

**FLORIDA MUNICIPAL CONSTRUCTION INSURANCE TRUST**



**MASTER CONTROLLED INSURANCE PROGRAM (MCIP)**

**FOR**



**SCHOOL DISTRICT OF PALM BEACH COUNTY**

***Project Safety Manual***

# Project Safety Manual

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## **Administration Directory**

### **MCIP Administrative Coordinator**

<p>Florida League of Cities 125 E. Colonial Drive Orlando, FL 32801 - or-</p> <p>P.O. Box 538135 Orlando, FL 32853-8135</p>	<p>Cordia Murphy</p>	<p>Phone (toll-free): 866-903-0884 Fax (toll-free): 866-701-0885 E-Mail: <a href="mailto:cmurphy@flcities.com">cmurphy@flcities.com</a></p>
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### **Owner**

<p>The School District of Palm Beach County 3300 Forest Hill Blvd. West Palm Beach, FL 33406-5813</p>	<p>David M. Ford Benefits Manager</p>	<p>Phone: 561 434-8245 E-Mail: <a href="mailto:fordd@palmbeach.k12.fl.us">fordd@palmbeach.k12.fl.us</a></p>
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### **MCIP Claims Handling**

<p>ACE USA / ESIS</p>	<p>Centralized claim reporting:</p>	<p><b>Toll-Free: 1-877-897-5423</b></p>
<p><u>Worker's Compensation:</u></p> <p>ACE USA / ESIS Tampa Claims Office</p> <p>P.O. Box 23928 Tampa, FL 33623-3928</p>	<p>Team Leader: Carrie Rodriguez</p> <p>Rep: Kelli Green</p>	<p>Main Line: 800-367-5189 Fax: 800-336-0408</p> <p>Phone: 813-281-1472 E-Mail: <a href="mailto:carrie.rodriquez@esis.com">carrie.rodriquez@esis.com</a></p> <p>Phone: 813-281-1439 E-Mail: <a href="mailto:kelli.green@esis.com">kelli.green@esis.com</a></p>
<p><u>General Liability:</u></p> <p>ACE USA / ESIS Tampa Claims Office P.O. Box 30389 Tampa, FL 33630-3389</p>	<p>Team Leader: Brenda Jones</p> <p>Designated Rep: Chris Lewis Laura Long</p>	<p>Main Line: 800-282-4651 Fax: 800-590-6481</p> <p>Phone: 813-281-1397 E-Mail: <a href="mailto:brenda.jones@esis.com">brenda.jones@esis.com</a></p> <p>Phone: 813-281-1428 E-Mail: <a href="mailto:chris.lewis@esis.com">chris.lewis@esis.com</a> E-Mail: <a href="mailto:laura.long@esis.com">laura.long@esis.com</a></p>

### **MCIP Broker**

<p>Towers Perrin One Stamford Plaza / 5th FL 263 Tresser Boulevard Stamford, CT 06901-3226</p>	<p>William M. Mollica, Vice President</p>	<p>Phone: 203-363-1962 Fax: 203-363-1995 Email: <a href="mailto:william.mollica@towersperrin.com">william.mollica@towersperrin.com</a></p>
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**MCIP Insurer**

ACE USA ACE Risk Management 1133 Avenue of the Americas New York, NY 10036	MCIP Underwriter:  Paul Hoffner	Phone: 215-640-5433  E-Mail: <a href="mailto:paul.hoffner@ace-ina.com">paul.hoffner@ace-ina.com</a>
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**MCIP Safety Team**

Florida League of Cities	Scott J. Blaser, CSP Risk Control Manager  Rudy Miranda Risk Control Supervisor	Phone: 800-445-6248 Fax: 407 -425-9142 E-Mail: <a href="mailto:MCIPRiskcontrol@flicities.com">MCIPRiskcontrol@flicities.com</a>  Phone: 407 -409-0930 E-Mail: <a href="mailto:rmiranda@flicities.com">rmiranda@flicities.com</a>
ACE USA	Allen Abrahamsen	Phone: 570-856-3476 E-Mail: <a href="mailto:allen.abrahamsen@ace.ina.com">allen.abrahamsen@ace.ina.com</a>

## **1.0 Introduction**

This Project Safety Manual applies to the work performed on all School District of Palm Beach County, FMCIT – MCIP construction projects. All Contractors shall comply with this Project Safety Manual (see Section 1.1 for definitions of Construction Manager, General Contractor, and Contractor/Subcontractor).

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

- It is the responsibility of the CM to maintain total control of safety to ensure that its employees, all Contractors and the general public will be provided an environment free of recognized hazards during construction activities.

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

- The Contractor shall conform to the requirements addressed in the Occupational Safety and Health Act of 1970 (“OSHA”) and all additions and revisions thereto, any state-specific OSHA requirements, and this Project Safety Manual. Prior to the start of construction work, the CM shall have provided a written and approved site-specific safety plan and obtained a copy of each Contractor’s site-specific safety plan. **This School District of Palm Beach County Project, FMCIT-MCIP Safety Manual shall be the governing document related to safety issues to which Contractors shall conform, unless more detailed or stringent requirements are included in the contractor’s site-specific safety plan.**
- The CM shall provide a site-specific Health and Safety Plan to the Project Coordinator for all construction work to be conducted on a School District of Palm Beach County, FMCIT - MCIP Construction Project. The CM will retain the site-specific safety plans of all Contractors and provide copies as required. The CM shall require that Contractors of any tier comply with both the site-specific plans provided by the CM and Contractors, and this Project Safety Manual. At the discretion of the CM, some lower-tier subcontractors may formally adopt the CM’s site-specific safety plan and submit it to the CM.
- Whenever a contractor is present on the project, a representative of the owner or CM must be on site.
- The Contractor shall assume all costs related to, but not limited to, personal protective equipment, all training requirements, and all requirements of this Project Safety Manual.

- Failure to include the cost of complying with these safety measures will not relieve the CM and/or Contractor from the obligation to implement the requirements in this Project Safety Manual.
- Whenever a Contractor has knowledge of, or is notified of, an unsafe act or unsafe condition, it shall immediately take steps to correct the unsafe act or unsafe condition.
- If a Contractor refuses to correct an unsafe act or unsafe condition, the Project Coordinator is authorized to stop that portion of the work until the work can continue in accordance with the requirements of this Project Safety Manual. The cost to bring the work activity into compliance shall be the responsibility of the responsible Contractor and at no time shall the costs be borne by the Project or School District of Palm Beach County, FMCIT - MCIP.
- Violations of OSHA, NFPA, ANSI regulations, or other nationally recognized standards/guidelines such as NFPA and ANSI can result in the issuance of fines/penalties from those entities that have such authority such as: OSHA, state and local government and law enforcement. The responsible Contractor will be responsible for any such fines.
- It is agreed and understood by the Contractor that this Project Safety Manual is an integral part of the contract documents and the Contractor shall incorporate its terms in all of its subcontracts and require their inclusion in subcontracts of all tiers.
- The Project Coordinator has the final authority for resolving any safety issues.
- Before starting work onsite, the Contractor is required to complete the information at the bottom of Attachment 1 (Section 13.1) and send it to the CM, along with a copy of its Hazard Communication and site-specific safety manual, a template of which is attached hereto (see Section 13.2 Attachment 2).

### **1.1 Definitions**

- **Construction Management Firm or Construction Manager (“CM”)**  
An individual, sole proprietor, partnership, firm, or Corporation under direct contract with SCHOOL DISTRICT OF PALM BEACH COUNTY, responsible for the overall management and oversight of the Construction Project and/or Contract Document. Whenever the term “Construction Management Firm” or “Construction Manager” is used throughout this document, it shall be understood to mean Construction Manager (CM).
- **Contractor/Subcontractor**  
An individual, firm, partnership, corporation, limited liability company, or any acceptable combination thereof, that supplies labor and/or materials for the Work at the site of a School District of Palm Beach County, FMCIT - MCIP Construction

Project. For purposes of this Safety Manual, any reference to the term “Contractor” shall mean all Construction Managers, General Contractors, contractors, and subcontractors of every tier, unless specifically indicated otherwise.

