provide a copy to the CM and, upon request, the assigned NJSDA Field Compliance Inspector.

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

The following documentation shall be in the Prime Contractor safety files, unless otherwise noted:

1. Written SSHASPs for the Prime Contractor and/or subcontractor Company Safety Programs for all subcontractors.
2. Hazard communication program, including current SDS. A Project site-specific safety data sheets (SDS) file shall be maintained on-site by the Prime Contractor for assigned subcontractor employee review or any entity requesting review. The Prime Contractor must submit, and require each subcontractor to submit, a copy of the SDS 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 SDS for the entire company. All SDS shall be on file prior to those compounds being allowed on-site.
3. Prime Contractor and subcontractor daily job site safety inspection reports, including documentation of corrective measures.
4. Documentation of weekly toolbox safety meetings, including names of employees attending the training and an outline of all topics discussed.
5. Accident investigation reports, including near-miss incidents.
6. Competent Person/Foreman-in-Charge qualifications and identification.
7. OSHA recordkeeping forms 300, 300A, and 301.
8. Reviewed and accepted JHAs.
9. Closed out confined space entry permits.
10. Completed hot work permits.
11. Completed daily excavation permits or checklists.
12. Progress/Coordination/Foremen safety meeting minutes.
13. All documentation required by other sections of this NJSDA Safety Manual.

7.0 JOB SITE INSPECTIONS

7.1 Inspections

The Prime Contractor shall conduct daily visual safety and health inspections for the Work in his/her respective area of the Project Site. Every subcontractor Competent Person/Foreman-in-Charge should complete same on a weekly basis. Documentation of all identified deficiencies and corrective actions taken shall be maintained by the Prime Contractor for review by the CM and the assigned NJSDA Field Compliance Inspector (see attached Form 2, Project Safety Inspection Checklist).

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

1. Inclement Weather Policy

Prime Contractors are required to monitor weather forecasts daily to assure protection of workers, public, and construction site/project. When inclement weather is approaching an Inclement Weather Meeting must be held with the CM participating when applicable. The CM will document the results of this meeting and assure the notification has been made to the Project Officer. The CM and Prime Contractor will include copies of the meeting minutes in the daily reports for this date.

2. Project Workforce Monitoring

The Prime Contractor is responsible to monitor the whereabouts of all employees as the report to their work stations. This will assist in identifying these employees in the event of an emergency. By 10:00 AM daily a list of all employees by name, contractor, and status (Foreman, Journeyman and Apprentice). This list will be made available by request of the NJSDA and be attached or included in all daily reports.

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 by the Prime Contractor Safety Coordinator and Inspector and be made readily available for review by the CM and the assigned NJSDA Field Compliance Inspector.

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

7.3 Non-Abatement

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

1. Notify the Prime Contractor and appropriate subcontractor in writing to take prompt corrective action to eliminate construction safety and health hazards.
2. Reinforce that any costs incurred to correct the hazard will be back-charged to the Prime Contractor and/or the non-compliant subcontractor.
3. Provide written notification that will describe specific Contract or code violations.
4. Report in writing to the Prime Contractor and/or subcontractor the names of individuals and their Foremen who are observed to violate construction safety requirements, with copies to the Authority. If necessary, the Authority may require the Prime Contractor to remove these individuals and/or their Competent Person/Foreman-in-Charge from the job site.

7.4 Work Stoppage

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

1. Shutting down portions of Work shall be implemented through consultation with the NJSDA Safety Director, CM Authorized Representative, the assigned NJSDA Field Compliance Inspector and the Contractor Safety Coordinator and Inspector.
2. Shutting down the entire footprint shall be implemented by the NJSDA Safety Director with approval of the NJSDA Executive Vice President of Program Operations and Strategic Planning and the NJSDA Vice President of Construction Operations.

8.0 Substance Abuse

Alcohol and drugs shall not be allowed on the jobsite under any circumstances, and possession or consumption of such items shall be cause for immediate and permanent expulsion from the Site. Anyone under the influence of alcohol or drugs must be immediately and permanently expelled and removed from the Site by the Prime Contractor.

9.0 ACCIDENT/INJURY MANAGEMENT

9.1 Accident Reporting

All accidents resulting in employee injury, property damage, or involving the public must be reported as soon as the accident occurs, by the injured/responsible employee's subcontractor Competent Person/Foreman-in-Charge (if a subcontractor employee) to the Prime Contractor Safety Coordinator and Inspector.

The Prime Contractor Safety Coordinator and Inspector must immediately inspect the accident area, record and document all pertinent information and take photographs. The Prime Contractor Safety Coordinator and Inspector must take immediate corrective action to prevent any additional injury/property damage.

It is the Prime Contractor's responsibility to ensure that all related reports are electronically transmitted to the assigned NJSDA OCIP insurance carrier, assigned NJSDA Field Compliance Inspector, the NJSDA RMU, and the CM describing the incident that led to an injury or property damage, how the injured was (were) treated on-site or at the designated medical facility, and any follow-up treatment necessary for the employee(s) involved utilizing the applicable 1108, 1109 or 1110 Forms.

When an incident occurs to an employee(s), regardless of severity, or whether the employee(s) was treated on-site or at a designated medical facility, the report must be sent to the NJSDA OCIP insurance carrier, assigned NJSDA Field Compliance Inspector, the NJSDA RMU and the CM within twenty-four (24) hours of occurrence.

All injured employees shall be medically cleared and discharged by the attending physician before returning to the job site. All discharge paperwork shall be presented to the Prime Contractor to be filed at site for record.

It is the Prime Contractor's responsibility to notify the OSHA area office within eight (8) hours of any fatality occurring at the work site and notification within twenty-four (24) hours of any injury requiring inpatient hospitalization, amputations, or loss of an eye occurring at the work site.

The NJSDA OCIP Procedures and Enrollment Manual provides the Prime Contractor directions for reporting Workers' Compensation, General Liability, and Builders' Risk claims.

9.2 Principal's Meeting for Lost-Time Accidents

If any employee related injury results in a lost-time accident at the School Facilities Project, the Prime Contractor, the CM, assigned NJSDA Field Compliance Inspector and the NJSDA RMU, or designee shall attend a meeting at the job site to discuss the incident. This meeting will be scheduled and chaired by the CM and will be held within seventy-two (72) hours from the time of the incident.

9.3 Accident Investigation

The Prime Contractor Safety Coordinator and Inspector, and with the subcontractor Competent Person/Foreman-in-Charge, if applicable, shall complete an incident reporting form depending on the nature of the incident. (Form 1108 - Workers' Compensation Incident Reporting & Investigation Form, Form 1109 -3rd Party (General Liability) Incident Reporting Form, and Form 1110 – Property During Construction (Builders' Risk) Incident Reporting Form.)

The Prime Contractor shall cooperate, and require the cooperation of all subcontractors, in the investigation, analysis, and defense of any claim, accident, occurrence, or insured loss. A thorough review of the circumstances surrounding the incident shall be completed, identifying corrective actions, persons responsible for corrective actions, and date of completion. Follow-up documentation verifying corrective actions shall be required within forty-eight (48) hours. All of this documentation will need to be kept on-site with Prime Contractor.

Copies of all incident investigation documentation shall be electronically submitted to the CM, assigned NJSDA Field Compliance Inspector, and the NJSDA RMU.

9.4 Report of Accidents Involving School Occupants

The Prime Contractor shall immediately report any incidents, accidents, or injuries involving teachers, students, staff, or the general public, by telephone to the CM, the assigned NJSDA Field Compliance Inspector, and the NJSDA RMU. A thorough written investigation of any incident or accident shall be completed within twenty-four (24) hours of the incident by the Prime Contractor with an electronic copy forwarded to the NJSDA OCIP insurance carrier, the CM, assigned NJSDA Field Compliance Inspector and the NJSDA RMU or designee.

9.5 First Report of Injury-Workers' Compensation

Every injury, regardless of severity, shall be reported directly to the Prime Contractor and the CM. The Prime Contractor and with the subcontractor Competent Person/Foreman-in-Charge shall complete the Form 1108 - Workers' Compensation Incident Reporting & Investigation Form. The injured employee's employer (either the Prime Contractor or subcontractor) shall report workers' compensation incidents directly to the NJSDA OCIP carrier. All workers' compensation documents shall be sent electronically to the NJSDA OCIP insurance carrier, the CM, the assigned NJSDA Field Compliance Inspector and the NJSDA RMU for record.

The Prime Contractor shall refer to the NJSDA OCIP Procedures and Enrollment Manual for Workers' Compensation claim reporting procedures.

9.6 Report of 3rd Party (General Liability) Incident Claim and/or Incident

All 3rd party (General Liability) incidents shall be reported directly to the Prime Contractor and CM. The Prime Contractor shall complete Form 1109 – 3rd Party (General Liability) Incident Reporting Form.

The Prime Contractor shall report 3rd party (General Liability) incidents to the NJSDA OCIP insurance carrier. All General Liability documents shall be sent electronically to the NJSDA OCIP insurance carrier, the CM, the assigned NJSDA Field Compliance Inspector and the NJSDA RMU for record.

The Prime Contractor shall refer to the NJSDA OCIP Procedures and Enrollment Manual for General Liability claims reporting procedures.

9.7 Report of Property During Construction (Builders' Risk) Claim and/or Incident

All property during construction (Builders' Risk) incidents shall be reported directly to the Prime Contractor and CM. The Prime Contractor shall complete the Form 1110 – Property During Construction (Builders' Risk) Incident Reporting Form.

The Prime Contractor shall report all property during construction (Builders' Risk) incidents electronically to the CM, the assigned NJSDA Field Compliance Inspector and the NJSDA RMU for record. The Prime Contractor shall refer to the NJSDA OCIP Procedures and Enrollment Manual for Builders' Risk claims reporting procedures.

9.8 Accident Analysis

To identify root causes of accidents and at-risk behavior that directly contributed to an incident or that have the potential to contribute to an incident, the Prime Contractor Safety Coordinator and Inspector shall be required, at the discretion of the assigned NJSDA Field Compliance Inspector, to meet and analyze accidents. Accident trends shall be identified and plans developed to prevent injury, to develop specific action plans 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 and Health standards (29 CFR 1926) and as well as OSHA General Industry standards (29CFR 1910) any other applicable local, state, federal or collective bargaining agreement policies and procedures. The NJSDA Safety Manual includes compliance with all applicable standards as well as those itemized below which exceed OSHA standards. For any Prime Contractor or subcontractor that has been granted exemptions or variances for specific OSHA regulations and/or standards, these exemptions or variances SHALL NOT APPLY to any School Facilities Project.

OSHA

SUBPART A - GENERAL

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

SUBPART B - GENERAL INTERPRETATIONS

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

B-1 Rules of Construction

The Prime Contractor and any subcontractors may make their own arrangements with respect to obligations which might be more appropriately treated on a jobsite basis rather than individually. In no case shall the Prime Contractor be relieved of overall responsibility for compliance with Section 107 of the Contract Work Hours and Safety Standards Act.

By contracting for full performance of a contract subject to Section 107 of the Act, the Prime Contractor assumes all obligations prescribed as employer obligations under the standards contained in this part, whether or not he/she subcontracts out any part of the work.

The Prime Contractor assumes the entire responsibility under the contract and the subcontractor assumes responsibility with respect to his/her portion of the work.

Where joint responsibility exists, both the Prime Contractor and his/her subcontractor or subcontractors, regardless of tier, shall be considered subject to the enforcement provisions of the Act.

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)) as one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and has authorization to take prompt corrective measures to eliminate them.

The Prime Contractor shall provide the CM and the assigned NJSDA Field Compliance Inspector with a matrix outlining employee(s) designated as a Competent Person(s). This matrix will be:

1. Submitted to the CM prior to commencement of Work at site.

C-1 Competent Person Requirements (continued)

2. 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.
3. 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.
4. The Competent Person shall provide for frequent and regular safety inspections of all assigned equipment, materials and work areas under his/her jurisdiction.

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

C-2 Job Hazard Analysis (JHA)

Prior to the start of the Work activities, the Prime Contractor shall require each subcontractor to submit, in writing, a detailed JHA of every task to be performed for each construction work activity.

