

GARLAND

INDEPENDENT SCHOOL DISTRICT

CONSTRUCTION
MINIMUM SAFETY PROGRAM GUIDELINES
MANUAL

**NOTE: ALL CONTRACTORS ARE RESPONSIBLE FOR PROVIDING
A COPY OF THIS MANUAL TO THEIR SUBCONTRACTORS**

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Contractor's site specific Programs/Procedures will be made part of the Construction Minimum Safety Program Guidelines as Attachments.

- Attachment A (Contractor's Site Emergency Procedures)
- Attachment B (Contractor's Site Fire Prevention and Protection Program Emergency Procedures)
- Attachment C (Contractor's Hazard Communication Program)
- Attachment D (Contractor's Respiratory Program – if applicable)
- Attachment E (Contractor's Confined Space Entry – if applicable)

SECTION 1

FOREWORD

This Manual has been compiled to present Loss Control activities and guidelines. Contractors are expected to meet or exceed these minimum guidelines.

The information and suggestions summarized in this Manual were compiled from sources believed to be reliable. It cannot be assumed that this material includes every loss potential, code violation or exception to good practice and, therefore, we cannot guarantee its completeness.

It is solely the Contractor's responsibility to conform to the provisions of this Manual and standards set forth under the Williams-Steiger Occupational Safety and Health Act of 1970 and, as amended, other federal, state and local standards as they apply. The Contractor shall ensure that each of its Subcontractors complies with the requirements of this Manual.

We should also emphasize that, as with all other aspects of the work, the Contractor's selection of means and methods is his own, and that any and all suggestions contained in this Manual are only representative of the types of techniques and practices which the Contractor may choose to employ on this project.

GARLAND ISD DISCLAIMER

The purpose of the **Construction Minimum Safety Program Guidelines Manual**, developed for the Garland Independent School District, is to assist in the development and implementation of appropriate safety standards. This manual is prepared for use as a minimum guideline to safety during the construction, renovation and expansion activities to be completed by independent contractors. The program is based on applicable government regulations; insurance related safety/risk management requirements, accepted safety practices within the construction industry and common sense. The maintenance of safe premises, operations and equipment, protection of the faculty, students, and community, and the avoidance of unsafe conditions and practices (during all construction phases) are the responsibility of the Program Manager, General Contractors and Subcontractors performing the construction work. While mandatory, compliance with the provisions of this Construction Minimum Safety Program Guidelines Manual will not guarantee or ensure compliance with the requirements of the Department of Labor, Occupational Safety and Health Act (29 CFR 1926 and 29 CFR 1910). This manual is intended to provide a working, uniform minimal level of program guidelines to assist or provide direction to the Contractors. This manual is not intended to replace the need for each Contractor to establish and maintain a proper Illness and Injury Prevention Program as required by the Department of Labor, Occupational Safety and Health Act (29 CFR 1926 and 29 CFR 1910) and the State of Texas.

The Garland Independent School District, and its Agents, Consultants, etc., assume no liability for the manual's contents or for any safety related service(s) that may be provided during the course of the project.

SECTION 2

POLICY STATEMENT

The principles of safety and loss control reflect a determination by Garland Independent School District to prevent injuries to the general public and workers, as well as to prevent damage to property and equipment.

The District considers no phase of construction or administration of greater importance than accident prevention, and asserts that accidents which result in personal injury and damage to property and equipment represent needless waste and loss. It shall be the policy of the District for Contractors to conduct all operations safely and thereby prevent injuries to persons and damage to property.

Planning for safety shall start with the design and continue through purchasing, fabrication and construction in all phases of the Project. All practical steps shall be taken to maintain a safe place to work. The Contractor must accept the responsibility for the prevention of accidents on work under its direction and shall be responsible for thorough safety and loss control training and instruction of its employees.

The objective of this policy is to establish throughout the entire Garland Independent School District Construction Projects the concept that the prevention of accidents and protection of property is most important and, therefore, shall receive top priority, support and participation.

SECTION 3

PROGRAM OBJECTIVES

The Garland Independent School District **Construction Minimum Safety Program Guidelines Manual** has been created to supplement the Contractor's own program to eliminate or reduce hazards and risks associated with the construction Projects, prevent accidents, reduce employees' injuries, prevent damage to property, promote maximum efficiency and effect savings by the reduction of unplanned business interruption.

Active participation by the General Contractor and Subcontractor Management, supervisory staff and employees will make the program not only effective, but also successful by coordinating the participants' efforts in performing the following tasks:

- a. Provide a safe environment for employees to perform high quality work.
- b. Use safety planning as a tool to reduce bodily injury and property damage.
- c. Provide inspections to locate and abate unsafe conditions and practices.
- d. Protect the public and property immediately adjacent to all construction sites.
- e. Educate and train employees through:
 - (1) New hire orientation;
 - (2) Safety meetings;
 - (3) Safety training, i.e., hazard communication (HAZ-COM), trenching safety, confined space entry, etc.;
 - (4) Mandatory personal protective equipment programs;
 - (5) Injury reporting and record keeping to maintain an up-to-date accident experience and trends analysis, and;
 - (6) Using accident investigation information to abate deficiencies and eliminate any additional losses.
- f. Comply with Federal, State and local laws, ordinances, regulations, industry and NFPA Standards including the Life Safety Code.

The **Construction Minimum Safety Program Guidelines Manual** is to work in conjunction with the Contractor's individual Safety Program. All Contractors' are required to implement their own written Safety Program or the **Construction Minimum Safety Program Guidelines Manual** prior to construction activities.

SECTION 4

LOSS CONTROL RESPONSIBILITIES

4.1 CONTRACTOR

The extent to which these program objectives are met depends upon active management promotion and support of the Project Minimum Safety Program Guidelines and the complete cooperation of Subcontractors, job site supervisors, and construction personnel in carrying out the following basic procedures:

THE CONTRACTOR IS RESPONSIBLE FOR ACCIDENT PREVENTION AND JOB SITE SAFETY. In compliance with these provisions, each Contractor shall:

- a. Within ten calendar (**10**) days after the Notice of Award, but not later than the Pre-Construction Conference, submit a copy of the Contractor's Safety Action Plan together with a letter of Management's Statement of Policy signed by an officer of the company in relation to its contract.
 - (1) The company's safety policy, including detailed disciplinary action to be taken with respect to employees violating safety requirements.
 - (2) The company's awareness and knowledge of all County, Local, State and Federal Safety Codes applicable to its contract, including the Project Minimum Safety Program Guidelines Manual.
 - (3) The company's designated on-site safety representative.
 - (4) A list of company's Competent and qualified personnel in regards to your scope of work.
 - (5) A list of all Subcontractors and their designated on-site safety representatives.
 - (6) A copy of the annual inspection as well as current maintenance reports.
 - (7) All cranes will be used in accordance with manufactures guidelines.

The above information is to be submitted to the appropriate Project Manager and a copy forwarded to Garland ISD School Facilities:

Garland Independent School District
Marvin Padgett Auxiliary Services Center
701 N. First Street
Garland, Texas 75040

- b. Plan all work to minimize personal injury, property damage and loss of production time.
- c. Maintain a system of prompt detection and correction of unsafe practices

and conditions.

- d. Assure that all contractor and Subcontractor employees of any tier have successfully completed an orientation and indoctrination program as described in Section 5.17.
- e. Maintain site records to assure compliance with the Construction Project Minimum Safety Program Guidelines. Activities requiring documentation include, but may not be limited to, the following: weekly tool box meetings, supervisor accident/incident investigation, Haz-Com and other specialized training, fire prevention plan, dust control plan, equipment inspection/maintenance, OSHA record keeping, self-inspections, substance abuse program, employee orientation and job hazard analysis.
- f. Require your designated safety representative and those of your Subcontractors to attend a documented monthly safety committee meeting.
- g. Require all Subcontractors of any tier and their employees to comply with established policies and procedures to ensure adequate compliance with all applicable Federal and/or State Laws and Standards.

