



OCIP SAFETY AND LOSS PREVENTION MANUAL



PRESENTED BY

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS

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PROJECT SAFETY POLICY

This OCIP Safety and Loss Prevention Manual provides general information to contractors and subcontractors of any tier on the established policies and guidelines for accident prevention, as well as, safety and loss control for Broward County OCIP construction projects.

Under this program, it is Broward County's safety objective to achieve accident-free construction projects.

Contractors and subcontractors of any tier are charged with the responsibility for conducting their operations in a manner that will provide safe working conditions for all employees and provide for protection of the public and all others who may come in contact with, or be exposed to, their projects. Nothing contained in these guidelines is intended to relieve any contractor or subcontractor of any tier of obligations assumed under their contract or required by law.

Safety and loss prevention must be an integral part of each job and task. The full participation, cooperation, and support, from all contractors and subcontractors, is necessary and required, in order to ensure the safety and health of all persons and property involved with each project.

INTRODUCTION AND GENERAL INFORMATION

We, at Broward County have developed this manual to ensure pro-active safety processes are used on this project. You, as a Contractor or Subcontractor on this project have a responsibility to prevent injuries to all employees and the public, as well as, the prevention of incidents which can cause damage to equipment or material.

The requirements in this manual establish the standards that your safety and loss prevention programs must meet or exceed.

The information in this manual is not intended to alter any provisions of the Agreement with Broward County or other contract documents. In the event of a conflict or inconsistency, the Agreement or other contract documents will govern. In the absence of contract requirements, the most stringent Project policy, procedure or applicable law (e.g., OSHA, FAA, and EPA regulations) will govern.

A. General Information-OCIP Safety Team Objective

Accident prevention is a continuing process. The OCIP Safety Team recognizes that contractor and subcontractors, of any tier, may have their own specific safety requirements. It is the responsibility of these contractors and subcontractors to identify to the OCIP Safety Team how their program may deviate from the guidelines set forth in this manual prior to any deviation.

The goal of the OCIP Safety Team, along with the contractors/subcontractors of any tier, is to eliminate accidents and incidents. The contractor and subcontractor are charged with the responsibility for developing, adhering to, and enforcing the safety and loss prevention program.

B. Contractor's Safety and Loss Prevention Program

The contractor's/subcontractor's bid will include costs to establish and maintain a safety and loss prevention program that meets or exceeds all requirements contained in this manual. **A written safety program must be submitted with the bid for review by the OCIP Safety Team.**

Contractors/Subcontractors, of any tier, are solely responsible for carrying out their safety and loss prevention program. **Contractors and subcontractors must designate (in writing) a competent on-site employee to carry out this responsibility.** This designated employee is directly responsible for ensuring that their program and employee actions comply with the minimum safety standards required by federal, state and local codes and regulations, and the safety guidelines set forth in this manual. These programs may also be required to include any regulations required by the Federal Aviation Administration, Transportation Security Administration, Department of Homeland Security and Customs and Border Protection.

While it is the responsibility of each individual to work safely, it is ultimately the contractors'/subcontractors' responsibility to see that all safety and health requirements and practices are followed and enforced. Active participation by contractors and subcontractors in construction safety and loss prevention programs is mandatory.

C. Broward County OCIP Safety Team's On-Site Representatives

The Broward County OCIP Safety Team's On-Site Safety Representatives are technical advisors to Broward County OCIP Project Management and are a resource to the contractors/subcontractors on the project. In addition, the Team's On-Site Safety Representatives are responsible for monitoring compliance with safety, health and loss control policies and procedures established for the project. The Team consists of both Broker/Agent Safety Representatives and Safety Representatives from the Insurance Carrier.

D. Drug Free Work Environment

This project is a drug-free work environment. Contractors and subcontractors, of any tier, will maintain a drug-free environment in accordance with Florida law. Contractors/Subcontractors, of any tier, are responsible for testing any and all of their employees who work on the project for the presence of drugs or alcohol.

Contractors and subcontractors, of any tier, will test their employees, as appropriate, throughout the construction process **including testing at the time of any accident and to the extent necessary to implement drug-free work standards in accordance with Chapter 440, Florida Statute.** The OCIP Safety Team has the right to audit the records, at any time, in order to confirm that each employee who works on the project has been drug tested. In addition, contractors are responsible for ensuring that all of their subcontractors, of any tier, drug test their employees who report to work on the project in order to maintain a drug-free work environment.

Contractors and subcontractors, of any tier, are to include the cost of drug testing in their bid.

It is the responsibility of contractors and subcontractors, of any tier, to direct their employees and new hires to report to a medical laboratory for the appropriate testing at times convenient to the contractors, subcontractors, their employees and new hires in accordance with Florida law. The medical laboratory will report the test results directly to the contractors and subcontractors. The contractors and subcontractors, of any tier, will submit written certification to the OCIP Safety Team that employees who report to work on the site have been tested prior to Project Security issuing the site access clearance and the security badges. (OCIP Safety Team may require testing verification from the Contractor/Subcontractors as deemed appropriate) However, all confidential records regarding employee drug testing will need to be maintained by the contractors and subcontractors in a manner consistent with Florida law.

All Contractors will provide Broward County written notice whenever any of their employees has tested positive for any drugs or alcohol. This notice must be from a company officer and must include the statement that the employee will no longer be permitted on any Broward County OCIP Project. This notice shall be given within 24 hours of receipt or knowledge of any positive blood/urine/saliva test result, or the following work day, whichever time is earlier.

DEFINITIONS

The following acronyms and titles may not reflect the actual titles and acronyms in use by all entities on this project and do not have any force or effect beyond their use in the OCIP Safety and Loss Control Manual. Due to such differences in nomenclature among Owners, Contractors and other entities, the following are used throughout the OCIP Safety and Loss Control Manual to help establish a functional framework and common communication regarding OCIP safety.

Broker/Agent Risk Services: The party responsible for brokering and administering the OCIP Insurance Program, as well as, assisting in developing and monitoring compliance with the safety requirements.

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.

Broward County OCIP Team: This is the management team that represents the safety and health interests of the OCIP in the prevention of insurance losses on all Broward County OCIP projects. The Team includes Broward County Project Management, Broward County Risk Management representatives, Broker/Agent representatives, Broker/Agent Safety representatives and representatives from the Insurance Carrier.

Certified: Equipment is "certified" if it (a) has been tested and found by a nationally recognized testing laboratory to meet nationally recognized standards to be safe for use in a specified manner; or (b) is of a kind whose production is periodically inspected by a nationally recognized testing laboratory; and (c) it bears a label, tag, or other record of certification.

Competent Person: Person who is demonstrated to be capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. A list of the names of all competent persons and their specific areas of competency (e.g., confined space, scaffolding, trenching/excavation, fall protection, etc.) must be submitted to the Owner's representative and the OCIP Safety Team at least 72 hours in advance of any operation that requires a "competent person".

Contract: A written agreement by and between Broward County and a Contractor, Construction Manager at Risk and/or Design Builder.

Contractor - The term used to refer to all Contractors, Construction Managers at Risk, Design-Builders, Subcontractors, and Sub-subcontractors, regardless of tier. When prefaced with the term "prime" or "general" refers to the specific entity with which Broward County enters directly into written contract.

Contractor's Project Manager : The most senior Contractor's employee for a given project or task who has the overall responsibility to see that the work or job is satisfactorily completed as per contract or agreement. The Contractor's Safety personnel report directly to him/her.

Contractor's Safety Manager : A full-time safety professional hired to manage only the contracted safety efforts with no other assigned duties. This person must have a minimum of 10 years of verifiable similar construction safety experience to that required for the project, as well as, a current and valid CSP or CHST certification. The Contractor's Safety Manager must be a direct contractor employee and cannot be a consultant or 1099 worker. All contractor candidates for the Safety Manager positions must undergo a personal interview with representatives from the Broward County OCIP Team. Those

representatives will then determine if the candidate is acceptable for the position.

If a Contractor's Safety Manager is required, any Project Safety Superintendents or Supervisors report directly to him/her.

Contractor's Safety Superintendent: A full-time safety professional hired to manage only the contracted safety efforts with no other assigned duties. This person must have a minimum of 6 years of verifiable similar construction safety experience to that required for the project, as well as, a current and valid CHST, WSO-CSM (construction), a WSO-CSS certification, or Advanced Safety Certificate from an OSHA Training Institute (OTI). The Contractor's Safety Superintendent must be a direct contractor employee and cannot be a consultant or 1099 worker. All contractor candidates for the Safety Superintendent positions must undergo a personal interview with representatives from the Broward County OCIP Team. Those representatives will then determine if the candidate is acceptable for the position.

Contractor's Safety Supervisor: A Contractor's Employee who must have a minimum of 5 years of verifiable similar construction experience to that required for the project, as well as, a current and valid 30-Hour OSHA Construction Outreach Course completion card. To be current and valid, under this program, the 30-Hour Course must have been completed within the past 2 years and **must not** have been in an on-line electronic format for any portion. The Contractor's Safety Supervisor must be a direct contractor employee and cannot be a consultant or 1099 worker. All contractor candidates for the Safety Supervisor positions must undergo a personal interview with representatives from the Broward County OCIP Team. Those representatives will then determine if the candidate is acceptable for the position.

Employee: Person employed by an Employer as defined by this section.

Employer: Firm or entity that has Employees working on site and is enrolled in the OCIP program. The term Employer includes the Contractor and Subcontractors of all tiers.

Equivalent: Alternative designs, materials, or methods to protect against a hazard which the employer can verifiably demonstrate, through documentation and demonstration, will provide an equal or greater degree of safety for employees than the methods, materials or designs specified in this Manual or the OSHA standard, whichever is more stringent.

Imminent Danger: Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through other means.

Job Site or Project Site: The area within the limits of construction or portions of such area defined within the project contract, or as directed by Broward County or its authorized representatives.

Near Miss: An event (incident) that does not result in an injury or damage, but which could have resulted in an injury or damage to equipment or material.

OCIP Safety and Loss Control Manual (this/the Manual): Safety and loss prevention information and requirements, established by Broward County, that provide guidance and resources to the contractors in the recognition, correction and mitigation of hazards and risks associated with OCIP construction projects.

OCIP Safety Team: Broker (Gallagher), Insurance Carrier, or Broward County Risk Management representative(s) responsible for monitoring and evaluating the Contractor's safety, health, and environmental compliance.

OSHA (Occupational Safety and Health Administration): OSHA, as used in the context of this manual, refers to the Federal Agency with jurisdiction over workplace occupational safety and health at the project site.

Owner: Broward County

Owner Controlled Insurance Program (OCIP): Owner's Wrap-up Insurance Program which provides insurance coverage for eligible and enrolled Owner's Representatives, Contractors, and Subcontractors of any tier, working on any of the Broward County OCIP project sites. Under this Program the Owner identifies participants.

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 ability to solve or resolve problems relating to the subject matter, the work, or the project. A list of the names of all qualified persons and their specific areas of competency (e.g., confined space, scaffolding, trenching/excavation, fall protection, etc.), as well as, their documented and verifiable qualification (and any other required documentation related to the work or task) must be submitted to the Owner's representative and the OCIP Safety Team at least 72 hours in advance of any operation that requires a "qualified person".

Site-Specific Safety Program (SSSP): The Employer's Site-Specific Safety Program prepared in accordance with the requirements of this document and the Contract.

For specific aviation projects this may also be referred to in conjunction with the CONSTRUCTION SAFETY AND PHASING PLAN (CSPP).

Safety Plan Compliance Document (SPCD): For specific aviation projects, a document submitted to the airport operator on how the Contractor will comply with the requirements of the CSPP. The SPCD must include a certification statement by the contractor that indicates it understands the operational safety requirements of the CSPP and it asserts it will not deviate from the approved CSPP unless written approval is granted by the airport operator.

Subcontractor: Firm or other entity awarded work by a Contractor on a particular construction project. Subcontractor as used in this Manual shall apply to all tiers of Subcontractors, as well as Vendors and Service Providers performing work for the benefit of the Contractor. For the purposes of the safety effort covered in this Manual, Vendors, Suppliers, and Service Providers on the Project for the furtherance of the Project are also covered by this definition and are subject to the provisions of the Manual, even though they may not be enrolled in the OCIP.

ACRONYMS

Following is a list of acronyms used in this document.

