

# Denver Public Schools

## Bond Construction



# Construction Safety Standards

2800 West Seventh Avenue

Denver, CO 80204

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## Memorandum

**To: Contractors / Sub-contractors**

**From: DENVER PUBLIC SCHOOLS (DPS)**

**Re: CONSTRUCTION SAFETY AND HEALTH PROGRAM**

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The United States Williams-Steiger Occupational Safety and Health Act of 1970 (84 Stat. 1590 et seq., 29 U.S.C. 651 et seq.) requires that every Employer furnish their employees with a place of employment free from recognized hazards causing or likely to cause death or serious physical harm to their employees.

Contractors shall take all necessary precautions for the safety of their employees and those of its Subcontractors and Sub-subcontractors (and any personnel of suppliers or others on the site), and shall comply with current laws regarding worker health and safety and the prevention of accidents or injury to persons on or about the Site (including the Occupational Safety and Health Act of 1970 as amended, the standards issued by the Secretary of Labor at 29 CFR Part 1926 and 29 CFR Part 1910 as amended, safety laws of the State of Colorado, and other safety laws and regulations).

The Williams-Steiger Act requires Employers to comply with Occupational Safety and Health standards and employees to comply with standards, rules, regulations, and orders issued under the Act, which are applicable to their own actions and conduct. These Construction Safety Standards are a supplementary document to these requirements and does not negate, abrogate, alter, or otherwise change any provisions of the Occupational Safety and Health Act or any other applicable laws and/or regulations. These Standards are not all-inclusive, and other elements may be added or conveyed when necessary.

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## PREFACE

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Regardless of the contractual agreement, every Contractor / Sub-contractor has a responsibility to promote safety and health for themselves and for other employees. When serious safety and health hazards become known, the Owner or Owner's representative shall notify the appropriate authorities or person(s) responsible for any life threatening and/or imminently dangerous situations, which come to their attention. The Owner's representative will provide immediate verbal notification, with written confirmation within 24 hours, of any known safety and health hazards or violations, to the attention of the Owner and the Contractor with safety authority to impose corrective measures.

Non-compliance with safety requirements will be treated the same as non-compliance with any contract provision. Willful or repeated non-compliance will result in disciplinary actions or dismissal.

## **ZERO ACCIDENT / ZERO INJURY SAFETY GOAL**

DENVER PUBLIC SCHOOLS is committed to preventing accidents and injuries to all of its personnel and Contractors at construction project sites. The Owner or Owner's representatives are empowered to do the following:

- ✓ **Conduct DPS Construction Services in a safe manner.**
  
- ✓ **Stop work immediately when aware of any imminent danger or life threatening conditions or acts.**

*Note: Post on Project Safety Bulletin Board*

## “INJURY PREVENTION POLICY LETTER”

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The Owner’s Construction Safety Department shall implement measures fostering a pro-active safety awareness culture promoting safe work practices, while achieving contract objectives in the safest possible manner.

The primary goal established for Denver Public Schools is to safely deliver the project free from any accidents and injuries.

Safety goals and objectives can only be achieved when everyone remains committed to performing their tasks safely and efficiently. The commitment to achieve these goals will result in increased productivity and **PREVENTION** of job related injuries and illnesses.

**Note:** Post on Project Safety Bulletin Board

## 1.0 INTRODUCTION

### 1.1 General

1.1.1 The Owner's Construction Safety Department shall form an integrated Team to effectively provide safety services to the Owner.

1.1.2 These standards establish a Safety and Health Program as required by OSHA. Program objectives include:

- Providing a safe and healthy workplace.
- Providing a framework for prevention of job-related accidents and illnesses.
- Minimizing losses from injuries and damage to property and the environment.

1.1.3 These standards set forth basic responsibilities, guidelines, rules, and regulations for the Owner, Owner's representatives, Contractors, Sub-contractors, and DPS personnel associated with construction services. The intent of these standards is to enhance statutory safety and health standards and contract provisions. These standards are **not** intended to cover the full scope of the published local, state, or federal statutory requirements and provisions.

1.1.4 In the event of a conflict between any provisions of these standards, statutory requirement, or project contract provisions, the more stringent provisions will apply.

### 1.2 Construction Safety Standards Purpose and Scope

1.2.1 These standards establish a Safety and Health Manual as required by OSHA. Program objectives include:

- Providing a safe and healthy workplace.
- Providing a framework for prevention of job-related accidents and illnesses.
- Minimizing losses from injuries and damage to property and the environment.

1.2.3 These standards set forth basic responsibilities, guidelines, rules, and regulations for the Owner, Owner's representatives, Contractors, Sub-contractors, and DPS personnel associated with construction services. The intent of these standards is to enhance statutory safety and health standards and contract provisions. These safety standards are **not** intended to cover the full scope of the published local, state, or federal statutory requirements and provisions.

1.2.4 In the event of a conflict between any provisions of these standards, statutory requirement, or project contract provisions, the more stringent provisions will apply.

### 1.3 Construction Safety Standards Objectives

1.3.1 The objective of the Construction Safety Standards is to eliminate hazards and prevent accidents that might affect the public, Contractors, Sub-contractors, the Owner or the Owner's representatives.

1.3.2 Safety and loss prevention efforts will focus on **PREVENTING** injuries to the public, Contractors, Sub-contractors, the Owner or the Owner's representatives. Specific initiatives will include:

- Increasing efficiency.
- Complying with all statutory laws and requirements.
- Maintaining a good working relationship with regulatory agencies.
- Avoiding citations and penalties.
- Improving workers morale.
- Reducing the cost of insurance claims.

#### **1.4 Organization and Implementation**

1.4.1 The Construction Safety Standards establishes minimum standards of performance. The prevention of job-related injuries and illnesses may require additional safety measures beyond minimum standards. The Owner or Owner's representatives will alert Contractors if environmental, safety, health, or security measures are observed. Owner's failure to observe safety deficiencies and to alert Contractor shall not relieve the Contractor of his obligations.

## **2.0 RESPONSIBILITIES**

### **2.1 General**

2.1.1 The Owner's contracts generally provide that the Contractors have sole responsibility for the adequacy and enforcement of their safety programs on project construction sites. In addition to contractual agreement, Contractors have a responsibility to promote safety and health for themselves and for other employees. When serious safety and health hazards become known, the Owner or Owner's representative shall notify the appropriate authorities or person(s) of any life threatening and/or imminently dangerous situations, which come to their attention. The Owner's representative will provide written confirmation of any known safety and health hazards or violations to the attention of the Owner and the Contractor and shall have authority to direct the Contractor to undertake corrective measures.