- **General Contractor (“GC”)**  
An individual, firm, partnership, corporation, limited liability company, or any acceptable combination thereof, contracting with the School District of Palm Beach County for performance of the Work at a School District of Palm Beach County, FMCIT - MCIP Construction Project, pursuant to the contract documents. Reference to “CM” may also refer to the contractor with the above-mentioned direct-line contract and overall project site responsibility. For purposes of this Safety Manual, any reference to the term "Contractor" shall mean all General Contractors, Construction Managers, contractors, and subcontractors of every tier, unless specifically indicated otherwise.
- **Florida League of Cities Safety Person**  
An individual, firm, partnership, corporation, limited liability company, or any acceptable combination thereof, with full or part-time duties related to the safety of the School District of Palm Beach County, FMCIT - MCIP Construction Project. This individual shall ensure adherence to this Safety Manual and have the authority to initiate corrective actions for needed safety improvements.
- **CM Safety Representative/Coordinator**  
An individual with full or part-time duties related to the safety of the Project site. This individual shall have the authority to initiate corrective actions for needed safety improvements.
- **MCIP Administrative Coordinator**  
An individual, firm, partnership, corporation, limited liability company, or any acceptable combination thereof, and/or a Florida League of Cities designated employee, authorized by Florida League of Cities, to be responsible for the overall management and oversight of the Master Controlled Insurance Programs.
- **MCIP Insurer**  
A firm, partnership, corporation, limited liability company, or any acceptable combination thereof contracting with Florida Municipal Construction Insurance Trust for insurance requirements on selected large-scale construction projects.
- **Project Coordinator**  
The individual assigned to the project to represent the School District of Palm Beach County in the overall management of the construction project and oversight of the Construction Manager/General Contractor.
- **Project Safety Manual**  
The set of documents that identify the guiding principals and/or practices for safety on all School District of Palm Beach County, FMCIT - MCIP Construction Projects.

- **Site Specific Safety Plan**

The site specific safety plan differs from a contractor's normal safety program. This safety plan must detail the scope of work specific to the contract; what hazards are expected and what safety measures will be taken for the protection of the worker and general public. High risk hazards identified will require a written, detailed Job Safety Analysis (JSA) or Job Safety Hazard Analysis (JSHA).

- **Contractor Safety Representative**

An individual, firm, partnership, corporation, limited liability company, or any acceptable combination thereof, with full or part-time duties related to the safety of a Contractor's employees.

- **Work**

The construction and/or services required by the Contract documents, and including all labor, materials, equipment, and/or services provided, or to be provided, by a Contractor to fulfill the Contractor's obligations. The work may constitute the whole or a part of a School District of Palm Beach County, FMCIT - MCIP Construction Project.

## **2.0 Safety Policy Statement**

### **2.1 Objectives**

- To eliminate accidents and injuries to Contractor personnel authorized visitors and members of the public.
- To eliminate any damage to the property of SCHOOL DISTRICT OF PALM BEACH COUNTY, the Project, its Contractors, 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 School District of Palm Beach County. This Project Safety Manual is provided to assist in establishing effective safety programs as an integral part of the overall success of the School District of Palm Beach County, FMCIT - MCIP Construction Project.

The Contractor shall comply with this Project Safety Manual, as well as OSHA requirements and all additions and revisions thereto, and other applicable federal, State, and local requirements as may apply.

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

### **3.0 Responsibilities**

The owner will hold The CM and all Contractors responsible for the implementation of the safety, health, and environmental requirements of this Project Safety Manual.

The Contractor shall implement this safety and risk control program to the fullest extent possible. The prevention of accidents and protection of property shall receive the School District of Palm Beach County top priority, support, and participation.

#### **3.1 General Overview**

- The Contractor shall:
  - Use safety planning (Job Safety Analyses) as a tool to reduce injury to persons and property.
  - Ensure that at least one supervisor per contractor has a current, within two years, OSHA 10 hour certificate.
  - Conduct inspections to locate and abate unsafe conditions and practices before they result in bodily injury or property loss.
  - Provide site-specific safety plans to the CM, which are to be maintained by the CM at the project site.
  - Protect the public, and property adjacent to the project site, as well as the environment.
  - Use accident investigation information to abate deficiencies and eliminate any additional losses (see forms in Attachment 3 in Section 13.3 and in Attachment 4 in Section 13.4).
  - Implement mandatory return-to-work/alternative work programs.
  - Implement a site-wide 100% 6-foot fall protection policy.
  - Implement a site-wide 100% use of hardhats and safety glasses.
- The Contractor shall be responsible for the safety and health of its own employees, regardless of who created the hazard.

#### **3.2 CM Safety Representative / Coordinator**

A CM Safety Representative/Coordinator is an individual with full or part-time duties (see definitions below) related to the safety of Contractors' employees working on the project site. This individual shall have the authority to initiate corrective actions for needed safety improvements.

- CM Safety Representative
  - The CM must have a CM Safety Representative regardless of the number of trade employees onsite. This CM Safety Representative is required to have completed an OSHA 10-hour course for construction safety and shall meet the definition of a competent person as defined by OSHA standards. Those projects with less than 100 trade employees onsite, including all tiers of Contractor employees, may allow the CM Safety Representative to perform other duties. When the number of trade employees is between 201 and 300, one (1) additional onsite safety representative is required. 301-400 employees require two (2) additional onsite safety representatives. This escalation will continue at the same rate.
- CM Safety Coordinator

If a project reaches or exceeds \$20 Million in construction value and/or has more than 100 trade employees onsite, including employees of all Contractors or if the Insurance Carrier, the owner or the MCIP Coordinator requires; a fulltime onsite CM Safety Coordinator is required for the project. The CM Safety Coordinator is required to have completed the OSHA 30-hour courses for construction safety. Ideally, the CM Safety Coordinator should have relevant construction safety experience. The CM Safety Coordinator is prohibited from performing other duties. The CM will provide a resume of the qualifications of the assigned CM Safety Representative/Coordinator to the Project Coordinator after contract award. The Project Coordinator or its authorized representative has the authority to approve or disapprove of the CM's assigned Safety Representative/Coordinator. The CM Safety Representative/Coordinator must be in place prior to the CM beginning work on the project site and must remain onsite while work is being performed.

### **3.3 CM Safety Representative / Coordinator Responsibilities**

The CM Safety Representative/Coordinator shall be responsible for:

- Promoting total job safety with all employees and visitors.
- Administration, implementation, and execution of this Project Safety Manual on the project site in cooperation with the Project management, Florida League of Cities' insurance representatives, and the Insurer(s).
- Monitoring all Contractors' adherence to safety requirements.
- Performing accident investigations (see forms in Attachment 3 in Section 13.3 and in Attachment 4 in Section 13.4).
- Reporting workers' compensation claims to the MCIP insurer.

- Ensuring that all onsite employees attend safety orientation training (see Section 4.1).
- Ensuring the proper use and care of personal protective equipment by all employees.
- Arranging OSHA training as required.
- Making periodic, documented safety inspections (at a minimum, weekly) and initiating appropriate corrective actions to correct safety deficiencies. (Refer to Section 7.0 “Jobsite Inspections” for details of safety inspection requirements).
- A sign that states “Hard hats, safety glasses, and proper work shoes are required beyond this point.” is to be clearly posted at each construction site entrance.
- Maintaining a first-aid kit, including easy access to an eye-wash station.

### **3.4 Contractor Safety Representative**

The CM shall require each Contractor to have a Contractor Safety Representative regardless of the number of trade employees onsite. This Contractor Safety Representative is required to have completed an OSHA 10-hour course for construction safety and shall meet the definition of a competent person as defined by OSHA standards. Those Contractors with less than 100 trade employees onsite may allow the Contractor Safety Representative to perform other duties.

The Contractor Safety Representative shall:

- Use pre-task planning, instructing workers on safe work practices and methods to prevent injury, damage to property, and loss of productive time.
- Ensure that badges or numbered orientation stickers are appropriately displayed, indicating attendance at safety orientation.
- Supply and enforce the use of personal protective equipment.
- 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.
- Hold weekly “toolbox” safety meetings, given by an OSHA-defined competent person (see Section 4.2), with his/her work crews. Documentation of these meetings is required and must include relevant topics and content as well as a list of attendees. Documentation of these meetings must be sent to, and maintained by, the CM.
- Conduct daily safety inspections of his/her work area.