ABC	Associated Building Contractors
AGC	Associated General Contractors of America
ANSI	American National Standards Institute
ARM	Associate in Risk Management
ASP	Associate Safety Professional
ASSE	American Society of Safety Engineers
CBP	Customs and Border Protection
CDL	Commercial Driver's License
CHST	Construction Health & Safety Technician (Board of Certified Safety Professionals)
CPR	Cardio-Pulmonary Resuscitation
CSP	Certified Safety Professional (Board of Certified Safety Professionals)
CSSP	Construction Safety and Phasing Plan (Aviation)
DHS	Department of Homeland Security
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
GVW	Gross Vehicle Weight
HEPA	High Efficiency Particulate Air
JSA	Job Safety Analysis
LEL	Lower Explosive Limit
MSDS	Material Safety Data Sheet, (See also SDS)
MUTCD	Manual on Uniform Traffic Control Devices
NEC	National Electrical Code
NFPA	National Fire Protection Association
NSC	National Safety Council
OCIP	Owner Controlled Insurance Program
OSHA	Occupational Safety and Health Administration (Federal)
PPE	Personal Protective Equipment
PSP	Pro-Active Safety Process
RIMS	Risk and Insurance Management Society
RPM	Revolutions per Minute
SDS	Safety Data Sheet
SMS	Safety Management System
SSSP	Site-Specific Safety Program
TSA	Transportation Security Administration
UL	Underwriters' Laboratories
USDOT	United States Department of Transportation
WSO-CSM	Certified Safety Manager-Construction (World Safety Organization)
WSO-CSS	Certified Safety Specialist (World Safety Organization)

RESPONSIBILITIES

A. Contractor

1. Expectations

Contractors and subcontractors, of any tier, have the explicit responsibility to perform work in accordance with federal law (including both 29CFR1910 and 29CFR1926 statutes) and the State of Florida, as well as, Broward County which includes this Manual. Additional requirements may also include any of those from, but not limited to, the Federal Aviation Administration (FAA), Transportation Safety Administration (TSA), Homeland Security or United States Customs (CBP).

These responsibilities are in addition to compliance with their own company requirements. Additionally, contractors and subcontractors are accountable for fulfilling the responsibilities listed in this section.

If the prime contractor and his/her subcontractors of any tier have **75** or more combined total employees on site, the prime contractor must have a dedicated **Safety Manager (as defined) assigned to the site full time to carry out the duties described below.**

If the prime contractor and his/her subcontractors have fewer than **75** combined total employees on site, the prime contractor or his/her subcontractors can delegate these duties to an **On-Site Safety Superintendent or Supervisor** (as defined), depending upon the requirements in the contract.

If the project work consists of multiple or extended shifts, beyond 8 hours a day, the Prime Contractor will be required to have a dedicated Construction Safety Superintendent or Safety Supervisor (as defined) present on-site to execute these listed duties, depending upon the requirements in the contract, during this time period.

Required Safety Staffing of the Project will be outlined in the contract documents.

In situations where safety policies and requirements overlap, causing potential conflicts, the most stringent requirement(s) will apply.

2. On-Site Safety Manager. Safety Superintendent and/or Safety Supervisor

The verifiable qualifications of the Contractor's Safety Manager, Safety Superintendent and/or Safety Supervisor candidates must be submitted to the OCIP Safety Team for review in order for the personal interview to be scheduled with the Broward County OCIP Team. Minimum items to be submitted include:

1. Current and accurate personal resume, listing all assigned projects and companies worked for, including dates, and providing contact information (phone numbers and e-mail at minimum) for Management persons from the entities who can verify the accuracy of the information contained in the document.
2. Copies of all required and current certifications.

After review of the submitted documents, if the contractor candidate appears to meet the required qualifications for the safety position a personal interview will be scheduled with the Broward County OCIP Team (BCOT). Following the interview, the BCOT team members participating will make recommendations to the Broward County Project Manager regarding whether the candidate should, or should not be, accepted.

If accepted, the Safety Manager, Safety Superintendent and/or Safety Supervisor may not be removed from the job, or have their responsibilities modified in any way by the Contractor, without written concurrence by the Broward County Project Manager.

If accepted the Safety Manager, Safety Superintendent and/or Safety Supervisor shall be responsible and report directly to the Contractor Project Manager (as defined) and Safety Manager (if required).

A 90 working-day probation for all safety positions is required and the Safety Manager, Safety Superintendent and/or Safety Supervisor is to be replaced at any time, at no cost to Broward County, for failure to execute the responsibilities of the position.

No construction work activities may take place until proper candidates are accepted by the Broward County Project Manager and are physically on the job site.

Only qualified personnel will be accepted as a Contractor's Safety Manager, Safety Superintendent and/or Safety Supervisor.

Acceptance for any of these positions will depend upon, but may not be limited to:

- 1) Construction experience
- 2) Knowledge of safety position responsibilities
- 3) Safety certification and training as outlined in this Manual

Accepted candidates will be required to attend an OCIP Safety and Loss Prevention Program briefing prior to assuming their duties as a Construction Safety Manager, Safety Superintendent or Safety Supervisor. This briefing can be scheduled through the OCIP Safety Team.

Specific responsibilities of the On-Site Safety Manager, Safety Superintendent and/or Safety Supervisor include, but are not limited to the following:

a) Employee Safety Orientation and Training

- i. Conduct orientation sessions for all project employees new to the site, prior to their beginning work.
- ii. Participate in weekly tool box safety meetings; assist field supervisors, as requested, with meetings.
- iii. Conduct weekly supervisor safety meetings.
- iv. Instruct supervisors on safety rules and regulations.
- v. Instruct employees in the proper use and care of personal protective equipment.
- vi. Instruct employees concerning special procedures (e.g. lock-out, excavation, confined space entry, FAA, TSA, DHS and CBP, etc.) as required by OSHA or this Manual. Conduct Hazard Communication (using Global Harmonization System, or GHS) training. Conduct respiratory training as required.

- vii. Conduct emergency evacuation training.

b) Record Keeping

- i. Complete OSHA, state, federal, company and project-specific reports. Complete accident investigation reports.
- ii. Complete inspection reports.
- iii. Maintain training documentation.
- iv. Complete and process Broward County OCIP safety and health reporting requirements, this includes but is not limited to inspections, incident/ accident reports and training logs.

c) Safety Standards, Rules and Regulations Enforcement

- i. Authority to stop work.
- ii. Authority to take immediate corrective action.
- iii. Implement, maintain, and update, as required, conditions and project site specific safety policies and procedures.
- iv. Interpret and implement site-specific safety policies and procedures. Demonstrate, by example, proper safety behavior.

d) First Aid/Medical Treatment

- i. Ensure first aid supplies are adequate.
- ii. Investigate accidents and incidents (including "Near Miss") and complete or obtain accident reports.
- iii. Coordinate transportation of employees with minor injuries to contractor's first-aid station or designated medical facility.

e) General Responsibilities

- i. Keep the OCIP Safety Team apprised of any safety-related issues or problems that have or may develop.
- ii. Conduct work area safety inspections and forward results to the OCIP Safety Team.
- iii. Conduct investigations of all accidents and incidents (including "Near Miss") and forward reports to the OCIP Safety Team.
- iv. Compile OSHA statistical information and copy the OCIP Safety Team.

3. Field Supervisors or Fore-persons

The field supervisors have the responsibility for overall training, control, and conduct of personnel on their crew. As first line supervisors, their role in the safety and health program is crucial because they set standards by which their employees work.

The field supervisors' safety responsibilities include, but are not limited to:

- Task specific safety training
- Safety inspection
- Tool box safety meetings
- Accident investigation

B. Subcontractor

Subcontractors, of any tier, are responsible for complying with the safety requirements outlined by both Broward County OCIP and the contractor, even though the requirements may be above and beyond the subcontractor's own safety policies and federal and state OSHA requirements.

C. Broward County OCIP Safety Team

The OCIP Safety Team is responsible for generating and maintaining a high level of commitment for safe operations among all personnel assigned to the project site.

Responsibilities and duties of The OCIP Safety Team include, but are not limited to, the following:

1. Compile, follow-up, and maintain safety performance statistics for the project. Communicate above information to the project's senior management to ensure they are informed and involved in the safety program.
2. Keep apprised of new regulations and developments to keep the safety policies and procedures current and effective.
3. Conduct safety surveys of contractors' and subcontractors' activities to observe safety performance and make appropriate recommendations.
4. Review and communicate methods and procedures to foster the highest level of accident prevention performance possible. Provide such information to the Safety Manager, Safety Superintendent, or Safety Supervisor.
5. Provide special consulting, training, etc., to the contractors and subcontractors regarding problems and challenges that may arise on the project.
6. Assist the prime contractors with information for employees' project orientation.
7. Conduct independent accident investigations, if required.
8. Administer the project Safety Recognition Program, if one is implemented.
9. Review accident investigation reports to help ensure thorough investigations were conducted to prevent future accidents.
10. Disseminate safety bulletins.
11. Distribute written information to the Safety Manager, or Prime Contractor Senior Safety Personnel, regarding new pro-active requirements, regulations or developments within safety.
12. Periodically review and evaluate contractors' safety meeting minutes to ensure that quality safety meetings are held.
13. Provide electronic copies of this Manual, other available written safety information, posters, etc., as needed.
14. Assist the Prime Contractor with safety coordination with public and regulatory agencies, as required.
15. Participate in professional organization(s) (e.g., ABC, AGC, ASSE, WSO, and/or National Safety Council) to help remain apprised of new developments in safety or any other professional information, as necessary.
16. Periodically offer (at no charge) OSHA 10 and 30-Hour Construction Outreach Safety and Health Courses; training will be conducted at the discretion of the OCIP Safety Team and only at the County's project sites by a Federal Department of Labor Authorized Trainer.

SAFETY AND HEALTH PROCEDURES

The safety procedures established for this project are based on known work activities. Future work activities may require the development of additional safety procedures or clarification of existing policies and procedures.

It is the responsibility of each employee to work in a safe manner. However, it is ultimately the contractor's and subcontractor's responsibility to see that all safety and health rules and practices are followed.

A. Motor Vehicles and Construction Equipment

At least 24 hours prior to operating a motor vehicle (or motorized construction equipment, **see below**) on any Broward County OCIP project sites, the employer shall provide documentation (in electronic .PDF format) of the operator's qualifications to operate the specific vehicle to the OCIP Safety Team. Documentation is to include any and all training records, certificates and copies of licenses, as well as, the specific type of equipment to be operated.

Anyone who will operate a motor vehicle on the Ft. Lauderdale-Hollywood International Airport must complete and pass the training and orientation required by the Broward County Aviation Department (BCAD) in accordance with the FAA, TSA, DHS and any other agency's requirements for operation of vehicles.

Anyone who will operate construction equipment on airport property will be required to attend and pass the Broward County Aviation Department's training for operating equipment on and near airports in accordance with the FAA, TSA, DHS and any other agency's requirements.

All employees shall operate vehicles and motorized construction equipment in accordance with any and all Federal OSHA regulations, this Manual and applicable law. This also includes shift/daily or pre-use inspections, required lighting, markings and operation in accordance with all regulations covering the specific project site, which could include FAA, TSA, DHS or any other local, state, or Federal agency.

The requirements in this section apply to all motor vehicles and motorized construction equipment including, but not limited to, boom lifts, scissor lifts, fork lifts, cranes and lifting equipment, motorized pallet jacks, Georgia buggies (or similar style equipment), "Gators" or similar rough terrain equipment, golf carts, cars, trucks, concrete troweling machines, skid-steer (Bobcat) machines, backhoes, trackhoes, graders, loaders, dozers, Earthpans (pans), asphalt milling and paving equipment, concrete breaking and paving equipment, any equipment upon which operators/persons can ride, etc.

B. Excavations and Trenching

Prior to beginning any excavation, digging, trenching or drilling operation, contractors or subcontractors, of any tier, must ensure that all underground utilities have been located (via potholing, ground-penetrating radar, vac-operation, or other method required by, or suitable to, the Owner), verified and marked by the responsible parties. Utility marks must be refreshed as required by law or as necessary to maintain their integrity.

Contractors or subcontractors, of any tier, must give the OCIP Safety Team forty-eight (48) hours written notice prior to excavating deeper than five feet. All OSHA and State of Florida Trench Act requirements concerning safe trenching practices must be met. Trenches and excavations where employees are performing work shall be inspected by a **competent person (see “Definitions” for additional requirements for competent persons)**, as per regulation and requirements, and a written inspection report generated including, but not limited to, noting soil classification (including tests conducted to determine), protective system(s) utilized, weather conditions, hazard identification and corrective actions. These inspection records shall be available for review at the location of the work while in progress and submitted, upon request (in electronic .PDF format), to the OCIP Team.

C. Material Handling and Storage - Flammable and Toxic Materials

Flammable, toxic or other hazardous materials need to be stored in properly designated, secure and well-ventilated areas, in containers and/or cabinets which are compliant with Federal, State and local laws and requirements. On aviation projects these areas must be included on project maps included with the contractor’s portion of the CSPP and/or SPCD. Contractors shall coordinate such areas with Broward County Project Management, prior to any storage taking place.