In the event of a conflict and/or ambiguity between various statutes of safety provisions, the stricter provision shall apply.

The Contractor shall maintain a copy of the "Construction Project Minimum Safety Guidelines" at each Project.

4.2 CONTRACTOR'S CONSTRUCTION MANAGER

The Contractor's Construction Manager shall:

- a. Plan and execute all work so as to comply with the stated objectives of the Construction Minimum Safety Program Guidelines Manual.
- b. Comply with all the provisions of the contract dealing with safety and accident prevention requirements.
- c. Require project and job superintendents, safety representatives and project foremen to enforce the federal, state and local safety codes and regulations.
- d. Cooperate with the Owner or designee.
- e. Authorize necessary action to correct sub-standard safety conditions reported or observed.
- f. Review and take necessary action with respect to safety matters through directives or personal interviews with Superintendents, Project Foreman or Subcontractors' management.
- g. Each General Contractor will send a company representative to attend monthly safety

committee meetings, or more frequently, as may be required for unusual circumstances and situations.

4.3 CONTRACTOR'S SAFETY REPRESENTATIVE

The Contractor shall designate a Safety Representative who shall:

- a. Ensure that the Construction Minimum Safety Program Guidelines are carried out.
- b. Monitor employee compliance with all jobsite rules and regulations, and insuring that the rules are upgraded as necessary.
- c. Make daily safety inspections of jobsites and take necessary immediate corrective action to eliminate unsafe acts and conditions.
- d. Assure the **OSHA 300 Form** Accident Report is properly completed and distributed.
- e. Review and assist when necessary, accidents and incidents to insure that injured employees follow proper reporting procedures and that Accident Investigation Reports are completed accurately. Where appropriate, recommend immediate corrective action to the Project Manager or Superintendent.
- f. Provide project Foremen with appropriate material for use in conducting weekly "tool box" safety meetings.
- g. Periodically attend Project Foreman's "tool box" safety meetings and evaluate their effectiveness.
- h. Implement safety-training programs, for supervisors and employees as they apply to their specific responsibilities, where the Safety Representative identifies a need.
- i. Encourage programs for recognition of individual employee's safety efforts and their contribution toward improved work methods.
- j. Responsible for the control and availability of the necessary safety equipment, including employee's personal protective equipment.
- k. Coordinate his safety activities with those of the District's personnel, the Safety Representatives of Subcontractors and the Owner or designee.
- l. Attend monthly safety committee meetings, or more frequently as required.
- m. The Safety Representative should share his experience, questions and problems with the other Safety Representatives at those meetings.

NOTE: At the General Contractor's discretion, the Job Superintendent or Project Foreman may serve in the capacity of Safety Representative providing the individual selected to serve is capable of performing the minimum criteria listed above for Safety Representative.

4.4 CONTRACTOR'S JOB SUPERINTENDENT

It is the responsibility of Superintendents to provide constant and thorough supervision of the activities including safety of employees and employees of all Subcontractors.

Responsibilities of the superintendent include, but are not limited to:

- a. Planning and executing all work as to comply with stated objectives of the Minimum Safety Program Guidelines Manual, and work with the Safety Representative to assure the effectiveness of the program. Plan all work far enough in advance so that proper safety procedures and equipment can be provided before work begins.
- b. Ensure that no unsafe conditions are created, i.e., poor housekeeping, removal or guardrails, etc.
- c. Take immediate action to eliminate, correct or resolve any unsafe conditions or unsafe acts, which are observed or discovered.
- d. Ensure that periodic inspection of safety equipment and personal protective equipment is conducted and enforces the use of such equipment.
- e. Assure that injured employees obtain prompt medical attention. Participate in the completion of supervisory accident investigation of all accidents and suggest ways to prevent similar accidents.
- f. Periodically attend Foreman's weekly "tool box" safety meetings and evaluate their effectiveness.

4.5 PROJECT FOREMEN

Since the Project Foremen carry out the daily operations and directly delegate the details of the work to be performed, they are a key person in the implementation of the safety program. Project Foremen are an integral part of an effective safety program and the amount of effort they put into accident prevention on their daily assignments helps determine whether or not a good accident record is maintained. Project Foremen's responsibilities shall include the following, with respect to the Minimum Safety Program Guidelines Manual:

- a. Instruct employees under their supervision in safe work practices and work methods at the time of work assignments.
- b. Supply and enforce the use of proper protective equipment and suitable tools for the project.
- c. Check to see that no unsafe practices or conditions are allowed to exist on any part of their job.
- d. Acquaint their workers with all applicable safety requirements and enforce them.
- e. Set a good example for their workers. **Lead by example.**
- f. Participate in the investigation of accidents and incidents to determine facts necessary

- to take corrective action.
- g. Supply information for completion of the Accident Report and Investigation Form (directed by the Safety Representative and/or Project Superintendent).
 - h. Hold weekly "tool box" safety meetings with their employees:
 - (1) Discuss observed unsafe work practices or conditions and corrective action taken to prevent a similar incident or condition.
 - (2) Review the accident experience of their crew.
 - (3) Encourage safety suggestions from their employees and report them to the Safety Representative.
 - (4) All safety meeting are to be documented and kept in job trailer for review if requested.
 - i. See that prompt first aid is administered to injured employees. One member per crew shall be trained and certified in CPR/First Aid.
 - j. Report immediately to the Safety Representative and Superintendent any violations of project safety that cannot be immediately corrected.

4.6 GARLAND ISD SAFETY

The Garland ISD is responsible for the following.

- a. The Owner or designee shall provide oversight to Contractor's, focusing on their responsibility for timely application of safety and accident prevention procedures to all persons on the project.
- b. Review loss and claim information submitted by the Safety Representatives for completeness.
- c. Periodically conduct audits of the implementation of the Contractor's Safety Program.
- d. Assist Contractor with investigation of serious accidents, including emergencies and injuries resulting in lost work time.
- e. Assist Contractor with determination of environmental health hazards.
- f. Assist Contractor to prepare pre-project safety analysis for major new projects assigned, and participate in pre-construction conferences to discuss potential safety hazards and the necessary safety program.
- g. Participate and assist in Contractor's training efforts.
- h. Provide assistance with OSHA Construction Safety Requirement interpretations.
- i. In the event of continual violation of safety requirements, the Owner or designee shall notify the Executive and Assistant Directors of Construction of Garland ISD's Construction Management Network. The District shall have the authority to invoke any contractual remedy deemed appropriate.**

NOTE: No requested advice from the representatives of Marsh Inc., Architect, Engineer or the District shall in any way relieve, alter, change or amend any of the Contractor's expressed, implied or inherent legal and/or contractual obligations. Furthermore, the authority vested in the District and its designated representatives, including Marsh Inc. to act on matters regarding safety, shall not in any way reduce the Contractor's responsibility for safety and accident prevention. The District and its representatives, including Marsh Inc. are obligated only to notify the Contractor of observed instances in which the Contractor failed to fulfill their own obligations.

SECTION 5

MINIMUM CONSTRUCTION SAFETY REQUIREMENTS AND PROCEDURES

5.1 LOCAL LAWS AND REQUIREMENTS

Contractor and each Subcontractor shall comply with the most stringent OSHA, City, County or Federal regulations governing where the project site resides.

NO FELONY CONVICTION REPRESENTATION

All contractors will comply with the following:

Section 44.034, Subsection (a), of the *Texas Education Code*, the undersigned offer or certifies that the person or owner or operator, including employees or agents of the business entity named in this bid or contract, have not been convicted of a felony, unless a completed “Felony Conviction Notification Form” from the Purchasing Department is attached as an Exhibit to the offer.