### **2.2 Denver Public Schools**

2.2.1 The Owner's Construction Safety Department shall monitor the safety and health requirements for all DPS construction projects. The Owner's Construction Safety Department responsibilities include:

- Enforce the Construction Safety Program of Denver Public Schools.
- Proactively monitor and promote safety and health awareness
- Verify adherence of drug testing thru documentation checks of the Contractors and sub-contractors as requested.

- Verify thru site visits and documentation checks that each Contractor has provided appropriate Site Specific Safety Orientations to his workers, Sub-contractors, day labors, and project personnel.
- Conduct construction site inspections to assist Owner and Contractor in maintaining adherence to established safety policies and procedures.
- Assist officials of other agencies authorized to enforce occupational safety and health requirements.
- Prepare and process appropriate accident / incident reports.
- Review injury reports for statistical trend analysis for additional training requirements.

### **2.3 Injury / Claims Management**

- 2.3.1 The Contractor shall file injury claims with the appropriate authorities and shall provide a copy of such reports to the DPS Construction Safety Department.
- 2.3.2 The Owner's Construction Safety Department shall prepare appropriate accident / incident reports regarding work-related injuries, property damage, or environmental issues for the Owner's use. Reports will be distributed to the Contractor and the Owner's Project Manager.

### **2.4 Alcohol and Drug-Free Workplace Policy**

- 2.4.1 Contractor shall institute measures to assure that the construction site is an alcohol and drug-free work place.
- 2.4.2 All workers shall have a pre-employment drug and alcohol test prior to his/her admission to the construction site. Drug testing shall have been completed within the past two years.
- 2.4.3 Post Accident and Post Incident drug and alcohol testing will be required as part of the safety investigation process. The Contractor shall be responsible for obtaining drug and alcohol tests for all post-accident and post-incident occurrences. All drug and alcohol testing reports shall be provided to the worker, the Contractor and the Owner.

### **2.5 OSHA Inspections**

- 2.5.1 OSHA Compliance Officer(s) are authorized to enter any establishment, construction site, or workplace. The Contractor, Owner or Owner's representatives shall advise the OSHA Compliance Officer that DPS is **not** the general contractor for the construction project. If necessary, Owner's representatives shall assist in locating the appropriate Contractor that oversees safety for the project

### **2.6 Contractor Responsibilities**

- 2.6.1 The Contractor shall be responsible to establish, maintain and enforce safety requirements on the project site. The Contractor's safety measures shall protect workers, students, staff and the general public from construction hazards.

- 2.6.2 Each Contractor shall be responsible for the safety and health of their workers, Sub-Contractors, visitors, and suppliers at the project site in accordance with statutory requirements, and provisions of the contract document. All contractors are to make available a detailed safety plan to Construction Safety Department. This plan shall conform to laws of the state of Colorado, Denver Public Schools, and federal safety and health requirements and shall detail how all potentially hazardous operations will be managed to maintain a safe environment for workers and the general public. Each contractor shall prepare subcontract documents to include appropriate wording to specify that all Contractors are required to provide the necessary resources to staff their specific Loss Prevention and/or Loss Control Program as a condition of their contract.
- 2.6.3 The Contractor shall maintain an aggressive accident prevention program including Personal Protective Equipment (PPE), Hazardous Communication Program, Weekly Tool Box Meetings, Employee Orientation and Training, Audits/Inspections, Fall Protection, and proper use of tools. The Contractor and all affected sub-contractors shall coordinate with the Construction Safety Department and the Fire Department to obtain the required Hotwork permit and to follow the procedures required by the permit.
- 2.6.4 Each Contractor is responsible for the methods and procedures for safety and health of their workers, sub-contractors, visitors, and suppliers in accordance with statutory requirements and provisions of the Contract Document.
- 2.6.5 Each Contractor will assign a competent and qualified safety person to the project based on the provisions of the Contract Document.
- 2.6.6 Each Contractor will prepare a project specific Safety and Health Plan complying with all statutory requirements and provisions of the Contract Document.
- 2.6.7 The Contractor shall maintain at his own expense, a “Competent Person” as a Safety Representative(s), who will attend weekly safety meetings and who will, accordingly disseminate these safety actions and minutes to their workers and Contractors. The contractor will designate in writing to the DPS Construction Safety Manager, a “competent person” (whether it is the safety representative or others) who will be responsible, knowledgeable, and have the authority to enforce OSHA Standards during the implementation of each phase of the Contractor’s work.
- 2.6.8 The “Contractor’s Safety Representative(s)” shall conduct and document weekly safety and health audits/inspections, identify unsafe conditions or work practices, and provide appropriate corrective measures. Copies of the audit/inspection reports will be forwarded to the Owner’s Construction Safety Department. Personnel not conforming to safety and health practices shall be removed from the job site. The Contractor shall notify the DPS Construction Safety Manger whenever a worker is removed from the construction site for safety reasons. Copies of the contractor’s OSHA 300 Log and OSHA 301 (Injury Incident Report) will be furnished to the Owner’s Construction Safety Department.

- 2.6.9 Any serious life threatening or imminently dangerous safety and health violations observed on the site, shall cause the offending contractor, and their Contractor's work to be halted and the violation corrected immediately. When the Owner or Owner's representative observes a serious safety and health hazard, they will notify the contractor's safety officer or superintendent. The Owner or Owner's Representative will provide written confirmation of any known safety and health hazards or violations to the attention of the Contractor's representative with authority to impose corrective measures. Failure of the Contractor to address identified safety violations may result in the withholding of sums due him, as provided in the General Conditions. No extension of time will be granted for work halted due to safety violations nor for the time required to abate the hazard.
- 2.6.10 When a non-life threatening safety and health violations or health hazards become known to the Owner, the Owner or Owner's representative shall advise the Contractor of the condition who shall identify a time and date by which the hazard will be abated. The Contractor shall take all appropriate precautions to prevent exposure of workers and others to the hazard.
- 2.6.11 No contract time extensions will be granted to the Contractor to accommodate the period of any stoppage occasioned by the corrective work. In exercising this authority, the Contractor will have no recourse against the Owner or any of its officers, agents and employees for any damages that may arise as a result of such stoppage.
- 2.6.12 If the Contractor does not comply with the provisions of the Safety Program, the Owner or Owner's representative shall review the situation and determine if a Safety Notice of Non-Compliance is appropriate. If appropriate, the notice will be completed and signed by The Owner or Owner's representative and issued to the non-complying Contractor. Persistent failure to take corrective action may result in additional sanctions up to and including termination of the contract.
- 2.6.13 The Owner or Owner's representative has the authority to stop and if necessary, remove from the site frequent violators of unsafe work practices. This includes the removal of management staff failing to monitor workers under their supervision or control a workplace free of work hazard exposure. When directed by the Architect or Owner, Contractors will replace any "Competent Person" failing to perform their responsibilities in identifying and eliminating existing and potential hazards.
- 2.6.14 The Contractor will not receive additional payment or reimbursement for required safety training, safety items, expenses related to safety procedures identified by laws of the state of Colorado or federal safety and health requirements.