D. Personal Protective Equipment

All employees and visitors to the project site must use the protective equipment prescribed by local, state, federal, and project rules and regulations. It is the intent of Broward County OCIP to help control or minimize exposures that will or could lead to illness or injury. Therefore, anyone who refuses to use the prescribed protective equipment, or who willfully damages such equipment, shall be subject to removal from the project.

All personnel on the construction site must adhere to the following policies:

1. Eye Protection

a) Basic Eye Protection

- ANSI Z87.1 compliant safety glasses shall be worn at all times while in the work area. Prescription safety glasses must have side shields attached in order to be compliant. Employees wearing standard non-safety eyeglasses must wear ANSI-compliant goggles or glasses which are designed to fit **OVER** existing eyeglasses.

b) Contact Lenses

- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment, which could include areas where respirators are required or welding is being performed. Dusty and/or chemical environments may represent an additional hazard to contact lens wearers. All use of contact lenses on the project must comply with the requirements set by the employer in the Site-Specific Safety Plan (or CSPP).

c) Goggles

- If the task requires an employee to wear goggles (e.g., required or recommended under PPE on the Safety Data Sheet and/or required by the work process, or Federal OSHA), they must be of the proper type (splash or impact) and also comply with ANSI Z87.1. **If goggles are required, other eye protection cannot be substituted in lieu of this protection.**

d) Face Shield

- Face shields are required in addition to glasses or goggles when workers are performing (or may be exposed to) chipping, cutting, grinding, welding, cad-welding, using compressed air, utilizing powder actuated tools or performing other work tasks where the potential for facial injury exists, or the use is recommended by manufacturers or distributors of equipment or products being used.

e) Welding Hood and Cutting Goggles

- When welding, a welding hood as well as both basic eye protection and a hard hat must be worn. When cutting (hotwork) the proper shade of cutting goggle (as required by Federal OSHA regulation) must be worn. The use of “shaded” safety glasses of any type in lieu of cutting goggles is prohibited.

2. Head Protection

- a) All project work areas are considered “Hard Hat Areas”. Hard hats must be worn on all areas of the active construction site including on equipment with ROPS (roll-over protection).
- b) Everyone, including delivery personnel, vendors and visitors must wear approved hard hats while on the project. Hard hats are not required in construction parking lots, on equipment or inside vehicles with enclosed cabs (only while completely closed) and office trailers.
- c) Contractor’s and subcontractor’s (regardless of tier) company names are to be on all hard hats that have been issued to their employees. In addition, each employee’s proper name shall be affixed to the front of the hard hat. The minimum name requirement is complete first and last name (no nicknames).
- d) All hard hats must be of class “B” type and in good condition. Cowboy and other novelty hats (e.g., sports teams, flag, etc.) are not permitted, regardless of type or ANSI compliance.
- e) All hardhats must be worn with the “bill” forward at all times.

3. Hearing Protection

- a) Hearing protection shall be worn by employees when exposed to noise levels above 85 decibels (dB). Contractors must establish and include in the Site-Specific Safety Plan a Hearing Conservation Program (including noise level monitoring policy and procedures) which complies with OSHA and this Manual. The Safety Manager, Safety Superintendent and/or Safety Supervisor will also monitor work areas, using sound level meters and/or dosimeters, to recognize and post high noise areas as required by 29CFR1926.52.
- b) Once a high noise area is posted, the contractor shall notify the OCIP Safety Team, in writing, within 24 hours.

4. Foot Protection

- a) All trades shall wear leather shoes or boots with good heavy soles that meet or exceed ANSI Z41-1991 requirements for footwear. All work tasks requiring special footwear require an SPA to determine the proper size and protection. All electricians must have carbon inserts in shoes.
- b) No one is permitted to wear sneakers (including ANSI-compliant sneakers), tennis shoes or athletic shoes of any type, sandals, high heels, flip-flop thongs or similar footwear on this project.

5. Clothing

Employees are to report to work properly attired. This project's requirements include:

- a) Clothing in good repair. (No Frayed or tattered clothing).
- b) No tank tops or sleeveless shirts. (Shirts must have at least 3" sleeves and be tucked in at all times).
- c) Long pants only. No short pants, cutoffs, sweat pants, etc.
- d) If working around moving machinery no loose or dangling jewelry, rings, necklaces, earrings, watchbands, neckties, gauntlet type gloves and baggy, loose or ragged clothing.
- e) Employees working with electrical energy must be protected by clothing covered by NFPA 70-E. f) Shoulder length or longer hair must be tied back and put under the hard hat or worn in a hair net.
- g) A minimum of a reflective outer garment (vest, shirt, jacket, etc.) meeting ANSI 107-2004, Class 2 or better, must be worn at all times while on the construction site, unless a more stringent requirement exists for the type of work being performed (i.e. high-speed road work, airport, seaport respectively).

6. Fall Protection

Fall protection shall be used by employees 100% of the time when exposed to a fall hazard of six (6) feet or more in height. Prime Contractors are required to establish and include in the Site-Specific Safety Plan a Fall Protection Program which complies with OSHA and this Manual.

Contractors and subcontractors, of any tier, must fully evaluate the work conditions and environmental factors (including weather changes) before selecting the appropriate fall protection system (see below). Such evaluation is to be recorded on the Safe Plan of Action (SPA) form.

Types of Fall Protection Systems

- 1) *Personal fall arrest system (PFAS)* is a means used to arrest an employee in a fall from a work level. It consists of an anchorage, connectors, and a body harness and may include a lanyard, deceleration device, lifeline, or a combination of these.

- 2) *Positioning device system* allows an employee to be safely supported on an elevated vertical surface (such as a wall) and work with both hands free.
- 3) *Warning line system* is a barrier erected to warn employees that they are approaching an unprotected edge. It also designates an area in which work may not take place without the use of a guardrail, personal fall arrest system or a safety net to protect employees.
- 4) *Guardrail system* is a barrier erected to prevent employees from falling to lower levels. All guardrails must meet the requirements of 29CFR1926.502.
- 5) *Safety net system* can be used when workplaces are more than 25 feet above the ground, water surface or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines or a safety harness is impractical.

NOTE: The use of “Safety Monitor Systems”, “Controlled Decking Zones” and “Fall Protection Plans”. (as defined by OSHA), as well as chain guardrails (except as manufactured on scissor lifts), are not allowed for fall protection on this project.

Contractor will ensure that Project workers climbing or working on rebar structures who are exposed to a potential fall hazard of 6 feet or greater will be 100% protected from falls by a PFAS. A “positioning device” may also be used by these workers, only when stationary, however a PFAS must be used at all times or in addition to any positioning system.

Workers operating from a scissor lift device, which is equipped with a PFAS or “positioning device” anchor point must be secured with a full body harness and lanyard (or harness attachment device recognized by the lift manufacturer) attached to the anchor point at all times. Workers shall not work from the rails of any scissor lift, boom lift, etc., under any circumstances.

b. Safety Harness

- 1) The only permissible personal fall arrest system on this project is an industry-approved safety harness. Employees can use a safety harness with two “D” ring attachments (positioning points), as long as the harness is also attached via a lanyard (or industry-approved deceleration device) to an anchor point which meets the fall protection requirements (**see below**).
- 2) Safety harnesses must be secured to an overhead point or object of substantial capacity capable of supporting five thousand pounds (5,000 lbs.). In order to accomplish this and ensure 100% protection, the employee may need to use two lanyards. However, if two lanyards are used, the primary lanyard is never unhooked until the secondary lanyard is secure.

c. Lanyards and Lifelines

- 1) Lanyard and lifeline selection is determined by the type of work as well as the environmental conditions. If lanyards, connectors or lifelines may be damaged by welding, chemical cleaning, sandblasting, etc., the components must be protected or a more appropriate type of securing system must be used.
- 2) Lanyards and lifelines must incorporate or be used with an appropriate, industry-approved deceleration device. Deceleration devices include rope grabs, rip-stitch lanyards, specially woven lanyards, tearing or deforming lanyards, automatic self-retracting lifelines and lanyard,

etc., which dissipate or otherwise limit the energy imposed (to Federal OSHA compliant levels) on an employee during fall arrest.

- 3) Once in use, the system's effectiveness is to be monitored and documented by a qualified person. In some cases, a program for cleaning and maintaining the system may be necessary.
- 4) Lanyards and lifelines must only use locking snap hooks.
- 5) Under no circumstances shall two lanyard snap hooks be connected together.

E. Scaffolding

All scaffolds and platforms must meet the following requirements:

a) General Requirements

- 1) Scaffolds twenty-five (25) feet or more above the ground or floor are to be erected, moved, altered and dismantled only by experienced personnel and under the direct supervision of a **competent person (see “Definitions or additional requirements for competent persons)**, experienced in scaffold erection and maintenance. Competent person is further defined by OSHA in CFR 29 1926.
- 2) Scaffolds six (**6**) feet or more above the ground or floor are to be completely decked and have handrails, midrails and toeboards installed. If, for some reason, a platform or scaffold cannot be equipped with standard handrails or completely decked, safety harnesses must be worn and properly secured to an anchor point (a PFAS).
- 3) Chain use for guardrails on scaffolding is not allowed.
- 4) Cross-bracing will not be allowed in place of guardrails on scaffolding.
- 5) Overhead protection for employees (e.g., planking) on a scaffold is required if they are exposed to overhead hazards.
- 6) The area beneath the scaffold must be barricaded and “working overhead” signs posted in all approach directions.
- 7) Scaffolds that will be higher than thirty (30) feet and a working load exceeding fifty pounds per square foot, requires a licensed professional engineer to complete sealed and signed design drawings, including load calculations. Examples are scaffolds erected for plasterers, masons or any other trades who routinely store material on the platform. Copies of these drawings must be kept on site (while the scaffold is erected) and be available for immediate inspection upon request.
- 8) The use of concrete block as base material, support or counterweight on any scaffolding is not allowed.
- 9) Base plates must be used on all frame and tube-and-coupler scaffolds.
- 10) All scaffolds between 4 to 6 feet in height, with a platform dimension of less than 45” in any direction shall be equipped with a guardrail or other means of fall protection for workers as referenced in this Manual (e.g., Baker Scaffold).

- 11) The Contractor's Site-Specific Safety Program must contain their Project plan for fall protection (at exposure heights greater than 6 feet) during scaffold erection and dismantling activities.

b) Rolling Scaffolds

- 1) No one is to ride on a rolling scaffold while it is being moved.
- 2) All materials and tools must be secured prior to moving a rolling scaffold.
- 3) No rolling scaffolds will be utilized to support other scaffolds.
- 4) When employees are working from a rolling scaffold all four wheels must be locked.

c) Scaffold Planking

- 1) Plywood shall not be used for any planking scaffolding surface (unless part of a manufactured component). In addition, plywood shall not be used as base material for any scaffold.
- 2) Only 2" X 10" or 2" X 12" scaffold grade material shall be used for scaffold planking.

d) Tagging

The most effective means of communication between the scaffold builder and the scaffold user is a scaffold tag. The required project tagging procedures are as follows:

- 1) The crew that erects the scaffold must complete and attach the appropriate scaffold tag.
- 2) The scaffold tag must be placed at eye level on or near the access ladder so it is easy to locate and plainly visible.
- 3) A competent person (**see "Definitions" for additional requirements for competent persons**), needs to ensure that the scaffold is erected properly and the tag attached is proper and completely filled out.
- 4) If the scaffold needs to be altered in any way, the same person who signed the tag must be contacted to document and authorize the change, and re-tag the scaffold if necessary.
- 5) An untagged scaffold shall not be used.
- 6) Anytime a scaffold is to be used, a competent person must inspect it prior to each shift and as needed to verify that it is maintained in a safe condition throughout the shift.
- 7) Tagging System procedure:

A green tag is completed and attached by the erecting crew to scaffolds that are safe for users and have complete handrails, midrails, toeboards and decking.

A yellow tag is completed and attached to scaffolds that cannot be erected with all the components complete. The yellow tag allows the erecting crew to note what portion of the scaffold is incomplete and cautions the user. A yellow tag also informs the user that fall protection may be required. **IF A USER HAS ANY QUESTIONS ABOUT A**

SCAFFOLD DISPLAYING A YELLOW TAG, THEY MUST KNOW HOW TO IMMEDIATELY LOCATE THE COMPETENT PERSON AND HAVE THEIR QUESTIONS ANSWERED BEFORE PROCEEDING WITH ANY WORK.

A red tag means the scaffold is being dismantled or not yet completely erected, or for some other reason not safe and shall not be used.

F. Welding and Cutting (hot work)

All welding and cutting operations are required to have a hot work permit issued by the Prime Contractor. In addition to OSHA and this Manual, all welding and cutting operations must conform to local fire codes and laws. **The Prime Contractor is required to obtain the appropriate permits, covering the project, from the local jurisdiction prior to issuing any hot work permits for on-site operations.**

G. Electrical

Only qualified electricians may perform electrical work.