The offer or agrees to comply with all applicable state laws and Board policies regarding criminal background checks. Before entering into a contract with the District, contractor must give notice if the contractor or any personnel has been convicted of a felony. The District may terminate any resulting contract if the District determines that the contractor failed to give such notice or misrepresented the conduct resulting in the conviction. The contractor shall assume all expenses associated with background checks, where necessary, and shall immediately remove any employee or agent who was convicted of a felony, as defined by Texas law, from District property where students are regularly present.

Employee or agent includes as example, but not by way of limitation, persons providing services on the project (“subcontractor” in Texas Labor Code 406.096) including all persons or entities performing all or part of the services the contractor has undertaken to perform on the project regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, owner-operators, employees of any such entity, or employees of any entity that furnishes persons to provide services on the project.

Services include, without limitation, providing the hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. Services do not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets. The District shall have the sole discretion to determine what constitutes a “location where students are regularly present.” Contractor’s violation of this section shall constitute a default under the General Terms and Conditions of the contract.

As per the Texas Education code:

14.03 All Program Manager, General Contractor And Subcontractors will complete a criminal back - ground check on all personnel who will have any contact with students and will verify that all such personnel comply with District policies regarding criminal history restrictions. The Program Manager agrees to comply with all applicable state laws and Board policies regarding criminal background checks. Before entering into a contract with the District, Program Manager must give notice to District if Program Manager, or any employee or subcontractor has been convicted of a felony. District may terminate this Agreement if the District determines that the Program Manager failed to give such notice or misrepresented the conduct resulting in the conviction. Program Manager may also be subject to debarment. Program Manager shall assume all expenses associated with the background checks, where necessary, and shall immediately remove any employee or agent who was convicted of a felony, as defined by Texas law, from District property or other location where students are regularly present. The District shall be the final decider of what constitutes a “location where students are regularly present.” Contractor’s violation of this section shall constitute a substantial failure under Article XIII.

5.2 BADGING REQUIREMENTS

Suppliers who will only deliver but not enter a school building to perform services, will be required to complete and submit the **CERTIFICATION FOR CRIMINAL HISTORY CHECK FORM (Attachment D) only**, prior to beginning services.

Suppliers who will deliver and enter a school building to perform services, will be required to complete the Criminal History Check process described below, prior to beginning services. Attachment D should be completed and returned after all personnel have been badged.

Criminal History Checks

During the term of this agreement, the firm’s employees have access to GISD facilities while students are present which could result in continuing duties and direct contact with students. Subsequently, the supplier is responsible for complying with Texas Education Code § 22.0834. There are 2 processes (Paragraphs A. & B.) with regard to Badging:

- A. Garland ISD has determined that the Scope of Work of this engagement does not involve direct and ongoing contact with students if the consultant/Vendor takes the necessary precautions. The consultant/Vendor is instructed to follow the procedures as outlined for obtaining badging through FC Background. FC Background is an independent firm selected to perform criminal history checks for the Garland ISD for consultants/Vendors who do not have direct and ongoing contact with students. In addition to FC Background’s badging process, the consultant is responsible for ensuring direct access to students is prohibited. The consultant/Vendor and all workers on Garland ISD property will enforce compliance and shall certify compliance with

Texas Education Code (TEC) § 22.0834, see Attachment D. As a minimum, consultant is responsible for the following:

5.2.A.1 Consultant shall only use restrooms designated for consultant(s)/worker(s). Student restrooms are not available for use by consultant(s)/worker(s). The following are the only facilities available for use:

- inside Garland ISD buildings, “faculty only” facilities; and
- Outside on Garland ISD property, vendor furnished “portable” facilities.

5.2.A.2 Consultants/vendors/workers are not allowed direct and ongoing unsupervised contact with students in areas including, but not limited to: Classrooms, elevators, athletic buildings, weight rooms, gymnasiums, auditorium, practice rooms, band halls, hallways, locker rooms, office spaces where students are located.

5.2.A.3 Precautions listed in this section are the minimal requirements to avoid direct and unsupervised contact with students. Consultant/vendor is responsible for implementing additional measures to ensure direct and ongoing unsupervised contact with a student does not exist.

5.2.A.4 The company recommended for award shall complete the background screening and badging process with FC Background to have all employees and sub-contractors working on-site for the Garland ISD.

Contact Information:

FC Background

Phone: (972) 404-4479/Fax: (214) 306-8207

Monday – Friday 6 am – 6pm CST

customer.support@fcbkgnd.com

Facility maps are available at www.fcbkgnd.com

Cost per Employee is \$30.00 per subject (additional criminal records search fees may apply)

5.2.A.4.1 Garland ISD Badging Qualifications:

- No Felony convictions, no open or pending felony cases (no time limit);
- No misdemeanor convictions involving crimes against children or crimes of moral turpitude (see below);
- No registered sex offenders; or
- No outstanding warrants for crimes that would disqualify an individual from receiving a badge.

5.2.A.4.2 Garland ISD Board defines moral turpitude as (Not limited to the following):

- Dishonesty, fraud, deceit, theft, false representation (not including misdemeanor theft by check cases);
- Deliberate violence;
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell or distribute and controlled substance;

- Acts constituting abuse under the Texas Family Code;
- Public lewdness; or
- Prostitution.

B. Should an environment develop where there is direct and ongoing unsupervised contact with student(s), then, at a minimum, the consultant shall cease work immediately, notify GISD Security, and comply with the following:

5.2.B.1 Obtain required criminal history record information, through the Department of Public Safety’s Fingerprint-based Applicant Clearinghouse of Texas (FACT), regarding its employees assigned to work GISD premises. The following steps should be followed to complete the process:

5.2.B.1.1 If you are a **sole proprietor** (one-person company) you must contact GISD Purchasing Department to obtain FAST pass.

5.2.B.1.1.1 Follow instructions on the FAST Pass to arrange an appointment for employees to be finger printed. Employers may select the most convenient location to their zip code.

If there is not a convenient location based on your zip code, please enter 75042 and choose “Garland: Garland ISD” to schedule your fingerprint appointment.

5.2.B.1.1.2 After fingerprinting is completed, email Eva Gracia, Administrative Assistant to Director of Purchasing at Egracia@garlandisd.net and provide the following: RFP number, full name and date of birth for all personnel assigned to work on site during the contract term. If it is not possible to verify an employee based on the name and date of birth, it may be necessary to provide a driver’s license number or state identification card.

5.2.B.1.2 All other **suppliers, contractors and subcontractors** must:

5.2.B.1.2.1 Supplier will receive award letter or signed contract from the Purchasing Department.

Subcontractors will obtain an award letter or contract from the general contractor, before contacting DPS.

5.2.B.1.2.2 Contact the Department of Public Safety (DPS) at (512) 424-2474, select Option 2, to establish a vendor account and obtain a FAST pass. This process can take up to seven to ten business days.

5.2.B.1.2.3 Follow instructions on the FAST Pass to arrange an appointment for employees to be finger printed. Employers may select the most convenient location to their zip code.

If there is not a convenient location based on your zip code, please enter 75042 and choose “Garland: Garland ISD” to schedule your fingerprint appointment.

5.2.B.1.2.4 After fingerprinting is completed, email Eva Gracia, Administrative Assistant to Director of Purchasing at Egracia@garlandisd.net and provide the following: RFP number, full name and date of birth for all personnel assigned to work on site during the contract term. If it is not possible to verify an employee based on the name and date of birth, it may be necessary to provide a driver's license number or state identification card.

5.2.B.2 If an employee is arrested while under contract, you must contact Dana Knox, Garland ISD Human Resource Specialist of Fingerprinting/Investigations at 972-487-3213. The incident must be reported within 3 business days of the arrest.

5.2.B.3 Notify GISD Purchasing Department if employees leave employment with the firm during the contract term or cease responsibilities on GISD property.