## **2.7 TRAINING PROGRAM REQUIREMENTS**

- 2.7.1 All workers who will be present on DPS property shall attend a Site Specific Safety Orientation conducted by the Contractor before commencement of work. Each Contractor shall be responsible for his workers, Sub-contractors, day laborers, and project personnel in receiving the appropriate Site Specific Safety Orientation. The Contractor will provide a hardcopy and/or electronic copy of the Safety Orientation

document to the DPS Construction Safety Manager, which may be required viewing during the Safety Orientation.

- 2.7.2 Documentation shall be provided to the Owner's Construction Safety Department upon completion of the safety orientation training identifying each person who has completed the safety orientation. The Owner's Construction Safety Department will provide hardhat safety decals to the contractor upon receiving the appropriate list of names who attended their safety orientation training. The Owner's Construction Safety Department will monitor adherence of the Site Specific Safety Orientations by attending the training sessions on a periodic basis. The Contractor will have the responsibility of keeping this documentation at the worksite at all times.
- 2.7.3 Persons without a safety orientation decal shall be permitted to enter the construction area only when accompanied by a person who has been through the required safety training and received a safety decal. Exceptions are:
- Public Officials performing inspections or other official duties
  - Delivery truck drivers who are not involved in the construction.
- 2.7.4 Contractors, Sub-contractors and their personnel working on DPS property shall be required to have the DPS Construction Safety Orientation decal present on their hardhats while on DPS property. The Owner or Owner's Representative shall monitor this requirement and if necessary, have the authority to require appropriate corrective measures. Failure of the Contractor to abide by the provisions outlined in this article may result in withholding of sums due him, as provided in the General Conditions. No extension of time shall be granted for work halted due to safety violations. The Contractor shall have no recourse against the Owner or any of its officers, consultants and employees for any damages that may arise as a result of such stoppage.

## **2.8 SITE CONDITIONS**

- 2.8.1 All equipment, material delivery and manpower shall be managed and operated under strict control to assure no interference with public traffic adjacent to the work site. Each Contractor shall be held fully responsible for coordinating and directing his own personnel; equipment and material during off peak traffic cycles. Traffic on public streets shall not be interfered, or delayed. The Contractor shall be held fully responsible for any damage caused by their operators. Contractor shall provide adequate and trained personnel for flagging traffic control as required for their material shipments.
- 2.8.2 Each Contractor shall be responsible in using appropriate barricades and posting signs both in English and Spanish for the protection of DPS students, school faculty, the general public and workers.

## **2.9 SITE CLEAN-UP**

- 2.9.1 The Contractor, on a daily basis, shall clean his work areas and deposit all trash and debris generated by him, into an appropriate container. The containers shall be removed from the construction site and disposed of as indicated in the contract documents. No toxic or otherwise illegal items

are to be disposed of in this manner.

## **PROJECT RULES AND RELATED REQUIREMENTS**

2.9.2 Illegal substances - in any form - are prohibited from the jobsite. The Owner will call for the immediate dismissal of any person(s) violating this regulation. The Owner reserves the right - as allowed by law - to require random drug and alcohol testing for persons under the employ of Contractors working on the project at such time the Owner may deem such testing appropriate and in the interest of providing a safe, secure, law-complying jobsite. The DPS Safety Inspectors, DPS Project Managers and DPS Quality Assurance personnel are authorized to call for drug and alcohol testing.

## **3.0 EMERGENCY PROCEDURES AND PROTECTION**

### **3.1 Requirements**

3.1.1 The Contractor shall establish an "Emergency Response Plan" and provide appropriate protection for personnel working in proximity to the construction operations (See Appendix E).

### **3.2 Emergency Preparedness & Response**

3.2.1 In the event of approaching tornados, natural disasters, or other emergency situations, the Contract shall cause all project operations to cease.

3.2.2 Upon activation of the site "Emergency Response Plan," all contractor employees and those under their supervision shall seek shelter in an appropriate area.

### **3.3 Bomb Threats**

#### **3.3.1 Receipt of a Bomb Threat**

3.3.1.1 The Contractor's on-site employees, who routinely receive incoming calls, will be familiar with the Bomb Threat Form and related procedures (See Appendix C). The guide is used to record the threat conversation and will be provided to emergency response personnel.

#### **3.3.2 Evacuation Considerations**

3.3.2.1 The Contractor may evacuate the site when this is warranted. When so directed by the Owner or Owner's Representative, the Contractor and their employees shall evacuate the site.

### **3.4 Accidents Involving Serious Injury or Death**

3.4.1 The Contractor shall.

- Provide for first aid as appropriate.
- The Contractor will call or contact the appropriate medical rescue personnel.
- Keep all nonessential personnel away from scene.
- Assign personnel to direct rescue vehicles to accident site.

- Provide assistance to rescue personnel as requested.

## **4.0 INSTRUCTION AND TRAINING**

### **4.1 Requirements**

4.1.1 The Contractor shall establish appropriate training procedures for their personnel working on DPS projects. These procedures shall promote safety and health awareness, inform workers of their responsibilities and assist workers in complying with specific local, state, and federal requirements.

### **4.3 Procedures**

#### **4.3.1 Safety and Health Orientation Program**

- 4.3.1.1 All newly assigned Contractors shall provide their personnel with a comprehensive safety and health orientation regarding the rules and regulations, as well as, site-specific policies and hazards.
- 4.3.1.2 The Contractor shall provide the DPS Construction Safety Department with the names of all workers who have received the orientation. The DPS Construction Safety Department shall provide safety decals to the Contractor for distribution to the workers and shall record the names of all workers receiving the safety decals.
- 4.3.1.3 Safety decals shall be affixed to the hard hats of all workers and shall be displayed at all times when the worker is on the project site.
- 4.3.1.4 The Contractor shall be responsible for the site safety orientation. Safety and health orientation for Contractors and their personnel shall include, at a minimum, the following core topics:
  - Eye Protection
  - Head Protection
  - Hearing Protection
  - Foot Protection
  - Confined Space Entry (CSE)
  - Proper Use of Safety Belts, Safety Harnesses, and Lifelines
  - Electrical Hazards
  - Perimeter Guarding
  - Housekeeping
  - Welding
  - Excavation and Trenching
  - Falls from Elevations
  - Fire Protection
  - Proper use of tools
  - First-aid Facilities and Emergency Procedures

- Special Operator Requirements
- Unique Hazards of the Project
- Special Concerns relating to Denver Public Schools students and staff safety
- Hazardous Communication “Right to Know” and location of Material Safety Data Sheets (MSDS)
- Drug Free Workplace Policy
- Accident Reporting Policy
- Location of Required Posters
- Project Safety and Health Orientation
- Job Site Security and Badges (if applicable)
- Employee Parking Area (promote car-pooling)
- Barricades and posting signs (English and Spanish) for the protection of DPS students, school faculty members and visitors to the DPS facility sites.