Lock-Out Procedures

Due to the scope of this job, the procedures used for energy isolation, be it electrical, mechanical, hydraulic, pneumatic or other types need to be both uniform and coordinated. Therefore, the Broward County OCIP has adopted the following minimum procedures which must be communicated to contractors, subcontractors, and employees. Make sure they are aware of, understand, and follow these lock-out procedures and cooperate with other contractors who require a lock-out that involves your work.

Note that the Broward County OCIP requires the use of lock-out energy isolation devices (that is, using padlocks) throughout this project. **Tag-outs (simply tagging the switch, valve, etc.) shall not be used on this Project.**

a) Individual Lock-out Procedures

This procedure is used in the event power is either interrupted or restored unexpectedly. If interrupting or restoring power unexpectedly will endanger an employee of any other contractor, including your own subcontractors, use the steps in "2" *Complex Lock-out Procedures*, that follow.

Only an Authorized Employee (OSHA definition) shall perform all of the following steps:

- 1) Notify all of affected employees of the lock-out and the reason for it.
- 2) Shutdown the affected equipment in a manner consistent with good operating practices.
- 3) Verify that the equipment or system is inoperative by trying to operate it, etc.

- 4) Shutdown the power at the switch, valve, etc., that will be locked. Be absolutely certain the correct device or devices to shutdown and lock were located.
- 5) Safely dissipate any stored energy in pressure lines, flywheels, capacitors, etc., consistent with good operating practices.
- 6) Lock the switch, valve, etc., using a padlock with only one key. Make sure the company's name is on the lock.
- 7) Complete and place on the lock a standard lock-out warning tag indicating what power source was shutdown, the date of the shutdown, authorized employee's name, and the company's name.
- 8) Verify that the equipment or system is inoperative by trying to start it. (Do not forget to turn all controls back to their off or neutral position).
- 9) Complete and file on site a **Lock-Out Form** (see Appendix M for a copy of this form).
- 10) When power is ready to be restored, replace all missing guards. Ensure that no one will be endangered by power restoration prior to removing the lock.
- 11) After removing the lock, remove and properly destroy the warning tag. (Tags and their attachment devices are not to be reused unless designed for reuse).

b) Complex Lock-out Procedures

This procedure must be used when one or more employees of another contractor or subcontractor may be exposed to danger in the event power is either interrupted or restored unexpectedly.

Only an authorized employee shall perform all of the following steps as the originator of a complex lock-out. Every affected contractor (including affected subcontractors) is to have an authorized employee to coordinate the lock-out for their company.

- 1) Hold a coordination meeting with all affected contractors and subcontractors, of any tier, at least 24 hours in advance of the lock-out. Also inform the OCIP Safety Team, in writing, 24 hours in advance.
- 2) Notify all affected employees of the lock-out and the reason for it.
- 3) Shutdown the affected equipment in a manner consistent with good operating practices and have each affected contractor and subcontractor do likewise.
- 4) Verify that the equipment or system is inoperative by trying to operate it and have each affected contractor and subcontractor do likewise.
- 5) Shutdown the power at the switch, valve, etc., that will be locked. Be absolutely certain the correct device or devices to shutdown and lock were located.
- 6) Safely dissipate any stored energy in pressure lines, flywheels, capacitors, etc., consistent with good operating practices and, as necessary, have each affected contractor and subcontractor do likewise.

- 7) Place a chain or lock-out device on the switch, valve, etc., that will be locked.
- 8) **Place a chain or lock-out device using a padlock with only one key.** Make sure the company's name is on the lock.
- 9) Once all the valves and switches are locked out, place all the keys for all the locks in the group lock-out box.
- 10) The authorized employee then places a group lock-out device (Christmas tree) on the hasp and places his lock on the group lock-out device. Each employee must place his/her personal lock, with his or her name on the lock, on the group lock device.
- 11) Complete and place on the lock a standard lock-out warning tag indicating what power source was shutdown, the date of the shutdown, authorized employee's name, contact telephone number and the company's name.
- 12) Verify that the equipment or system is inoperative by trying to start it and have each affected contractor and subcontractor do likewise. (Do not forget to turn all controls back to their *off* or *neutral* position).
- 13) Complete and file on site a **Lock-Out Form** (see Appendix M for a copy of form).
- 14) When power is ready to be restored, replace all missing guards. Each affected employee must remove their lock when their work is completed. The authorized employee then removes his or her lock and removes the keys from the lock box and begins to restore the equipment to working condition. As the originator of the lock-out, the Authorized Employee will always remove their lock last. This is only after it has been determined that no one will be endangered by power restoration.
- 15) Restore power.
- 16) After removing the lock, remove and properly destroy the warning tag. (Tags and their attachment devices are not to be reused unless designed for reuse).

c) General Information

- 1) Padlocks, hasps, tags, and other lock-out devices must be durable enough to withstand the environment to which they will be exposed.
- 2) **Locked-out switches, valves, etc., must not be operated regardless of the circumstances.**
- 3) Only the employee, who placed the lock on the switch, valve, hasp, etc., can remove it. Anyone who removes or defeats another's lock-out is subject to removal from the Project site.
- 4) Locked-out switches, valves, etc. must be inspected at the beginning of each shift to insure that the locks and tags are still in place.

H. Powder Actuated Tools

Contractors/Subcontractors, of any tier, shall ensure that employees using powder actuated tools are currently and properly certified (for the specific tool being used) by the manufacturer's representative prior to use. Certification cards must be available for immediate inspection, if requested. It is strongly recommended that employees have copies of certifications on their person when operating powder tools. Uncertified, or improperly certified employees, shall not be allowed to operate powder actuated tools.

Contractors/Subcontractors using powder actuated tools shall ensure that all cartridges, whether used, not used, or misfired, have been picked up and removed from the work area. Misfired cartridges must be stored in a sealed metal container (e.g., "ammo box") during shift and removed from the Project after each shift.

I. Steel Erection

Steel erection requires compliance with the following:

Employees of contractors and subcontractors, of any tier, must comply with the fall protection requirements covered in this Manual.

Conduct and document appropriate pre-task planning and a Job Safety Analysis (JSA) for all steel erection. Keep this documentation on site for review by the OCIP Safety Team, upon request.

J. Work Platforms Suspended From Cranes

The use of a crane or derrick to hoist employees on a personnel platform is prohibited, except when the erection, use, and dismantling of conventional means of reaching the worksite, such as a personnel hoist, ladder, stairway, aerial lift, elevating work platform or scaffold, would be more hazardous or is not possible because of structural design or worksite conditions. In such cases, the Contractor must prepare a written statement detailing why these other methods would be more hazardous and submit a copy of this statement (signed by the Contractor Project Manager), along with a written operational record to the OCIP Safety Team within 24 hours of the completed operation. This information will be submitted in electronic format.

The Safety Manager, Safety Superintendent or Safety Supervisor must give the OCIP Safety Team notice (in writing) at least **48 hours** prior to any operation which may require the use of personnel platform(s) suspended from a crane.

Prior to the use of a work platform suspended from a crane, the contractor's and/or subcontractor's General Superintendent (Senior Field Production Supervisor) will prepare a written record for each such operation and will maintain a file documenting its operation. Each record is good only for lifts made from a single crane set-up location. Traveling, repairs or modifications of the crane will require a new and separate record.

Each record is to:

- a) Be initiated by the supervisor of the employee who will be working from the platform
- b) Describe the work to be performed and its exact location

- c) List all required inspections, certifications, tests, and pre-lift meetings
- d) Be signed by the crane operator, rigger, and initiating supervisor
- e) Note the name of the person who will flag or signal the crane operator
- f) Remain with the crane while the personnel hoist is in progress
- g) Be available to the OCIP Safety Team for immediate review, upon request.

K. **Crane Operations**

1. All operators of cranes (as defined in the OSHA standard) must be certified to operate the type of crane assigned by an accredited third party testing organization (e.g., NCCCO). A copy of the operator's current certification and medical certificate will be submitted to the OCIP Safety Team at least 24 hours in advance of the operator performing duties on the Project. This information will be submitted in an electronic .PDF format.
2. A Critical Lift Plan is required to be approved in writing by the General Contractor and submitted for review by the OCIP Safety Team, **at least 72 hours in advance**, if:
 - a. The lift exceeds, or may be expected to exceed, 75% of the load chart capacity for the crane being used
 - b. More than one crane is used in a lift
 - c. In any "blind lift" situation where the operator and the signal person do not have visual sight of each other
 - d. Any other situation deemed "critical" per the contract documents (including addendums)
3. A third party inspector must directly oversee the erection and jacking of all tower cranes.
4. All cranes assembled and re-assembled onsite must be inspected and certified by a third party inspector, prior to any use.
5. All outrigger cranes shall only be operated with outriggers fully extended (*unless manufacturer's data allows intermediate extension which complies with the lift being executed*) and wheels not in contact with the ground. **No lifts "on rubber" will be allowed.**
6. The swing radius of all cranes must be barricaded with rope, chain, or a similar material. Plastic tape of any kind as a component of such a barricade is prohibited.
7. Daily crane inspections must be conducted and documented. Documentation must be submitted within 7 days of the inspection being conducted and copies submitted to the OCIP Safety Team in an electronic .PDF format.
8. All crane lifting operations must include at least one Qualified rigger and Qualified signal person (**see "Definitions" for additional requirements for qualified persons**). The crane operator cannot function as either the rigger or the signal person, however the rigger and the signal person functions may be combined if the individual is qualified. The Contractor must submit documentation of persons who are qualified as riggers and/or signal persons and are authorized to

perform those duties, as per the information in the Definitions (Qualified Person) section of this Manual.

9. The Contractor shall provide the OCIP Safety Team with a copy of a current Annual Crane Safety Certification (specifically for construction 29CFR 1926) for each crane brought on the job at least 24 hours in advance of use. This information will be submitted in an electronic .PDF format. A crane must be certified by an individual who is recognized by OSHA.

10. All sling and crane load line hooks shall have safety latches installed. (This does not apply to specialty slings and hooks, such as sorting or shake out slings or self-adjusting pipe slings.) Specialty slings and hooks shall not be used to set steel or move any materials over workers. Fiber slings shall not be used on sharp edged metal without softeners. All crane loads are to be "tight-choked" when using any slings (other than specialty slings)

11. All out rigger cranes in use shall be blocked to the following requirements:

All blocking boards shall be 8" x 8" minimum for fixed boom cranes and hydraulic cranes over 30 ton capacity, 4" x 4" minimum shall be used for hydraulic cranes under 30 tons capacity.

Size of float pad blocking shall be a minimum of 3 feet x 3 feet and be sized in accordance with the following formula:

Size of float pad blocking = crane capacity tons / 5

Size of float pad blocking shall be determined by the following formulas.

Size of float pad blocking = crane capacity tons / 5

Example 60 ton crane = 12 square feet

5

12. Whenever there is any doubt as to safety, the crane or derrick operator shall have the authority to stop and refuse to handle loads until safety concerns have been resolved.

L. Fire Prevention and Protection

a) It is the responsibility of contractors and subcontractors, of any tier, to have the appropriate fire suppression equipment readily available and manned by employees trained in its proper operation.

b) In order to summon fire-fighting assistance, call 911. Immediately report all fires (even those that have been extinguished) to the OCIP Safety Team.

c) Replace or recharge temporary fire fighting and fire protection equipment immediately after use. Also report to the OCIP Safety Team (within eight hours) any discharge of fire-fighting equipment.

M. Job Safety Analysis

Contractors or subcontractors, of any tier, are to conduct a Job Safety Analysis (also known as a JSA) on all non-routine or high hazard work tasks. Examples of these types of tasks may include, but not be limited to, installation of pre-cast concrete panels, stripping of concrete forms, confined space work, tunnel work, demolition or similar operations, work around live taxiways and runways, critical crane lifts, group lockout/tagout work, work at heights greater than 10 feet, scaffold erection and dismantling, work in proximity to high voltage electrical equipment, etc. Completed copies of JSAs must be available to the OCIP Safety Team for immediate review, upon request. In addition, the OCIP Safety Team may require the contractor/subcontractor to submit the JSA, in an electronic .PDF format, at any time.

N. “Safety First” Safety Attitude

Every project manager, supervisor, and employee on the project must exhibit a “safety first” attitude toward the safety and welfare of their fellow workers. Those who fail to comply with OSHA or Project rules or regulations, or fail to comply with instructions from authorized safety representatives, may be removed from the project at no cost to the Owner.

ORIENTATION

One of the requirements of all contractors and their safety representatives (Safety Manager, Safety Superintendent, Safety Supervisor) is to conduct a complete basic safety orientation for all Project workers new to the site. The orientation is required before a worker can receive a project ID and enter the field to perform any task. The purpose of the orientation is to provide workers an awareness of what they can expect and what is expected of them on this Project site.