The JHA 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/Foreman-in-Charge shall be required to discuss the JHA with individual work crews and shall provide documentation of these discussions to the Prime Contractor.

C-3 Illumination

The minimum illumination intensity on a job site shall be ten foot-candles while any work is in progress.

In the event that temporary lighting is infeasible to be provided in isolated locations of the interior of the building, specific task lighting shall be made available to all Prime Contractor and subcontractor personnel to perform their assigned task safely.

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).

C-4 Emergency Action Plans

The Prime Contractor is responsible for maintaining and implementation of an emergency action plan. This plan shall be coordinated with the master Emergency Action Plan developed and implemented by the CM.

The Prime Contractor shall require each subcontractor to cooperate with the master Emergency Action Plan, including participating in emergency drills as dictated by the CM.

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 employees.

SUBPART D - OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROLS

D-1 Hazard Communication

The requirements of this section are intended to be consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labelling of Chemicals (GHS), Revision 3.

1. The Prime Contractor shall submit, and require each subcontractor to submit, a copy of its written hazard communication program to the CM 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.

D-1 Hazard Communication (continued)

2. The Contractor shall submit, and require each subcontractor to submit, to the CM, a copy of the SDS 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 SDS for the entire company. No compound shall be allowed on-site without a SDS on file (see Section 6.0).
 - a) It is the Prime Contractor and each subcontractor company responsibility to train their employees in accordance with the OSHA standards. (29 CFR 1910.1200) Hazard communication.

D-2 Potable Water

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

D-3 Non-Potable Water

Outlets for non-potable water shall be identified by signs meeting the requirements of Subpart G – Signs, Signals and Barricades, to indicate clearly that the water is unsafe and is not to be used for drinking, washing, or cooking purposes.

D-4 Sanitary Facilities

The Prime Contractor shall comply with OSHA regulations in accordance with 29 CFR 1926.52 with regards to sanitary facilities.

Consideration shall be made by the Prime Contractor for separate secured facilities for female trades' personnel.

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 and shall comply with the Prime Contractor's SSHASP requirements. All visitors are required to sign in and state their business on the Prime Contractor's daily visitor log. The Prime Contractor reserves the right to refuse entry, or remove visitors from the construction footprint for failure to adhere to established safety policies and procedures.

E-1 Eye and Face Protection

All employees shall wear approved safety glasses 100% of the time as soon as they enter the construction site. (29 CFR 1926.102)

Minimum eye protection shall include approved safety glasses with side shields, which meet the standards specified in ANSI Z87.1-1968. 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:

1. Welding, burning, or cutting with torches.
2. Using abrasive wheels, chop saws, portable grinders, or files.
3. Chipping concrete, stone, or metal.
4. Drilling or working under dusty conditions.
5. Using explosive actuated fastening or nailing tools.
6. Overhead work.
7. Working with hazardous liquids or gases.

E-2 Head Protection

All employees shall wear hardhats that meet ANSI Z89.1-2009, 100% of the time as soon as they enter the construction site (29 CFR 1926.100).

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.

Employees exposed to electrical voltage of 600 volts or greater shall wear hardhats that meet the requirements of ANSI Z89.1-2009 Class E & G type hardhats.

E-3 Hearing Protection

Any construction employees 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 (29 CFR 1926.101).

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. ANSI Z41.1 – 1967 (29 CFR 1926.96).

Sneakers, tennis shoes, athletic shoes of any type, sandals, high heels, or street shoes shall not be worn by construction employees 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 (29 CFR 1926.95).

No tank tops, shorts, cut-offs, or ripped or torn clothing are 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 can only be utilized as a positioning device and not for personal fall protection.

Refer to Subpart M of this Manual for the fall protection requirements at School Facilities Projects.

E-7 Hand Protection

The Prime 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 Competent Person/Foreman-in-Charge determines that it will increase the hazard to the user, for example, when using rotating equipment. The Prime 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 School Facilities projects.

SUBPART F - FIRE PROTECTION AND PREVENTION

F-1 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.

F-2 Definitions

- ❖ Bonding -
The process of connecting two (2) or more containers together by means of a conductor.
- ❖ Combustible Liquid -
Any liquid having a flash point of 100° F or higher. (NFPA 30)
- ❖ Flammable Liquid -
Any liquid having a flash point of less than 100° F.
- ❖ Fire Class Identification -
Potential fire hazards are identified and classified as follows:
 - I. Class A:
 - i. Types of Materials: Ordinary Combustibles, such as wood, paper, or cloth.
 - ii. Types of Extinguishers: Water, dry chemical
 - II. Class B:
 - i. Types of Materials: Flammable and/or Combustible Liquids, such as gasoline, paints, No. 2, 4, or 6 oils.
 - ii. Types of Extinguishers: Dry chemical, carbon dioxide, foam
 - III. Class C:
 - i. Types of Materials: Energized Electrical Equipment, such as electric motors, switch gear, electric pumps, or electrical distribution boxes.
 - ii. Types of Extinguishers: Dry chemical

F-2 Definitions (continued)

IV. Class D:

i. Types of Materials: Combustible Metals, such as magnesium, zirconium, titanium, and sodium.

ii. Types of Extinguishers: Dry powder

iii. 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".

❖ 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.

F-3 Requirements

The Prime Contractor Safety Coordinator and Inspector 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:

1. 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.
2. Electrical wires/cords will be in good condition with proper ground connections.
3. Good housekeeping practices will be observed. Combustible materials, rubbish, and debris will not be allowed to accumulate. Trash receptacles shall be emptied on a frequent basis. Aisles, hallways, entry/egress points, walkways, and working surfaces shall be kept clear at all times to allow for safe and orderly egress in the event of a fire or emergency.
4. Contaminated materials or soaked 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.
5. Access to electrical panel breakers shall be kept clear at all times.
6. Internal combustion engines will be so located that their exhausts are well away from any combustible materials.
7. Smoking, the use of e-cigarettes and chewing tobacco are prohibited at all NJSDA School Facilities Projects. (NJ Smoke Free Air Act-Chapter 383 C.26:3D-58)

F-4 Portable Fire Extinguishers

Portable fire extinguishers will be selected by the Prime Contractor Safety Coordinator and Inspector and placed in locations according to the class and hazards of the area to be protected. (NFPA 10)

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.

F-5 Location

The Prime Contractor Safety Coordinator and Inspector will ensure all portable firefighting equipment is maintained in operable condition and is conspicuously located and sized according to the identified hazards as follows:

1. Minimum 2A rated fire extinguisher that can be reached with less than one-hundred (100) feet of travel for all work areas containing only combustible materials.
2. Minimum 10BC rated fire extinguisher located within fifty (50) feet of any flammable or combustible liquids or compressed gas.
3. Minimum 10BC rated fire extinguisher within twenty-five (25) feet of any hot work.

F-6 Inspection

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

1. Daily - All employees will visually check to ensure adequate charge and appropriate location.
2. Monthly – The Prime Contractor Safety Coordinator and Inspector shall check the following items:
 - a) Extinguisher has a full charge.
 - b) Inspection tag is present.
 - c) Seal is intact.
 - d) Hose is in good operating condition.
 - e) Nozzle orifice does not contain obstructions.
 - f) Extinguisher accessible and in a conspicuous location.

When complete, the Prime Contractor Safety Coordinator and Inspector shall date and initial the inspection tag.

3. Annually - The Prime Contractor Safety Coordinator and Inspector shall 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 (NFPA No. 10A – 1970).

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.

F-7 Flammable and Combustible Liquids

1. Storage

All flammable and combustible liquids stored indoors shall be stored in accordance with the applicable OSHA regulations and/or local regulations, whichever is more stringent (NFPA 30).

Outdoor tanks and containers shall 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 shall not be located less than twenty (20) feet from any building or building under construction.

At least one portable fire extinguisher with a minimum rating of 20BC shall be readily available at least twenty-five (25) feet, but not over seventy-five (75) feet, away from the fuel tank or container.

2. 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 (2) 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.

Spark-producing operations or operations producing open flames shall be prohibited in areas used for fueling, transfer of fuel, or fuel storage areas.

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

F-8 Liquefied Petroleum Gas (LPG)

Liquid petroleum gas (LPG) containers shall not be stored inside buildings, in direct sunlight, or where they could be struck by machinery or equipment. Cylinders shall be secured in an upright position not less than twenty (20) feet from flammable or combustible liquid storage (HM-126).

F-9 Training

The Prime Contractor Safety Coordinator and Inspector or other designated individual will train employees on the fire prevention/protection policies and procedures for each project including NJSDA requirements, such as emergency evacuation and alarms. This training shall 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 Facilities project, the Prime Contractor must include in their SSHASP, a section on protecting the occupants. The Prime Contractor shall employ the use of engineering and administration controls to reduce or eliminate exposure to occupants. Also, trade employees and construction activities shall be separated from the learning environment. The Prime Contractor has the responsibility of posting and maintaining OSHA compliant signs, signals and barricades throughout the duration of the project or assigned work tasks. In addition, the Prime Contractor shall have available and at the ready a wet/dry vacuum cleaner and high velocity fans available for emergencies. These emergencies can include smoke or water penetration.

The Prime 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:

1. The CM, the Prime Contractor, and NJSDA staff shall meet with the school administration to discuss scheduling and means to minimize any interruption to the educational process.
2. 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. All lead and asbestos abatement activities shall be performed during non-school hours to meet OSHA, EPA and New Jersey DEP regulations for the protection of students and staff.

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.

3. Exterior separation of spaces outside of the building perimeters including total site control to minimize risk of unauthorized entry to associated areas.
4. An eight (8) foot high chain-link fence shall be erected and maintained around all construction activities.
5. Coordination with facility staff to minimize construction air infiltration into the existing facility by way of the mechanical/HVAC system.
6. 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 Marshall or AHJ, and the school administration, including necessary security, lighting, overhead protection, physical barricades, and proper OSHA compliant signs. Include and participate in fire and life safety drills as needed by building occupants.

G-1 Working in Occupied Buildings (continued)

7. 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 an employee/guard is in attendance to prevent unauthorized entry. All construction management and tradespersons shall sign-in when entering the school's interior construction areas through a gate/door designated by the Prime Contractor with input from the CM and school district administration. This will insure that all personnel are accounted for and should an evacuation be required.
8. The Prime Contractor shall purchase and distribute identification badges to all tradespersons who have completed the site-specific safety orientation. Photo identification badges may be required to be worn by subcontractor personnel to comply with established District security policies and procedures.
9. The Prime Contractor should take all necessary steps to minimize any occurrences of indoor air quality (IAQ) concerns throughout the construction process. On an as needed basis, testing of air quality shall be performed.
10. Smoking is prohibited at all NJSDA School Facilities projects (NJ Smoke Free Air Act – Chapter 383 C.26:3D-58).

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 Prime Contractor or any subcontractor shall not be permitted to work within confines of the operating school without prior written approval from the CM. 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 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 NJSDA that construction shall work around education; education will not work around construction.

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

H-1 Disposal

The Prime Contractor and every subcontractor are responsible for disposal of their own construction debris and the proper action to keep areas around dumpsters clean. The use of School District trash bins, trash receptacles, or outside dumpsters is strictly prohibited.

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 restrained. It shall be the responsibility of the Prime Contractor and all subcontractors to secure all tools, materials, and equipment at the jobsite at the end of the work shift.

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 Prime Contractor shall require all subcontractors to institute the Project's Tool Inspection Manual as below:

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

I-1 Portable Power Tools (continued)

3. Damaged electrical cords will not be allowed. (Refer to Subpart K, section K-3, of this Manual for general electrical cord and grounding requirements.)
4. 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 Prime Contractor and subcontractors shall 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 Form (see attached Form 5) is required at all times for any welding, brazing, soldering and/or torch cutting.

The Prime Contractor shall issue all hot work permits to all trades and ensure hot work permit procedures are followed. The Prime Contractor shall file completed and closed out hot work permits for record and safety auditing purposes.

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 hot work area 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 torch hoses shall be kept clear of walkways and stairways.

J-4 Cylinders

Oxygen and acetylene cylinders shall be identified with the name of the Prime Contractor or subcontractor on each welding cart or set-up.