- Assist in accident investigations.
- Assure that proper first-aid treatment is administered to injured employees.

## **4.0 Safety-Related Meetings and Training**

The following meetings and training are anticipated to be required on a School District of Palm Beach County, FMCIT - MCIP Construction Project. The CM must maintain documentation of the meeting, content, and attendance.

### **4.1 Safety Orientation Training**

- All new employees assigned to a School District of Palm Beach County, FMCIT - MCIP Project shall be properly trained by their employers for practices and procedures as outlined by OSHA 1926. This training shall include, (but not be limited to) general safety rules and regulations, hazard recognition, site-specific safety requirements, emergency procedures, and first-aid/medical procedures.
- A new hire safety orientation will be attended by every worker assigned to the project. This safety orientation must occur before beginning work at the project site. The CM Safety Representative/Coordinator will conduct the safety orientation training. The CM is responsible for ensuring that all site personnel attend these meetings. Individuals completing this safety orientation training will be provided with a badge or numbered hardhat sticker, which must be displayed appropriately.
- The CM Safety Representative/Coordinator shall direct each Contractor to provide safety training to all personnel in regard to the specific safety requirements and rules related to their work.
- The CM shall maintain copies of the Employee Consent and Orientation Forms, which confirm that each employee assigned to its project site has been instructed in the safety requirements of the School District of Palm Beach County, FMCIT - MCIP Construction Projects and his/her specific work.

### **4.2 “Toolbox” Safety Meetings**

Each Contractor shall conduct weekly “toolbox” safety meetings with all of their employees performing work at the project site. The CM Safety Representative/Coordinator and/or the Contractor Safety Representative shall conduct this training.

- The meetings shall cover any hazardous work conditions, unsafe work practices that have been identified, safe working practices, analysis of any accidents that have occurred on the project site, safety rules and regulations, and any related safety material.
- This training shall be documented to the CM 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 project site in a timely and safe manner.

- Safety shall be the first portion of the agenda. Minutes from the meeting shall reflect safety items discussed and any proposed resolution to safety-related issues.

### **4.4 Weekly Safety Representatives and Coordinators Meeting**

Attendance at this meeting shall be mandatory for the CM Safety Representative/Coordinator and all Contractor Safety Representatives. The purpose of this meeting shall be to discuss any hazardous working conditions that have been observed, to identify possible hazards in future work, and to discuss all other health and safety issues pertaining to the project.

### **4.5 Pre-Shift Hazard Recognition Training**

- Every Contractor shall be required to hold pre-shift hazard recognition training with each crew working in the following conditions: The contractor shall ensure that the workers performing identified hazardous tasks are properly equipped with the correct safety devices and/or procedures to safely perform the tasks.
  - At elevation (fall protection).
  - Excavation access, shoring, sloping or benching
  - Movement of heavy equipment and the backing of equipment
  - Crane and all material-hoisting operations.
  - Non-routine work operations, e.g., emergency procedures.
  - Any other potentially hazardous activities that pose an abnormal risk of injury to employees as identified by the School District of Palm Beach County, FMCIT - MCIP and/or its authorized representatives.

### **4.6 Claims Review and Management Meetings**

Attendance at scheduled quarterly or periodic claims review and management meetings by a CM representative is required.

## **5.0 Project Compliance Procedures**

This policy is intended to encourage compliance with the requirements of OSHA and all additions and revisions thereto, as well as other applicable federal, State, and local requirements, this Project Safety Manual, and site-specific safety plans. Workers performing in an unsafe manner that would endanger the employee, other workers, or the public will be subject to discipline or removal from the project site at the request of the CM or Project Coordinator.

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

During the course of any safety audit where an authorized party to the program notices an infraction that is deemed one of imminent danger, that person has the authority to stop work activity until correction of the hazard is made.

### **5.1 Verbal Warning Citation**

As the first step in correcting unacceptable behavior, the worker's safety representative/coordinator shall review the pertinent facts with the employee. He/she will consider the severity of the problem and the worker's past performance. A verbal warning shall be issued to the worker, which shall be documented in the worker's personnel file and a copy forwarded to the CM.

### **5.2 Written Warning Citation**

If the unacceptable performance continues, the next step will be a written warning. The written warning shall clearly state the safety policy that was violated and steps the worker must take if it is to be corrected. A written warning requires the CM Safety Representative/Coordinator to assure that the worker has satisfactorily completed an appropriate training session related to the safety policy violated. Documentation, with copies forwarded to the CM and Project Coordinator, is to be maintained in the worker's personnel file.

### **5.3 Removal from Site**

The CM Safety Representative/Coordinator and/or the Project Coordinator may request that a worker be removed from a project site for safety violations, whether or not verbal and/or written citations have been given, if the safety violation is deemed severe and/or could pose a direct and/or immediate life-threatening circumstance to construction safety, and/or impose any health hazards. If such a situation occurs, the responsible Contractor assumes full liability for any/all delays and/or costs associated with any/all delays as a result.

## **6.0 Record Keeping and Files**

The CM shall maintain a master or central file for safety and health-related documentation. Files shall be maintained in such a manner that distinguishes each Contractor.

The Project Coordinator and/or its designated representatives shall have the right to review all documentation at any time upon request. The CM shall give full cooperation, and require the full cooperation of all Contractors during these reviews.

The following documentation shall be in the CM's safety files:

- Written site-specific safety and health plans for all Contractors.
- Hazard communication program, including current MSDSs. A project site-specific MSDS file shall be maintained onsite by the CM for employee review. The CM must submit, and require each Contractor to submit, a copy of the MSDSs for those compounds to be used onsite at each School District of Palm Beach County, FMCIT - MCIP Construction Project. This submission should include only those compounds to be used onsite, not a compendium of all MSDSs for the entire company. All MSDS sheets shall be on file prior to those compounds being allowed onsite.
- Contractor daily jobsite safety inspection reports, including documentation of corrective measures.
- Documentation of weekly "toolbox" safety meetings, including names of employees attending the training and an outline of all topics discussed.
- Accident investigation reports, including near misses.
- Competent person qualifications and identification.
- OSHA logs 300, 300a and 301.
- Job Hazard Analyses.
- Copies of weekly safety inspection reports.
- All documentation required by other sections of this Project Safety Manual.

The CM must provide copies of any of the above, on request, to the School District of Palm Beach County or its authorized representative.

## **7.0 Jobsite Inspections**

### **7.1 Inspections**

The CM shall require each Contractor Safety Representative to conduct daily safety and health inspections for the work in his/her respective area of the project site. Documentation of all identified deficiencies and corrective actions taken shall be maintained by the CM for review by the Project Coordinator, and/or its authorized representatives.

An essential part of isolating the construction process from the general public and school occupants will be the combination of perimeter fence designating the project exterior perimeter and the interior partitions that denote the inner perimeter. Additionally, there may be identified “red zones and green zones” on a drawing indicating areas which areas are off limits to construction personnel. **At no time shall construction personnel be allowed to have any unauthorized contact with students or school officials.**

### **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 the life-threatening conditions are corrected. All corrective measures shall be documented and available for review by the Project Coordinator and/or its authorized representatives.

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

### **7.3 Non-Abatement**

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

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

copies to the Project Coordinator. If necessary, the CM may require the responsible Contractor to remove these individuals and/or their supervisors from the jobsite.

- If the CM fails to take corrective action for a safety requirement in a timely fashion, the Owner will correct the items and apply an applicable charge to the CM.

#### **7.4 Work Stoppage**

Florida League of Cities, FMCIT - MCIP has authorized the Project Coordinator to order, at the Contractor's expense, a work stoppage until unsafe conditions are abated.

## **8.0 Accident / Injury Management**

### **8.1 Accident Reporting**

**All accidents** resulting in employee injury, property damage, or involving the public shall be reported immediately by the injured employee's safety representative or supervisor to the CM Safety Representative/Coordinator. The CM Safety Representative/ Coordinator must report an accident to the insurer no later than the end of the shift during which the incident occurred.