A. Scope

At a **MINIMUM**, the orientation will include:

- Worker safety requirements and policies
- Site-specific safety and health rules (found in this manual and specified by the Contractor)
- Permitting procedures (if applicable), including work permits, excavation, confined space entry, lock-out, etc.)
- Hazard Communication training (using the Global Harmonization System, or GHS)
- Emergency alarms and evacuation procedures
- OSHA 10-Hour
- Other topics as circumstances require

B. Documentation

All workers will complete an Orientation Acknowledgment form at the end of the orientation. The Contractor will submit (in electronic .PDF format) a copy of this form to the OCIP Safety Team within 24 hours of the orientation.

C. Facility

If the Contractor has no facility to conduct the orientation, contact the OCIP Safety Team for assistance in locating an appropriately equipped conference room for use in conducting the orientation sessions.

SAFETY TRAINING

A. Required Safety Training

1. Field Supervisors and Project Management

All Field Supervisors and Project Management personnel will be required to complete the OSHA 30-hour Construction Safety and Health Outreach course if:

a contractor's or subcontractor's contract award is in excess of \$250,000 dollars for construction or installation services on the site

or

a contractor or subcontractor, of any tier, has more than 10 employees on site

If Field Supervisors and Project Management have not attended this course within the past 24 months (copies of documentation required to be submitted to the OCIP Safety Team, in electronic .PDF format for verification), they will be required to complete the course prior to starting work on the project site. The completed course must not have had any components which were completed electronically or on-line, but delivered entirely in a face-to-face environment with the OSHA-Authorized Instructor. **Courses, or any portion thereof, which had any components completed electronically or on-line are not acceptable to meet this requirement.**

All Field Supervisors and Project Management on projects with contract award of less than \$ 250,000 dollars will be required to have completed, at a minimum, the OSHA 10-hour Construction Safety and Health course (within the past 24 months, copies of documentation required to be submitted to the OCIP Safety Team, in electronic .PDF format for verification), or they are required to complete the course prior to starting work on the project site. The completed course must not have had any components which were completed electronically or on-line, but delivered entirely in a face-to-face environment with the OSHA-Authorized Instructor. **Courses, or any portion thereof, which had any components completed electronically or on-line are not acceptable to meet this requirement.**

The OCIP Safety Team will offer these courses throughout the duration of the project.

The OCIP Safety Team may also require supervisors to attend, or re-take the required training if safety observations appear to indicate a Field Supervisor or Project Management would benefit from this course.

2. On-Site Safety Representatives

Prime Contractors are required to have a full time On-Site Safety Manager, Safety Superintendent(s) and/or Safety Supervisor as stated in the definitions, with the required levels of training and experience.

3. **Field Workers**

All Field Workers will be required to complete the OSHA 10-hour Construction Safety and Health Outreach course if:

a contractor's or subcontractor's contract award is in excess of \$150,000 dollars for construction or installation services on the site

or

a contractor or subcontractor, of any tier, has more than 4 employees on site, at any given time

Workers must have completed this course within the past 24 months (copies of documentation required to be submitted to the OCIP Safety Team, in electronic .PDF format for verification), or they are required to complete the course prior to starting work on the project site. The completed course must not have had any components which were completed electronically or on-line, but delivered entirely in a face-to-face environment with the OSHA-Authorized Instructor. Courses, or any portion thereof, which had any components completed electronically or on-line are not acceptable to meet this requirement.

The OCIP Safety Team will offer these courses throughout the duration of the project.

The OCIP Safety Team may also require workers to attend, or re-take the required training if safety observations appear to indicate a worker would benefit from this course.

B. Other Safety Training Available

Additional safety training is available through the OCIP Safety Team at no cost. To request training assistance contact the OCIP Safety Team.

RECORDKEEPING REQUIREMENTS

A. Introduction

The Broward County OCIP believes that proper documentation and record keeping of safety related functions are essential. All required documentation needs to be maintained on site, available to the OCIP Safety Team upon request. The contractor's or subcontractor's Project Manager is responsible for ensuring that recordkeeping and related requirements, as outlined in this section, are accurate and up-to-date.

There are several forms provided by the Broward County OCIP that are to be used. **If a contractor and/or subcontractor prefer to use their own forms, they should be submitted to the OCIP Safety Team for review and acceptance prior to use.** (see the *Appendix* for project forms).

B. Posters

Post in a conspicuous place the Project Safety Alerts and Bulletins issued by the Broward County OCIP as well as the posters required by federal and state regulation. Required workers' compensation insurance posters are available from the Broward County OCIP Team (BCOT).

C. Signs

Contractors and subcontractors, of any tier, will need to furnish appropriate signage in accordance with the contract, depending on the nature of their work and work area, such as (but not limited to):

Hard Hats, Required Beyond This Point (posted at all entrances to the project site and work areas).

Danger - Construction Area - Authorized Personnel Only (posted at all entrances to the project site).

Drugs, Alcohol, Firearms and Related Paraphernalia are Prohibited on the Project (posted at all entrances to the project site).

D. Instructions for Completion and Filing of Records

A copy of the following forms and reports can be found in the Appendix to this manual. Copies may be made for use on this project.

1. Incident Investigation Report

Complete an incident investigation report for each near-miss that does not result in injury or damage to equipment or property. Provide a copy to the OCIP Safety Team within twenty-four hours of the incident.

2. Accident Investigation Report

Complete an accident investigation report for each accident resulting in injury, theft or damage to materials or equipment. This includes the contractor's accident report form and Broward County's accident form. The General or Prime Contractor will give a copy to the OCIP Safety Team within twenty-four hours of the accident.

3. Weekly Tool Box Safety Meeting Report

Complete the Weekly Tool Box Safety Meeting form at the end of each week's meeting. Forward a copy to the OCIP Safety Team within 7 days of completion.

4. Contractor Safety Audit

This Safety Audit is to be completed monthly by the contractor's safety representative or designee. The information will include, but is not limited to, total work hours for the month and additional safety requirements implemented since the last report. Send a copy to the OCIP Safety Team by the 8th of each month.

5. Contractor Weekly Review of Work Site

Each contractor's and subcontractor's field supervisors are to complete this weekly review and forward to the contractor's safety representative who will compile the information and include it in his or her monthly safety audit.

6. Safety Observations

The Broker (Gallagher) Safety Team will complete written Safety Observations of work activities that do not appear to be in compliance with the project's safety policies and procedures. If a contractor or subcontractor receives a Safety Observation, immediately correct the hazard noted on the notice, document the corrective action or reason for delayed abatement, and return the report to the OCIP Safety Team within 24 hours.

7. Contractor Monthly Report of Work Injury and Illness Statistics

The Broker (Gallagher) Safety Team will track injury and illness statistics by contractor. Each contractor must report the correct number of work hours worked on the project for the reporting month. This report will include the work hours for the contractor's and subcontractor's employees. The Prime Contractor is responsible for completing and sending this report to the OCIP Safety Team by the 8th of the following month.

8. Job Safety Analysis (JSA)

The Job Safety Analysis is a tool used to help identify jobs posing the greatest accident risk and to assist in non-routine task planning. The contractor's or subcontractor's field supervisor is required, when directed by the Contractor's Safety Personnel or upon request by the OCIP Safety Team, to complete a JSA for non-routine tasks and review and document the findings with their work crew. Copies of all JSAs, including updates, are required to be submitted (in electronic .PDF format) to the OCIP Safety Team at least 8 hours prior to the start of the work process.

9. Safe Plan of Action (SPA)

Contractors and subcontractors, of any tier, shall maintain in their files a Safe Plan of Action (SPA) which will be used to ensure that every job assignment receives proper safety planning prior to the start of work. The SPA is to be completed by the first line field supervisor and acknowledged by each member of the crew involved with the work process, with a legible signature and date. Copies of all SPAs, including updates, are required to be submitted (in electronic .PDF format) to the OCIP Safety Team, upon request.

ADMINISTRATIVE POLICIES

A. OSHA Inspections and Citations

Inspections by OSHA compliance officers may be initiated for many reasons, including employee complaints, serious or fatal accidents, special emphasis programs or planned audits. When a contractor or subcontractor receives notification of an impending inspection, contact the OCIP Safety Team so a representative of the OCIP Safety Team may be present during the actual inspection. It is the OCIP Safety Team's policy to cooperate with OSHA Compliance Officers (COSHOs).

If any contractor or subcontractor, of any tier receives an OSHA citation referencing the project, they are to immediately submit an electronic copy (in .PDF format) to the OCIP Safety Team.

B. Accident and Incident Investigations

1. Accidents and Incidents

All accidents and incidents must be investigated by the contractor's or subcontractor's safety representative and documented on a project Accident Investigation Report. The report must be completed and submitted to the OCIP Safety Team in electronic format (.PDF) within twenty-four hours of the accident.

2. "Near Miss" Incidents

All ("near-miss") incidents must be investigated by contractors or subcontractor's safety representative and documented on a Project Incident Report. The report must be completed and submitted to the OCIP Safety Team within twenty-four hours of the incident. However, if the incident was serious (e.g., potentially life threatening), notify the OCIP Safety Team immediately both in writing and via telephone (leave voice-mail message if no answer).

3. Major Accidents

Immediately notify the OCIP Safety Team of all major accidents such as, but not limited to:

- a) All accidents resulting in a lost-time injury, injury to a member of the public, fatality, or damage to property or equipment must be immediately investigated by the Contractor's and subcontractor's field supervisor and safety representative. The OCIP Safety Team personnel and/or the OCIP Insurance Carrier personnel may also join the Contractor's and/or subcontractor's safety representative in the investigation of job site accidents.
- b) A thorough in-depth accident investigation includes, but is not limited to, the following:
 - A root cause analysis of the accident, including timeline
 - Documented and signed witness statement(s)
 - Accident scene photographs, sketches, and drawings
 - Accident Investigation reports completed by any external or regulatory agency if available
 - Recommendations to prevent re-occurrence
- c) Forms to be utilized in accident investigation reporting may include, but are not limited to:
 - Project Accident Investigation Report
 - First Report of Injury
 - Report of Disabling Injury or Fatality

- d) All Contractors and Subcontractors, regardless of tier, are required to fully cooperate with all investigation and inquiry efforts from the Broker/Agent, the OCIP Safety Team and/or OCIP Insurance Carrier representatives. This includes the immediate submission of any requested and required documentation upon request.

4. Special Investigations

- a) Special investigations may include, but not be limited to, areas such as potential third party litigation, non-project personnel injury, equipment or material failure, etc., which relate to the project.
- b) All special investigations will be coordinated by the OCIP Safety Team.

HAZARDOUS CHEMICALS

A. Hazardous Materials and Hazardous Waste

1. All contractors and subcontractors, of any tier, will need to provide to the OCIP Safety Team a list of hazardous materials (Chemical Information List) that will be used on the project site, prior to any construction taking place. In addition, send Broward County's OCIP Team an amended list, as soon as it is updated. In addition, a copy of all SDS's shall be kept by the General Contractor on all Broward County OCIP's projects sites and shall be submitted (upon request) in electronic format (.PDF) to the OCIP Safety Team.
2. An EPA ID number will need to be obtained for the hazardous wastes produced by the contractors and/or subcontractors. A Toxicity Characteristic Leaching Procedure (TCLP) will be needed to be performed by the Contractor on any potential hazardous waste streams to determine if they are hazardous (**See also Items # 4 and # 5**). A copy of the TCLP is to be sent to the OCIP SAFETY TEAM in electronic format (.PDF), as soon as it is generated.
3. All hazardous wastes produced by the contractors and/or subcontractors must be removed from the project site by a licensed hazardous waste hauler. Such loads will need to be manifested and a copy of the manifest sent to the OCIP SAFETY TEAM in electronic format (.PDF), as soon as it is generated.
4. All hazardous materials must be properly labeled and stored until removed from the project (by a licensed hazardous waste hauler). See also Item # 2 above for requirements for TCLP testing of hazardous wastes.
5. Hazardous materials or hazardous wastes stored in 30 or 55 gallon drums are to be placed on spill containment pads. Such pads are to be maintained in good condition and any waste runoff controlled. See also Item # 2 above for requirements for TCLP testing of hazardous wastes.
6. Report all accidental releases of a hazardous material or hazardous waste immediately to the OCIP Safety Team. If the release is of a reportable quantity, the responsible contractor or subcontractor, of any tier, will notify the appropriate regulatory agency.
7. Proper clean-up of accidental releases of hazardous materials waste will be done by the responsible contractor or subcontractor. Clean-up is to be done by properly trained personnel. Hazardous waste from the clean-up must be hauled away by a licensed hauler and the OCIP Safety Team must be given a copy of the hauler's manifest in electronic format (.PDF), as soon as it is generated.
8. Depending on the hazardous materials spilled, Broward County's OCIP Team may require the responsible contractor or subcontractor to hire a certified laboratory to take an appropriate number of soil samples to test at their laboratory. A copy of these results are to be given to the OCIP Safety Team in electronic format (.PDF), as soon as it is generated.
9. Contractors or subcontractors, of any tier, must inspect their hazardous material and waste storage areas weekly and as otherwise necessary to ensure they are properly maintained.
10. The OCIP Safety Team will randomly audit the labeling and storage of hazardous material and waste, and the disposal of hazardous waste, to help verify that all contractors and subcontractors, of any tier, are fulfilling their roles as responsible parties.