5.3 SUBSTANCE ABUSE

- a. Purpose: Garland Independent School District (Garland ISD) is committed to the establishment and maintenance of a safe and efficient work environment for all personnel, free from the effects of alcohol, illegal drugs and other controlled substances.
- b. Policy: That District prohibits on their property, the use, possession, concealment, transportation, promotion, or sale of any of the following:
 - (1) Alcoholic beverages.
 - (2) Marijuana and other illegal drugs, look-a-likes and designer drugs.
 - (3) Drug paraphernalia.
 - (4) Controlled substances such as medications when usage is abused or when the substance is possessed without proper prescription labeling.

To be under the influence of any of the above substances while on GISD property or to use, possess, conceal, transport, promote or sell any of the above substances will be grounds for disciplinary action, up to and including removal from the Project.

- c. Contractor Requirements

Contractor, including its SUBCONTRACTORS of any tier, shall employ a work force free of the influence or possession of illegal drugs or alcohol while on District's property.

- (1) As a condition of employment, employees shall submit to substance abuse screening (**five-panel drug screening**) and breath alcohol testing for:
 - a. Pre-employment
 - b. Post-accident/Incident
 - c. Just-cause
 - d. Random selection
 - e. Return to work

(2) The Contractor shall pay for all costs associated with a NIDA-approved laboratory to conduct substance abuse testing and breathe alcohol testing.

(3) All Contractors and Subcontractors are responsible for reporting to the Bond Safety Director any incidents in violation of the substance abuse program and the disposition of the violation.

The Owner or its designee shall reserve the right, but not the obligation, to order the Contractor to send a worker home for the day, or to bar a worker from any Bond Program Project, for his/her failure to comply with anti-substance abuse policies, and the Contractor shall promptly comply with all such orders.

d. Definition

Property shall refer to all land owned by the District, to all property thereon; buildings, structures, facilities, platforms, fixtures, tunnels, installations, and to all project vehicles, stationary or mobile equipment, whether owned or leased. This definition may also include other work locations while in the scope and course of employment on the District's Construction Projects.

5.4 OTHER CONTROLLED ITEMS

Garland ISD prohibits the use, possession, concealment, transportation, promotion or sale of the following controlled items:

- a. Firearms, weapons, and ammunition (except when authorized for security reasons).
- b. Switchblades.
- c. Unauthorized explosives including fireworks
- d. Stolen property or contraband.

5.5 EMERGENCY PROCEDURES/GUIDELINES

Emergencies may occur during any 24- hour period in the following categories:

- a. Fire
- b. Employee injury
- c. Pedestrian or school children injury due to work activity of any kind
- d. Property damage and damage to various utilities (i.e., electrical, gas, sewage, water, telephone or public roadways)
- e. Public demonstrations
- f. Bomb threats

The Contractor's Site Emergency Procedures shall be submitted to the Owner or designee, made part of the Construction Minimum Safety Program Guidelines as Attachment A and maintained on-site. The following provisions shall be included in the emergency procedures:

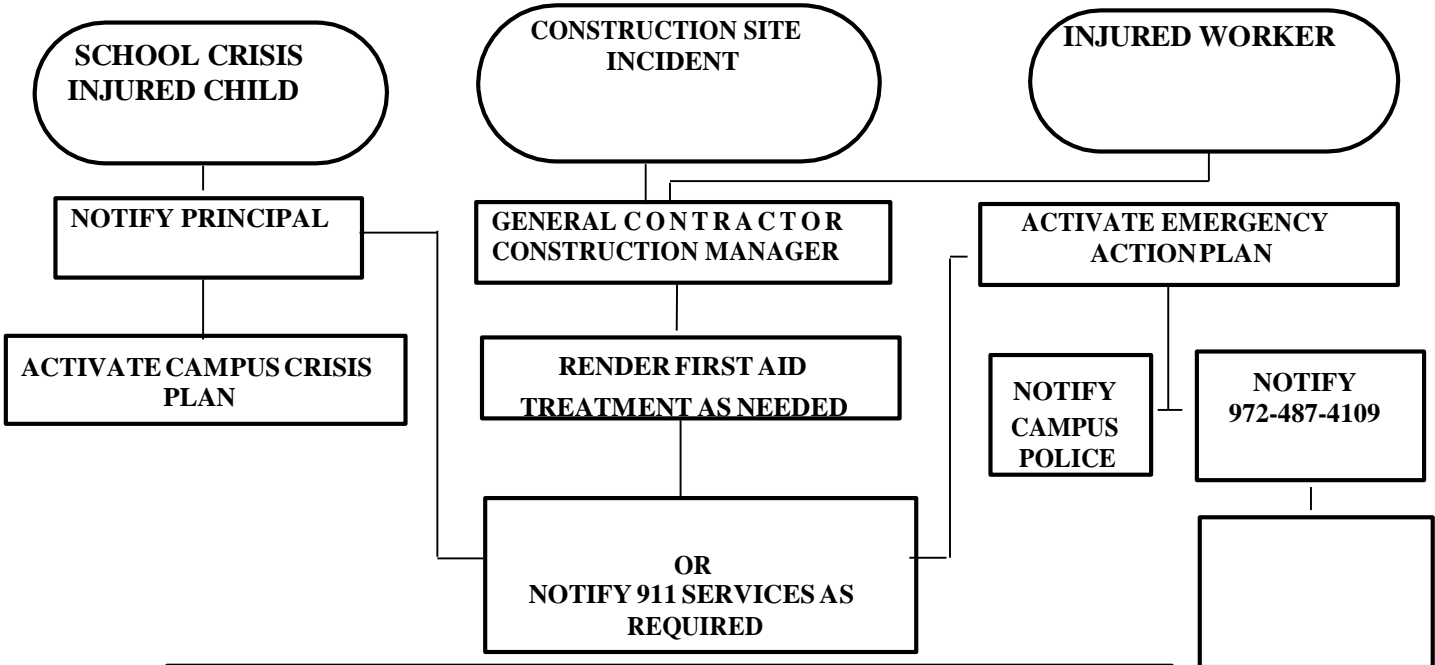
- a. The highest ranking Supervisor automatically becomes responsible for handling any emergency that occurs during working hours; they may call upon the assistance of any available employee;
- b. Following an emergency, ranking personnel shall:

- (1) Secure the area as expediently as possible; and
 - (2) Provide access and an account of the emergency to authorized representatives of the District and specific government agencies. Questions from the media shall be referred to the District.
- c. To ensure prompt emergency services, the Contractor shall:
- (1) Determine who is responsible for making emergency calls (preferably the ranking Supervisor present), and;
 - (2) Conspicuously post a list of emergency phone numbers, along with information to be transmitted.

On a regular basis, the Contractor should review and, when necessary, update the Emergency Procedures for maximum effectiveness. The updated procedures shall be submitted to the Owner or designee for review. Should a serious accident or emergency occur, the Contractor should contact the Owner. Should an emergency require the presence of an ambulance, the Fire Department or Police, including nights, weekends and holidays, then the Contractor shall call Police at 911 and the District Bond Safety manager at Office # (972) 487-6801 or cell # TBD

Garland ISD

ACCIDENT/INJURY/ SCHOOL CRISIS FLOW CHART



AFTER HOURS EMERGENCY NUMBERS:
Garland ISD SAFETY: 972-487-6801

5.6 PROTECTING THE GENERAL PUBLIC

Every precaution shall be taken to prevent injury to pedestrians or damage to the property of others. The public shall be considered as any persons not employed by the Contractor or Subcontractors of any tier. Among the precautions to be taken shall be the following:

- a. Work shall be performed in a public area only when specified by the Contract or the District in writing.
- b. Every step necessary shall be taken to protect and maintain work areas that interface with public sidewalks, building entrances (lobbies, corridors and aisles), stairways and roadways. This protection shall include but not be limited to installing and maintaining the appropriate barricades, fences, guardrails, overhead protection, partitions, signs, shields and adequate visibility. Protection against any additional harmful exposure shall also be provided.
- c. All travel ways, access, emergency exits, and egress points shall be maintained clear of obstructions at all times.
- d. Warning signs are to be conspicuously positioned and a flag person shall be assigned when moving equipment that may encounter pedestrians or private vehicles.
- e. Overhead protection shall be in accordance with the laws of the jurisdiction where the project resides.
- f. Each project work area shall be protected by a fence constructed of wood or metal, and stand at least **six feet (6')** high to prevent incidental public entry. Fences from construction areas should separate all playgrounds. All fencing shall be inspected **daily** and repairs made where necessary to prevent unauthorized access.
- g. Guardrails shall be made of rigid materials and comply with OSHA regulations.
- h. Barricades for the general public or public roadways shall be secured against accidental displacement and in place at all times, except when temporary removal is required. At such times, a trained flag person shall be assigned to control the unprotected area.
- i. Should a permanent sidewalk require obstruction or removal, a temporary alternative pedestrian walkway shall be provided. Guardrails shall be installed on both sides of any temporary walkway that has a fall exposure.
- j. When emergency exits must be re-routed the Contractor shall provide the necessary signs, maps etc. that will show where the nearest emergency exits are located.