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. (29 CFR 1926.403.d-Mounting Electrical Equipment)

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 by a qualified electrician) to ensure the GFCI is properly functioning and protecting the worker.

Prime Contractor or subcontractor employees using the building's permanent electrical supply shall use portable GFCIs or when available, permanently installed GFCI equipped receptacles.

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

K-4 Lockout / Tagout

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/tagout shall be performed in accordance with OSHA standard (29 CFR 1910.147).

All assigned personnel failing to follow lockout/tagout 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/tagout program will result in the Authority requiring immediate removal of offending subcontractor employees 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 may require certification from a professional engineer ("PE") for the erection of scaffolding. (29 CFR 1910.1926)

L-1 Scaffolding Competent Person

Prior to any scaffolding erection activities commencing at site, the CM shall hold and chair a pre-installation meeting with the Prime Contractor, the masonry subcontractor, and assigned NJSDA Field Compliance Inspector. Prior to beginning any scaffold erection, the Prime Contractor shall submit, and require its subcontractors to submit, the name and credentials of its scaffolding Competent Person to the CM.

L-2 Scaffold Inspection

The Competent Person-in-Charge as defined by OSHA shall inspect all scaffolding systems before use, during erection and dismantling for OSHA compliance. The Competent Person-in-Charge shall employ the use of scaffold tags (red or green) which are to be dated and signed off on a daily basis.

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. 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, including Baker-type scaffolds, 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-in-Charge.

SUBPART M - FALL PROTECTION

M-1 Personal Fall Protection System

Employees 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 (29 CFR 1926.500-503).

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, employees 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 NJSDA established site-wide 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) points of contact with the ladder can be maintained. (29 CFR 1926.1050-1060, Subpart X)

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 any School Facilities project sites.

SUBPART N - HELICOPTERS, HOISTS, ELEVATORS, AND CONVEYORS

N-1 General Requirements

The Prime Contractor shall comply with the manufacturer's specifications and limitations applicable to the operation of all helicopters, hoists, elevators and conveyors.

Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determination of a professional engineer competent in the field.

All overhead hoists in use shall meet the applicable requirements for construction, design, installation, testing, inspecting, maintenance, and operation, as prescribed by the manufacturer.

SUBPART O - MOTOR VEHICLES, MECHANIZED EQUIPMENT, ETC.

O-1 General Requirements

Bulldozer and scraper blades, end-loader buckets, dump bodies, and similar equipment, shall be either fully lowered or blocked when being repaired or when not in use. All controls shall be in a neutral position, with motors stopped and brakes set, unless work being performed requires otherwise. Motor vehicles as covered in this Subpart, are those vehicles that operate within an off-highway jobsite, not open to public traffic.

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

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

O-2 Vehicles Including Pick-Up Trucks

Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be transported. Employees shall not ride or be transported in the back of pick-up trucks on any NJSDA School Facilities project.

Seat belts shall be provided on all equipment covered under this Subpart and shall meet the requirements of the Society of Automotive Engineers J386 – 1969, Seat Belts for Construction Equipment.

Seat belts need not be provided for equipment which is designed for standup operations.

Seat belts need not be provided for equipment which does not have a rollover protective structure (ROPS) or adequate canopy protection.

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, Department of Transportation (DOT), OSHA, and any other appropriate governing body. Non-licensed motorized equipment is prohibited for use off the footprint where DOT regulations and local traffic laws are enforced. The Prime Contractor or subcontractors who violate local traffic ordinances shall be responsible for paying all fines associated with traffic infractions.

SUBPART P - EXCAVATIONS

P-1 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.

P-2 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.

P-3 Requirements

The estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground installations that reasonably may be expected to be encountered during trenching and excavation operations, shall be determined prior to opening an excavation. Underground/overhead utilities will be located before the start of any excavation. Utility companies or owners shall be contacted within established or customary local response times, advised of the proposed work, and asked to establish the location of the utility underground installations prior to the start of actual excavation operations. While the excavation is open, underground installations will be protected, supported, or removed, as necessary, to protect employees. Protective systems in any excavation beyond twenty (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 twenty-five (25) foot lateral travel distance for any excavation four (4) feet or deeper.

1. 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.

Daily documented inspections of excavations, the adjacent areas, and protective systems shall be made by the assigned Competent Person. The Competent Person shall inspect all excavations at the beginning of each work day or after a rainstorm or other hazard-increasing occurrence. If excavations are required to remain open for any extended period of time, all excavations shall be properly barricaded with temporary fencing or high visibility snow (orange) fencing and appropriate OSHA compliant signs at the end of each work day.

P-3 Requirements (continued)

2. Prohibited Areas

Employees will not be allowed to:

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

3. 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.

P-4 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

Q-1 Scope

This subpart set forth requirements to protect all construction employees from the hazards associated with concrete and masonry construction operations performed in workplaces covered under 29 CFR Part 1926. In addition to the requirements in Subpart Q, other relevant provisions in parts 1910 and 1926 apply to concrete and masonry construction operations. All assigned subcontractor personnel shall comply with the newly established respirable crystalline silica standard found in Subpart Z – Toxic and Hazardous Substances 29 CFR 1926.1153

Q-2 Definitions

- ❖ Approved -
Sanctioned, endorsed, accredited, certified, or accepted as satisfactory by a duly constituted and nationally recognized authority or agency.
- ❖ Authorized Person -
A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite.
- ❖ Competent Person -
One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
- ❖ Designated Person -
Authorized person as defined in this subpart.
- ❖ Formwork -
The total system of support for freshly placed or partially cured concrete, including mold or sheeting (form) that is in contact with the concrete as well as all supporting members including shores, reshores, hardware, braces, and related hardware.
- ❖ Limited Access Zone -
An area alongside a masonry wall, which is under construction, and which is clearly demarcated to limit access by employees.

Q-2 Definitions (continued)

- ❖ Precast concrete -
Concrete members (such as walls, panels, slabs, columns, and beams) which have been formed, cast, and cured prior to final placement in a structure.
- ❖ Qualified -
One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the project.
- ❖ Shall -
Mandatory.
- ❖ Shore -
A supporting member that can resist a compressive force imposed by a load.
- ❖ Should -
Recommended.

Q-3 Requirements

A limited access zone shall be established whenever a masonry wall is being constructed. The limited access zone shall conform to the following:

1. The limited access zone shall be established prior to the start of construction of the wall.
2. The limited access zone shall be equal to the height of the wall to be constructed plus four (4) feet, and shall run the entire length of the wall.
3. The limited access zone shall be established on the side of the wall which will be unscaffolded.
4. The limited access zone shall be restricted to entry by employees actively engaged in constructing the wall. No other employees shall be permitted to enter the zone.
5. The limited access zone shall remain in place until the wall is adequately supported to prevent overturning and to prevent collapse unless the height of the wall is over eight (8) feet, in which case, the limited access zone shall remain in place until the requirements of this subpart are met.

All masonry walls over eight (8) feet in height shall be adequately braced to prevent overturning and to prevent collapse unless the wall is adequately supported so that it will not overturn or collapse. The bracing shall remain in place until permanent supporting elements of the structure are in place.

All masonry subcontractors are encouraged to consult the Mason Contractors Association of America (MCAA) standards and guidelines "Standard Practice for Bracing Masonry Walls under Construction, 2001 edition" and MCAA's "Masonry Wallbracing Handbook, 2003 edition".

Dry cutting and/or grinding of concrete, masonry, brick, etc. is prohibited. NJ P.L. 1962, c.45 (c.34:5-166 et seq. and c.34:5-182) Enacted December 2004.

SUBPART R - STEEL ERECTION (AND PRE-CAST CONCRETE ERECTION)

R-1 Hoisting, Rigging, and Loads

Under certain soil conditions, the NJSDA Safety Director may require that a 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 employees 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 Prime Contractor shall implement the established NJSDA 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 any School Facilities 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 two-hundred (200) pounds of force if the wire rope is used as a guardrail system or a minimum of five-thousand (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.

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. (29 CFR 1926.800)

SUBPART T - DEMOLITION

T-1 Scope

The NJSDA has developed guidelines for the safe demolition of structures and to comply with 29 CFR 1926.850, Subpart T – Demolition.

T-2 Definitions

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

T-3 Requirements

The Prime Contractor will ensure a written engineering survey will be conducted by a qualified Competent Person to determine the structural integrity of structures or equipment components scheduled for demolition and the possibility of unplanned collapse of any portion of the structure before demolition begins. The Prime Contractor shall have in writing evidence that such an engineering survey has been performed.

Portions of any structure that have been damaged by fire, flood, explosion, or other cause shall be shored or braced and assigned demolition personnel will not be allowed to conduct demolition activities 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.

No wall section, which is more than one story in height, shall be permitted to stand alone without lateral bracing, unless such wall was originally designed and constructed to stand without lateral support, and is in a condition safe enough to be self-supporting. All walls shall be left in a stable condition at the end of each shift.

During demolition operations, continuing inspections by a Competent Person shall be made as the work progresses to detect hazards resulting from weakened or deteriorated floors, walls, or loosened material. No employee shall be permitted to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

T-4 Hazardous Materials

The Prime Contractor shall determine if hazardous materials, chemicals, gases, explosives, flammable materials, or similar dangerous substances are present or have been contained in any tanks, pipes, or other equipment or structures planned for demolition. When the presence of any such substance is apparent or suspected, testing, purging, cleaning, and removal will be performed and the hazard removed by properly trained and credentialed personnel before any 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 assigned contractor employees, inspectors, NJSDA personnel and the general public.

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.

T-5 Floor and Wall Opening

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. (29 CFR 1926.500 (b))

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 forty-two (42) inches high and not less than six (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.

T-6 Debris Handling

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 used during the demolition process shall have overhead protection capable of supporting one-hundred fifty (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.

T-7 Chutes

All material chutes installed at an angle greater than forty-five degrees (45°), 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. (1926.852,853)

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 four (4) inches high. Employees placing debris in the chute will be provided with and must use approved fall protection devices.

T-8 Training

The Prime Contractor Safety Coordinator and Inspector will train all employees engaged in demolition on the requirements of the demolition plan. The training will be documented and maintained on site for review, if asked for.

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 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. (29 CFR 1926.950)

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

The employer shall provide a training program for each employee using ladders and stairways, as necessary. The program shall enable each employee to recognize hazards related to ladders and stairways, and shall train each employee in the procedures to be followed to minimize these hazards.

X-1 Ladders

Fiberglass or wood ladders shall only be used on School Facilities projects. The use of aluminum or other conductive portable ladders are prohibited for use on any School Facilities project.

Ladders shall be inspected by a Competent Person for visible defects on a periodic basis and after any occurrence that could affect their safe use.

Ladders shall not be moved, shifted, or extended while occupied.

When ascending or descending a ladder, the user shall face the ladder and maintain three (3) points of contact at all times.

The user shall not carry any object or load that could cause the user to lose balance and fall.

X-2 Stairways

1. A stairway shall be provided at all personnel points of access where there is a break in elevation of nineteen (19) inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.
2. Stairways having four (4) or more risers or rising more than thirty (30) inches, whichever is less, shall be equipped:
 - a) At least one handrail and;
 - b) One stair rail system along each unprotected side or edge and;
 - c) Handrails and the top rails of stair rail systems shall be capable of withstanding, without failure, a force of at least two-hundred (200) pounds applied within two (2) inches of the top edge, in any downward or outward direction, at any point along the top edge.
3. Permanent 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-3 Personal Fall Protection

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

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. (29 CFR 1926.1071)

SUBPART Z — TOXIC AND HAZARDOUS SUBSTANCES

Z-1 Scope

The NJSDA has developed a policy to inform employees of the hazards associated with the chemicals they may potentially encounter during the course of their work and to implement the regulations required by OSHA 29 CFR 1926.59, OSHA 29 CFR 1926.1101 and OSHA 1910.1200 respectively.

Z-2 Requirements

All employees will be trained on the provisions of this policy before beginning work. The Competent Person/Foreman-in-Charge will determine which toxic and hazardous substances, 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.

Z-3 Chemical Inventory/Safety Data Sheets (SDS)

The Competent Person/Foreman-in-Charge will prepare an inventory of all hazardous chemicals for all School Facilities projects. The Competent Person/Foreman-in-Charge will ensure all current SDS are available in a binder for each chemical on the list.