### **8.2 Principal's Meeting for Lost-Time Accidents**

If a Contractor employee experiences or causes a lost-time accident on a project site, the employee's supervisor shall attend a meeting at the jobsite to discuss the incident with the CM and Project Coordinator. This meeting will be called by the CM and will be held within 72 hours from the time of the incident. Documentation gathered, as outlined in section 8.3 below, shall be provided to the Project Coordinator.

### **8.3 Accident Investigation**

The CM Safety Representative/Coordinator shall conduct a physical accident investigation where the incident occurred and photograph, gather and/or preserving any evidence that is material to the investigation. Afterwards, complete a project-specific accident investigation report (see forms in Attachment 3 in Section 13.3 and in Attachment 4 in Section 13.4). The Contractor shall cooperate in the investigation, analysis, and defense of any claim, accident, occurrence, or insured loss. The accident investigation report shall be completed by the end of the working day/shift of the accident. Identification and review of accident causes shall be established and completed, identifying corrective actions, persons responsible for corrective actions, and date of completion. Follow-up documentation verifying corrective actions shall be required.

Copies of all accident investigation documentation shall be submitted to the Project Coordinator and MCIP Administrator. If required by law, injury notification to OSHA shall be coordinated through the CM.

## **9.0 Drug and Alcohol-Free Jobsite**

This Project is a drug and alcohol-free jobsite. All Contractors will maintain a drug and alcohol-free environment for this Project. **Prior** to any employee commencing work on the jobsite, the CM will obtain and maintain on file a signed Employee Consent (see Attachment 5 in Section 13.5) for all employees of all Contractors. Contractors must ensure that drug screen results are current or within the six month period prior to the worker starting on site. The screen must be for the standard “Ten Panel” substances as identified in below.

Each Contractor is responsible to ensure that its Contractors of every tier test their employees prior to reporting to work on the jobsite in order to maintain a drug and alcohol-free jobsite. The Contractor’s employees may be tested randomly or for reasonable suspicion, as appropriate, throughout the construction process.

This policy is to be used in conjunction with the Contractor’s own drug and alcohol program, and in accordance with the Contract.

In addition, it is mandatory that a drug and alcohol screen be performed on **all** employees involved in an incident where an employee:

- Receives an on-the-job injury, requiring medical attention.
- Receives an on-the-job injury, but waives medical attention.
- Injures another employee.
- Utilizes unsafe work practices.
- Causes damage to property.
- Is involved in a “near-miss” incident.

Screening will be performed by an authorized provider. All post-incident screenings will be performed by the medical provider that the injured employee was dispatched to, or as otherwise mandated by Project Management.

Costs associated with the post-incident screening shall be borne by SCHOOL DISTRICT OF PALM BEACH COUNTY.

Refusal to sign the Employee Consent Form, refusal to submit to a drug or alcohol test, or receipt of a positive test result will result in the removal of the employee from the Project site and will prohibit that employee from working on all other Projects for the School District of Palm Beach County. It is the duty and obligation of the employer to automatically remove an employee who refuses to sign the Employee Consent Form or

submit to a test, or who receives a positive test result, regardless of the circumstances that deemed the test necessary.

Standard 10 Panel substances include testing for the following:

- |    |                |     |                             |
|----|----------------|-----|-----------------------------|
| 1. | Amphetamines   | 6.  | Opiates                     |
| 2. | Barbiturates   | 7.  | Phencyclidine (PCP)         |
| 3. | Benzodiazepine | 8.  | Propoxyphene (Darvon)       |
| 4. | Cocaine        | 9.  | THC (Marijuana/Canabinoids) |
| 5. | Methadone      | 10. | Methaqualone                |

## **10.0 Return-to-Work / Alternative Work Program**

A return-to-work/alternative work program shall be developed and implemented by all Contractors for all School District of Palm Beach County, FMCIT - MCIP Construction Projects to assist workers who are temporarily disabled due to an injury or illness, resulting from a Workers' Compensation claim. All Contractors shall participate in the return-to-work/alternative work program.

All Contractors shall agree that its injured employees shall be treated by an authorized medical facility. The medical facility shall be utilized for initial treatment and evaluation of all injured employees. Follow-up care will be provided in accordance with applicable Workers' Compensation statutes.

In the event of a work-related injury or illness, the affected party shall be taken to the approved medical facility for examination and/or treatment. If the doctor determines that the employee qualifies for "light duty", the doctor will complete appropriate forms, indicating the restrictions and conditions for transitional work.

The appropriate Contractor shall provide modified work until the employee is able to resume regular duties. All modified work is temporary in nature and is designed to facilitate a return to regular duties as soon as possible.

In no case shall an injured employee be laid off or terminated from an alternative work position without prior notice to the Project Coordinator and MCIP Administrator.

## **11.0 Project Safety and Health Minimum Requirements**

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

### **Subpart C—General Safety and Health Provisions**

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

A Competent Person is defined by OSHA standard 1926.32(f).

The CM shall provide the Project Coordinator with a matrix outlining employee(s) designated as a competent person(s). This matrix will be:

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

#### **➤ C-2—Job Safety Analysis**

- Prior to the start work activities, the CM shall require each Contractor to submit, in writing, a detailed Job Safety Analysis (“JSA”) or Job Safety Hazard Analysis (JSHA) for every major task to be performed on site. The CM will review the JSA/JSHA for accuracy and completeness prior to the contractor undertaking the procedure.
- This analysis shall be ongoing and submitted for new tasks prior to the start of the work activity.
- Prior to the start of work, the Contractor Safety Representative shall be required to discuss the JSA/JSHA’s with individual work crews and shall provide documentation of these discussions to the CM.

➤ **C-3—Confined Spaces**

- The School District of Palm Beach County, FMCIT - MCIP Construction Projects may require implementation of OSHA 29 CFR 1910.146 Permit Required Confined Space standard where confined space entry meets the test for a permit required confined space. The CM has the right, but not an obligation, to monitor the implementation of this procedure by the Contractor. The contractor performing the confined space entry must submit a detailed entry procedure identifying air quality testing procedures, air quality monitoring devices to be used, respiratory protection equipment, if needed, and rescue methods. Where an energy source is identified in the confined space, lock out and tag out procedures are to be submitted for review with the owner to ensure upstream or downstream operating systems are not compromised. For permit required entry, a monitor must be at the entry point at all times and have a record of the numbers of persons within the confined space at any given time. The CM shall require each Contractor to perform atmospheric testing prior to entering a confined space, and maintain a log to record the readings. An air quality monitor shall be capable of monitoring oxygen content, combustible gases and carbon monoxide at a minimum. Depending on the specific activity additional hazards may need to be monitored as well. -.
- The Contractor is responsible for the costs of any PPE or rescue equipment for confined space entry.

➤ **C-4—Illumination**

- If there is a need for additional general or specific task lighting, the Contractor will provide such lighting and ensure that this lighting is wired with NM Cable or equivalent, as determined by the National Electrical Code (NFPA-70). If “hard-wire” lighting is required, the contractor must ensure installation is performed by an approved, competent electrician.

➤ **C-5—Emergency Action Plans**

- The CM is responsible for developing an emergency action plan in the event of a job related or a weather event emergency.
- The CM shall require each Contractor to cooperate with the master emergency action plan, including participating in emergency drills if conducted with Federal, state or local agencies.

**Subpart D—Occupational Health and Environmental Controls**

➤ **D-1—Hazard Communication**

- The CM must submit a copy of its written hazard communication program to the Project Coordinator prior to beginning work on the project site. (This is in addition to maintaining a copy of its own programs at its own site trailer/field office.)
- The CM must submit to the Project Coordinator a copy of the MSDSs for those compounds to be used at the project site. This submission should include only those compounds to be used onsite, not a compendium of all MSDSs for the entire company. Again, no compound is allowed onsite without an MSDS on file (see Section 6.0).
  - ❖ It is each Contractor's responsibility to train its personnel in accordance with the 29 CFR 1926.59 Standard.
- Where abatement for asbestos, lead or contaminated soils is undertaken by the owner, the CM will be notified if any residual contaminant will contact a worker. The CM will also ensure that proper personal protective equipment and safe work procedures are followed to ensure the worker is not inadvertently exposed.