#### **4.4 Work Assignment**

- 4.4.1 All work assignments, regardless of level, will include specific attention to environmental, safety, and health initiatives.

#### **4.5 Meetings**

- 4.5.1 Regular scheduled safety meetings will be held by the Contractors and their personnel at all levels.
- 4.5.2 Special Meetings: The Owner’s Construction Safety Department may call special safety meetings. Attendees will be notified and the meeting topic(s) noted in a memorandum. Attendance will be mandatory and may include the Contractor’s designated representative responsible for safety.

#### **4.6 Personalized Training**

- 4.6.1 Project delivery management at all levels will make a concerted effort to focus the attention of individuals under their direction on pertinent safety items relative to the work at hand. This personalized “on-the-spot” instruction provides valuable training, while reinforcing management commitment to safety on the project.

#### **4.7 Specific Instruction**

- 4.7.1 For the protection of DPS personnel associated with construction services, the Owner’s Safety Representative shall provide DPS personnel with the following OSHA required minimum training components:
- Recognition and avoidance of unsafe acts or conditions
  - Injury prevention and first-aid procedures
  - Personal Protective Equipment
  - Procedures and precautions for confined or enclosed spaces
  - Recognition, selection, and use of fire extinguishers

## **4.8 Bulletin Boards**

4.8.1 A safety bulletin board will be established at the Contractors project office. This bulletin board will be used to display the following safety related items.

- Safety and Health Policies
- Emergency telephone numbers
- Emergency Response Plan
- Federal 5-in-1 Labor Law Poster (English and Spanish as required)
- OSHA 300 Log and OSHA 301 Injury Incident Report
- Other local, state, and federal postings, as required

## **4.9 Hot Work (Welding, Burning and Cutting)**

4.9.1 Hot work is a process that by design or function can ignite gaseous or vaporous atmospheres by direct or indirect contact. Examples include welding, cutting, burning, soldering, grinding, etc.

## **4.10 Hot Work Requirements**

- 4.10.1 All hot work must be planned and supervised by "Competent Personnel" to ensure sufficient safety and health procedures are followed.
- 4.10.2 Tasks that produce heat, sparks, or energy sufficient to be an ignition source may not begin in any location that could potentially have ignitable atmospheres, until a "Hot Work Checklist" has been completed (See Appendix H).
- 4.10.3 Each Contractor is responsible for completing a "Hot Work Checklist" and submitting the checklist to the Owner's Construction Safety Department, for review. The Contractor shall be required to submit and receive a "Hot Work Permit" from the local Denver Fire Department before commencement of that operation.
- 4.10.4 Copies of the Local Fire Departments welding permits shall be kept on file and available for the Owner's representative to review.
- 4.10.5 All welding and cutting equipment and operations will be in accordance with standards and recommended practices of the American Welding Society, Safety in Welding and Cutting, ANSI Z49.1, and the recommendations of the NFPA.
- 4.10.6 Contact lenses will not be permitted during welding or cutting operations.
- 4.10.7 A suitable fire extinguisher for the hot work operation will be readily available during welding, burning and cutting activities. Screens, shields, or other safeguards will be provided for the protection of staff or materials exposed to sparks, slag, falling objects, or the direct rays of the arc.
- 4.10.8 A fire watch is required for every activity where hot work could result in a fire due to ignition of combustibles.

- 4.10.9 When appropriate, a Combustible Gas Indicator (CGI) will be used to survey the Hot Work location and monitor the air between the flammable material and the immediate vicinity of the Hot Work.
- 4.10.10 The welder/operator will wear approved personal protective equipment (PPE) during any hot work operation.

## 5.0 ACCIDENT INVESTIGATION, REPORTING, & RECORDKEEPING

### 5.1 Purpose

- 5.1.1 To establish reporting and investigation procedures for all accidents, incidents, and near misses that occurs on a DPS project.

### 5.2 Requirements

- 5.2.1 The Owner's Safety Department shall be responsible for implementing the appropriate accident reporting procedures for DPS projects.

### 5.3 Procedures

- 5.3.1 If an accident, incident, or near miss occurs that involves Contractor employees, equipment, or property, the Contractor shall contact immediately notify the appropriate emergency response authorities, the Owner, and Owner's Construction Safety Department.
- 5.3.2 In the event of a serious accident / incident, NOTHING will be removed from the scene until the investigation is completed. (See Appendix A Investigating and Reporting Accidents / Incidents)
- 5.3.3 If a serious accident / incident occur that involves personal injury, the site Emergency Response Plan will be implemented. If the accident / incident has an environmental impact (See Appendix G Spill Notification Procedures), appropriate preventive measures will be taken to control any spills and prevent worker exposure.
- 5.3.4 Accidents or incidents resulting in lost-time injuries, fatalities, damage to DPS property or equipment, or serious near misses will be investigated by a committee appointed by the Owner or Owner's representative and may be composed of the following:
- Chairman – Owner's Construction Safety Representative shall be responsible for the investigation and reporting of the injury or accident.
  - Secretary – Member assigned to the Owner or Owner's representative Management Team.
  - Member(s) – Other personnel familiar with the practices involved in the incident, which can contribute to analysis and make recommendations for action to prevent recurrence.
- 5.3.5 The investigation will begin promptly after an accident or incident. A post-accident / incident committee review meeting will be held within 48 hours of the following occurrences.
- Accidents / incidents that result in a Lost Time Injuries or near misses
  - When worker(s) are transported from the project site by Emergency Medical Services

- When property or equipment damage is over \$500.00
  - 5.3.5 Results of the investigation, including Witness Statements, photographs, First Report of Injury Forms, completed analysis, sketches, and drawings (used to pinpoint distance and location, etc.) will be documented and signed by Chairman and Investigator
  - 5.3.6 Photographs shall be taken by Investigator in conjunction with investigations of accidents involving serious personal injury, all non-project personnel injuries, substantial property damage, equipment or material failure, and all accidents that may, even remotely, involve third party action.
  - 5.3.7 Photographs should be sufficient in number to adequately document the general area, as well as, pertinent details from a variety of angles. Photographs must be taken as soon as possible following the accident. Identify each print as follows:
    - Name of injured person (if equipment damage, type; if property damage, location)
    - Date of accident
    - Photographer's initials and time photographs were taken (date is different from occurrence)
    - Direction facing and brief description of photograph
  - 5.3.8 This investigation, analysis, and report will be completed in an expeditious manner. However, distribution of this report will not be made until all similar investigations and reports required by the applicable agencies are complete.
  - 5.3.9 Any and all information to the media will be the responsibility of Owner or Owner's representative.
  - 5.3.10 Specific information regarding accident investigation and forms are included in Appendix A of this document.
  - 5.3.11 Accidents or incidents resulting in Contractor / Sub-contractor lost-time injuries, fatalities, damage to their equipment, or serious near misses will be investigated by the Contractor or Contractor's Safety Representative.