5.7 GROUP TOURS AND SITE VISITORS

Normally there are no tours during a construction project. However, it is particularly important that a high degree of protection be afforded all persons on **authorized** tours of construction work-sites. In the event a tour is authorized, the following instructions shall be complied with, as applicable, by the Contractor and those responsible for arranging such tours:

- a. Tours shall be scheduled prior to the start or after the end of the workday.
- b. In all cases, General Contractor will notify Owner or designee of any tour in a timely manner prior to the tour-taking place.
- c. Group tours must be cleared through the District, allowing maximum advance notice and in compliance with the District's policies and procedures.
- d. The District will coordinate the tour arrangements and ensure notification to General Contractor and the Owner or designee.
- e. The Contractor will coordinate the following with the individual or organization requesting the tour:
 - (1) Number of Visitors: Tour groups in non-hazardous areas will be limited to no more than **twenty-five (25) persons** per tour guide.
 - (2) Clothing: Visitors will be required to wear pants or slacks, shirt or blouse, and leather or work shoes. Sneakers, high-heeled shoes, and open toed shoes are prohibited.
 - (3) Minors: Persons under 18 years of age are not permitted on project tours.
 - (4) **Protective Equipment: Hard hats, eye protection, earplugs, and other protective devices will be required, as necessary.**
 - (5) Release and Hold Harmless Agreement: Each visitor shall be required to sign a release and hold harmless agreement prior to the commencement of the tour. A sample Visitor's Release and Hold Harmless Agreement is contained in this Manual as Exhibit 5-1.
 - (6) All visitors shall comply with Contractor safety requirements.
 - (7) All visitors shall be escorted by the job-site Superintendent, Owner or their designated representatives.

Designated escorts shall familiarize their group(s) with the hazards to be encountered on the tour prior to entering the project site.

District representatives, who visit or escort technical and official visitors in hazardous work areas, shall notify the Contractor in advance and shall comply with all established construction safety procedures.

5.8 SAFETY COMMITTEE

Under the direction of the District, a Safety Committee will be appointed from the selected company safety representatives and management. This committee will meet on a monthly basis for review of any safety issues needing attention as well as for investigation of serious accidents that result in loss of life, injury to several workers or pedestrians, or a major property loss. All employees of any tier shall cooperate when necessary with any Safety Committee investigation. The Committee will submit a report to the District at the conclusion of the investigation.

5.9 WORK AREAS

The Contractor shall provide a safe work area for its employees. When unsafe conditions are found to exist, immediate abatement is required. The Contractor may seek the District's assistance to resolve complex construction safety problems.

5.10 RECORD KEEPING AND REPORTING

The Contractor shall maintain an OSHA Form while working on the Garland ISD Project. It is the General Contractor's responsibility to obtain this form from all Subcontractors of any tier. Contractor and each Subcontractor are required by OSHA to maintain their own OSHA Form 300.

5.11 FIRST AID / MEDICAL TREATMENT

Emergency "911" telephone number shall be used for all accidents requiring the response of Emergency Medical Services, Fire Department or Police.

"First Aid" can be defined as the immediate or temporary care given to a person who has been suddenly taken ill or who has been injured. Any person trained in first aid should be able to recognize life (or other physical) threatening conditions and take some effective action to help keep the victim alive and in the best possible condition until professional medical help arrives. CFR-1926.50

For each shift of operation, all Contractors shall have on-site supervisors who are formally trained and current on basic First Aid and CPR. These supervisors will be expected to provide emergency medical first aid on their jobs for all employees but in no case will be designated as the "First Responder" for the project.

Legal Aspects of First Aid: Legally, no one can be forced to give first aid. If someone chooses to do so, the Good Samaritan Law states that they are not liable for their actions as long as they do not exceed their training or capabilities. Trained personnel must never do more than they are trained to do and must never accept payment.

- a. First aid supplies shall be readily accessible on each project site. The first aid Cabinet/kit shall be adequately stocked at all times.
- b. All injuries are to be reported to the immediate supervisor, no matter how minor. Treatment will be administered, and a report made of the injury. The employee's

supervisor is responsible for making arrangement to transport the employee to and from the closest medical clinic/hospital. Under no circumstances shall the employee be allowed to drive him or herself to the medical clinic/hospital. **All seriously injured personnel will be transported by ambulance to the nearest hospital.**

- c. All employees shall notify their supervisor prior to leaving the site because of illness or injury. If any employee obtains medical treatment without prior notification of the Superintendent, the employee shall notify the Superintendent at the start of the next scheduled workday.
- d. Prior to returning to work after treatment by a physician for a work related injury, the employee shall present a return to work slip from the treating physician. Failure to do so will result in the employee being barred from the site until such time as the employee presents the return to work clearance.

5.12 ACCIDENT INVESTIGATIONS

When an accident or near miss with major potential for a loss occurs, Supervisor of the crew involved shall perform an accident investigation. After determining the cause, and recommendations for corrective actions, a procedure may be implemented to prevent a similar incident from reoccurring.

5.13 CONSTRUCTION SAFETY, HEALTH AND TRAINING PROGRAMS

The Contractor shall provide additional training when necessary for all of its employees. The Contractor shall assure that each Subcontractor provides additional training when necessary for all of its employees. **This training must be documented.**

5.14 TRAFFIC CONTROL

- a. All Contractors, Subcontractors and employees shall comply with local city ordinances when work interfaces with traffic of the general public.
- b. Vehicle and equipment speed limit while traversing school property shall be a maximum of **five (5) miles per hour** during school hours and/or when children are present.
- c. **All materials and equipment deliveries should be coordinated with contractors as to prevent traffic congestion around peak school hours for children being dropped off or picked up from school.**

5.15 JOB HAZARD ANALYSIS

Planning for the safety of personnel and equipment being used shall begin with each phase of construction and continue through project completion. Contractor shall plan the safety procedures to be followed for each phase of construction. A Job Hazard Analysis (JHA) is required when job site supervision and/or Safety Representative determine the construction process, equipment or procedure pose a significant potential for body injury and/or property damage. Contractor shall **use Exhibit 5-6 (Job Hazard Analysis**

Worksheet) or its approved equivalent. **The Contractor's Safety Representative in conjunction with job site Supervisor is directly responsible for the development and implementation of Job Hazard Analysis (JHA).**

- a. The Job Hazard Analysis will be written by the Contractors and forwarded to the Owner or designee for review. JHA's shall be implemented on any task which may cause serious bodily injury or damage to property, equipment e.g., crane lifts of mechanical air units, task which require re-directing of foot and or vehicle traffic, use of swing stage scaffold, use of boom lifts to perform tasks and or any other task which pose a high risk.
- b. Planning meetings must include the Contractor and or Subcontractors, their responsible job site Supervisors (including the Craft Supervisor and craft Safety Representative), and any other responsible party who may contribute to the safety of the operation.
- c. Employees involved with the project shall be instructed as to the hazards involved and methods required eliminating those hazards, including emergency action to be taken in the event of an accident. Employees shall be made aware of the procedures to be used and requirements of the JHA.
- d. The JHA serves as an operating procedure and shall be available to personnel performing the work. The Safety Representative will retain a copy of the JHA.