➤ **D-2—Medical Services & First Aid**

- It is the intent of this program to identify an approved location for prompt emergency medical attention. Each Contractor still has an obligation to ensure the availability of prompt medical attention during all times when its personnel are onsite. Proper first-aid kits shall be available in the CM's trailer/field office. Every contractor shall have a supervisor on duty that has a recognized, valid first aid certificate.
- **Managed Care Plan**—The School District of Palm Beach County, FMCIT - MCIP Construction Projects have a managed care plan through the insurers of the project. All Contractors have an obligation to ensure their employees are informed of and utilize this plan.

➤ **D-3—Potable Water**

- The CM must supply adequate potable water whenever personnel are onsite and follow OSHA standards for distribution. Portable containers must be regularly sanitized and be supplied with disposable cups for worker hygiene.

### **Subpart E—Personal Protective Equipment**

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

#### **➤ E-1—Eye and Face Protection**

- All personnel shall wear safety glasses **100% of the time as soon as they enter the construction site.**
- Minimum eye protection shall include approved safety glasses **with side shields**, which meet the standards specified in ANSI Z-87.1-1989 (this shall also include prescription eye wear).
- During the following operations, eye and face protection, in addition to approved safety glasses, are required:
  - ❖ Welding, burning, or cutting with torches.
  - ❖ Using abrasive wheels, chop saws, portable grinders, or files.
  - ❖ Chipping concrete, stone, or metal.
  - ❖ Drilling or working under dusty conditions.
  - ❖ Using explosive actuated fastening or nailing tools.
  - ❖ Overhead work.
  - ❖ Work with hazardous liquids or gasses.

#### **➤ E-2—Head Protection**

- All personnel shall wear hardhats that meet ANSI Z 89.1-1986, **100% of the time as soon as they enter the construction site.**
- **All workers shall wear a badge with the Contractor's name and/or a hardhat decal indicating whom the employee works for, as well as the safety orientation sticker.**
- Workers exposed to electrical voltage of 600 volts or greater shall wear hardhats that meet the requirements of ANSI Z89.2 type hardhats.

#### **➤ E-3—Hearing Protection**

- Any construction personnel exposed to a noise level of 115 decibels or higher, regardless of the duration of the activity being performed, shall wear hearing

protection, which shall be supplied by the employer. Where noise levels exceed 85 dba, the appropriate hearing protection must be worn to ensure the exposure level is not exceeded. Hearing protectors have different “Noise Reduction Ratings”

➤ **E-4—Shoes and Foot Protection**

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

➤ **E-5—Clothing**

- Suitable clothing for construction shall be worn on a project site.
- No tank tops, shorts, cut-offs, or ripped or torn clothing are allowed on a 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.
- Dangling jewelry may not be worn.
- Long hair, which can be caught in moving equipment parts, must be restrained.

➤ **E-6—Safety Belts, Harnesses, Lifelines, Lanyards**

- Class III, full-body harnesses shall be used when a personal fall protection device is required. Safety belts are allowed for positioning, **but do not qualify for fall protection.**
- Refer to Subpart M of this document for the fall protection requirements.

➤ **E-7—Hand Protection**

- Appropriate types of gloves or other methods of hand protection shall be used where required by the nature of the hazard.

**Subpart F—Fire Protection and Prevention**

➤ **F-1—Open Burning**

- No open burning is allowed on project sites.

➤ **F-2—Hot Work Permit**

- The CM may require that any Contractor involved in hot work (including, but not limited to, welding and cutting) activities perform work under a hot work permit system at the discretion of the CM Safety Representative/Coordinator. A fire watch shall be required with a proper fire extinguisher and reflective vest.
- See Subpart J of this manual for additional hot work, welding and cutting requirements.

**Subpart G—Signs, Signals, and Barricades**

- **G-1—Signs** shall be posted to warn employees of the hazards associated with excavations and/or of moving equipment actively involved in excavating. Workers in and around moving equipment shall wear reflective vests for high visibility to operators of the equipment.

- Where traffic lanes are designated for two way travel; barricades and signs shall be present to safely direct vehicles and equipment. Traffic control measures may be necessary by way of flagger. Any activity on public roadways must conform to the Manual for Universal Traffic Control Devices (MUTCD).

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

➤ **H-1—Disposal**

- Every Contractor is responsible for disposal of its own construction debris and the proper action to keep areas around dumpsters clean.

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

- Tools and equipment shall not be left unattended. Any explosive actuated tools, such as Hilti type, shall be emptied of charges and stored when not actively in use.

**Subpart I—Tools – Hand and Power**

➤ **I-1—Portable Power Tools**

- All portable power tools must be inspected as per OSHA standards. Additionally, all Contractors shall institute project site's tool inspection program, following the standards set forth in Subpart K-3.

➤ **I-2—Ground Fault Circuit Interrupter (“GFCI”)**

- The CM will maintain GFCIs on all generators or power supplies for which they are responsible. **Additionally**, each Contractor must implement an assured equipment-grounding program.
- Refer to Subpart K for general electrical requirements.

**Subpart J—Welding and Cutting**

➤ **J-1—Hot Work Permit**

- A hot work permit for any welding and/or torch cutting may be required on this Project. The Project Coordinator will determine whether hot work permits will be required.
- A form requesting a permit will be available from the CM.

➤ **J-2—Fire Watch**

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

➤ **J-3—Welding & Cutting Equipment**

- All welding and cutting equipment must be labeled with the owning Contractor's name.
- Welding leads and cutting hoses shall be kept clear of walkways and stairways.
- There shall be no patching or repairs made within ten (10) feet of the stinger.
- Torches shall be equipped with inline flash back arresters.

➤ **J-4—Cylinders**

- Oxygen and acetylene cylinders shall be identified with the Contractor name.

- Cylinders shall not be stored inside buildings.
- Oxygen and acetylene tanks shall not be stored within 20 feet of each other, unless separated by a 2-hour fire rated barrier.

➤ **J-5—Disposal**

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

**Subpart K—Electrical**

➤ **K-1—Temporary Electrical work**

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

➤ **K-2—Ground Fault Circuit Interrupter (“GFCI”)**

- All 110-120 volt, single phase, 15 and 20 amp temporary power circuits (with the exception of temporary lighting) shall have ground GFCIs installed.
- All portable generators shall have properly functioning GFCI outlets.
- All portable generators shall be properly vented.
- GFCI receptacles and circuit breakers shall be tested weekly with a multi-range GFCI tester (the tests shall be documented) to ensure the GFCI is properly functioning and protecting the worker.
- Contractors using the permanent electrical supply to the building must use portable GFCIs.

➤ **K-3—Extension Cords**

- Extension cords used with portable tools must be of heavy-duty 3-wire type, and an inspection procedure for extension cords shall be implemented.
- Flat extension cords are prohibited.
- Damaged or improperly repaired electrical cords will not be allowed.
- Extension cords will not be fastened with staples, hung from nails, or suspended by non-insulating wire. Every effort will be made to keep cords clear of walkways and entrances.
- The Contractor is responsible for all cords being used for its work at the project site.

- 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.

➤ **K-4—Lockout / Tag-Out**

- Electrical equipment or machinery shall be de-energized and rendered inoperative prior to work beginning on the equipment.
- Any Contractor performing work on electrical equipment shall develop a “task-specific” lockout/tag-out safety plan. **Lockout/tag-out shall be performed in accordance with 29 CFR 1910.147.**
- The failure to follow lockout/tag-out procedures will result in immediate removal from the project site.

➤ **K-5—Circuits**

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

➤ **K-6—Conductive Material**

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

**Subpart L—Scaffolds**

Under certain conditions, the Project Coordinator/CM may require certification from professional engineers (“PEs”) for the erection of scaffolding. These scaffolds may only be erected and altered under the supervision of a qualified person. All other scaffolds, once erected or altered, must be inspected by a competent person prior to use by a worker.

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

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

➤ **L-2—Scaffold Inspection**

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

➤ **L-3—Common Scaffolding**

- Common scaffolding shared by Contractors must be erected by a competent person or be under the direction of a Professional Engineer if applicable under OSHA requirements. Actual installation, inspection and approval shall meet the OSHA standards.