## **6.0 APPENDICES**

APPENDIX A	Investigating and Reporting Accidents/Incidents
APPENDIX B	Accident / Injury Response Plan
APPENDIX C	Bomb Threat Report Form and Guidance
APPENDIX D	Alcohol and Drug Free Work Place Policy
APPENDIX E	Emergency Response Plan
APPENDIX G	Spill Notification Procedures
APPENDIX H	Hot Works Checklist
APPENDIX I	Hot Works Permit

## **APPENDIX A**

### **Investigating and Reporting Accidents / Incidents**

## 1.0 INVESTIGATING AND REPORTING ACCIDENTS / INCIDENTS GUIDELINES

Prompt and thorough investigation and reporting of accidents and incidents is imperative. Accidents and Incidents are defined below:

**Accidents** are unplanned events resulting in:

- Personal injury or death to personnel
- Damage to DPS equipment or property, including damage from fire
- Near misses having the potential for serious injury or death to personnel
- Exposure of personnel to potentially hazardous chemicals

**Incidents** are of the following unplanned events either causing or having the potential to cause injuries to personnel and/or damage to DPS property or equipment.

- Vehicle accidents
- Near Misses
- Property damage
- Property theft

In the event of a serious accident / incident, **NOTHING** will be removed from the scene until the investigation is completed.

If a serious accident / incident occur that involves DPS or Contractor personnel, the site Accident / Incident Response Plan will be implemented (See Appendix B). If a Contractor is involved, they will be responsible for contacting OSHA as appropriate and filing appropriate reports when required. Written confirmation of OSHA contact and a copy of the initial report when appropriate will be submitted to the Owner's Construction Safety Department within **twenty-four (24) hours**. If the accident / incident has an environmental impact, all statutory measures will be taken to control spills and prevent worker exposure. The Contractor shall advise the Owner or Owner's representative as soon as the initial report is received.

A review meeting will be held within **forty-eight (48) hours** of the following occurrences:

- Accidents / incidents resulting in Lost Time Injuries
- Near misses
- Worker transported from the site by Emergency Medical Services
- Property damage over \$500.00

The Contractor will submit a safety report within **twenty four (24) hours** to the Owner's Construction Safety Department. If the investigation is not complete, a status report must be submitted. Additional status reports must be submitted at 30-day intervals until the investigation is completed. A final accident report will be provided to the owner/client representative within **seventy-two (72) hours**. If a DPS staff member is involved, accident reports will be prepared by the Owner's Construction Safety Department and will follow the same procedures as described above.

To ensure consistency, the Owner's Construction Safety Department shall use the Accident, Injury, or Illness Reporting Form located at the end of this appendix. This procedure and the reporting form will guide Contractors, Sub-contractors, and DPS personnel associated with construction services in conducting investigations, determining causes, and implementing appropriate corrective measures. The Owner's Construction Safety Department shall only report on DPS related issues and is not responsible for the

other Contractors. The responsible Contractor will prepare any required state and federal accident reporting forms as appropriate. Copies of these documents will accompany the original report. The reporting form and copies of all related documents will be submitted to the Owner's Safety Department.

Contractors are required to maintain their respective OSHA 300 and 301 Injury Logs. The Contractor shall maintain a copy of their OSHA 300 and 301 Injury Logs at the site.

Contractors will be required to also submit copies of their respective OSHA 300 and 301 Injury Logs to the Owner and the DPS Construction Safety Department.

### **1.1 CONTRACTORS RIGHTS OF CLAIMS MANAGEMENT**

Contractors have the primary responsibility for transporting injured or ill construction workers to designated medical facilities.

### **1.2 REPORTING OCCUPATIONAL INJURIES AND ILLNESSES**

Upon notification of an occupational injury to or illness of any DPS personnel requiring treatment beyond first aid, the Owner's Construction Safety Department shall investigate and determine causes and identify corrective measures to prevent re-occurrence.

### **1.3 THIRD PARTY INJURIES AND PROPERTY DAMAGE**

- Accident Reports

In the event of a fatality, serious injury, or major accident involving outside (non-employee) persons, the incident must be reported to the Owner and Owner's Construction Safety Department within twenty four (24) hours following the injury.

Accident reports involving any outside parties or property damage will include the information listed below:

- ✓ Date and time of incident
- ✓ Specific location and address of incident
- ✓ Names, addresses, and phone numbers of witnesses and parties involved
- ✓ Occupation, age, and employer of any injured persons
- ✓ Description of the injured person's activities prior to the accident
- ✓ Nature and extent of injuries
- ✓ Where (and how) the injured person was taken for treatment
- ✓ Description of property damage, including identification numbers, etc.
- ✓ Owner of property damaged and contact information
- ✓ Year, make, model, VIN, and license number of vehicle
- ✓ Names of other third party insurance providers
- ✓ Witness statements or accounts
- ✓ Full description of incident details addressing how, when, and what questions
- ✓ Name and identification of person completing report

- ✓ Signature of Contractor Safety Representative
- ✓ Appropriate photographs
- Injury Report Retention
  - All reports pertaining to occupational injuries or illnesses will be preserved and not destroyed without approval from the Owner or Owner's representative.

#### 1.4 ACCIDENT INVESTIGATING REQUIREMENTS

These procedures and the Accident, Injury, or Illness Report are provided to assist Contractors, Sub-contractors, and DPS personnel associated with construction services in conducting thorough investigations, determining causes, and implementing appropriate corrective measures. The Owner's Construction Safety Department shall use this report for reporting accidents / incidents involving personal injury, DPS property damage, or illnesses of all personnel occurring on the project. The report along with copies of any local, state, or federal required forms will be submitted to the Owner or Owner's representative within **forty-eight (48) hours**.