5.16 SANITATION

Contractor is responsible for obtaining and maintaining adequate number of portable toilets on the project as well as areas for hand washing. The total number and sex of the employees working on the jobsite shall determine the number required. The Contractor shall also provide, or require its Subcontractors to provide, potable water, drinking cups and trash receptacles for cups.

5.17 FIRE PREVENTION PROGRAM

All Garland ISD Schools Are Smoke And Tobacco Free.

The Fire Prevention and Protection Program will be determined for each project by the size and conditions at each project. The Project Superintendent shall be responsible for the proper implementation and administration of the program giving due consideration to the availability of public Fire Departments and the type of work to be performed on the job. The Fire Prevention and Protection Program for each jobsite area will determine the type and amount of firefighting equipment required.

The Contractor's Site Fire Prevention and Protection Program shall be submitted to the Owner or designee, made part of the Construction Minimum Safety Program Guidelines as Attachment B and maintained on-site.

The following provisions shall be included in the emergency procedures:

- a. Ignition sources shall not be permitted in areas where flammable or explosives are stored or may be present and shall be conspicuously posted: "**NO SMOKING, MATCHES OR OPEN FLAMES**". Examples of ignition sources include:
 - 1. Smoking
 - 2. Electrical cords that are damaged
 - 3. Welding, torch cutting, and brazing
 - 4. Vehicle engines and electric motors
 - 5. Asphalt kettles
 - 6. Hot-plates
- b. Fire Extinguishers of the appropriate type (A: B: C). Are considered General Purpose) shall be provided, be placed conspicuously and sign posted. Fire extinguishers will be maintained and inspected as required by Federal, State and local regulations.
- c. Fires and open flame devices shall not be left unattended unless protected with automatic temperature control and cut off devices. Open burning for personal warming or trash disposal is prohibited.
- d. Gasoline and liquids with a flashpoint below 100° Fahrenheit shall not be used for cleaning and degreasing unless the Contractor Safety Representative approves their use and a stringent level of control is imposed during their use.
- e. All temporary heating devices shall comply with all requirements of CFR 1926.154
- f. All flammable liquids e.g. gasoline, diesel and mixed gas shall be labeled, stored and dispensed from U.L. approved safety cans. **Plastic fuel containers shall be prohibited on-site.**
- g. All areas of the project shall be kept free of accumulations of wood scraps, paper, and other combustible debris.
- h. Trash dumpsters shall be maintained a minimum of 50 feet away from buildings or other structures.
- i. Areas where torching is being conducted, a trained fire watch will be posted and he/she will have no other duties. The fire watch will remain on location for a minimum of **30 minutes** after torching is completed to insure that no hot areas are present.

5.18 NEW HIRE ORIENTATION

Prior to start of work, each Contractor employee shall receive a Site Specific Safety Orientation. This orientation shall be conducted by the Contractor's Safety Representative and include project safety requirements, public safety, protection of school children, proper use of personal protective equipment and safe work practices. To verify that the employee has received and understands this indoctrination, the employees

must sign a "sign-up sheet", which the Contractor keeps on file. Furthermore, it is the responsibility of the Contractor to ensure that non-English speaking employees receive these same instructions in a language they understand.

5.19 HOUSEKEEPING

Housekeeping is a basic requirement to construction safety and should be of primary concern to every superintendent, supervisor and foreman on the project. The maintenance of a safe, clean work area contributes not only to worker safety and the elimination of fire hazards, but also to efficient low cost production.

- a. Collect trash, debris, and refuse daily. All trash and debris shall be placed in proper containers, properly stacked or removed from the jobsite daily.
- b. Keep walking aisles and roadways clear.
- c. All welding leads, electrical cords, and torch hoses shall be strung a minimum of **7 feet high**, or positioned so as not to create a tripping hazard.
- d. Oily rags and any flammable debris shall be placed in closed covered containers at the end of each shift, or otherwise properly disposed of.
- e. Tools and materials shall not be left where they will create a hazard for others.
- f. Spilled liquids should be cleaned up immediately.
- g. Toilets, wash-up facilities, and drinking water dispensers are to be kept clean and sanitary.
- h. Protruding nails shall be bent-down or removed from boards.
- i. Surplus materials should be returned to storage areas.
- j. All cylinders, when not in use, will be secured in an upright position and fuel /non fuel cylinders will be separated by a minimum of 20 feet.

5.20 DUST CONTROL

Each Contractor is responsible for controlling dust that:

- a. Might endanger the health of children, school staff and employees.
- b. Create a nuisance to the general public.

Contractor shall reduce unacceptable dust levels either through engineering controls or other means. In either case, the Contractor must provide maximum protection for those exposed to dust.

5.21 HAZARD COMMUNICATION (HAZ-COM)

The Contractor's Hazard Communication Program shall be submitted to the Owner or designee, made part of the Construction Minimum Safety Program Guidelines as Attachment C and maintained on-site.

The program shall meet OSHA 1926 Requirements and provide for training so that all employees can:

- a. Understand the program and can identify with hazardous chemicals.
- b. Understand product-warning labels.
- c. Know where Material Safety Data Sheets (MSDS) are kept and can interpret them.

Note: Only those copies of MSDS' for chemicals to be used on project shall be maintained at the jobsite.

5.22 JOBSITE SAFETY INSPECTIONS AND AUDITS

The Contractor shall ensure that its Safety Representative make monthly inspections of each of the work area (including storage, office and shop facilities) to ensure compliance with the District and OSHA requirements utilizing Exhibit 5-2 or equivalent, Construction Safety Inspection Checklist or its equivalent. Safety deficiencies that are noted during the inspection shall be recorded on the form and those deficient items shall be communicated to his/her Project Manager/Superintendent in a timely manner. The Project Manager/Superintendent shall be responsible for implementing corrective action. The Contractor's Safety Representative will follow up and note the status of each safety deficiency until the deficiency has been abated, but until abatement takes place, each previously noted deficiency should be recorded during each subsequent site inspection.

The Contractor shall assure that crane and wire rope inspections are performed and that daily, monthly, quarterly, and annual logs are maintained. Crane Inspection Record is included as Exhibits 5-3 (equivalent form(s) may be utilized).

Contractor shall immediately notify the District whenever an OSHA compliance officer arrives on the project. Copies of any OSHA citations issued to a Garland ISD school project shall be immediately forwarded to the Bond Safety Director.

In addition to performing construction safety inspections, the Contractor's Safety Representative shall cooperate with designated District Representatives who conduct jobsite inspections (i.e., Insurance Carrier Loss Control personnel).

5.23 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All personnel, without exception, are required to wear certain PPE. Among these are:

- a. **Hard Hats** – All persons working or walking the construction site shall wear an ANZI-Z-89 approved hardhat at all times. Bump caps are prohibited. Any

operation that requires the employee to wear face protection does not preclude the use of head protection. The face protection shall be selected so that it can be used in conjunction with the required head protection.

Note: The construction site is defined as any area within the Project Perimeter Fence, excluding offices and office trailers.

- b. Eye Protection – Employees shall be required to wear ANZI Z-87 approved eye protection at all times while on construction site. Face protection equipment will be required when operating machines or operations present potential eye and/or face injury from physical, chemical or radiation agents.

Any person working in close proximity to or observing operations requiring additional or specialty eye protection shall be equipped with the same type of eye protection that is required for that particular operation.