➤ **L-4—Outriggers**

- Scaffolding with any dimension of 45 inches or less, or one that exceeds four times the minimum base dimension, 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**

- Guardrails shall conform to the description in the OSHA standards. If a standard guardrail is not feasible, a personal fall arrest system (including, but not limited to, harness, lanyard, or anchor) shall be used.

➤ **L-7—Scaffold Planking**

- All scaffold planking shall be free of knots and cracks (class A scaffold lumber) and shall completely cover the work platform.
- Only planking that has been inspected prior to placement and that has the appropriate stamp or designation is permissible for scaffold planking.
- Planking that is damaged or that has not been inspected shall be removed from the project site.
- 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 regulations or as determined by CM Safety Representative/Coordinator.

**Subpart M—Fall Protection**

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

- Personnel working at a level exposed to a fall distance of six (6) feet or greater (or less if a fall would result in the likelihood of a serious injury or death) shall be protected by means of a personal fall protection system where a guardrail or other fall prevention method is not able to be used.

➤ **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 as the primary method of fall prevention.
- When it is not feasible to provide fall prevention controls, workers exposed to falls shall be provided with and use a full body harness, retractable lanyards or lanyards with shock absorbers, and anchorage points as specified OSHA 1926 Subpart M.

➤ **M-3—M-4—Task Specific Fall Protection Plan**

- All Contractors performing structural erection activities (such as pre-cast concrete and steel erection) are to include in their site-specific safety plan a “Task-Specific Fall Protection Plan”, which complies with the six (6)-foot fall protection requirement.
- Cast in place concrete structures also qualify for the contractor to identify the safe methods of working on formwork, access to and from forms and the stripping of formwork as it relates to specific fall measure for the protection of their workers.

➤ **M-5—Ladders**

- Ladders (straight and/or extension) shall be used only for employee access and short-duration miscellaneous light work where three (3)-point contact with the ladder can be maintained.
- All non-job made ladders used for construction must be rated a 1 or 1A construction grade and be capable of supporting a minimum of 250lbs.

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

➤ **N-1—Inspections**

- All operating engineers and other equipment operators shall furnish the CM a copy of their operating license, union certificate, or training documentation that

addresses the fact that they have been trained in the operation of such equipment. In states where a state issued license is required, then a copy of that license is required.

- A complete copy of the OSHA-required annual crane inspection shall be submitted to the CM at least 24 hours prior to the crane arriving onsite.
- A competent person shall perform and document all manufacturers-required inspections prior to and during each use. Documentation of all manufacturer-required inspections shall be maintained by the CM for review by the Project Coordinator and any safety representatives.
- A Job Safety Analysis (JSA) or Job Safety Hazard Analysis (JSHA) shall be conducted prior to a crane being erected on site. The JSA/JSHA shall identify set up logistics, ground conditions, overhead power lines etc, to ensure the safest operation possible. Whenever possible, the JSA/JSHA shall include the crane size and type as well as the maximum weight of anticipated loads to be hoisted.
- Cranes will operate within the manufacturer's recommendations for windy conditions or not exceed 20 mph or whichever is lowest. For our purposes, wind speed can be measured at any point of the crane or intended location of the load as both the crane and load are adversely impacted by wind loading.

➤ **N-2—Pile Driving**

- The above noted crane requirements apply to pile driving equipment and caisson equipment that use a crane as the base component of the rig.

➤ **N-3—Other Mobile Equipment**

- Telescopic boom fork lifts and other mobile equipment not classified as cranes, shall be in compliance with other appropriate OSHA Standards such as 1910.178 Powered Industrial Trucks.
- Seat belts shall be worn by operators at **all** times unless the vehicle was manufactured prior to the requirement of seat belts.

➤ **N-4—Load Chart**

- Cranes must have a load chart and operations manual that is specific to the model of crane employed.
- Contractors are required to certify to the CM that the operator has read the operator's manual and can correctly interpret the load chart.

- Contractors are required to certify to the CM that the operator has been advised that he/she shall not exceed the manufacturer's recommendations and the load chart.

➤ **N-5—Capacity**

- For lifts of any load that are more than 60% of a crane's rated capacity, the CM Safety Representative/Coordinator shall be notified prior to the lift. Whenever a load nears the 85% capacity of crane, an engineered critical lift plan must be submitted to the CM.
- The crane's swing radius shall be barricaded. Outriggers shall be properly cribbed, and the crane's placement on stable ground must be ensured

➤ **N-6—Operator Qualifications:**

- All operators of cranes must have a valid crane license, specific to the state, if applicable. A copy of this license must be maintained on the jobsite in the CM's central files for safety and health documentation.
- All operators must be experienced in the type of crane being used.

➤ **N-7—Anti-Two Blocking Device**

- All mobile cranes operating on the construction site shall be equipped with a functioning "anti-two blocking" device.
- Cranes used for hoisting personnel baskets and transporting workers for any reason must have an anti-two block device as well as comply with the standards associated with the construction of the personnel basket itself.

**Subpart O—Motor Vehicles, Mechanized Equipment, Etc.**

➤ **O-1—Riding Mobile Equipment**

- No one shall ride in a vehicle or mobile equipment unless it is designed to accommodate additional personnel. All persons shall have a seat anchored to the vehicle and use a seat belt. Violators shall be removed from the project site.

➤ **O-2—Pick-Up Trucks**

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

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

- ATVs, golf carts, or other non-licensed, motorized equipment used to transport people and/or tools/equipment shall be inspected and operated in conformance

with ANSI, DOT, OSHA, and any other appropriate governing body. The owner of the project has the right to refuse the use of any non-authorized motor vehicle on the property.

- Heavy equipment such as earth scrapers, bull dozers, compactors, hoes, loaders and hauling trucks must all be equipped with back up alarms audible over ambient noise.
- Operators of heavy equipment must wear their seat belts at all times.
- Roll Over Protective Devices (ROPD) must be in place as required by OSHA for equipment originally fitted with the ROPD from the manufacturer.

### **Subpart P—Excavations**

#### **➤ P-2—Soil Classification**

- All soils shall be classified as type “C” until the competent person can demonstrate that the soil can be reclassified as another type, using acceptable soil analysis practices. A written soils report shall be submitted to confirm soil classifications.
- Excavations shall follow the strict compliance requirements of OSHA Sub-part P for protection of a worker where entry into an excavation is required.

#### **➤ P-3—Barricades**

- All open excavations and trenches shall be barricaded or adequately guarded at all times with high-visibility material. The type and adequacy of the barricades is subject to review by the CM.

#### **➤ P-4—Contaminated Soil**

- The Projects may have areas with contaminated soil. Depending on the nature and extent of hazards related to this contamination, specific safeguarding methods shall be implemented as determined by a qualified engineer and as directed by the owner.

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

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

- The use of personal fall arrest systems shall be rigorously enforced during steel and pre-cast concrete erection.
- All employees engaged in steel erection activities, including connecting, bolting-up, decking, welding, or any other activity that exposes them to a fall of six (6)

feet or greater shall be provided with and use 100% tie-off as the primary means of fall protection.

- All employees engaged in pre-cast concrete erection activities that expose them to a fall of six (6) feet or greater shall be provided with and use 100% tie-off as the primary means of fall protection.
- The exception contained within OSHA Standard 1926.501.b.12, allowing for a written fall protection program in lieu of this requirement, **is not acceptable for the project site 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 wire rope clamps as specified in 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 clamps must be used as specified in Subpart H, Table H-20. All loop connections must also have a wire rope thimble within the loop.
- Any systems used for an anchorage of personal fall arrest systems shall be inspected and approved by the competent person using the cable for this purpose.
- Turnbuckles will be installed at suitable intervals to maintain the tightness of the wire rope but in no instance less than one (1) per perimeter side.
- All anchorage for the wire rope cable will be capable of withstanding a minimum of 200 pounds of force if the wire rope is used as a guardrail system or a minimum of 5,000 pounds of force per person attached if the wire rope is used as an anchorage for a personal fall arrest system.

➤ **R-4—Erection Plan**

- The Contractor erecting steel or pre-cast 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 Safety Representative/Coordinator and Project Coordinator.
- A qualified person shall approve all changes in the erection safety plan.
- A copy of the erection safety plan shall be provided to the workers engaged in the work and a copy maintained at the jobsite, showing all approved changes.