B. Safety Data Sheets (SDS)

In addition to the hazardous chemical list required above, the OCIP Safety Team or another contractor may request copies of the most current SDS on a chemicals being used by other contractors/subcontractors. Copies of any SDS are to be forwarded to the requesting party immediately upon request.

EMERGENCY PROCEDURES

A. Emergency Management Plan

1. Introduction

The following Emergency Management Plan (or EMP) has been developed to establish steps to be followed should an emergency or crisis situation occur on the project site. Examples of emergency situations include, but are not limited to, the following:

Any accident that results in life threatening or fatal injuries to any person on the project

Collapse of a structure such as a crane, scaffold or building

Fires requiring Fire Department involvement to extinguish

Accidental release of a hazardous material on or in the area surrounding the project site

Any damage to any third party property including Broward County's property at any of the project sites covered under the OCIP.

It is imperative that all possible steps be taken to prevent an emergency situation such as those mentioned above. Should such an emergency occur, the Project EMP will be used to effectively and properly manage the emergency.

2. Responsibilities and Duties

a) The EMP establishes an Emergency Response Team made up of management personnel from contractors, subcontractors, Broward County Project Management and the OCIP Safety Team. This team is established to handle the many tasks that may be created by an emergency situation at the project site. The emergency response team will consist of the following:

Contractor's/Subcontractor's supervisors

Broward County Project Manager

The OCIP Safety Team

The Broward County Public Relations Department

Broward County Risk Management Department

b) Under no circumstances are contractors and subcontractors, of any tier, to make comments, statements or engage in interviews to the media. Such statements will be issued only through the Broward County Public Relations Department.

B. Emergency Notification

1. Medical

For first aid response, notify the contractor's or subcontractor's safety representative. The need for additional emergency response assistance will be made by the General Contractor's safety representative or designee by calling **911**.

2. Fire

Immediately notify the Prime Contractor's safety representative of any fire. The safety representative will notify the Fire Department, Project Security, the OCIP Safety Team and any involved contractor's safety representative or designee.

3. Property Damage

Notify the OCIP Safety Team of any damage to the project.

4. Bomb Threat

Immediately notify Project Security BCAD Comm. Center (954.359.1201) number is on the back of your FLL ID Badge. Project Security will coordinate notification to appropriate authorities.

5. Catastrophic Incidents

Notify the General Contractor's safety representative, OCIP Safety Team and Project Security BCAD Comm. Center (954.359.1201). Project Security, Airport Security Director (954.599.2459), Port Security Director (954-468-0115) or the public authorities at the scene will determine the need for and summon the appropriate emergency response assistance.

C. Emergency Medical Transportation

It is the contractor's/subcontractor's responsibility to arrange for emergency transportation of any injured employee who is not able to drive himself or herself to the emergency medical clinic or to the hospital.

A map of the project site, including the location of the project's designated clinic and the closest trauma hospital is included on page 46 of this manual.

D. Severe Weather

Severe weather procedures are utilized for impending threat of hurricane, high winds, tornadoes or lightning storms.

1. General Procedures

a) Contractors/Subcontractors, of any tier, will need to develop and submit a copy of their site specific severe weather plan. This plan will include a complete list of management personnel, in order of authority, to contact in the event of an emergency on this site. The list needs to be kept current and include the after-hours telephone numbers of the individuals to be contacted.

- b) Develop a “Call-In” team for post storm activities.
- c) Firmly anchor field trailers, temporary buildings and materials.
- d) Lower crawler and mobile cranes at the end of each shift, if possible. Cranes not capable of lowering booms are to be secured in accordance with the manufacturer’s recommendations.
- e) Special: **ALL** operations cease upon **39 mph** sustained winds, 4 hour shut down notice, at the Ft. Lauderdale-Hollywood International Airport (FLL).

2. **Hurricane Preparedness**

a) **Hurricane Tips**

Hurricane season generally lasts from June 1st to November 30th.

The most dangerous hurricanes form off the coast of Africa and approach Florida from the East during the months of August and September.

Obtain a hurricane tracking and information guide at a local supermarket and take the precautions that it recommends.

According to experts, forecasters only have a 10% chance of accurately predicting where a storm will hit 72 hours in advance. They have a 74% chance within 24 hours.

In the event of an approaching hurricane all contractors and/or subcontractors, of any tier, must prepare the project for heavy rains and high winds and close the job sufficiently in advance so that they may make personal preparations at home.

b) **During the Hurricane Season**

The OCIP Safety Team will develop a call-in team, including contractor’s/ subcontractor’s safety personnel, in the event preparations need to be made.

All contractors/subcontractors, of any tier, shall keep the project free from any accumulation of debris and scrap material that can become windblown hazards. This will reduce the amount of time necessary to secure the project site in the event of a hurricane emergency. As part of standard operating procedures, ensure that standby diesel dewatering pumps, portable pumps, and generators are in operational condition at all times and that an adequate supply of pump and bail equipment, duct tape, banding strap, banding tools, fuel, oil and grease, and tarps to cover the dumpsters are on hand.

Project Safety and Security will monitor local radio and television weather updates and report information to the OCIP Safety Team.

The OCIP Safety Team will be alert to job conditions that require advance attention so as to reduce emergency preparation time.

c) When a hurricane approaches

The OCIP Safety Team will decide when to prepare the project for a hurricane or tropical storm.

All contractors and subcontractors on site shall:

Ensure that all loose scrap material is gathered up and disposed of in the dumpsters.

Ensure that the dumpsters are emptied. If the waste hauler is unable to pull the dumpsters, they should be securely covered with tarps to prevent the debris in them from becoming windblown hazards.

Ensure that all loose forming materials are neatly stacked. If time permits, band strap all stacks. If time is short, heavy objects can be used to secure materials.

Ensure that all materials, tools, tool sheds, gang boxes and small equipment that can be damaged by rising water is removed from all excavations.

Ensure that the beams of all excavations are continuous and in good repair.

Secure essential barricades, with anchors, tie-downs or sand bags.

Lay flat on the ground any non-essential barricades.

Ensure that all equipment, including track cranes and excavators, are relocated out of excavations and set upon high ground. Lay crane booms on the ground if possible.

Top off fuel tanks on all equipment.

Ensure standby diesel powered dewatering equipment is ready to operate. Operate this equipment as conditions warrant.

Ensure that incomplete underground process piping and storm drain systems are protected against the infiltration of sand and silt.

Turn off the power, water and other utilities to offices and/or office trailers.

Ensure that critical project documents are put into fireproof files and that the safes are securely closed and locked.

Disconnect all computers and office equipment from the electrical outlets.

d) After the storm

1) The contractor's/subcontractor's call-in team:

Will evaluate the damage and initiate corrective action to ensure a safe site before employees are called back to work.

Move cautiously about the project, being on the alert for unsafe conditions left by the storm.

Survey the project for damage.

2) All personnel shall:

Stay tuned to local radio to find out when it is advisable to venture back out onto the public roadways.

If phones are working, call the job site for information on when they are to return to work.

Do not touch loose or dangling wires, but report them to a supervisor or Project Security BCAD Comm. Center (954.359.1201).

SECURITY

A. Scope and Purpose

To establish and implement a project security procedure applicable to contractor's and subcontractor's employees.

B. Objective

1. Achieve a goal to eliminate thefts and vandalism.
2. Coordinate specific security activities with overall site security.
3. Provide positive identification of authorized personnel and vehicles for access to construction areas.
4. Designate specific entrance gates, access roads and parking areas for authorized contractor vehicles and equipment, delivery vehicles, and personally owned vehicles.
5. Establish procedures for visitor access to the project site.
6. Provide additional specific security instructions.

C. Security - Parking, Badging Procedures, Company Vehicles, Deliveries

1. Personnel

- a) All construction project access will be through the entrances designated by Project Security.
- b) Employees must park in the designated construction parking areas. No parking will be permitted along or on paved or gravel access roads. Violation of this policy may result in the vehicle being towed at the vehicle owner's expense.
- c) All visitors shall check in and sign in with Project Security prior to entering the construction site. Visitor logs must be available for immediate review by, or submitted via electronic format (.PDF), to the OCIP Safety Team upon request.
- d) The OCIP Safety team shall be notified of any overtime and weekend work at least 24 hours in advance, including the Contractor's designated Safety Manager, Safety Superintendent and/or Safety Supervisor who will be present while the work is being performed. It is the contractor's or subcontractor's responsibility to notify the OCIP Safety Team **BEFORE** noon on any day that work will be proceeding for one-half hour or more past normal quitting time.
- e) All new hires are to report to the appropriate contractor's hiring trailer. Following sign up and drug testing, and required training and testing for work at the Ft. Lauderdale-Hollywood International Airport or Port Everglades they will report to their contractor's/ subcontractor's designated location or the Broward County OCIP Orientation Trailer to attend a project safety orientation. Following orientation, and all background checks that might be required

Security will provide a project ID. Following issuance of the ID, the new hire will then proceed to his/her work location on the construction site.

Port Everglades:

The Department of Port Everglades requires persons to present, at Port entry, a valid driver's license and valid reason for wishing to be granted port access in order to obtain a temporary/ visitors ID badge. For persons who will visit the Port more than five times in a ninety day period, a permanent identification badge must be obtained and paid for by that person or their employer. A restricted access badge application process includes fingerprints and a comprehensive background check. Badges must be renewed annually and the fee paid pursuant to the Broward County Administrative code, Section 42.6.

Ft. Lauderdale/ Hollywood Airport:

The Broward County Aviation Department requires persons wishing to enter the Ft. Lauderdale-Hollywood International Airport who will work in secured areas and on the air side of the airport submit to a FBI background check, Security Threat Assessment, attend and pass all required TSA training classes. This must be accomplished prior to a permanent ID Badge being issued by The Broward County Aviation Department.

Employees will visibly display project ID Badges above the waist at all times while on the Ft. Lauderdale-Hollywood International Airport and the Port Everglades project sites.

Employees losing their (FLL) project ID Badge must report the loss to BCAD Comm. Center 954.359.1201 immediately, so that airport access can be removed.

Employees losing their project ID Badge must report to the next orientation to have a replacement made. A separate log will be generated to record all re-issued ID Badges. The log shall be submitted to the OCIP Safety Team, by the 10th of each month, who has the authority to charge the employees' contractor \$100.00 for each required replacement project ID badge. All fees will be re-paid to Broward County for the reissuance of lost or stolen ID Badges.

- f) Contractors/Subcontractors, of any tier, will **IMMEDIATELY** escort out of the work area any employee terminated and collect the employee's project ID Badge or Badges. The employee shall be escorted off the project site, by the employer or Contractor, as soon as possible (but before the end of the shift).

2. Contractor Vehicles

- a) Contractors/Subcontractors will normally be permitted to park a limited number of their company vehicles at their project trailer.
- b) All personal vehicles must be registered by Project Security prior to access through the project construction gates. Routes approved for personal vehicles will be limited and appropriately marked. All personnel will have to be transported from the designated parking site to the job site by a vehicle supplied by the contractor/subcontractor, if the job site is beyond normal walking distance. No motorcycles or bicycles are allowed on the project site.

c) All company vehicles other than construction equipment (e.g. dump trucks, cranes, air compressors, etc.) are to be designated on contractor vehicle authorization forms. Company vehicles and equipment must be registered and display decals issued by Project Safety and/or Security. Note that no vehicle insurance is provided under the OCIP. Contractors/Subcontractors are required to provide their own vehicle insurance and provide the Broward County OCIP proof of that insurance.

d) Job site vehicles such as golf carts, Kawasaki "Mule" buggies, John Deere "Gators", or vehicles of such type must have roll over protection (ROPS) that has been designed by the manufacturer, an orange flag and orange strobe (or similar) light for visibility (which must be lit whenever the vehicle is in motion), a horn, back-up alarm and seat belt installed before the vehicle is allowed on site. All persons in such vehicles must use seat belts 100% of the time while in the vehicle.

D. Security - General Project Rules and Regulations

1. Construction Site Security

Broward County will provide security service for this project. This service in no way relieves the contractors/subcontractors from contractual duties, obligations and responsibilities to ensure that their trailers, vans, vehicles, equipment, tools, gang boxes, storage areas, etc., are properly secured at the end of each working day. Project Security will maintain project ID information on each employee.