##### A. Implementation

- Personal information on injured workers should include:
  - ✓ Name
  - ✓ Social Security Number
  - ✓ Employer
  - ✓ Age
  - ✓ Occupation
  - ✓ Home Address
  - ✓ Home Phone Number
- Supplemental Information
  - It is also important to document supplemental information that may be relevant. Information will include:
    - ✓ Names, addresses, and telephone numbers of supervisors, employers, and witnesses
    - ✓ Date and time of the accident
    - ✓ Weather conditions at the time of the occurrence
- Accident Location
  - Provide details on the precise location of the accident and include sketches, plots, and photographs as appropriate.
- Work Assignment at the Time of the Accident
  - Provide a complete description of the workers position and scope of the work being performed when the accident occurred. Include an assessment of the worker's overall experience level.
- Photographs, Video, and/or Sketches of the Accident Scene

A minimum of two photos of the accident scene must be taken as soon as possible. One set of prints and negatives will be forwarded to Owner or Owner's representative. The other set of prints will remain at the project site.

Photos must include any equipment involved in the accident.

A photo log detailing the following information should be maintained with the photographs. DO NOT WRITE DIRECTLY ON THE FACE OF THE PHOTOGRAPH.

- ✓ Date and time the photo was taken
- ✓ Location of the photographer
- ✓ Name and signature of the photographer
- ✓ Photo direction (north, south, east, west, top, or bottom)
- ✓ Frame number of the photo
- ✓ Distances captured on a picture after measurement

Video documentation may be used at the discretion of the Insurance LOSS CONTROL CONSULTANT (LCC) and/or the Owner or Owner's representative.

- **Witness Statements**

Witness statements provide crucial evidence and must be accurately gathered to present a clear picture of how the accident occurred. Witness statements will be taken and submitted to the Owner's Construction Safety Department as part of the accident investigation report.

- ✓ If possible, appropriate questions should be prepared prior to taking the statement. Avoid interjection of personal observations when asking questions.
- ✓ Witness statements should be taken as soon after the accident as possible. Every effort should be made to retain witnesses until their statements have either been tape recorded or documented in writing.
- ✓ Witnesses should be interviewed separately.
- ✓ A tape recorder should be used in order to ensure accuracy (advise the witness of the reason for its use). If a tape recorder is not available, take the written statements; preferably having the witness writes the statement.
- ✓ When preparing statements, include the witness name, employer, occupation, address, telephone number, date, time, and name of the person conducting the interview.
- ✓ Request the witness read the statement and make corrections where appropriate. When the witness is satisfied the statement is accurate, request that they sign and date the statement.

## **B. How the Accident Occurred**

The key element in an accident investigation is determining how it occurred. Since considerable time may pass before accident facts are reviewed by an

outside agency, accident reports and statements should incorporate accident facts and present a clear and concise written record of the chain of events leading up to the accident.

### **C. DPS/Contractor Manager Analysis**

- Nature of the Injury: Describe the injury including details on multiple injuries.
- Part of the Body Affected: Identify the specific part(s) of the body injured.
- The Source of Injury: Identify equipment, substance, or exposure causing or influencing the injury.
- Accident type: Determine how the injured person came in contact with the object, equipment, substance, or exposure source.
- Physical / Psychological Condition: Record the condition of the worker, as gained from witness statements.
- Personal Protective Equipment (PPE): If the injured worker was exposed to chemical substances or hazardous conditions, what PPE was being worn?

# Accident, Injury or Illness Report

**Instructions:** Please Print. Fill in all blanks. If a blank does not pertain to this accident, injury or illness enter "N/A" in that blank. When completed, return this form to your supervisor.

**Name:** \_\_\_\_\_ **Company** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Sex** \_\_\_\_\_ **Age** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Marital Status** Single Married Separated Divorced Widowed

**Number of Dependents** \_\_\_\_\_

Employment Date:	Time in Present Job:
Job Title:	DPS/Contractor Manager's Name:
Department:	Date & Time of Accident:
Location of Accident:	Task being Performed:
Name of Witness:	Name of Witness:



**Describe where and when the accident occurred:**

\_\_\_\_\_

**Describe who and what were involved:**

\_\_\_\_\_

**What caused the Accident? Provide a sequence of events narrative:**

\_\_\_\_\_

**Extent of Damage:**

**What was Damaged:**

**Date & Time Medical Attention Sought:**

**Name of Hospital and Doctor:**

**What injury or illness was sustained**

**Was Personal Protective Equipment (PPE) required for the task or job?**

**Recommendations:**

**Root Causes:**

**Secondary Causes:**

**What could have prevented this accident:**

***Basic Rules for Accident Investigation***

- Determine the cause to prevent future accidents - Use an objective approach during the investigation
- Interview witnesses & injured workers at the scene - conduct a walkthrough of the accident scene
- Conduct interviews in private - Interview one witness at a time

- Get signed statements from all witnesses
- Take photos or make a sketch of the accident scene
- What hazards are present - what unsafe acts or conditions contributed to accident
- Ensure hazardous conditions are corrected immediately.

**Supervisor's Analysis**

*Check ALL that apply to this accident*

Unsafe Acts		Unsafe Conditions	
Improper work technique		Workstation design	
Safety rule violation		Operating Methods	
Improper PPE or PPE not used		Maintenance	
Operating without authority		Direct supervision	
Failure to warn or secure		Training	
Operating at improper speeds		Experience	
By-passing safety devices		Knowledge of job	
Protective equipment not in use		Slippery conditions	
Improper loading or placement		Excessive noise	
Improper lifting		Guarding of hazards	
Servicing machinery in motion		Tools/equipment	
Horseplay		Housekeeping	
Drug or alcohol use		Lighting	

**Unsafe Acts require a written warning and re-training before Employees resumes work**

Date		Date	
<b>Re-Training Assigned</b>		<b>Unsafe Condition Guarded</b>	
<b>Re-Training Completed</b>		<b>Unsafe Condition Corrected</b>	
<b>Supervisor Signature</b>		<b>Supervisor Signature</b>	

**Accident Report Review**

Employee/Worker \_\_\_\_\_ Date \_\_\_\_\_

DPS/Contractor Manager \_\_\_\_\_ Date \_\_\_\_\_

Owner's Safety Representative \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_

**Additional Management Comments:**

**APPENDIX B**

**Accident / Injury Response Plan**

# Accident / Injury Response Plan

## Procedures

These procedures will be following when an accident or incident occurs to any employee requiring emergency response services such as ambulance, Fire Department, or Police.

Call 911 and provide the following specific information:

- ✓ Caller name and phone number
- ✓ Project name and location
- ✓ Nature of injury / accident situation
- ✓ Name of the escort that will meet the EMR Service at the site entrance

Note: When calling 911, DON'T HANG UP until the 911 Operator confirms all information relayed. Let the 911 Operator hang up first. If possible, avoid using a cell phone to make the call.