- The implementation of the erection safety plan shall be under the supervision of a competent person.
- Workers must not be allowed to work within the erection zone or be exposed to overhead lifts.

### ***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.

**Note: Any Contractors blasting or using explosives (excluding Hilti type explosive actuated tools) must provide their own insurance coverage. This activity is excluded by the School District of Palm Beach County, FMCIT - MCIP.**

### ***Subpart X—Stairways and Ladders***

#### **➤ X-1—Conductive Ladders**

- Only fiberglass or wood ladders shall be used. All manufactured ladders shall meet or exceed the 1 or 1A rating for construction use. Aluminum or other conductive portable ladders are not permitted on a project site

#### **➤ X-2—Stairways**

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

#### **➤ X-3—Ladders**

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

## **12.0 Waste Disposal**

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

- A Contractor that 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.
- All hazardous waste, or waste that could be considered hazardous waste, as determined by the methodology and definitions from environmental regulators, will be stored and collected in special areas and disposed of as directed by the CM.
- No material is to be abandoned on a project site. If material found on a project site can be traced to a Contractor, that Contractor will be responsible for all expenses involved in collecting, moving, cleaning, and disposing of all material in the area where the material was abandoned.

## **13.0 Attachments**

### **13.1 Attachment 1**

- Compliance Agreement

Once you have received notice of award and have read the School District of Palm Beach County, FMCIT - MCIP Project Safety Manual, detach the bottom of this form and return it to the CM. As required, please enclose a written copy of your company's Site-Specific Health and Safety Plan ("SSHSP"), including your Hazard Communication Program, that you also intend to enforce in the performance of your work on project site. Also provide qualifications for your selected safety representative/coordinator.

It is the policy of School District of Palm Beach County, FMCIT - MCIP to welcome the OSHA Compliance Officers to visit the project sites at any time.

**Remove, sign, and return bottom portion.**



TO: \_\_\_\_\_

I have read and shall comply with the School District of Palm Beach County, FMCIT - MCIP project site Safety Manual and shall immediately correct any safety violations, including those noted by all safety professionals, during the course of our performance of the work on project site. I realize that it is our obligation, as an employer, to provide a safe and healthy workplace. I acknowledge that I am responsible for employee training.

I understand that non-compliance shall be construed as a breach of contract, which could subject me to damages, default, termination of contract, withholding of progress payments, or any other contract remedy. If the CM or School District of Palm Beach County, FMCIT - MCIP fails to take action for any non-compliance by a Contractor, it will not be considered a waiver of right to act for any subsequent breach of contract. Nothing shall be construed to limit the rights of School District of Palm Beach County, FMCIT - MCIP to act at law or in equity.

Copies of our Hazard Communication, SSHSP, and qualifications of our Safety Representative/Coordinator are enclosed. Our program complies with all federal, State, and local codes and regulations and incorporates the School District of Palm Beach County, FMCIT - MCIP Project Safety Manual as a minimum requirement. A copy of our Hazard Communication and SSHSP shall be made available for, and discussed with, all our Project employees.

Print Name of Company \_\_\_\_\_

Print Project Superintendent/Manager Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**13.2 Attachment 2**

- Sample Site-Specific Health and Safety Plan

NOTICE: This template can be utilized as a guide to develop your own safety and health plan.

***SAMPLE  
SITE SPECIFIC HEALTH AND SAFETY PLAN  
(SSHSP)***

Contractor Name: \_\_\_\_\_



***IN CASE OF AN EMERGENCY CALL 911***

***FIRE DEPARTMENT CALL 911***

***POLICE DEPARTMENT CALL 911***

***EMERGENCY MEDICAL ASSISTANCE CALL 911***

**OTHER EMERGENCY CONTACTS**

Fire: Routine # \_\_\_\_\_

Police: Routine # \_\_\_\_\_

Hospital: Name \_\_\_\_\_

Directions to Hospital (if not onsite):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Emergency Phone Contacts\*:**

Chemtrec .....	1-800-424-9300
Agency for Toxic Substances and Disease Registry (ATSDR) .....	1-888-42-ATSDR or 1-888-422-8737
AT and F (Explosives).....	1-800-283-2662
National Response Center .....	1-800-424-8802
Pesticide Information Service.....	1-800-222-1222
Resource Conservation and Recovery Act (RCRA) Hotline.....	1-800-424-9346
National Poison Control Center.....	1-800-942-5969
U.S. DOT .....	1-202-366-0656

\*Days Only

Contractor's Primary Contact: \_\_\_\_\_

Name/Phone #/Pager #/Cell #: \_\_\_\_\_

Contractor's Secondary Contact: \_\_\_\_\_

**INTRODUCTION:**

The purpose of this SSHSP is to set forth, in an orderly and logical fashion, appropriate health and safety procedures to be followed during onsite construction activities at all **School District of Palm Beach County, FMCIT - MCIP** Construction Projects.

During the performance of the task to be performed, this SSHSP identifies potential hazards that Contractor personnel may be exposed to. No personnel shall participate on this jobsite 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 **School District of Palm Beach County, FMCIT - MCIP**. This plan works in concert with OSHA standards, CFR 1926, Environmental Protection Agency regulations, National Fire Protection Association Codes, and any other applicable codes stated in the Contract. It shall be the Contractor's responsibility to comply with the provisions set forth in this plan.

**STATEMENT OF COMPANY'S SAFETY GOALS AND OBJECTIVES:**

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**DESCRIPTION OF WORK:**

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**SITE-SPECIFIC HEALTH AND SAFETY PLAN**

**WORK ACTIVITY:** \_\_\_\_\_

**POTENTIAL HAZARD(S):** \_\_\_\_\_

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

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

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**COMPETENT PERSONS:**

**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) _____	Competent in what specialty or function _____
------------------------------	--------------------------------------------------

Competent Person(s) _____	Competent in what specialty or function _____
------------------------------	--------------------------------------------------

Competent Person(s) _____	Competent in what specialty or function _____
------------------------------	--------------------------------------------------

**SUBCONTRACTOR(S):** (List all Contractors working on this activity)

Company Name	Designated Safety Representative
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SAFETY PLAN ACKNOWLEDGMENT:**

I hereby acknowledge that I have read and understand the attached safety and health plan and I agree to perform work on this task in accordance with this plan, safe work practices, and OSHA regulations. I further acknowledge that I have received safety orientation in the form of either a safety video viewing or a presentation by a safety representative/coordinator. I further understand that certain safety violations can also lead to dismissal from the project site.

Employee	Company	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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**Position and Responsibilities Name:**

Field Superintendent: \_\_\_\_\_

Safety Coordinator: \_\_\_\_\_

**POTENTIAL HAZARDS\*:** (Identify those hazards that relate to the work activity)

- |                                                           |                                                                              |
|-----------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Chemicals or Flammables          | <input type="checkbox"/> Radiation                                           |
| <input type="checkbox"/> Scaffolding                      | <input type="checkbox"/> General Maintenance Checkout                        |
| <input type="checkbox"/> Traffic Control                  | <input type="checkbox"/> Noise                                               |
| <input type="checkbox"/> Spills or Leaks                  | <input type="checkbox"/> Biological                                          |
| <input type="checkbox"/> Ladders                          | <input type="checkbox"/> Sanitation                                          |
| <input type="checkbox"/> Barricading                      | <input type="checkbox"/> Egress                                              |
| <input type="checkbox"/> Hazardous Energy (LO/TO)         | <input type="checkbox"/> Road Blockage                                       |
| <input type="checkbox"/> Demolition                       | <input type="checkbox"/> Utility Service Interruption (Area Clearance Req'd) |
| <input type="checkbox"/> Cranes/Aerial                    | <input type="checkbox"/> High Pressure Systems                               |
| <input type="checkbox"/> Eye, Face, or Head Hazards (PPE) | <input type="checkbox"/> Hot Work (Permit Req'd)                             |
| <input type="checkbox"/> Power Tools                      | <input type="checkbox"/> Cryogenic Spills, Burns                             |
| <input type="checkbox"/> Falls (Heights > 6')             | <input type="checkbox"/> Confined Space Entry (Permit Req'd)                 |
| <input type="checkbox"/> Respiratory Hazards              | <input type="checkbox"/> Special Hazards – ACM, LCM, Cadmium, Mercury        |
| <input type="checkbox"/> Excavation                       | <input type="checkbox"/> Other                                               |
| <input type="checkbox"/> Infectious Disease (Airflow)     |                                                                              |