- c. Hearing Protection – Hearing protection shall be accomplished by reducing the ambient noise level below 90 db by use of engineering controls wherever possible. All employees are required to wear a personal hearing protective device in all areas where the noise level exceeds 90 db. This protection may be in the form of approved earplugs, or an approved muff type-hearing protector. (Cotton inserted in the ear canal is not an acceptable form of hearing protection).
- d. Personal Fall Arrest System – 100% fall protection will be required for personnel regardless of craft working at a height greater than six (6) feet above the lower level, and not protected by standard guardrails or other means shall use an appropriate means of fall protection.
- e. The fall protection system selected should provide the employees the best means of protection while allowing the employees as much mobility as possible.
- f. Shoes – All employees and vendors in active work areas shall wear substantial leatherwork shoes or work boots. Tennis shoes, sneakers, or other athletic footwear, flip-flops, heels 1" + or any open toe shoes are not acceptable footwear.
- g. Clothing – All clothing should be in good repair, and not loose fitting or dragging in such a manner so as to pose a hazard from becoming entangled in equipment or machinery. All button shirts will be buttoned or t-shirts with at least 4" sleeves shall be worn at all times while on the jobsite. Tank tops, mesh shirts, sweatpants, shorts nor clothing displaying porn or profanity will be allowed. Long hair will be neatly kept under hardhat as to prevent serious injury caused by entanglement.

All employees shall be required to wear such additional protective clothing or equipment as required by the particular hazards involved with the tasks being performed.

- h. Respiratory Protection – When deemed necessary, employees shall be fitted for and instructed in the proper use of respirators that will afford them the maximum protection for the environmental hazard in which they are working. Because of

the extensive use of waterproofing, fireproofing, paints and welding processes, these areas may require constant monitoring. **When respirators are deemed necessary, the Contractor shall have a respiratory program that complies with OSHA regulations. A copy of the Contractor's Respiratory Program shall be submitted to the Owner or designee, made part of the Construction Minimum Safety Program Guidelines as Attachment D and maintained on-site.**

- i. Jewelry – No dangling jewelry or earrings shall be permitted on work sites. Necklaces will be kept inside shirts to prevent possible entanglement in moving equipment and rotating machinery.

5.24 CONFINED SPACE ENTRY (WHEN APPLICABLE)

Contractor shall establish a confined space entry procedure (when applicable) that adheres to OSHA Regulations. A copy of this procedure (when applicable) shall be submitted to the Owner or designee, made part of the Construction Minimum Safety Program Guidelines as Attachment E and maintained on-site.

All personnel connected with confined space operations will be adequately trained and confirmation of this training shall be documented. Confined Space Entry Permits shall be used where necessary.

Air monitors, rescue tripods, full body harnesses, ventilation equipment, etc. shall be available and used.

5.25 EXCAVATIONS

- a. **Before any excavation is started, the safety representative or supervisor will contact 1-800-DIG-TESS (1-800-344-8377) for confirmation number and all reasonable efforts shall be made to determine if any underground utilities (i.e.: power lines, water lines, fuel lines, etc.) are present within the boundaries of the proposed work area.** As the excavation work approaches the location of any known utilities, the lines shall be uncovered, using extreme caution not to disturb the lines, and adequate measures shall be taken to protect the lines from damage while the work progresses.
- b. All excavation shall be inspected daily by a competent person, or after heavy rain, or other change that may have caused a change in ground stability conditions. Any excavation greater than 20 feet shall be designed by an engineer and a copy forwarded to the Owner for review.
- c. If the Contractor must make a cut, cavity, trench or depression in an earth surface formed by earth removal, it shall comply with the applicable OSHA Regulations. Contractor shall train, or require to be trained, those employees who will work in and around the excavation about the hazards, as required by OSHA, in the areas of daily inspections, soils testing, soils classifications and protective or support systems.

- d. **All known utilities but not identified shall be exposed by hand.**

5.26 ELECTRICAL WORK

- a. All electrical work for and during the construction of this project shall be provided and performed in accordance with the National Electric Code (NEC) and OSHA.
- b. All 120 volt single-phase 15 and 20 ampere receptacle outlets on construction

sites, which are **not** a part of the permanent wiring of the building or structure and which are in use by employees, shall have approved **ground fault circuit interrupters (GFCI)** for personal protection. Receptacles on a two-wire single-phase portable or vehicle-mounted generator rated not more than 5 kw, when the circuit conductors are insulated from the generator frame and all other grounded surfaces, need not be protected with ground fault circuit interrupters.

- c. Employees shall be instructed to visually inspect each cord set, plug and receptacle of cord sets, temporary lighting and all equipment connected by cord and plug before each day's use for external defects, such as deformed or missing pins or insulation damage and for indication of internal damage. When there is evidence of damage, the damaged item shall be taken out of service, tagged until tested and required repairs made or item replaced.

5.27 FALL PROTECTION

Contractors are responsible for meeting or exceeding the fall protection requirements as stated in the 2014 Minimum Safety Program Guidelines Manual. **All personnel regardless of craft working at a height greater than six (6) feet above the lower level, and not protected by standard guardrails or other means shall use an appropriate means of fall protection.** The fall protection system selected should provide the employees the best means of protection while allowing the employees as much mobility as possible.

Contractors are required to evaluate **ALL** fall exposure conditions or tasks and where conventional fall protection methods are not feasible must develop a **Comprehensive Fall Protection Program**, which outlines what methods, procedures and/or devices will be used in its program. This program will suffice for a JHA. This evaluation and program must be in writing and must be submitted to the Owner or designee and Project Manager/Superintendent. Acceptance by the Project Manager/Superintendent is required **PRIOR** to employee exposure. Contractor or any Subcontractor failing to prepare this evaluation and program will be considered to be in non-compliance and the Project Manager/Superintendent will take appropriate action.

The Owner or designee may assist the Contractor in the development of a Comprehensive Fall protection Program, evaluation and training program.

Contractor is responsible for implementing the requirements to achieve fall protection in

accordance with all Federal, State, local rules, regulations and this Manual and shall assure that each Subcontractor meets the requirements.

- a. All employees working where there is a danger of falling shall use approved fall protection equipment or devices. Fall protection is required, as a minimum, under the following conditions:
 - (1) Formwork and reinforcing steel. Personal Fall Arrest Systems, safety net systems, or positioning device systems shall protect all employees working on the face of formwork or reinforcing steel from falling 6 feet or more to lower levels. This requires continuous fall protection unless documented OSHA variance or other documentation has been obtained.
 - (2) When working from a articulating man lift and boom lifts.
 - (3) When working on a ladder higher than 6 feet from a solid surface, if the employee's torso extends past the guard rails or if a vertical ladder extended a total of 20' or greater.
 - (4) When working on a platform or other support not equipped with adequate guardrail, which is higher than 6 feet from a work surface.
 - (5) When working from a crane-suspended work platform (prohibited, unless approved by Contractor's Project Manager), a body harness is mandatory.
 - (6) When an employee may have to be lowered into or raised from a confined space, a body harness is mandatory.
 - (7) When working adjacent to an unguarded floor opening or sloped roof, a lifeline system is desirable for mobility.
 - (8) When working adjacent to a deep excavation, pit or trench.
- b. Employees will be instructed on the proper wearing and use of personal Fall Protection Arresting Device Systems and documentation kept on file with safety representative.
- c. A static lifeline is a horizontal line attached between at least two fixed anchorages, independent of the work surface, to which a lanyard is secured. A lifeline must be constructed of wire rope (cable), at least 1/2 inch in diameter. It must be capable of supporting a dead weight of 5,000 lbs. at its center for each person utilizing the lifeline.
- d. A lanyard is a maximum 6-foot-long piece of flexible line rated for 5,000 pounds used to secure the wearer of an approved safety harness to a lifeline or fixed anchorage. Shock absorbing lanyards are recommended. **Note: The body force limits must be considered when selecting lanyards.**