A chemical inventory list will be kept with the SDS and will be readily available for employees' review.

Z-4 Purchasing Hazardous Chemicals

SDS will be obtained whenever a new hazardous chemical is purchased for use at the project site.

Employees who receive a copy of an SDS with any shipment arriving to site will forward it to the Prime Contractor and/or Competent Person/Foreman-in-Charge for review, use, and filing.

Z-5 Container Labeling (Shall comply with the Globally Harmonized Standard)

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. Globally Harmonized Standard (GHS) labels 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.

Z-6 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 Prime Contractor Safety Coordinator and Inspector, or the Competent Person/Foreman-in-Charge, or other qualified individual will present the hazard communication training program to the employees at the time of hire that will include:

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

The Competent Person/Foreman-in-Charge will inform employees of the hazards of all non-routine tasks before the operation begins.

Z-7 Multi-Employer Sites

1. At worksites where there are other employers who may be exposed to hazardous chemicals used by Prime Contractor and subcontractor personnel, the Prime Contractor Safety Coordinator and Inspector will inform the other employers of:
 - a) The methods to obtain a copy of an SDS.
 - b) Any precautionary measures that must be taken to protect employees.
 - c) The labeling system used at the worksite.
2. At worksites where NJSDA personnel may be exposed to hazardous chemicals used by other employers, the Prime Contractor Safety Coordinator and Inspector will obtain this information from the other employers.

Z-8 Waste Disposal

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

1. A Prime 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 a copy of their EPA disposal number and other pertinent information.
2. 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 properly disposed of as directed by the CM and the Authority.
3. No material is to be abandoned on a Project Site. If material found on a Project Site can be traced to a Prime Contractor, or assigned subcontractor company, that Prime Contractor shall be responsible for all expenses involved in collecting, moving, cleaning, and disposing of all material in the area where the material was abandoned.
4. Should a potentially hazardous condition be discovered, the Prime Contractor shall immediately notify the CM, the assigned Authority Project Manager, the assigned NJSDA Field Compliance Inspector and the NJSDA Safety Director.

Z-9 Asbestos Hazards in Construction

OSHA has a specific standard to protect employees from asbestos hazards depending on the scope of work or assigned work activities such as construction, alternation, repair, maintenance, or renovation and demolition of structures containing asbestos.

On multi-employer sites, the Prime Contractor performing work requiring the establishment of a regulated area shall inform all trades on site of the nature of the Prime Contractor's work with asbestos and/or presumed asbestos containing materials (PACM), of the existence of requirements pertaining to regulated areas, and measures taken to ensure trades of other subcontracting personnel are not exposed to asbestos.

The Prime Contractor on School Facilities projects which includes work covered by this standard shall be deemed to exercise general supervisory authority over the work covered in this standard, even though the Prime Contractor is not qualified to serve as the asbestos Competent Person as defined in this standard. As supervisor of the entire project, the Prime Contractor shall ascertain whether the assigned asbestos contractor is in compliance with this standard, and shall be required such contractor to come into compliance with this standard when necessary.

Z-10 Demarcation and Access to Regulated Areas

All regulated areas shall be demarcated in any manner that minimizes the number of persons within the area and protects persons outside the area from exposure to airborne asbestos. OSHA compliant signs shall be provided and displayed before any abatement activities commence at site.

Access to regulated areas shall be limited to authorized persons and to persons authorized by this standard to perform asbestos abatement.

Z-11 Asbestos Abatement - Training Requirements

Asbestos abatement personnel assigned to School Facilities projects shall be adequately trained for Class I and Class II operations that require the use of critical barriers (or equivalent isolation methods) and/or negative pressure enclosures under this standard shall be the equivalent in curriculum, training method and length to EPA Model Accreditation Plan (MAP) asbestos abatement workers training (40 CFR Part 763, Subpart E, Appendix C).

Z-12 Respirable Crystalline Silica Dust Hazards in Construction

Employers in the construction industry must establish and implement a plan for controlling workplace exposure to respirable crystalline silica dust under a final rule issued by OSHA on March 25, 2016. Construction employers must comply with the final rule by September 23, 2017. This rule also requires employers to record portions of their plans in a written document, which must be readily available for review by employees and OSHA.

While employers are afforded some flexibility to tailor their exposure control plan to their particular work sites, each employer's written silica exposure control document must include certain elements to comply with the rule.

Z-13 Written Exposure Control Plan (ECP) for Respirable Crystalline Silica Dust Hazards

All written Exposure Control Plans must describe in detail the following components:

1. Establish and implement a written exposure control plan that identifies specific tasks that involve exposure and methods used to protect employees, including procedures to restrict access to work areas where high exposure may occur.
2. Designated a Competent Person to implement the written exposure control plan.
3. Restrict housekeeping practices that expose workers to silica dust where feasible alternatives are available.
4. Offer medical exams including chest x-rays and lung function tests every three (3) years for employees who are required by the standard to wear a respirator for thirty (30) or more days per year.

Z-14 Written Exposure Control Plan Components

An Employer's written exposure control plan must contain at least the following elements:

1. A description of tasks that may involve exposure to silica dust.
2. A description of engineering controls, work practices and respiratory protection to limit employee exposure to silica dust for each task.
3. A description of the housekeeping measures used to limit employee exposure to silica dust.
4. A description of the procedures used to restrict access to work areas when necessary and to minimize the number of employees exposed to silica and their level of exposure.
5. The name of a designated, Competent Person who will make frequent and regular inspections of jobsites, materials and equipment to implement the written exposure control plan.
6. Hazard communication and training program to ensure employees can demonstrate knowledge and understanding of silica dust hazards and exposure control methods.
7. Recordkeeping methods and schedules for air monitoring data and medical surveillance.

All employers must review and evaluate the effectiveness of their written exposure control plans at least annually and update as necessary.

AA-1 Scope

On May 4, 2015, OSHA issued a new standard for construction work in confined spaces, which became effective on August 3, 2015. Confined spaces can present physical and atmospheric hazards that can be avoided if they are recognized and addressed prior to entering these spaces to perform assigned work tasks.

The new standard, Subpart AA of 29 CFR 1926 will help prevent construction employees from being injured or killed by eliminating and isolating hazards in confined spaces at construction sites similar to the way employees in other industries are already protected.

AA-2 Definitions

- ❖ **Acceptable Entry Conditions –**
The conditions that must exist in permit space, before an employee may enter that space, to ensure that employees can safely enter into, and safely work within, the space.
- ❖ **Attendant –**
An individual stationed outside one or more permit spaces who accesses the status of authorized entrants and who must perform the duties specified in 29 CFR 1926.1209.
- ❖ **Authorized Entrant –**
An employee who is authorized by the entry supervisor to enter the permit space.
- ❖ **Competent Person –**
One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.
- ❖ **Confined Space –**
A space that:
 - Is large enough and so configured that an employee can bodily enter it.
 - Has limited or restricted means of entry and exit.
 - Is not designed for continuous employee occupancy.
- ❖ **Control –**
The action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, by ventilation), and then using these methods to maintain the reduced hazard level. Control also refers to engineering methods used for this purpose. PPE is not a control.
- ❖ **Controlling Contractor –**
The employer that has overall responsibility for construction at the worksite
- ❖ **Emergency –**
Any occurrence (including any failure of power, hazard control or monitoring equipment) or event, internal or external, to the permit space that could endanger entrants.
- ❖ **Engulfment –**
The surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, crushing, or suffocation.

AA-2 Definitions (continued)

- ❖ **Entry –**
The action by which any part of the person passes through an opening into a permit-required confined space. Entry includes ensuring work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space, whether or not such action is intentional or any work activities are actually performed in the space.
- ❖ **Entry Employer –**
Any employer who decides that an employee it directs will enter a permit space. Note: An employer cannot avoid the duties of the standard merely by refusing to decide whether its employees will enter a permit space, and OSHA will consider the failure to so decide to be an implicit decision to allow employees to enter those spaces if they are working in the proximity of the space.
- ❖ **Entry Permit –**
The written or printed document that is provided by the employer who designated the space a permit space to allow and control entry into a permit space and that contains the information specified in 29 CFR 1926.1206.
- ❖ **Entry Supervisor –**
The qualified person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this standard.
- ❖ **Hazardous Atmosphere –**
An atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
 - Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL) and/or lower explosive limit (LEL).
 - Airborne combustible dust at a concentration that meets or exceeds its LFL and/or LEL.
 - Atmospheric oxygen concentration below 19.5% or above 23.5%.
- ❖ **Lower Flammable Limit (LFL) or Lower Explosive Limit (LEL) –**
The minimum concentration of a substance in air needed for an ignition source to cause a flame or explosion.
- ❖ **Physical Hazard –**
An existing or potential hazard that can cause death or serious physical damage. Examples include, but are not limited to: explosives, mechanical, electrical, hydraulic and pneumatic energy; radiation; temperatures extremes; engulfment; noise; and inwardly converging surfaces. Physical hazard also includes chemicals that can cause death or serious physical damage through skin or eye contact (rather than through inhalation).
- ❖ **Qualified Person –**
One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the project.
- ❖ **Test or Testing –**
The process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space. NOTE: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

AA-2 Definitions (continued)

- ❖ Ventilate or Ventilation –
Controlling a hazardous atmosphere using continuous forced-air mechanical systems that meet the requirements of 29 CFR 1926.57 (Ventilation).

AA-3 General Requirements

Before work begins at a worksite, each employer must ensure that a Competent Person identifies all confined spaces and permit spaces in which one or more of the employees it directs may work, and identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary.

If a workplace contains permit spaces, the employer who identifies or receives notice of a permit space must:

1. Inform exposed employees by posting a danger sign or by any other equally effective means, of the existence and location of, and dangers posed by, the permit space. NOTE: A sign reading "DANGER – PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER".
2. Inform its employees' authorized representatives and the controlling contractor of the existence and location of, and dangers posed by, each permit space.

Employers who identify or receive notice of a permit space, and do not authorize employees they direct to work in that space, must take effective measures to prevent those employees from entering that permit space. If the employer decides an employee will enter a permit space, they must have a written permit space program implemented at the worksite. This written program must be made available prior to and during entry operations for inspection by employee and their authorized representatives.

OSHA does allow for employers to use alternate method for entering a permit space under very specific conditions. Consult OSHA's 29 CFR 1926.1203(e)(1) for more information.

Before an employee enters the permit space, the internal atmosphere shall be tested with a direct reading instrument that detects oxygen content, gases and vapors and potential toxic air contaminants.

AA-4 Hazards of Confined Spaces

Confined spaces can possess many hazards. A permit-required confined space is defined as a confined space that has one or more of the following characteristics:

Hazardous Atmosphere - The atmosphere of a confined space can be hazardous. The atmosphere can prevent escape without help and cause illness or death.

There are three (3) types of hazardous atmospheres:

1. Oxygen deficiency can be a hazard. Oxygen is safe when it is between 19.5% and 23.5%.
2. The confined space may contain gases, vapors, mists or dusts that are flammable. The risks of a fire may not be obvious, and only testing can show if it contains traces of flammable substances. The substances can be ignited by smoking, grinding or welding, unapproved electrical equipment, or metal friction.
 - a) Oxygen levels may fall if the space contains:
 - i. Iron, which uses oxygen to form rust.
 - ii. Methane, which pushes oxygen out of an enclosed area.
 - iii. Carbon dioxide, which absorbs oxygen.

When oxygen falls to 16%, judgement & coordination suffer and difficulty breathing and drowsiness occur. At 12%, the person becomes unconscious and at 6%, death will occur.

AA-4 Hazards of Confined Spaces (continued)

3. The atmosphere could also be toxic to inhale. If a known substance exceeds its permissible exposure limit (PEL), it could cause illness or death. Inhaling just a little of some known substances can cause irritation to the respiratory or nervous system.
 - a) Carbon Monoxide replaces the oxygen in the blood and can cause death.
 - b) Hydrogen Sulfide can cut off breathing. It is easy to detect because it smells like rotten eggs, but the body quickly becomes desensitized to the hydrogen sulfide present in the confined space and we cannot tell if the hydrogen sulfide still exists without the use of a direct reading instrument (4 Gas Air Monitor).
 - c) Sulfur Dioxide is very poisonous, even in small amounts.