2. Vehicle Search

All vehicles will be subject to search upon entering and exiting the construction site. Any unauthorized vehicle parked on the project site (other than in designated parking areas) may be physically removed at the expense of the vehicle owner.

3. Visitors

All visitors to the project must report to Project Security prior to entering the construction site.

4. Loitering On Job Site

Loitering on the job site before or after the assigned shift or work time is prohibited. If the contractor's/subcontractor's employees violate this rule they may be barred from the project site.

5. Security Checks

Regular and random security checks will be conducted. Contractors' or subcontractors' employees will be required to open all packages such as lunch kits, coolers, etc., upon request. Vehicles entering or leaving the project site will be subject to inspection.

E. Contractor Security Responsibilities

Contractors/Subcontractors, of any tier, are responsible for administration of the site security procedures, including:

1. Providing vehicle insurance certificates and proofs of ownership
2. Providing a list of supervisory personnel including addresses and off duty phone numbers

3. Adequately identifying tools and equipment
4. Securing all tools and equipment at the end of the shift to prevent vandalism, theft or unauthorized use

F. Contractors' Employee Responsibility

Everyone on the project site will comply with the following:

1. Operate vehicles in a safe manner while on site (maximum speed is 15 MPH, or as posted)
2. Display proper and acceptable identification while on site
3. Secure personal tools and equipment
4. Fully cooperate with Broward County OCIP personnel

G. Enforcement

The Broward County OCIP reserves the right to enforce all security and safety regulations. The Broward County OCIP neither implies nor assumes responsibility for damage, fire or theft of employees and contractors'/subcontractors' tools, vehicles and materials. This could also include FAA, TSA, DHS, CBP, FBI and Local Law Enforcement.

H. Project Rules and Regulations

Good conduct is essential to the common good of all employees and the safe progress of the job. Undesirable conduct including, but not limited to the following will not be tolerated:

1. Unauthorized possession of any project property or material
2. Possession of or use of intoxicants on premises, regardless of source
3. Engaging in disorderly conduct
4. Gambling, including sale of chances
5. Fighting on project premises
6. Sleeping on the job during working hours
7. Failure to wear or use required safety equipment
8. Failure to observe safety, sanitary or medical rules and practices
9. Illegal possession or use of narcotics or non-prescribed tranquilizers or pep pills on premises, or attempting to bring them on job site
10. Possession or use of firearms, weapons, or explosives is expressly prohibited on the project premises

11. Willful defacing or damaging of equipment, tools, material or other property of the project or contractors
12. Distributing or posting literature, photographs or other printed matter, soliciting or attempting to solicit or collect funds without prior permission from Broward County Project management.
13. Use of project telephones without prior permission
14. Sale of food or beverages on project property
15. Unauthorized entry into Broward County OCIP facility buildings and restricted areas
16. Improper or unauthorized use of any of the Broward County OCIP facilities, including but not limited to rest rooms, vending machines, and lunchrooms

I. Delivery and Removal of Material

1. When a delivery is made, a standard bill of lading or invoice must be furnished to the guard at the on-site vehicle gate. This must include the following information:
 - a) Company to whom the material, goods or equipment is being delivered
 - b) Description of materials, goods or equipment
 - c) Quantity of cargo (pieces, feet, tons, drums, etc.)
 - d) Project or building destination of the material
 - e) If leased equipment, serial number and means of identification
2. No material, equipment, tools, fixtures, etc., shall be removed from the construction site without an authorized Property Loan/Disposal form.
 - a) Upon leaving, Broward County Project Management has the right to check the description of the items listed on the form against the actual material itself. Broward County Project Management may also verify that the form is properly completed and bears the signature of the person authorized to sign.
 - b) A copy of the Property Loan/Disposal form will be given to the guard at the gate who will perform the inventory. Any property, either personal, company, or scrap that is found and not included in this form will be held until the appropriate authorization form has been received.

Emergency Site Map

APPENDIX

<i>FIRST REPORT OF INJURY</i>	B
<i>CONTRACTOR'S DRUG TESTING CERTIFICATION</i>	D
<i>HAZARD ASSESSMENT FORM FOR PPE</i>	E
<i>INCIDENT/ ACCIDENT REPORT</i>	I
<i>JOB SAFETY ANALYSIS WORKSHEET (JSA)</i>	K
<i>LOCK-OUT DOCUMENTATION</i>	M
<i>ORIENTATION ACKNOWLEDGEMENT FORM</i>	N
<i>SAFE PLAN OF ACTION (SPA)</i>	P
<i>SAFETY OBSERVATION</i>	Q
<i>TOOL BOX SAFETY MEETING</i>	R
<i>CONTRACTOR MONTHLY REPORT OF WORK</i>	S

FIRST REPORT OF INJURY

Form B

FIRST REPORT OF INJURY OR ILLNESS
 FLORIDA DEPARTMENT OF FINANCIAL SERVICES
 DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-342-1741 or contact your local EAO Office. Report all deaths within 24 hours 1-800-219-8953 or (850) 922-8953

RECEIVED BY CARRIER	SENT TO DIVISION	DIVISION REC'D DATE

PLEASE PRINT OR TYPE

EMPLOYEE INFORMATION

Name (First, Middle, Last)	Social Security	Date of Accident	Time of
Home Address	Employee's Description of Accident (Include Cause of injury)		
Street/Apt #:			
City:	State:		
Zip:	Telephone:		
OCCUPATION	Cause of Injury:		
DATE OF BIRTH	SEX	INJURY/ILLNESS THAT OCCURED	PART OF BODY AFFECTED

EMPLOYER INFORMATION

Company D.B.A.: Contact:	FEDERAL ID NUMBER (FEIN)	DATE FIRST REPORTED
Street: City: State : FL Zip:	NATURE OF BUSINESS	POLICY/MEMBER NUMBER
Telephone Number:	DATE EMPLOYED	PAID FOR DATE OF INJURY
Employer's Location Address (if different)	LAST DATE EMPLOYEE WORKED	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP?
Street:	RETURNED TO WORK	LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP
City:	IF YES, GIVE DATE	RATE OF PAY PER
State: FL Zip: Location # :		Hour Week Day Month
Place of Accident (street, city, Zip)	DATE OF DEATH (if applicable)	Number of hours per day
Street:	AGREE WITH DESCRIPTION OF ACCIDENT	Number of hours per week
City:		Number of days per week
State: Zip:		
County of Accident:	NAME, ADDRESS AND TELEPHONE OF OF PHYSICIAN OR HOSPITAL	
Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234. Section 440.105(7), F.S. I have reviewed, understand and acknowledge the above statement.	Physician:	
	Hospital:	
	AUTHORIZED BY EMPLOYER Yes No	

CLAIMS-HANDLING ENTITY INFORMATION

<input type="checkbox"/> 1 (a) Denied Case - DWC-12, Notice of Denial Attached	<input type="checkbox"/> 2. Medical Only which became Lost Time Case (Complete all required information in #3)
<input type="checkbox"/> 1 (b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached	Employee's 8TH Day of Disability ____/____/____
<input type="checkbox"/> 3. Lost Time Case - 1st day of disability ____/____/____	Entity's Knowledge of 8TH Day of Disability ____/____/____
Date First Payment Mailed ____/____/____	Full Salary in lieu of comp? <input type="checkbox"/> YES Full Salary End Date ____/____/____
AWW Comp Rate ____ T.T.	<input type="checkbox"/> T.T. - 80% <input type="checkbox"/> T.P. <input type="checkbox"/> L.B. <input type="checkbox"/> P.T. <input type="checkbox"/> DEATH <input type="checkbox"/> SETTLEMENT ONLY
Penalty Amount Paid in 1st Payment \$	Interest Amount Paid in 1st Payment \$
REMARKS:	INSURER NAME
INSURER Code	EMPLOYEE'S RISK CLASS CODE
EMPLOYER'S NAICS CODE	Broward County Risk Management
Service Co/TPA Code #	115 S. Andrews Avenue, Suite 210
CLAIMS-HANDLING ENTITY FILE #	Ft. Lauderdale FL 33301 (954) 357-7200

Form DFS-F2-DWC-1 (08/2004)

FIRST REPORT OF INJURY OR ILLNESS
 FLORIDA DEPARTMENT OF FINANCIAL SERVICES
 DIVISION OF WORKERS' COMPENSATION

For assistance call 1-800-342-1741 or contact your local EAO Office. Report all deaths within 24 hours 1-800-219-8953 or (850) 922-8953

RECEIVED BY CARRIER	SENT TO DIVISION	DIVISION REC'D DATE

PLEASE PRINT OR TYPE

EMPLOYEE INFORMATION

Name (First, Middle, Last)		Social Security	Date of Accident	Time of
Home Address		Employee's Description of Accident (Include Cause of injury)		
Street/Apt #:				
City:	State:			
Zip:	Telephone:			
OCCUPATION	Cause of Injury:			
DATE OF BIRTH	SEX	INJURY/ILLNESS THAT OCCURED	PART OF BODY AFFECTED	

EMPLOYER INFORMATION

Company D.B.A.: Contact:	FEDERAL ID NUMBER (FEIN)	DATE FIRST REPORTED	
Street: City: State : FL Zip:	NATURE OF BUSINESS	POLICY/MEMBER NUMBER	
Telephone Number:	DATE EMPLOYED	PAID FOR DATE OF INJURY	
Employer's Location Address (if different) Street: City:	LAST DATE EMPLOYEE WORKED	WILL YOU CONTINUE TO PAY WAGES INSTEAD OF WORKERS' COMP?	
	RETURNED TO WORK	LAST DAY WAGES WILL BE PAID INSTEAD OF WORKERS' COMP	
State: FL Zip: Location # :	IF YES, GIVE DATE	RATE OF PAY PER	
		Hour	Week
		Day	Month
Place of Accident (street, city, Zip)	DATE OF DEATH (if applicable)	Number of hours per day	
Street:	AGREE WITH DESCRIPTION OF ACCIDENT	Number of hours per week	
City: State: Zip:		Number of days per week	
County of Accident:	NAME, ADDRESS AND TELEPHONE OF OF PHYSICIAN OR HOSPITAL		
Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or misleading information commits insurance fraud, punishable as provided in s. 817.234, Section 440.105(7), F.S. I have reviewed, understand and acknowledge the above statement. _____ Employee Signature _____ Date _____ Employee Signature _____ Date	Physician:		
	Hospital:		
	AUTHORIZED BY EMPLOYER Yes No		

CLAIMS-HANDLING ENTITY INFORMATION

<input type="checkbox"/> 1 (a) Denied Case - DWC-12, Notice of Denial Attached	<input type="checkbox"/> 2. Medical Only which became Lost Time Case (Complete all required information in #3)
<input type="checkbox"/> 1 (b) Indemnity Only Denied Case - DWC-12, Notice of Denial Attached	Employee's 8TH Day of Disability _____/_____/_____
	Entity's Knowledge of 8TH Day of Disability _____/_____/_____
<input type="checkbox"/> 3. Lost Time Case - 1st day of disability _____/_____/_____	Full Salary in lieu of comp? <input type="checkbox"/> YES Full Salary End Date _____/_____/_____
Date First Payment Mailed _____/_____/_____	Comp Rate _____ T.T.
<input type="checkbox"/> T.T. - 80% <input type="checkbox"/> T.P. <input type="checkbox"/> I.B. <input type="checkbox"/> P.T. <input type="checkbox"/> DEATH <input type="checkbox"/> SETTLEMENT ONLY	
Penalty Amount Paid in 1st Payment \$ _____	Interest Amount Paid in 1st Payment \$ _____
REMARKS:	INSURER NAME
INSURER Code	EMPLOYEE'S RISK CLASS CODE
Service Co/TPA Code #	EMPLOYER'S NAICS CODE
	CLAIMS-HANDLING ENTITY FILE #
	Broward County Risk Management 115 S. Andrews Avenue, Suite 210 Ft. Lauderdale FL 33301 (954) 357-7200

Form DFS-F2-DWC-1 (08/2004)

CONTRACTOR'S DRUG TESTING CERTIFICATION

Form D

CONTRACTOR'S DRUG TESTING CERTIFICATION

I, _____ (Principal Officer of Employing Company), as an authorized representative of _____ (Company Name), hereby certify that all employees reporting for work on the _____ work sites have been tested for the presence of drugs or alcohol.

Company Name

By _____

Title _____

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____
by _____ who is personally known / or who produced identification
_____ (type of identification produced).

Notary Public

My commission expires: _____

No. _____

HAZARD ASSESSMENT FORM FOR PPE

Form E

HAZARD ASSESSMENT FORM FOR PPE

Note: It is the responsibility of the contractor/subcontractor to assess the workplace to determine if hazards are present, or likely to be present, which necessitate the use of Personal Protective Equipment (PPE).