Send the designated escort via site vehicle, if appropriate, to the site entrance. If a vehicle is used for this task, instruct the driver to not drive at excessive speeds or create additional hazards by driving unsafely.

The Owner or Owner's representative shall be contacted immediately and the following information will be provided:

- ✓ Name and employer of the person placing the EMR call
- ✓ **Exact** location of the accident or incident
- ✓ Brief description of the accident or incident and any related injuries

If site evacuations of DPS employees are necessary, the Owner or Owner's representative shall implement the DPS Emergency Action Plan

If a DPS staff member is injured, the Contractor or Owner or Owner's representative shall contact the appropriate emergency service.

When an emergency occurs, it is imperative that personnel stay calm and observe these precautionary measures:

- ✓ Never move an injured worker unless not doing so would expose them to further injury.
- ✓ When it is appropriate to move the injured worker, always support the head, neck, and spine.
- ✓ Cranes in the area of an injured worker can be unloaded and ready to help move an injured worker, providing proper equipment (communication, rigging, approved crane, etc.) are available and the involved Contractors mutually agree on the use of the cranes. Note: Mutual agreements between contractors to use cranes in the event of an emergency response should be reached before an emergency occurs.
- ✓ Never enter a confined space of excavation unless required safety measures are in place.
- ✓ The Owner or Owner's representative shall conduct a formal review of the accident within **forty-eight (48) hours** following the accident.
  - ✓ If an accident occurs after hours or on a weekend, use the Emergency Contact Sheet to contact appropriate site-specific personnel (See Appendix E DPS Emergency Response Plan)

**APPENDIX C**

**Bomb Threat**

# BOMB THREAT FORM

Remain calm and courteous. Listen to the caller carefully...do not interrupt the caller. Notify your supervisor of the nature of the call using a prearranged signal while caller is on the line. Get as much information and details as possible while the caller is on the line.

**CALL DATE:** \_\_\_\_\_

**CALL TIME:** \_\_\_\_\_

**CALLER'S SPECIFIC THREAT** \_\_\_\_\_

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## QUESTIONS TO ASK

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb right now? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What does the bomb look like? \_\_\_\_\_
- Why did you place the bomb? \_\_\_\_\_

## TRY TO DETERMINE THE FOLLOWING (Circle as appropriate)

**Caller's Identity** Male / Female    Adult / Juvenile    Age Range of Caller \_\_\_\_\_

**Voice**    Loud    Soft    High Pitch    Deep    Raspy    Pleasant    Intoxicated

Other \_\_\_\_\_

**Accent**    Local    Not Local    Foreign    Region    Other \_\_\_\_\_

**Speech**    Fast    Slow    Distinct    Distorted    Stutter    Nasal    Slurred    Lisp

**Language**    Articulate    Good    Fair    Poor    Foul    Other \_\_\_\_\_

**Demeanor** Calm    Angry    Rational    Irrational    Emotional    Laughing    Deliberate

Other \_\_\_\_\_

**Background Noise**    Office Machines    Factory Machines    Music    Trains

Traffic    Animals    Quiet Voices    Party Atmosphere    Airplane    Other\_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Company \_\_\_\_\_

Home/Work Phone \_\_\_\_\_

**APPENDIX D**

**Alcohol and Drug Free Work Place Policy**

## Alcohol & Drug Free Workplace Policy

Every Contractor, Sub-contractor, and DPS employee associated with construction services is a valuable resource. For this reason, worker safety and health is a paramount concern. The Owner shall not tolerate any drug or alcohol use or abuse by the Contractor, or Sub-contractor's personnel. Contractors, Sub-contractors associated with using illegal drugs, abusing other controlled substances, or consuming alcohol, are less productive, less reliable, and more prone to accidents resulting in the potential for increased costs, delays, and risks.

The Owner is committed to maintaining a safe workplace, free from the influence of alcohol and drugs. In addition, the Owner is committed to compliance with the requirements of the Drug Free Workplace Act of 1988, 41 U.S.C. § 701.

The following applies to every Contractor, Sub-contractor associated with construction services.

- Unauthorized use, possession, distribution, dispensing, or sale of illegal drugs or controlled substances is prohibited.
- Unauthorized use, possession, distribution, dispensing, or sale of alcohol is prohibited.
- Possession of any illegal drugs, unauthorized controlled substances, and alcohol is prohibited.
- Alcohol and/or drug testing is mandatory in the event of a serious accident or injury.
- Being under the influence of a controlled substance or illegal drugs or alcohol is prohibited.

Violation of this policy may result in severe disciplinary action up to and including discharge or permanent debarment from the project.

**Note:** Post on Safety Bulletin Board.

**APPENDIX E**

**DPS Emergency Response Plan**

## **EMERGENCY RESPONSE PLAN**

### **1. Purpose**

This DPS Emergency Response Plan details crucial information and procedures appropriate for this project. The DPS Emergency Response Plan will include the following components:

- Evacuation and emergency response procedures
- Specific information on exits, evacuation routes, and individual employee responsibilities
- Specific procedures to accommodate the needs of workers requiring special assistance

It may be necessary to evacuate the project site at any time. The following are some events that, depending on the severity, could warrant an evacuation:

- Fires
- Explosions or potential explosions
- Severe thunderstorms
- Earthquakes
- Tornado warnings
- Fumes or gas leaks
- Electrical failures
- Structural failures
- Snow / Blizzards

The Owner or Owner's representative shall serve as the central point of emergency telephone, radio, and intercom communications.

### **2. Requirements**

In the event of an emergency, Owner or Owner's representative shall assist in alerting all on-site workforce of the need to evacuate the project site.

The Owner or Owner's representative shall designate an emergency assembly area for personnel. Each employee has a responsibility during an emergency evacuation. At a minimum, this includes proceeding to their designated assembly area (at least 100 feet from the DPS facility) in an orderly manner and reporting to their supervisor.

The Owner or Owner's representative shall serve as evacuation coordinator for DPS personnel. In an emergency, each evacuation leader will immediately proceed to the assembly area and conduct checks to ensure 100% accountability of their personnel. Names of missing personnel will be reported to the Owner or Owner's representative.

The Contractor, Owner or Owner's representative shall maintain a list of outside emergency services including ambulance, hospital, doctors, fire department, police, water, gas, and power companies for assistance as appropriate.

The Contractor shall notify the Owner or Owner's representative of the nature of the emergency and the status of the evacuation. Press releases must be channeled through the Owner.

### **3. Alarms**

Designated audible alarm signals such as horns, whistles, sirens, or public address systems, may be used to initiate the evacuation process. The designation of alarms or signals is an Owner or Contractor responsibility.