Dizziness, drowsiness, nausea or headaches are good warning signs that the confined space should be evacuated immediately.

Confined spaces can possess many additional hazards:

1. Engulfing Potential – Engulfment is when an employee is trapped, buried or smothered by liquids or flowing solids, such as grain or sand. Even if the material doesn't cover the head, the pressure on the chest can be enough to prevent breathing or damage internal organs.
2. Trapping or Asphyxiation Configuration – Some confined spaces have an entrapping design. Employees can be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.
3. Other Recognized Serious Safety or Health Hazards – Confined spaces may contain physical hazards such as moving machinery parts, build-up of heat or cold, falls from entry/exit ladders or access points, noise from machinery and electrocution from live parts or wires.

AA-5 Permit-Required Confined Space Program Requirements

OSHA requires a written entry permit program be developed and implemented by the entry employer before entering a permit-required confined space. The program shall be available for inspection by employees and their authorized representatives.

Each entry employer shall:

1. Implement necessary measures to prevent unauthorized entry.
2. Identify and evaluate hazards of the permit space before employees enter them.
3. Develop and implement procedures and practices necessary for safe permit space entry operations including but not limited to:
 - a) Specifying acceptable entry conditions.
 - b) Provide opportunity to observe any monitoring or testing of permit spaces to authorized entrants.
 - c) Isolate the permit space and physical hazards within the space.
 - d) Eliminate or control atmospheric hazards.
 - e) Ensure the monitoring procedures will detect an increase in atmospheric hazard levels in sufficient time for the entrants to safely exit the permit space should the ventilation system stop working.
 - f) Ensure employees are not allowed to enter into, or remain in, a permit space with a hazardous atmosphere unless appropriate PPE is provided for each employee in the permit space and PPE shall provide effective protection.

AA-5 Permit-Required Confined Space Program Requirements (continued)

- g) Eliminate any condition (such as high pressure) that could make it unsafe to remove an entrance cover.
 - h) Provide barriers as necessary to protect entrants from external hazards.
 - i) Verify conditions in the permit space are acceptable for entry throughout the duration of an authorized entry.
4. Provide and maintain, at no cost to the employee, the following equipment for safe entry into and rescue from permit spaces. Employers shall ensure that employees use this equipment properly:
- a) Testing and monitoring equipment needed.
 - b) Ventilating equipment to obtain acceptable entry conditions.
 - c) Communications equipment.
 - d) PPE.
 - e) Lighting equipment approved for the ignitable or combustible gas or material which might be present, and that is sufficient to see well enough to work safely and to exit space quickly in an emergency.
 - f) Barriers and shields to protect against external hazards.
 - g) Equipment needed for safe entry and exit.
 - h) Rescue and emergency equipment.
 - i) Any other equipment needed for safe entry, safe exit and rescue from permit spaces.
5. Evaluate permit space conditions

Test conditions in the permit space to determine if acceptable entry conditions exist before changes to the space's natural ventilation are made, and before entry is authorized to begin.

If an entry employer demonstrates isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), the entry employer shall:

- a) Perform pre-entry testing to the extent feasible before entry is authorized.
- b) If entry is authorized, continuously monitor entry conditions in the areas where authorized entrants are working.
- c) Provide an early warning system that continuously monitors for non-isolated engulfment hazards. The system must alert authorized entrants and attendants in sufficient time for the authorized entrants to safely exit the space.

AA-6 Entry Permit Requirements

Before entry is authorized each entry employer shall prepare and post an entry permit at the entrance of a permit-required confined space. It is important for the authorized entrant, attendant and entry supervisor to read the permit before working in and around the space.

The entry permit shall identify:

1. The space to be entered and the purpose for entering space.
2. Permit date and length of time the permit is valid.

AA-6 Entry Permit Requirements (continued)

3. The name of the authorized entrants.
4. Means of detecting an increase in atmospheric hazard levels in the event the ventilation system stops working.
5. The personnel serving as attendant and current entry supervisor.
6. The signature or initials of each entry supervisor who authorizes entry.
7. The hazards of the permit space.
8. The measures used to isolate and eliminate or control the hazards of the permit space.
9. The acceptable entry conditions.
10. Results of initial and periodic tests performed.
11. The rescue and emergency services that can be summoned and the means for contacting those services.
12. The methods to maintain communications between the authorized entrants and attendants.
13. Equipment needed to perform the tasks such as PPE, testing equipment, communications equipment, alarm systems, and rescue gear.
14. Any information necessary, given the circumstances of the particular confined space, to ensure employee safety.
15. Any additional permits required to perform work in the permit space such as welding.

AA-7 Duties of Attendants

OSHA requires the employer to train all attendants that will be watching over a confined space. Employers shall ensure attendants:

1. Know the hazards of the confined space and the behavioral effects of those hazards.
2. Know how many authorized entrants are in a confined space and be able to identify each one.
3. Remain outside the permit space during entry operations until relieved by another attendant.
4. Monitor and maintain communication with entrants about the hazards that could be presented inside and outside the permit space.
5. Contact rescue services as soon as they determine that the authorized entrant needs assistance with escaping.
6. Warn unauthorized persons to stay clear from the confined space and advise the person if they have entered the permit space. Attendant must then inform the entry supervisor and authorized entrants if the unauthorized person has entered the permit space.
7. Be able to perform non-entry rescues as specified in their employer's rescue procedures.
8. Not perform any additional duties that could interfere with the primary duty to monitor and protect the authorized entrant(s).

AA-8 Duties of Entry Supervisors

OSHA requires that there be an entry supervisor for each permit-required confined space. The entry supervisor can monitor more than one space at a time. The duties of an entry supervisor include:

1. Know the hazards of the confined space including the mode, symptoms and consequences of the exposure.
2. Verifying the proper entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
3. Terminating the entry and canceling or suspending the permit.
4. Confirming that rescue services are available and that means for summoning them are operable.
5. Confirming with the rescue service that they will notify the employer as soon as the rescue services become unavailable.
6. Removing unauthorized individuals who enter or attempt to enter the permit space during entry operations.
7. Determining that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

AA-9 Duties of Authorized Entrants

OSHA requires authorized entrants be trained and understand the following:

1. Know the hazards that are present in the workspace.
2. Properly use required equipment.
3. Communicate with the attendant in case of exposure to a hazard.
4. Alert the attendant when any warning signs of a dangerous situation, or prohibited conditions is recognized.
5. Exit from the permit space when:
 - a) The attendant orders an evacuation of the confined space.
 - b) Any warning signs of a hazard are recognized.
 - c) A prohibited condition is discovered.
 - d) The evacuation alarm is activated.

AA-10 Confined Space Entry Training Requirements

Training plays a very important part of safety in confined spaces. It is up to each employer to maintain a safe working environment. Employers must ensure affected employees understand the hazards in the permit space and the methods used to isolate control or in other ways protect them from these hazards. Employees not authorized to perform entry rescues must understand the dangers of attempting such rescues. Training shall establish employee proficiency in the duties required and must introduce new or revised procedures as necessary.

OSHA requires employers to provide confined space entry training:

1. In both a language and vocabulary that the employee can understand.
2. Before assigning duties to employees pertaining to permitted spaces.

AA-10 Confined Space Entry Training Requirements (continued)

3. Before changing employee duties.
4. When the permit space has new hazards.
5. When the procedures change for the permit space.
6. When it is evident that an employee needs additional training.

AA-11 Conclusion

Confined spaces in the construction industry are a common hazard to employees and must be taken seriously. Never enter a confined space unless you are authorized to do so and always have the proper PPE to enter a confined space.

OSHA's standard CFR 1926 Subpart AA Confined Spaces in Construction addresses confined spaces in the construction industry, the hazards they present and steps to protect construction employees. This standard has been designed to serve as a guideline for employers and employees to follow prior to, during and after entry into a confined space.

SUBPART CC – CRANES AND DERRICKS IN CONSTRUCTION

CC-1 Scope

On November 8, 2010 OSHA published its final rule for the new Subpart CC – Cranes and Derricks in Construction. A number of factors prompted OSHA to undertake a final rulemaking. One factor was approximately 22 fatalities and 175 injuries were occurring on average per year. To prevent more of these fatalities and injuries, a number of hazards needed to be more adequately addressed such as power lines hazards, caught in or struck by equipment hazards; unsafe work practices; and equipment tip-overs. In addition, there have been considerable technological advances in equipment since the publication of Subpart N which originally covered crane and derricks.

CC-2 Definitions

- ❖ **A/D Director (Assembly/Disassembly Director) –**
An individual who meets this subpart's requirements for an A/D director, irrespective of the person's formal job title or whether the person is non-management or management personnel.
- ❖ **Anti-two Blocking Device –**
A device which automatically prevents damage from contact between the load block, overhaul ball, or similar component, and the boom tip (or fixed upper block or similar component). The device(s) must prevent such damage at all points where two-blocking could occur.
- ❖ **Articulating Crane –**
A crane whose boom consists of a series of folding, pin connected structural members, typically manipulated to extend or retract by power from hydraulic cylinders.
- ❖ **Assembly/Disassembly –**
The assembly and/or disassembly of equipment covered under this standard. With regard to tower cranes, "erecting and climbing" replaces the term "assembly", and "dismantling" replaces the term "disassembly". Regardless of whether the crane is initially erected to its full height or is climbed in stages, the process of increasing the height of the crane is an erection process.
- ❖ **Attachments –**
Any device that expands the range of tasks that can be done by the equipment. Examples include, but are not limited to: an auger, drill, magnet, pile-driver, and boom-attached personnel platform.

CC-2 Definitions (continued)

- ❖ Audible Signal –
A signal made by a distinct sound or series of sounds. Examples include, but are not limited to, sounds made by a bell, horn, or whistle.
- ❖ Blocking (Also Referred to as “Cribbing”) –
Wood or other material used to support equipment or a component and distribute loads to the ground. It is typically used to support lattice boom sections during assembly/disassembly and under outrigger and stabilizer floats.
- ❖ Boom (Equipment Other Than Tower Cranes) –
An inclined spar, strut, or other long structural member which supports the upper hoisting tackle or crane derrick. Typically, the length and vertical angle of the boom can be varied to achieve increased height or height and reach when lifting loads. Booms can usually be grouped into general categories of hydraulically extendible, cantilevered type, latticed section, cable supported type or articulating type.
- ❖ Boom (Tower Cranes) –
On tower cranes, if the “boom” (*i.e.*, principal horizontal structure) is fixed, it is referred to as a jib; if it is movable up and down, it is referred to as a boom.
- ❖ Boom Angle Indicator –
A device which measures the angle of the boom relative to horizontal.
- ❖ Competent Person –
One who is capable of identifying existing and predictable hazards in the surrounding or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- ❖ Controlling Entity –
An employer that is a prime contractor, general contractor, construction manager or any legal entity which has the overall responsibility for the construction of the project – its planning, quality and completion.
- ❖ Counterweight –
A weight used to supplement the weight of equipment in providing stability for lifting loads by counterbalancing those loads.
- ❖ Crane/Derrick –
Includes all equipment covered by this subpart.
- ❖ Dedicated Spotter (Power Lines) –
To be considered a dedicated spotter, the requirements of Section 1926.1428 (Signal person qualifications) must be met and his/her sole responsibility is to watch the separation between the power line and equipment, load line and load (including rigging and lifting accessories), and ensure through communication with the operator that the applicable minimum approach distance is not breached.
- ❖ Encroachment –
Is where any part of the crane, load line or load (including rigging and lifting accessories) breaches a minimum clearance distance that this subpart requires to be maintained from a power line.
- ❖ Fall Zone –
The area (including but not limited to the area directly beneath the load) in which it is reasonably foreseeable that partially or completely suspended materials could fall in the event of an accident.