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound (work) practices.

Instructions:

Use this form to identify the proper Personal Protective Equipment required for the work location and task assigned. Keep this form on file at the job site.

I. ASSESSMENT GUIDELINES

1. *Controlling hazards.* PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.
2. *Assessment and selection.* It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational or educational operation or process, and to match the protective devices to the particular hazard. It should be the responsibility of the safety representative to exercise common sense and appropriate expertise to accomplish these tasks.
3. *Assessment guidelines.* In order to assess the need for PPE the following steps should be taken:
 - a. Survey. Conduct a walk-through survey of the areas in question. The purpose of the survey is to identify sources of hazards to workers and co-workers. Consideration should be given to the basic hazard categories:
 1. Impact
 2. Penetration
 3. Compression (roll-over)
 4. Chemical
 5. Heat
 6. Harmful dust
 7. Light (optical) radiation
 - b. Sources. During the walk-through survey, the safety representative should observe:
 1. Sources of motion; i.e. machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects
 2. Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.
 3. Types of chemical exposures
 4. Sources of harmful dust
 5. Sources of light radiation, i.e., welding, cutting, brazing, furnaces, heat treating, high intensity lights, etc.
 6. Sources of falling objects or potential for dropping objects
 7. Sources of sharp objects which might pierce the feet or cut the hands
 8. Sources of rolling or pinching objects that could crush the feet
 9. Layout of workplace and location of co-workers
 10. Any electrical hazards

In addition, injury/accident data should be reviewed to help identify problem areas.

- c. Organize data. Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.
 - d. Analyze data. Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards (paragraph 3.a) should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.
4. *Selection guidelines.* After completion of the procedures in Section 3, the general procedure for selection of protective equipment is to:
 - a) become familiar with the potential hazards and the types of protective equipment that are available, and what they can do; i.e. splash protection, impact protection, etc.
 - b) Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, etc. with the capabilities of the available protective equipment
 - c) Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards
 - d) Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.
 5. *Fitting the device.* Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.
 6. *Devices with adjustable features.* Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splashes to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases a chin strap may be necessary to keep the helmet on the employee's head. (Chin straps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.
 7. *Reassessment of hazards.* It is the responsibility of the safety representative to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.
 8. *Selection chart guidelines for eye and face protection.* Some occupations (not a complete list) for which eye protection should be routinely considered are: carpenters, electricians, machinists, mechanics and repairers, millwrights, plumbers and pipe fitters, sheet metal workers and tinsmiths, assemblers, sanders, grinding machine operators, lathe and milling machine operators, sawyers, welders, laborers, chemical process operators and handlers, and timber cutting and logging workers. (Refer to the chart in CFR 29 Section 1926.102)

THE SURVEY

Location: _____

1. The job or situation is:

2. List of apparent hazards as it relates to number one (1):

- a. Impact _____
- b. Penetration _____ c. Compression _____
- _____ d. Chemical _____ e. Heat _____
- _____ f. Harmful Dust _____
- g. Light (optical) _____
Radiation _____
- h. Noise Levels _____
- i. Respiratory _____

3. PPE currently provided:

4. Additional PPE required:

5. PPE selections:

6. Employee PPE training review:

7. PPE maintenance requirements:

Hazard Assessment Form completed by:

Signature and Title

Date

INCIDENT/ ACCIDENT REPORT

FORM I

INCIDENT/ ACCIDENT INVESTIGATION FORM

Report # _____

Contractor Name: _____ Contract Number: _____

Employee: _____ Job Title: _____
Social Security # _____

Date of Injury: _____ Time: _____ am
_____ pm
Location of Incident: _____ Time & Date Reported _____ am
_____ pm to on site Medical: _____ pm

Employee Supervisor: _____ Type of Injury: _____

Body Part(s) Affected: _____

Disposition: _____

Employee Not Sent To Dr. Sent To: Yes No Employee Refused Treatment?
Yes No Project Safety Notified?
Time: _____ Person Notified: _____

Emergency Room

Personal Physician Yes No Project Security Notified?
Time: _____ Person Notified: _____

Onsite First Aid Station

Other _____ Lost Time Projected Time Out: _____

_____ Lost Time - Restricted Duty Projected Time Out: _____

_____ Medical Recordable

Name & Address of medical provider: _____

Attending Nurse: _____

Describe In Detail What Employee Was Doing at the Time of Accident _____

Witnesses: _____

Circle Numbers Identifying Contributing Factors:

- | | |
|--|--------------------------------------|
| 1. Absent/Improper Guarding | 14. Operating Without Authority |
| 2. Defective Equipment | 15. Improper Use of Equipment |
| 3. Weather/Temperature | 16. Inadequate Procedures |
| 4. Inappropriate Personal Protective Equipment | 17. Use of Defective Equipment/Tools |
| 5. Inadequate Housekeeping | 18. PPE Not Used |
| 6. Slippery/Uneven Walking Surface | 19. Inadequate Training |
| 7. Improper Storage or Placement of Materials | 20. Improper Position or Posture |
| 8. Inadequate Ventilation | 21. Horseplay |
| 9. Inadequate Lighting or Noise Control | 22. Altercation |
| 10. Improper Layout of Area | 23. No Unsafe Act Identified |
| 11. Insect/Animals in Work Area | 24. Other: _____ |
| 12. No Unsafe Condition Identified | 25. Other: _____ |
| 13. Other: _____ | 26. Other: _____ |

Describe Contributing Factors: _____

What actions are being taken to prevent recurrence? (Use additional paper if necessary) _____

Was SPA developed for task performed at time of accident? Yes No (If yes, attach copy to this form.)

Yes No did you speak with the employee regarding this incident?

Yes No Has employee returned to work? If not, Last Day Worked: _____ Terminated or laid off? _____

Yes No Were statements taken? Yes No Was employee aware of impending layoff/termination?

Investigation team members: _____ Supervisor _____ Date of Investigation _____

Reviewed by: _____ Contractor Safety Representative/Date _____ Project Safety Manager/Date _____

WITNESS STATEMENT

DATE: _____

NAME: _____ TIME: _____ Project ID# _____ TEMPORARY

ADDRESS: _____ PHONE: _____

PERMANENT ADDRESS: _____ PHONE: _____

LOCATION AT TIME OF ACCIDENT: _____

DESCRIBE, TO THE BEST OF YOUR KNOWLEDGE, HOW THE ACCIDENT HAPPENED:

Signature

JOB SAFETY ANALYSIS WORKSHEET (JSA)

FORM K

JOB SAFETY ANALYSIS WORKSHEET (JSA)

Title of Job/Operation _____ Date _____ Analysis Performed By:

Contractor or Subcontractor _____

Reviewed By: _____

Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures

Potential Hazards:

- 1. Struck By (SB)
- 2. Struck Against (SA)
- 3. Contacted By (CB)
- 4. Contact With (CW)
- 5. Caught On (CO)
- 6. Caught In (CI)
- 7. Caught Between (CBT)
- 8. Fall-Same Level (FS)
- 9. Fall to Different Level (FDL)
- 10. Overexertion (OE)
- 11. Exposure (E)

JOB SAFETY ANALYSIS (JSA)

STEP 1

Identify jobs posing the greatest accident risk.

STEP 2

Prioritize selected jobs into four (4) main areas:

1. Jobs with high accident frequency
2. Jobs with lower frequency but higher severity
3. Jobs with serious injury potential
4. New jobs with no accident history

STEP 3

Conduct job analysis:

1. Use either the direct observation method or the discussion method.
2. For best results observe and discuss job using an experienced employee in that job.

STEP 4

You need an understanding of the types of accidents possible in your workplace and you must review the records of the past accidents.

There are six (6) categories of accidents:

1. Struck (by or against)
2. Contact (abrasion, electric shock, etc.)
3. Caught (in, on, between, under)
4. Fall (from elevation or same level)
5. Over exertion (stress or strain)
6. Exposure (exposed to gases, fumes, mists, etc.)

STEP 5

Develop recommended safe work procedures. Use complete JSA to conduct initial training of new employees, or to review safe procedures with existing employees. JSA are also useful for accident investigation as a resource.

LOCK-OUT DOCUMENTATION

FORM M

LOCK-OUT DOCUMENTATION

Contractor Number: _____ Location: _____

Contractor's Authorized Employee: _____ Date: _____

Machine/Equipment Utilized: _____

Employees/Contractors Included In Lock-out Procedure: _____

Energy Source(s) Identified: _____

Precautions Taken: _____

Authorized Employee: _____ Date: _____

Signature

Shift Change Lock-out Status:

Adequate NI*	Correction	Date	Authorized Person
Adequate NI*	Correction	Date	Authorized Person
Adequate NI*	Correction	Date	Authorized Person
Adequate NI*	Correction	Date	Authorized Person
Adequate NI*	Correction	Date	Authorized Person
Adequate NI*	Correction	Date	Authorized Person

*** Needs Improvement-- Stop work, contact the controlling contractor for safety re-evaluation and corrective action.**

ORIENTATION ACKNOWLEDGEMENT FORM

FORM N

ORIENTATION ACKNOWLEDGMENT FORM

My signature below acknowledges my completion of the project safety orientation and review of _____ Project and Security rules and regulations. I agree to adhere to these, as well as all other specific project rules and regulations.

Check as covered:

- Clothing Requirements
- Eye Protection
- Head Protection
- Fall Protection
- Welding & Burn Permits
- Employee's Guide to Florida WC Managed Care Program
- Work Permits
- Fire Protection
- Scaffolds
- Drug, Alcohol and Weapons
- Security

Identification Card Data Sheet

Please print clearly.

Last Name: _____ First Name: _____

SSN: ____-____-____ Contractor: _____

Subcontractor: _____ Trade: _____

Home Telephone Number: (____) ____-_____

I have received and understand the Employee's Guide to Florida WC Managed Care Program.

Signature _____ Date _____

A photo ID will be required at the time the project identification card is issued.

Contractor Safety Representative Conducting Orientation

(Signature)

(Please print name)

SAFE PLAN OF ACTION (SPA)

FORM P

SAFE PLAN OF ACTION (SPA)

Date: _____

1. Write the name of the work area and the job task in the blanks where indicated.
2. Conduct a walk-through survey of the work area. Plan and review the job task with all of the employees involved. On the left side of the form, write down each hazard possible in conducting the task. Consider ways to control/eliminate the hazards beyond the use of PPE.
3. On the right side of the form, put down what can be done to control/eliminate the hazard.
4. Use PPE checklist on the back of this form to review required protective equipment.
5. When completing the hazard assessment, include any hazards specific to location of work, whether created by work activity or previously existing.

Work Area _____

Job Task _____

HAZARDS ASSESSMENT	SAFE PLAN

CREW/TEAM MEMBER SIGNATURES

SAFETY OBSERVATION

FORM Q

SAFETY OBSERVATION

To General Contractor:

Date:

Subcontractor (if applicable): _____ Contract #: _____

The contractor/subcontractor has been verbally notified that the following work conditions do not conform to safety requirements established for the project: _____

Resolved? Yes/No (If not resolved formal SO issued)

Contractor Safety Representative Initial _____
SO-

Broward County is formally notifying the contractor/subcontractor that the following condition(s) are in non-compliance with the safety requirements established for the project: _____

Originator:

Contractor's Corrective Action:

Date: _____

Corrective Action Completed _____

Contractor Safety Representative Signature/Date

Corrective Action Verified: _____

Originator Signature/Date

Complete

Not Complete

2nd Notice Sent _____
Date

Complete Sign Off _____
Originator Signature/Date

TOOL BOX SAFETY MEETING

FORM R

TOOL BOX SAFETY MEETING

This form is to be completed by supervisors for all safety meetings conducted.

DATE:	
CONTRACTOR:	
SUBCONTRACTOR:	
CONDUCTED BY:	
SUBJECT(S) DISCUSSED:	

ATTENDEES		
PRINT NAME	PROJECT	SIGN NAME

Use reverse side if necessary

CONTRACTOR MONTHLY REPORT OF WORK

FORM S

CONTRACTOR MONTHLY REPORT OF WORK

INJURY AND ILLNESS STATISTICS

_____Month ____20__ Name of Contractor: _____ Name of

Subcontractor: _____ Location: _____ Date of Report __/__/__

Prepared by: _____

(Name, Title and Company)

Single Contractor Report

Contractor's composite report; list names of subcontractors in Remarks and attach a copy of each subcontractor's single monthly report.

Total for Month

First Aid Cases _____

* OSHA Recordable Cases _____

* OSHA Lost Workday Cases _____

* Lost Workdays _____

Fatalities _____

Total Work Hours _____

Remarks: _____ (Check if continued on back of form)

Notes: If you are a subcontractor, please identify your General Contractor.

* As defined by Federal OSHA