### **4. Notices**

The DPS Emergency Response Plan shall be posted on the safety bulletin board. The notice will include:

- **EMERGENCY EVACUATION PROCEDURES:** When the emergency is declared, all workers will immediately cease work, secure all equipment, and proceed directly to and remain at the designated assembly area until their evacuation leader provides further instructions.

### **5. Assembly Areas**

Assembly areas will be strategically located to afford optimum protection to personnel. Alternate areas may be designated in case of inclement weather and unusual conditions. Assembly areas will provide a central destination for an orderly evacuation, provide communications, and facilitate the accounting of all staff.

### **6. Training**

Worker awareness is crucial to the DPS Emergency Response Plan (ERP) effectiveness. The plan will be reviewed and updated semi-annually. The Contractor, Owner or Owner's representative shall include the Emergency Response Plan in the safety orientation.

### **7. Emergency Response Drills**

Annual evacuation drills will be conducted at the project. Sheltering drills are appropriate in locations prone to tornadoes, hurricanes, etc. Emergency response drill training will be conducted to ensure workers are familiar with the following objectives:

- Sounding alarms and promptly notifying the fire department, police, or other emergency services
- Orderly and timely evacuation
- Conducting checks at a predetermined location to ensure 100% accountability
- Validation of the Emergency Response Plan

### **8. Emergency Equipment**

The ERP may include a survey of emergency equipment needed to respond to a project emergency. Emergency equipment may include specialized rescue equipment, self-contained breathing apparatus, backup monitoring instrumentation, portable electrical generators, communications devices, flashlights, special clothing, and emergency medical supplies.

## **9. Inclement Weather (heavy rain, hail, lightning, high winds, earthquakes, tornados, and winter storms)**

Heavy rain, hail, lightning, high winds, and tornados may accompany thunderstorms. Thunderstorms can be very dangerous and destructive. Since thunderstorms are difficult to foresee, it is important that workers be knowledgeable in appropriate safety precautions. The National Weather Bureau normally issues a 72-hour hurricane advisory. (See <http://www.nws.noaa.gov/>)

Workers should seek indoor shelter during thunderstorms when possible. When indoors, workers must avoid contact with electrical appliances, conductive surfaces, and structures.

Workers seeking outside shelter should remain lower than the nearest highly conductive object to minimize lightning hazards. Stay clear of conductive objects, such as trees, telephone poles, crane booms, and flagpoles. A safe distance from a conductive object is two (2) or more times the object height.

Workers must take certain precautions while driving during a thunderstorm. When poor visibility is encountered, stop the vehicle until visibility improves. When lightning is in the immediate area, seek shelter indoors, or remain in the vehicle away from interior metal parts. When high winds or flooding accompanies thunderstorms, seek an appropriate protected area.

During earthquakes, personnel will seek appropriate protected areas or sufficiently distance themselves from buildings and structures that could possibly collapse. Post earthquake activities, such as personnel accountability checks, damage assessments, and clean-up activities, will parallel other emergency preparedness procedures.

A Tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. Tornado season is generally March through August, although tornadoes can occur at any time of year.

A major winter storm can be lethal. Preparing for cold weather conditions and responding to them effectively can reduce the dangers caused by winter storms. Timely preparation, including structural and non-structural mitigation measures to avoid the impacts of severe winter weather, can avert heavy personal, business and DPS expenditures. The leading cause of death during winter storms is transportation accidents. Preparing your vehicle for the winter season and knowing how to react if stranded or lost on the road are the keys to safe winter driving.



<p><b>Certified First Aid / CPR Individual(s)</b></p> <p><b>Day Shift Name (s):</b></p> <p><b>Night Shift Name (s):</b></p> <p><b>Mid Shift Name (s):</b></p>	
<p><b>Owner's Safety Representative</b></p>	<p><b>Name: Sam Adair</b></p> <p><b>Cell: 720-490-6804</b></p> <p><b>FAX: 720-424-5466</b></p>

**APPENDIX G**

**Spill Notification Procedures**

## **SPILL NOTIFICATION PROCEDURES**

The initial assessment of the spill severity is the responsibility of the Contractor / Sub-contractor.

The Contractor / Sub-contractor shall coordinate with Owner or Owner's representative of any hazardous or potentially hazardous spills.

**Examples:** Spills presenting a potential hazard to workers or environment:

- Spills that workers are unable to contain, control, or clean-up
- Spills exceeding 25 gallons and resulting in a reportable environmental incident

## **EMERGENCY SPILL PROCEDURES**

The Contractor / Sub-contractor will:

- Clear and secure the immediate area.
- Notify Owner or Owner's representative.
- Notify the DPS Environmental Specialist
- Notify local, state, and federal environmental authorities as appropriate.
- Submit an incident report within 24 hours to DPS Bond Construction Services Environmental Specialist. The report will include details on spill quantities and methods of disposal including any required Hazardous Waste Disposal Manifest.

## **NON-EMERGENCY SPILLS**

- Non-emergency spills are those less than 25 gallons and not creating potential hazards to personnel or the environment.
- The Contractor / Subcontractor have the responsibility to immediately control and abate these spills.

**APPENDIX H**

**Hot Work Checklist**

## HOT WORK CHECKLIST

**DEFINITION** – Hot work is any process, that because of design or function, can ignite gaseous or vaporous atmospheres by direct or indirect contact.

**PROCEDURE** – The Contractor is responsible for completing hot work checklist anytime ignition sources are introduced to work site operations. The checklist will be approved by the Denver Fire Department and the Owner's Construction Safety Department and maintained by the Contractor.

<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Welding			
Cutting			
Use of power tools			
Space heaters			
Electrical equipment, fixed			
Electrical equipment, portable			
Electrical equipment, hand-held			
Others			
<b>Pre-Work Checklist</b> – All Items Must Be Completed.	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has the work area been inspected by (HDSR) prior to Hot Work beginning?			
Has a fire watch been established? <b>Name:</b> _____			
Is the fire extinguisher appropriate for the media and readily accessible?			
Is the work area clear of trash and combustible debris?			
Is the equipment properly grounded?			
Is the area hot work area monitored for combustible atmospheres?			
Will a combustible gas indicator be used at all times during Hot Work?			
If not, why?			
Required personal protective equipment (PPE)			
Is welding or cutting on closed systems prohibited?			

Are closed system cutting procedures established?					
I/we have read and understand the terms of the above Hot Work Checklist					
Name (Please print clearly)		Signature		Date/Time	

**Note:** A Hot Work Permit will be required prior to the start of operations. Welding operations will be conducted under the requirements and conditions noted above.