CC-2 Definitions (continued)

- ❖ Hoist –
A mechanical device for lifting and lowering loads by winding a line onto or off a drum.
- ❖ Hoisting –
Is the act of raising, lowering or otherwise moving a load in the air with equipment covered by this standard. As used in this standard, hoisting can be done by means other than wire rope/hoist drum equipment.
- ❖ Load –
Refers to the object(s) being hoisted and/or the weight of the object(s); both uses refer to the object(s) and the load-attaching equipment, such as, the load block, ropes, slings, shackles, and any other ancillary attachment.
- ❖ Mobile Crane –
Means a lifting device incorporating a cable suspended latticed boom or hydraulic telescopic boom designed to be moved between operating locations by transport over the road.
- ❖ Nationally Recognized Accrediting Agency –
An organization that, due to its independence and expertise, is widely recognized as competent to accredit testing organizations. Examples of such accrediting agencies include, but are not limited to, the National Commission for Certifying Agencies and the American National Standards Institute.
- ❖ Nonconductive –
Means that, because of the nature and condition of the materials used, and the conditions of use (including environmental conditions and condition of material), the object in question has the property of not becoming energized (that is, it has high dielectric properties offering a high resistance to the passage of current under the conditions of use).
- ❖ Operational Controls –
Levers, switches, pedals and other devices for controlling equipment operations.
- ❖ Operator –
A person who is operating the equipment.
- ❖ Procedures –
Include, but are not limited to: instructions, diagrams, recommendations, warnings, specifications, protocols and limitations.
- ❖ Proximity Alarm –
A device that provides a warning of proximity to a power line and that has been listed, labeled, or accepted by a Nationally Recognized Testing Laboratory in accordance with 29 CFR 1910.7.
- ❖ Qualified Evaluator (Not a Third Party) –
A person employed by the signal person's employer who has demonstrated that he/she is competent in accurately assessing whether individuals meet the Qualification Requirements in this subpart for a signal person.
- ❖ Qualified Evaluator (Third Party) –
An entity that, due to its independence and expertise, has demonstrated that it is competent in accurately assessing whether individuals meet the Qualification Requirements in this subpart for a signal person.
- ❖ Qualified Person –
A person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, successfully demonstrated the ability to solve/resolve problems relating to the subject matter, the work, or the project.

CC-2 Definitions (continued)

- ❖ Qualified Rigger –
A rigger who meets the criteria for a qualified person.
- ❖ Sideboom Crane –
A track-type or wheel-type tractor having a boom mounted on the side of the tractor, used for lifting, lowering or transporting a load suspended on the load hook. The boom or hook can be lifted or lowered in a vertical direction only.
- ❖ Tagline –
A rope (usually fiber) attached to a lifted load for purposes of controlling load spinning and pendular motions or used to stabilize a bucket or magnet during material handling operations.
- ❖ Two Blocking –
A condition in which a component that is uppermost on the hoist line such as the load block, hook block, overhaul ball, or similar component, comes in contact with the boom tip, fixed upper block or similar component. This binds the system and continued application of power can cause failure of the hoist rope or other component.

CC-3 Inspections

All operating engineers shall present the CM with their New Jersey Department of Labor crane operator license, which shall be kept on file with the CM for safety auditing purposes.

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

A designated Competent Person shall perform and document all manufacturers-required inspections prior to and during each use. Documentation of all manufacturers-required inspections shall be maintained by the Prime Contractor for review by the NJSDA Safety Unit.

CC-4 Piling Driving

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

CC-5 Other Mobile Equipment

Lulls (Forklifts) 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, all operators shall wear seat belts at all times, no exceptions.

CC-6 Load Chart

All cranes shall have a load chart and operations manual for the specific type/model of crane on site. All load charts and operations manuals shall be readily accessible for safety auditing purposes.

The Prime Contractor shall require its subcontractor to certify that the operating engineer has read the operators manual and can interpret the load chart.

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

CC-7 Capacity

For lifts of any load that are more than 60% of the crane's rated capacity, the CM shall be notified in writing prior to the lift taking place.

CC-8 Operator Qualifications

A valid New Jersey Crane Operator License is required for all crane lifts on School Facilities projects. A copy of this license shall be maintained and filed at site for by the Prime Contractor for safety auditing purposes.

All operating engineers shall submit a valid medical review (fit for duty) card or documentation to the Prime Contractor to be filed at site for safety auditing purposes.

All operating engineers shall be experienced and trained in the specific type/model of crane being used at site.

CC-9 Anti-Two Blocking Device

All cranes operating on School Facilities projects shall employ the use of an anti-two blocking device at all times when lifting equipment and materials.

CC-10 Accessibility of Procedures

The procedures applicable to the operation of the equipment, including rated capacities (load charts), recommended operating speeds, special hazard warnings, instructions, and operator's manual, must be readily available in the cab at all times for use by the operator.

In the event of a failure which makes the rated capacities inaccessible (where rated capacities are available in the cab only in electronic form), the operator must immediately cease operations or follow safe shut-down procedures until rated capacities (in electronic or other form) are available.

The operator must not engage in any practice or activity that diverts his/her attention while actually engaged in operating the equipment, such as the use of cellular phones (other than when used for signal communications).

The operator shall not leave the controls while the load is suspended.

When a local storm warning has been issued, the component person must determine whether it is necessary to cease crane operations and/or implement manufacturer recommendations for securing the equipment.

The operator must verify that the load is within the rated capacity of the equipment by at least one of the following methods:

1. The weight of the load must be determined from a source recognized by the industry (such as the load's manufacturer), or by a calculation method recognized by the industry (such as calculating a steel beam from measured dimensions and a known per foot weight), or by other equally reliable means. In addition, this information must be provided to the operator prior to the lift.
2. The operator must begin hoisting the load to determine, using a load weighing device, load moment indicator, rated capacity indicator, or rated capacity limiter, if it exceeds 75% of the maximum rated capacity at the longest radius that will be used during the lift operation. If it does, the operator must not proceed with the lift until he/she verifies the weight of the load.
3. A tag or restraint line must be used if necessary to prevent rotation of the load that would be hazardous.
4. The operator must obey a stop (emergency stop) signal, irrespective of who gives it.
5. Whenever there is a concern as to safety, the operator must have the authority to stop and refuse to handle loads until a qualified person has determined that safety has been assured.

CC-11 Signals – General Requirements

A signal person shall be provided in each of the following situations:

1. The point of operation, meaning the load travel or the area near or at load placement, is not in full view of the operator.
2. When the equipment is traveling, the view in the direction of travel is obstructed.
3. Due to site specific safety concerns, either the operator or the person handling the load determines that it is necessary.

CC-12 Communications – Radio, Telephone or Other Electronic Transmission of Signals

The device(s) used to transmit signals must be tested on site before beginning operations to ensure that all signal transmission is effective, clear, and reliable.

Signal transmission must be through a dedicated channel.

The operator's reception of signals must be by a hands-free system or device.

CC-13 Signals – Voice Signals – Additional Requirements

Prior to the beginning operations, the operator, signal person and lift director (if there is one), must contact each other and agree on the voice signals that will be used. Once the voice signals are agreed upon, these employees need not meet again to discuss voice signals unless another employee is added or substituted, there is confusion about the voice signals, or a voice signal is to be changed.

Each voice signal must contain the following three elements, given in the following order: function (such as hoist, boom, *etc.*), direction; distance and/or speed; function, stop command.

The operator, signal person and lift director (if there is one) must be able to effectively communicate in the language used.

FORMS INDEX

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SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM NJSDA FORM 1

INSTRUCTIONS: *This form is a template to be utilized by the Prime Contractor who needs guidance in generating an OSHA and NJSDA contractually required site specific health and safety plan for all School Facilities projects. This form is to be completed at or in advance of the preconstruction conference. Completed plan gets forwarded to the assigned Authority Project Manager who distributes to the NJSDA Safety Unit for review and acceptance.*

NJSDA Safety Manual reference sections are listed on last page of form.

Project name:

Project address:

Contract No.:

School district:

Prime Contractor name:

Date:

FIELD SUPERVISOR ASSIGNED TO THIS PROJECT:

Name:

Office and cell numbers:

SAFETY COORDINATOR ASSIGNED 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

Local Fire Non-Emergency #: _____

Local Police Non-Emergency #: _____

Hospital Name: _____

Directions to Hospital: *(Attach map highlighting route from construction site address to designated hospital address.)*



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

OTHER EMERGENCY CONTACTS:

OSHA: 1-800-321-6742

NJ Dept. of Environmental Protection: 1-877-927-6337

Prime Contractor Primary Contact: _____

Primary Phone & Cell #: _____

Prime Contractor's Secondary Contact (can be reached 24 hrs/day): _____

Secondary Phone & Cell #: _____

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 Prime Contractor or subcontractor employees may be exposed to. No employee 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 Prime 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:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

GENERAL DESCRIPTION OF PROJECT SCOPE:

(Insert content)

EMPLOYEE AWARENESS OF SAFETY:

Describe methods used to foster or promote employee awareness of health and safety matters *(e.g. safety meetings, incentives, etc.)*

(Insert content)

SITE COMPLIANCE:

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

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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.)*

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART E – PERSONAL PROTECTIVE EQUIPMENT (PPE):

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

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART I – TOOLS-HAND AND POWER:

Identify any special conditions that apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART J – WELDING AND CUTTING:

Identify any special conditions that apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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.:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART L – SCAFFOLDS:

Submit Scaffolding Plan in sketch form to CM and NJSDA:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART M – FALL PROTECTION:

Identify any special conditions that may apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART N – HELICOPTERS, HOISTS, ELEVATORS AND CONVEYORS:

Identify any special conditions that may apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART O – MOTOR VEHICLES, MECHANIZED EQUIPMENT, ETC.:

Identify any special conditions that may apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART P – EXCAVATIONS.:

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

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART Q – CONCRETE AND MASONRY CONSTRUCTION:

Identify any special conditions that apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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

Identify if this section applies or not:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART T – DEMOLITION:

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.:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART U – BLASTING AND USE OF EXPLOSIVES:

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

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

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.:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART W – ROLLOVER PROTECTIVE STRUCTURES, OVERHEAD PROTECTION:

Identify any special conditions that apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART X – STAIRWAYS AND LADDERS:

Identify any special conditions that apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART Y – COMMERCIAL DIVING OPERATIONS:

Identify any special conditions that apply:

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART Z – TOXIC AND HAZARDOUS SUBSTANCES:

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

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART AA – CONFINED SPACES IN CONSTRUCTION:

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

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



**SAMPLE SITE SPECIFIC SAFETY PROGRAM FORM
NJSDA FORM 1**

SUBPART CC – CRANES AND DERRICKS IN CONSTRUCTION:

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

(Insert content)

PROPOSED CONTROLS:

Work practices, personal protective equipment, training, and/or emergency procedures that will be used to ensure the safety of employees and the general public, against the hazards identified above:

(Insert content)

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): *(list)*

SUBCONTRACTOR(S):

List all trades working on this activity:

(Insert content)



PROJECT SAFETY INSPECTION CHECKLIST
NJSDA FORM 2

INSTRUCTIONS: This form should be completed by the Prime Contractor's Safety Coordinator on a daily basis. The subcontractor Foreman-in-Charge and/or Competent person-in-Charge should complete it on a weekly basis. The completed form is given to the Prime Contractor for filing at site.
NJSDA Safety Manual reference sections are listed on last page of form.