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**\* NOTE: COMPLETE AN APPENDIX "A" SHEET FOR EACH HAZARD CHECKED ABOVE.  
ALSO, ANY CHANGES OR DEVIATIONS WILL REQUIRE AN ADDENDUM.**

**13.3 Attachment 3**

- Workers' Compensation Incident Investigation Report

<i>School District of Palm Beach County, FMCIT - MCIP Project Safety Program SUPERVISOR'S WORKERS' COMPENSATION INCIDENT INVESTIGATION REPORT</i>	
Incident Date: _____	Time: _____ Place: _____
<b>EMPLOYEE INFORMATION (Complete one report for each employee involved.)</b>	
Name: _____	DOB: _____
Address: _____	
Social Security #: _____	DL#: _____
Home Telephone: _____	Occupation: _____
How long was Employee performing this operation/job? _____	
Employer: _____	
<b>INCIDENT INFORMATION</b>	
Describe in detail how incident occurred: _____ _____	
What was the employee doing at time of incident? _____ _____ Were activities part of the job? YES/NO (If NO, describe further) _____	
Were photos taken? Yes ____ No ____ By whom? _____	
Name, address and phone number of all witnesses to the incident (use separate sheet if necessary): _____ _____	
Any contributing factors to incident, i.e., equipment/tools, unsafe acts of employee, or others: _____	
Did the incident result in an injury? Yes ____ No ____ (If No, skip Injury Information section)	
<b>INJURY INFORMATION</b>	
Describe nature and extent of injury: _____	
Was first aid given? Yes ____ No ____ When and by whom? _____	
Was injured transported via ambulance? Yes ____ No ____ Where taken? _____	
I decline medical treatment at this time: _____ (Employee's Signature)	
Comments: _____ _____	
Supervisor's Name (Please print.): _____	
Supervisor's Signature: _____	
Date: _____	

**13.4 Attachment 4**

- General Liability Incident Investigation Report

*School District of Palm Beach County, FMCIT - MCIP Project Safety Program  
SUPERVISOR'S GENERAL LIABILITY INCIDENT INVESTIGATION REPORT*

Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

**CLAIMANT INFORMATION** *(Complete one report for each individual involved.)*  
Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ DL#: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
If auto accident, request insurance information:  
Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

**INCIDENT INFORMATION**  
Describe in detail how incident occurred:  
\_\_\_\_\_  
\_\_\_\_\_  
Name of project employees/employer at incident: \_\_\_\_\_  
Witnesses: (Provide name, address, & phone number.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INJURY INFORMATION**  
Does claimant allege injuries? Yes \_\_\_\_\_ No \_\_\_\_\_  
Describe injury: \_\_\_\_\_  
\_\_\_\_\_  
Medical treatment requested? Yes \_\_\_\_\_ No \_\_\_\_\_ By ambulance? Yes \_\_\_\_\_ No \_\_\_\_\_

**PROPERTY DAMAGE INFORMATION**  
Describe damaged property (i.e., make, model of vehicle, type of equipment): \_\_\_\_\_  
\_\_\_\_\_  
Give name, address, and phone number of owner of property (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_

Were photos taken? Yes \_\_\_\_\_ No \_\_\_\_\_ By whom? \_\_\_\_\_  
Police notified? Yes \_\_\_\_\_ No \_\_\_\_\_ Report or file #: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name (Please print.): \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**13.5 Attachment 5**

- Employee Consent Form

***School District of Palm Beach County, FMCIT - MCIP Project Safety Program***  
**Employee Consent**

I understand that a condition of my initial and continued assignment to a School District of Palm Beach County, FMCIT - MCIP jobsite is compliance with the School District of Palm Beach County, FMCIT - MCIP Drug and Alcohol-Free Jobsite policy. The policy was developed to ensure that all of the School District of Palm Beach County, FMCIT - MCIP jobsites are drug and alcohol-free, and I hereby give my consent to, and authorize, any screening or medical procedures necessary to determine the presence and/or level of alcohol or drugs in my system. I further give my consent to the testing authority to release information regarding the results of the tests to a representative of my employer, School District of Palm Beach County, FMCIT - MCIP, the Project, the Insurer(s), the CM, and the MCIP Administrator. I realize that my refusal to sign this form constitutes a violation of the School District of Palm Beach County, FMCIT - MCIP Project Safety Program and, for that refusal, I cannot be assigned to any School District of Palm Beach County, FMCIT - MCIP jobsite. I also acknowledge and understand that a positive drug test result, at any time during the time I am working at an School District of Palm Beach County, FMCIT - MCIP jobsite, will immediately result in my removal from the jobsite and will prohibit me from working on other projects for School District of Palm Beach County, FMCIT - MCIP.

During my assignment to a School District of Palm Beach County, FMCIT - MCIP jobsite:

1. I hereby acknowledge receipt of a copy of, and consent to abide by, the School District of Palm Beach County, FMCIT - MCIP Drug and Alcohol-Free Jobsite policy attached to this form as Exhibit A.
2. I consent to post-incident, reasonable suspicion, and random drug and alcohol screenings.

I further hereby release and hold harmless my employer, School District of Palm Beach County, FMCIT - MCIP, the Project, the Insurer(s), the CM, and the MCIP Administrator, and any individual acting on their behalf, from any and all liability or claims in connection with all actions taken in accordance with the School District of Palm Beach County, FMCIT - MCIP Drug and Alcohol-Free Jobsite policy, including the release of any drug testing results to all of the foregoing.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Social Security Number

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Employer

\_\_\_\_\_

Project Name

\_\_\_\_\_

Witness

\_\_\_\_\_

Print Witness Name

**The CM will collect and maintain this original completed and signed form, for its own employees and for all Contractors' employees, as they are assigned to the Project, and will provide copies of this signed form and Exhibit A attached to each employee.**

- Employee Consent Form, Exhibit A

**Exhibit A**

**School District of Palm Beach County, FMCIT - MCIP Drug and Alcohol-Free Jobsite Policy**

This Project is a drug and alcohol-free jobsite. The Construction Manager, Contractors, and all Contractors of every tier will maintain a drug and alcohol-free environment for this Project. **Prior** to any employee commencing work on the jobsite, the Construction Manager will obtain, and maintain on file, a signed Employee Consent Form (Attachment 5, Section 13.5 of the School District of Palm Beach County, FMCIT - MCIP Project Safety Manual) for all employees of all Contractors and Contractors of every tier.

Each Contractor is responsible to ensure that its Contractors of every tier test their employees prior to reporting to work on the jobsite in order to maintain a drug and alcohol-free jobsite. The Construction Manager and any Contractor and Contractor employees may be tested randomly or for reasonable suspicion, as appropriate, throughout the construction process.

This policy is to be used in conjunction with the Contractor's own drug and alcohol program and in accordance with the Contract.

In addition, it is mandatory that a drug and alcohol screen be performed on **all** employees involved in an incident where an employee:

1. Receives an on-the-job injury, requiring medical attention.
2. Receives an on-the-job injury, but waives medical attention.
3. Injures another employee.
4. Utilizes unsafe work practices.
5. Causes damage to property.
6. Is involved in a "near miss" incident.

Screening will be performed by an authorized provider. All post-incident screenings will be performed by the medical provider that the injured employee was dispatched to, or as otherwise mandated by School District of Palm Beach County, FMCIT - MCIP or Project management. Costs associated with post-incident screening will be borne by SCHOOL DISTRICT OF PALM BEACH COUNTY.

Refusal to sign the Employee Consent form, refusal to submit to a drug or alcohol test, or receipt of a positive test result will result in the removal of the employee from the Project site and will prohibit that employee from working on other projects for the School District of Palm Beach County, FMCIT - MCIP. It is the duty and obligation of the employer to automatically remove an employee who refuses to sign the Employee Consent form, submit to a test, or who receives a positive test result, regardless of the circumstances that deemed the test necessary.

**Each worker is to keep a copy of this page for his/her own records and reference.**