Date: Inspection performed by:

Prime Contractor/subcontractor name:

Number of employees on site: Trades on site:

Project name: Project address:

Prime Contractor Foreman name: Prime Contractor Safety Rep name:

Observations (X)	Satisfactory	Unsatisfactory	N/A	Remarks
Safety Orientation Attended				
JHAs Submitted/Signed Off				
Weekly Tool Box Safety Meetings Conducted				
Subpart C - Emergency Evacuation Plan Reviewed; Muster Point Locations				
Subpart C - Housekeeping Compliance (Exterior)				
Subpart C - Housekeeping Compliance (Interior)				
Subpart D - First Aid Kit Available; Properly Stocked				
Subpart D - Adequate Lighting Available; Task Lighting Available				
Subpart D - NJSDA Safety Manual & HazCom Programs Submitted				



**PROJECT SAFETY INSPECTION CHECKLIST
NJSDA FORM 2**

Observations (X)	Satisfactory	Unsatisfactory	N/A	Remarks
Subpart E – Personal Protective Equip Compliance				
Subpart F - Flammables/ Combust. Storage Compliance				
Subpart F - Adequate Fire Extinguisher Available, Tagged				
Subpart G - Proper OSHA Signs and Postings in Areas				
Subpart I - Hand & Power Tools				
Subpart J - Welding/Cutting & Hot Work Permits				
Subpart K - Lockout/ Tagout Compliance				
Subpart K - Temporary Lights and Power				
Subpart K - GFCI & Cord Inspection				
Subpart L - Scaffolds Compliant/Tagged				
Subpart L - Scissors & Aerial Lifts Inspected				
Subpart M - Perimeter/Fall Protection Compliance				
Subpart M - Interior Shafts/Holes Protected				
Subpart N – Hoists, Elevators Compliance				
Subpart O - Motor Vehicles/ Back-up Alarms Compliant				
Subpart P - Compliant Trenches/Excavations/Daily Reports				
Subpart Q - Concrete/ Masonry Compliance; Walls Properly Braced				
Subpart R - Steel Erection Compliance				



PROJECT SAFETY INSPECTION CHECKLIST
NJSDA FORM 2

Observations (X)	Satisfactory	Unsatisfactory	N/A	Remarks
Subpart T - Demolition Compliance; Survey/Plan On-Site				
Subpart X - Proper Use of Ladders				
Subpart Z - Asbestos - Plan/Permit On-Site. Silica Dust Standard – Required Plan On-Site				
Subpart AA - Confined Space Entry; Plan On-Site. 4-Gas Meter On-Site/ Calibrated				
Subpart CC - Cranes Compliance				

Comments:

Inspector's name: _____ Date: _____

Inspector's signature: _____

Prime Contractor's name: _____ Date: _____

Prime Contractor's Signature: _____

(Optional)

NJSDA Field Compliance Inspector's name: _____ Date: _____

NJSDA Field Compliance Inspector's signature: _____

NJSDA Safety Manual reference section(s) and page(s):

Page 10, 3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities, line item. no. 7.

Page 15, 7.0 Job Site Inspections.



**TOOLBOX TALK REPORT
NJSDA FORM 3**

INSTRUCTIONS: The Prime Contractor and each subcontractor shall conduct weekly toolbox safety meetings with all of their employees performing work at the project site. The completed form (including attached materials) is to be filed at the site by the Prime Contractor.

NJSDA Safety Manual reference sections are listed on last page of form.

Date:	Project/Site:
-------	---------------

Conducted by:	Prime/subcontractor:
---------------	----------------------

Topics: *(Please attach materials used during talk.)*

Comments:

MEETING ATTENDANCE: *(Sign and print your name in a space provided below)*

Signature:	Printed Name:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

*NJSDA Safety Manual reference section(s) and page(s):
Page 12, 4.2 Toolbox Safety Meetings.*

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Form Page 1 of 1



CONFINED SPACE PRE-EVALUATION AND PERMIT FORM NJSDA FORM 4

INSTRUCTIONS: This form must be completed by the Prime Contractor or subcontractor prior to any work that involves a specific confined space area. A designated Competent Person from the employer will need to identify all confined spaces and permit spaces in which one or more of the employees it directs may work, including testing as necessary. A form will need to be completed each time entry into a confined space is required. Original to be filed at the site by the Prime Contractor.

NJSDA Safety Manual reference sections are listed on last page of form.

CONFINED SPACE PRE-ENTRY EVALUATION:

Location of confined space:	Additional descriptor: (e.g. location #, risk assessment #, etc.)
-----------------------------	---

Description of confined space: (e.g. tank #, manhole #, etc.)

Date issued:	Time of entry/issued:	Time permit expires: (max duration = hr)
--------------	-----------------------	--

Description of work to be done:

Initial confined space safe work evaluation. If "Yes" is indicated for any of the questions, entry is not permitted until hazards are identified and mitigated by use of the permit and authorized Entry Supervisor.

If "No" is indicated for every question, work may proceed.

Evaluation signature: _____ Print name: _____

If any conditions change, work shall stop and the supervisor shall be contacted.

HAZARD IDENTIFICATION	Hazards present or potentially present: <i>(indicate Yes or No in every box)</i>		
	Inherent Hazards	Introduced Hazards	Adjacent Hazards
Mechanical/electrical (springs, elevated parts, electric >50 volts)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Physical engulfment by material	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Pneumatic/hydraulic/fluids/gases (lifts, agitators, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Chemical/biological/atmospheric	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO



CONFINED SPACE PRE-EVALUATION AND PERMIT FORM NJSDA FORM 4

CONFINED SPACE ENTRY PERMIT:

ENERGY SOURCES (examples)	Hazards present or potentially present <i>(check all that apply)</i>			HAZARD CONTROLLED BY If additional permits are used, indicate here in addition to other controls				
	Inherent Hazards	Introduced Hazards	Adjacent Hazards					
Mechanical (springs, elevated parts, etc.)								
Electrical (motors, agitators, etc.)								
Pneumatic/hydraulic (lifts, agitators, etc.)								
Fluid/gases (CIP lines, nitrogen, steam, etc.)								
OTHER HAZARDS:				This section must be completed ↓				
Unauthorized entry of personnel								
Noise >85 dB								
Excessive heat or cold								
Falling objects								
Other permits: hot work, line break, LOTO, live electrical work								
ATMOSPHERIC HAZARDS: <i>(record pre-entry and document continuously at least every two hours until exit)</i>				Pre-Entry Req'd AM/PM:	Time AM/PM:	Time AM/PM:	Time AM/PM:	Time AM/PM:
Bump Test required and completed <input type="checkbox"/> YES								
Gas tester: type model _____ Serial # _____								
Continuous monitoring required <input type="checkbox"/> YES <input type="checkbox"/> NO								
Percent of oxygen 19.5% to 22%								
Lower explosive limit < 10% of LEL								
Carbon monoxide < 25 ppm								
Hydrogen sulfide < 5 ppm								
Other								
TESTER INITIALS:								
PERSONAL PROTECTIVE EQUIPMENT REQUIRED: <i>(For all, check the appropriate box)</i>								
Respirator <input type="checkbox"/> YES <input type="checkbox"/> N/A Type: _____ Model: _____ Cartridge/filter: _____	Safety glasses w/side shields <input type="checkbox"/> YES <input type="checkbox"/> N/A Goggles <input type="checkbox"/> YES <input type="checkbox"/> N/A Ear plugs/muffs <input type="checkbox"/> YES <input type="checkbox"/> N/A Gloves (Type: _____) <input type="checkbox"/> YES <input type="checkbox"/> N/A	Hard hat <input type="checkbox"/> YES <input type="checkbox"/> N/A Face shield <input type="checkbox"/> YES <input type="checkbox"/> N/A Boots <input type="checkbox"/> YES <input type="checkbox"/> N/A Disposal coveralls <input type="checkbox"/> YES <input type="checkbox"/> N/A						
Other: <i>(specify)</i>								
COMMUNICATIONS:								
Entrant <input type="checkbox"/> Verbal (allowed only for line of sight) <input type="checkbox"/> Radio Emergency rescue will be requested by: _____								



**CONFINED SPACE PRE-EVALUATION AND PERMIT FORM
NJSDA FORM 4**

RESCUE: *(For all, check the appropriate box)*

Full-body harness w/"D" ring YES N/A

Tripod/retrieval system YES N/A

Fall-arresting equipment YES N/A

Lifelines and safety or wrist harness YES N/A

Emergency escape retrieval equipment YES N/A

3rd party rescue team on-site YES N/A

Emergency response team has been notified of entry, hazards, and duration (still use for alternate procedure or reclassification)

Incident action plan has been completed and is available

ENTRANT(S): *(Print names and initial)*

I am aware of the hazards and their effects and will take the precautions required.

ATTENDANT(S): *(Print names and initial)*

I am aware of the hazards and their effects. I will arrange for rescue from outside the space, if required.

ENTRY SUPERVISOR: *(Print name and phone # / signature)*

I authorize entry into this confined space and verify that the hazards have been evaluated, control measures have been instituted, and the conditions are as indicated on this permit.

CANCEL PERMIT:

This permit shall be cancelled at the completion of the entry, or if hazards change, by placing a large "X" across both sides of the permit.

RESCUE & EMERGENCY CONTACT: *(Print name and phone #)*

NJSDA Safety Manual reference section(s) and page(s):
Page 41, AA Confined Space in Construction.



HOT WORK PERMIT FORM NJSDA FORM 5

INSTRUCTIONS: This form is to be completed by any Prime Contractor or subcontractor that will produce sparks or an open flame during their assigned tasks and completed on a daily basis if hot work activities are required. The completed form is given to the Prime Contractor for filing at site.

NJSDA Safety Manual reference sections are listed on last page of form.

School district:	Project/Site:
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Time hot work allowed: _____ to _____	Date:
---------------------------------------	-------

Job description:

TYPE OF WORK:

<input type="checkbox"/> Electric Welding	<input type="checkbox"/> Soldering
<input type="checkbox"/> Roofing Kettle/Tanker	<input type="checkbox"/> Gas Welding/Burning
<input type="checkbox"/> Grinding	<input type="checkbox"/> Torch Operations
<input type="checkbox"/> Brazing	
<input type="checkbox"/> Other:	

EMPLOYEE DOING THE WORK MUST CHECK ITEMS & SIGN BELOW:

Alarms must be cut off	<input type="checkbox"/> YES <input type="checkbox"/> NO	Combustible materials removed from area below	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cut off building sprinklers	<input type="checkbox"/> YES <input type="checkbox"/> NO	All flammable liquids removed from area	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fire watch required	<input type="checkbox"/> YES <input type="checkbox"/> NO	All flammable gas shut-off and isolated	<input type="checkbox"/> YES <input type="checkbox"/> NO
Vapor/Gas combustion test required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Welding screens positioned where needed	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hand fire extinguisher in area	<input type="checkbox"/> YES <input type="checkbox"/> NO	Sheathing provided where needed	<input type="checkbox"/> YES <input type="checkbox"/> NO
Combustible materials removed from area	<input type="checkbox"/> YES <input type="checkbox"/> NO	Welding cables & hoses out of travel areas or secured at least 7' overhead	<input type="checkbox"/> YES <input type="checkbox"/> NO



**HOT WORK PERMIT FORM
NJSDA FORM 5**

EMPLOYEE DOING THE WORK MUST CHECK ITEMS & SIGN BELOW:

Vapor combustion test conducted YES NO | Vapor combustion test conducted where necessary YES NO

If tested, who conducted the test? *(Print name)*

Test results:

Using pipe as required on special work permit YES NO

Signature of employee performing the Hot Work: *(Print name / signature)*

APPROVAL/SIGNATURE:

Shift:
Day
Swing
Night

Contractor's Foreman:

THE EMPLOYEE PERFORMING THE HOT WORK MUST 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 electric drills in hazardous 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 a 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 developed during the absence.
7. Permit becomes void if:
 - a) Hot Work is delayed for an 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 Prime Contractor's or subcontractor's Safety Representative where applicable.
9. This tag must be posted at work site then returned to the Prime Contractor's Safety Coordinator/Inspector.

NJSDA Safety Manual reference section(s) and page(s):
Page 27, J-1 Hot Work Permit.

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Form Page 2 of 2



**JOB HAZARD ANALYSIS (JHA) FORM
NJSDA FORM 6**

INSTRUCTIONS: This form is a template to be utilized by the Prime Contractor or subcontractor as a tool to reduce injury and/or damages to a person or property during the course of their work at a Schools Facility project. All JHAs shall be submitted to the Prime Contractor as part of their safety submittal package. The JHA shall be reviewed and signed off by all Prime Contractors after safety orientation. The completed form is given back to the Prime Contractor for filing at site.

NJSDA Safety Manual reference sections are listed on last page of form.

Job Title/Description:

Date: Page _____ of _____

Trade: Supervisor:

Company/Organization: Location:

Required and/or recommended PPE:

Analysis by: *(Print name)* Reviewed by: *(Print name)*

Approved by: *(Print name / signature)*

SEQUENCE OF BASIC JOB STEPS: POTENTIAL HAZARDS: RECOMMENDED ACTION OR PROCEDURE:

1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		

NJSDA Safety Manual reference section(s) and page(s):
Page 5, 1.0 Introduction, line no. 4.

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Form Page 1 of 1



ACCEPTANCE OF SITE-SPECIFIC HEALTH AND SAFETY PLAN (SSHASP) FORM
NJSDA FORM 7

*INSTRUCTIONS: This is an internal form to be signed off by the assigned NJSDA Field Compliance Inspector, issued to the Prime Contractor. Original to be filed at the site by Prime Contractor.
NJSDA Safety Manual reference sections are listed on last page of form.*

I have reviewed and accepted the Prime Contractor SSHASP submittal and find it to be compliant with all Federal (OSHA) and NJSDA Safety Manual and Owner Controlled Insurance Program regulations, policies and procedures.

Project name:

Contract #:

Date of acceptance:

Prime Contractor name:

Construction Management firm name:

Construction Management representative name:

NJSDA FIELD COMPLIANCE INSPECTOR:

Name:

Date of acceptance:

Signature:

*NJSDA Safety Manual reference section(s) and page(s):
Page 5, 1.0 Introduction, line no. 4.*

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Form Page 1 of 1



SAFETY DOCUMENT SUBMITTAL LOG AND CHECKLIST NJSDA FORM 8

INSTRUCTIONS: This form is to be utilized by the Prime Contractor as a checklist for safety related documents. It shall be dated and signed off by the Prime Contractor's Safety Coordinator and Inspector. This form shall be filed at the site by the Prime Contractor. NJSDA Safety Manual reference sections are listed on last page of form.

CHECKLIST:

Written Site Specific Safety and Health Plans for contractors and subcontractors.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Hazard communication program, including current Material Safety Data Sheets.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Contractor and Subcontractor daily job site safety inspection reports, including documentation of corrective measures.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Documentation of weekly toolbox safety meetings, including names of employees and topics.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Accident investigation reports, including "near-miss" incidents.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Competent person qualifications and identification.	<input type="checkbox"/> YES <input type="checkbox"/> NO
OSHA Forms 300 and 300a.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Job Hazard Analysis.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Copies of weekly safety inspection reports.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Progress/Coordination Meeting minutes.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any other safety documents required by contract.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Section 4.0 of the NJSDA Safety Manual, 'Safety Related Meetings and Training'; identifies the safety related meetings to be conducted by the CM, Prime Contractor, and subcontractors. The Manual specifies that the General Contractor should maintain documentation of the specific meeting, content and attendance for the following project safety meetings:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Safety Orientation Training/Meeting	<input type="checkbox"/> YES <input type="checkbox"/> NO
Toolbox Safety Meetings	<input type="checkbox"/> YES <input type="checkbox"/> NO
Progress/Coordination Meetings	<input type="checkbox"/> YES <input type="checkbox"/> NO
Weekly Safety Meeting	<input type="checkbox"/> YES <input type="checkbox"/> NO
Pre-Shift Hazard Recognition Training/Meeting	<input type="checkbox"/> YES <input type="checkbox"/> NO
Workers' Compensation, Builders' Risk and General Liability Review and Management Meetings	<input type="checkbox"/> YES <input type="checkbox"/> NO
Required Training by Trade	<input type="checkbox"/> YES <input type="checkbox"/> NO
Sign Off: (Print name / signature)	Date:

NJSDA Safety Manual reference section(s) and page(s):
Page 9, 3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities.

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Form Page 1 of 1



WORKER'S COMPENSATION INCIDENT REPORTING & INVESTIGATION FORM
NJSDA FORM 1108

INSTRUCTIONS: The injured employee's Competent person/Foreman-in-charge should complete this form. Both injured employee and Foreman-in-charge must sign-off. Completion of this form must be done immediately upon notification of injury and electronically sent to the following within 24 hours of event: NJSDA assigned Field Compliance Inspector, NJSDA RMU, the OCIP insurance carrier and the CM. Original to be filed at the site by the Prime Contractor. Courtesy copy can be given to injured employee and Foreman-in-charge, if requested.

Safety Manual reference sections are listed on last page of form.

Date of Incident (mo/day/yr): __/__/____	Time of Incident: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Project Site:
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What part of the employee's work day:

<input type="checkbox"/> Entering/Leaving Work	<input type="checkbox"/> During Normal Activities	<input type="checkbox"/> During Break
<input type="checkbox"/> Lunch	<input type="checkbox"/> During Overtime	

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

Employee name:	Date of birth: __/__/____	Home phone:	Cell phone:
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Employee full address:

Employee occupation:	Employer name and length of time with employer:
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How long employee was performing this operation/job:

Describe in specific detail how incident occurred (Who was involved, when and where the incident happened, what happened, and how, include any machines, tools, materials or other important details):

Was the employee wearing all required PPE? <input type="checkbox"/> YES <input type="checkbox"/> NO	Describe PPE worn:
--	--------------------

Were the activities part of the job? <input type="checkbox"/> YES <input type="checkbox"/> NO	If no, describe further:
--	--------------------------



WORKER'S COMPENSATION INCIDENT REPORTING & INVESTIGATION FORM
NJSDA FORM 1108

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, e.g. unsafe work conditions, unsafe acts of employee, or other:

INJURY INFORMATION:

Nature of Injury/Illness:		Treatment:	Name & Address of Treating Facility:
<input type="checkbox"/> Strain/Sprain	<input type="checkbox"/> Internal	<input type="checkbox"/> First-Aid	Remarks:
<input type="checkbox"/> Fracture	<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> E.R.	
<input type="checkbox"/> Laceration/Cut	<input type="checkbox"/> Foreign Body	<input type="checkbox"/> Dr.'s Office	
<input type="checkbox"/> Bruising	<input type="checkbox"/> Chemical Reaction	<input type="checkbox"/> Hospital Stay	
<input type="checkbox"/> Scratch/Abrasion	<input type="checkbox"/> Allergic Reaction		
<input type="checkbox"/> Amputation	<input type="checkbox"/> Concussion		
<input type="checkbox"/> Heart Related Illness	<input type="checkbox"/> Dislocation		
<input type="checkbox"/> Other (Specify below)			

Further description of nature and extent of injury:

Body part(s) injured:

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

Date

Comments:



WORKER'S COMPENSATION INCIDENT REPORTING & INVESTIGATION FORM NJSDA FORM 1108

CORRECTIVE ACTIONS:

I have taken the following temporary permanent immediate actions to reduce recurrence *(explain in detail)*:

I recommend the following actions to prevent recurrence and anticipate completion by __/__/____ date: *(explain in detail – be specific as to what would prevent the injury, incident or damage from occurring again)*:

CORRECTIVE ACTIONS TRACKING: *(All blocks must be filled in and information verifiable)*

<i>Briefly list action(s) from above that have or will be taken to prevent a recurrence:</i>	Assigned to Whom	Scheduled Completion Date	Actual Completion Date	Follow-up Date



WORKER'S COMPENSATION INCIDENT REPORTING & INVESTIGATION FORM
NJSDA FORM 1108

JOB HAZARD ANALYSIS REVIEW

Is there a JHA that applies to the task being performed when the injury or incident occurred? YES NO
*If yes, review the JHA, answer the following questions, and attach a copy to this report.
If no, please explain why the JHA was not required for the task.*

Were hazards sufficiently identified? *If not, please explain on separate sheet.* YES NO

Were identified controls adequate and implemented? *If not, please explain on separate sheet.* YES NO

Were the identified controls not implemented? *If not, please explain on separate sheet.* YES NO

Prepared by: _____

Company Name: _____

Forman's Name (please print): _____

Foreman's Signature: _____

Date: _____

Safety Manual reference section(s) and page(s):

Page 8, 3.1 General Overview, line item h.

Page 9, 3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities, line item no. 4.

Page 17, 9.3 Accident Investigation.

Page 17, 9.5 First Report of Injury-Worker's Compensation.

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Form Page 4 of 4



3RD PARTY (General Liability) INCIDENT REPORTING FORM
NJSDA FORM 1109

INSTRUCTIONS: The Prime Contractor should complete this form with the assistance of the claimant. Completion of this form must be done immediately upon notification of injury and electronically sent to the following within 24 hours of event: NJSDA assigned Field Compliance Inspector, NJSDA RMU, the OCIP insurance carrier, and the CM. Original to be filed at the site by the Prime Contractor. Courtesy copy can be given to claimant, if requested.

Safety Manual reference sections are listed on last page of form.

Date of incident (mo/day/yr): __/__/____	Time of incident: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Project site:
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CLAIMANT INFORMATION: (Complete one report for each individual involved)

Name:	Date of birth: __/__/____	Home phone:	Cell phone:
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Full address:

If auto accident, request insurance information:
Carrier: _____ Policy #: _____

INCIDENT INFORMATION:

Describe in detail how incident occurred (Who was involved, when and where the incident happened, what happened, and how, include any machines, tools, materials or other important details):

Contractor and employees involved in incident:



3RD PARTY (General Liability) INCIDENT REPORTING FORM
NJSDA FORM 1109

WITNESS(ES):

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

INJURY INFORMATION:

Does claimant allege injuries?
 YES NO

Body part(s) injured:

Was medical treatment required?
 YES NO

Was injured transported via ambulance?
 YES NO

Further description of nature and extent of injury:



3RD PARTY (General Liability) INCIDENT REPORTING FORM
NJSDA FORM 1109

PROPERTY DAMAGE INFORMATION:

Describe damaged property (e.g. make/model of vehicle, type of equipment, etc.):

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

Were photos taken? (If yes, please attach photos to form.)

YES NO

By whom?:

Police notified?

YES NO

Report or file no.:

Comments:

Prepared by: _____

Company name: _____

Foreman's name (please print): _____

Foreman's signature: _____

Date: _____

Safety Manual reference section(s) and page(s):

Page 8, 3.1 General Overview, line item h.

Page 9, 3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities, line item no. 4.

Page 17, 9.6 Report of Commercial Liability Claim and/or Incident.



PROPERTY DURING CONSTRUCTION (Builder's Risk) INCIDENT REPORTING FORM
NJSDA FORM 1110

INSTRUCTIONS: *The Prime Contractor should complete this form with the assistance of any subcontractor Foreman if needed. Completion of this form must be done immediately upon notification of incident and electronically sent to the following within 24 hours of event: NJSDA assigned Field Compliance Inspector, NJSDA RMU and the CM. Original to be filed at the site by the Prime Contractor. Safety Manual reference sections are listed on last page of form.*

INCIDENT INFORMATION:

Date of incident (mo/day/yr): __/__/____	Time of incident: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Project site:
---	--	---------------

Describe in detail how incident occurred (*Who was involved, when and where the incident happened, what happened, and how, include any machines, tools, materials or other important details*):

Contractor and employees involved in incident:

WITNESS(ES):

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



PROPERTY DURING CONSTRUCTION (Builder's Risk) INCIDENT REPORTING FORM
NJSDA FORM 1110

PRIMARY CAUSE:

What condition or act caused the incident:

Equipment involved:

Amount of estimated loss: \$ _____

Were photos taken? (*Attach photos to this form.*)

YES NO

By whom?:

Police notified?

YES NO

Report or file no.:

Comments:

CORRECTIVE ACTIONS:

I have taken the following temporary permanent immediate actions to reduce recurrence (*explain in detail*):



PROPERTY DURING CONSTRUCTION (Builder's Risk) INCIDENT REPORTING FORM
NJSDA FORM 1110

I recommend the following actions to prevent recurrence and anticipate completion by __/__/____ date: (explain in detail – be specific as to what would prevent the incident or damage from occurring again):

CORRECTIVE ACTIONS TRACKING: (All blocks must be filled in and information verifiable)

Briefly list action(s) from above that have or will be taken to prevent a recurrence:	Assigned to Whom	Scheduled Completion Date	Actual Completion Date	Follow-up Date

Prepared by: _____

Company name: _____

Foreman's name (please print): _____

Foreman's signature: _____

Date: _____

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Safety Manual reference section(s) and page(s):

Page 8, 3.1 General Overview, line item h.

Page 9, 3.3 Prime Contractor Safety Coordinator and Inspector Responsibilities, line item no. 4.

Page 17, 9.7 Report of Builder's Risk Claim and/or Incident.