- e. A major problem with lanyard snap hooks is the possibility of "Rollout" or unlatching during shock or static loading by a twisting action. Locking snap lanyard hooks or similar design hooks, such as carabineer type snap hooks with automatic twist lock arm or other locking device, are required on all safety lanyards, including those used as part of a Positioning Device System in reinforcing steel placement. Regular maintenance checks are required. **Only hooks with locking snaps that operate in as-new condition will be used.** Continued workers education is necessary. Users should not rely on sound of a snap closing; they should check the connection visually.
- f. Wire rope must not be used for lanyards, unless a shock-absorbing device, such as a "Dyna-Brake", is used in the system. Without such a device, the rigidity of the cable greatly increases the effect of the impact load in the event of a fall.
- g. Knots shall not be made in rope lanyards, as strength is greatly reduced by knots.
- h. Connecting two snap hooks together as the possibility of a "roll-out" exists shall not lengthen lanyards.
- i. Supervisors shall ensure that affected employees before each use perform equipment inspections. Harnesses and lanyards that have been subjected to impact loading shall be removed from service by the responsible Contractor and be destroyed to eliminate the possibility of using them at a later date.
- j. To maintain their service life, all harnesses and lanyards shall be inspected frequently by the Contractor and/or Subcontractor (Competent Person). Regular inspection for wear, damage or corrosion shall be a daily requirement and the Personal Protective Equipment (PPE) shall be discarded by the Contractor if excessive wear is determined.
- k. Safety nets may be used as another form of protection from fall injuries.
 - (1) Safety nets will be used whenever the use of safety harnesses and lifelines is impractical or unfeasible and protection from falls is required.
 - (2) Where safety nets are used, extra care must be taken to arrange the nets so sufficient clearance exists to prevent the nets from contact with the ground or other surfaces below or the sides when the nets catch the anticipated impact load.
 - (3) When two or more nets are joined to form a larger net, they should be laced or otherwise secured so they perform properly. For all nets, perimeter suspension should be designed and installed in such a manner that the suspension points are either level or slope toward the building or structure, so a rebounding load will not be directed out of the netting. Perimeter nets should not be more than 25 feet below the working level.
 - (4) Daily inspections of nets are required and shall be performed by Subcontractor's foreman. Inspections shall be made prior to and after

installation, after any alterations and after impact loading.

- l. The Fall Protection Program shall detail in writing when fall protection is required and exactly how this protection is to be provided. Sketches may be used to assist in the fall protection definition. This written program is required for Contractor or any Subcontractor exposing workers to falls 6 feet or greater. The written Fall Protection Program must be submitted, reviewed and accepted by the Project Manager/Superintendent prior to the start of work and/or employee exposure.
- m. The employer shall prepare a written training program to ensure that each employee who **might** be exposed to a fall hazards is **knowledgeable of the Fall Protection Program** requirements. The program shall enable each employee the ability to recognize the hazards of falling and shall train each employee in the procedures to be followed, in order to eliminate or minimize these hazards. Training must be documented and records kept at the jobsite.

The employer shall assure that a Competent Person qualified in the following areas has trained each employee, as necessary:

- (1) Complete understanding of all Federal, State and Local Fall Protection Regulations.
- (2) The nature of fall hazards in the work area.
- (3) The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems to be used.
- (4) The use and operation of guardrail systems, personal fall arrest systems, safety net systems, warning line systems, safety monitoring systems, controlled access zones and other protection to be used.
- (5) The role of each employee in the safety monitoring system when this system is used.
- (6) The limitations on the use of mechanical equipment during the performance of roofing work on low-sloped roofs.
- (7) The correct procedures for the handling and storage of equipment and materials and the erection of overhead protection.

5.28 ENVIRONMENTAL TESTING AND EQUIPMENT

Where necessary, Contractor shall provide, and the Contractor's Safety Representatives shall be trained and capable of, properly operating industrial hygiene equipment to perform the following tests as necessary:

- a. Combustible gas
- b. Noise

- c. Oxygen deficiency
- d. Toxic gas concentrations (CO, CO₂ and NO + NO₂)
- e. Lighting

Tests shall be performed as often as necessary to afford protection to employees and the general public.

No Contractor shall omit or discharge any substance into the environment in violation of the Environment Protection Agency (EPA), OSHA or other regulatory agencies. Where necessary, the Contractor's Safety Representative shall be responsible for all environmental monitoring and testing. Where an accidental discharge occurs, the following steps shall be implemented:

- a. Immediately take steps to minimize the discharge and resultant environmental impact.
- b. Contact: Project Manager/Superintendent
 Owner or designee EPA

5.29 FLOOR AND WALL OPENINGS

General:

- a. All floor holes and openings into which persons can accidentally walk or fall through shall be guarded by a physical barrier or cover, secured and labeled, "**Floor Opening - Do not Remove**", or protected by a standard guardrail.
- b. When it is necessary to work inside the barricade around a floor opening, or building edge, workers must wear and use a Personal Fall Arrest System, which must be tied off.
- c. Wall openings, from which there is a drop of more than 6 feet, and where the bottom of the opening is less than 39 inches above the working surface, must be guarded with a top rail, mid-rail and toe board.
- d. A standard guardrail system or perimeter cable must guard every open-sided floor or platform 6 feet or more above the adjacent floor or ground level.
- e. A safety railing of 1/4-inch wire rope, or equal, must be installed approximately 42 inches high, around the periphery of a temporary planked or metal deck floor during the course of structural steel erection. When the safety "wire rope" is 12 inches or less in horizontal distance from the edge of the floor a second "mid-rope" is needed. The wire rope should be securely fastened, yet allow for temporary removal in order to land materials. This wire rope must be flagged every 6'.
- f. Every flight of stairs having 4 or more risers must have its sides protected by a standard guardrail system. On temporary stairways, for every 12 feet of vertical riser, there must be a landing platform. Stairs must be at least 24 inches wide and equipped with treads and handrails. Temporary stairs must have a 30-inch wide landing for every 12 feet of vertical rise. Stairs must be properly illuminated (5 foot candles).

Stairways, ramps or ladders shall be provided at all points where a break in elevation of 19 inches or more occurs in a frequently traveled passageway, entry or exit.

- g. Where permanent stairways are not installed concurrently with the construction of each floor, a temporary stairway shall be provided to the work level. Joints shall be locked together by lock pins, bolts or equivalent fastenings.

Guardrails:

- a. Top rails and mid-rails protecting all work areas 4 feet or more in height shall be smooth-surfaced throughout their length and have a vertical height of 42 inches. Mid-rails shall be half way between the top rails and the floor, platform, runway or ramp. Synthetic or natural fiber ropes shall not be used as top-rails or mid-rails. Wire rope, when used as top-rails or mid-rails, must support a 200 pound weight, have no more than 4 inches deflection with support posts positioned not more than 8 feet apart.
- b. Wood top railing shall be at least 2 x 4 inch stock or equivalent. Wood railing posts shall be of at least 2 x 4 inch lumber spaced not to exceed 8 feet. Mid-rails shall be at least 1 x 6 inch stock or equivalent. Toe boards shall be 1 x 4 inch lumber or equivalent and securely fastened.
- c. When materials are piled to such a height that a standard toe board does not provide protection, paneling or screening from the floor to top-rail or mid-rails shall be provided.
- d. Handrails shall be of construction similar to a standard guardrail. All handrails and railings shall be provided with a clearance of approximately 3 inches between the handrail or railing and any other object. Handrails shall be not more than 37 inches or less than 30 inches from upper surface of handrail to surface of tread. Also, the handrail must be in line with face of riser or to surface of ramp.
- e. Personal fall protection devices independently attached or attended shall be used when performing work on unguarded locations at elevations greater than 6 feet. Lifelines shall be secured above the point of operation to an anchorage or structural member capable of supporting a minimum dead weight of 5,400 pounds per person.
- f. Guardrails shall be inspected daily and repaired immediately, as needed.

5.30 WELDING AND CUTTING

In addition to strictly following the provisions of OSHA and NFPA, each Contractor shall also provide its employees with:

- a. Indoctrination in the safe handling, storage and use of compressed gas cylinders.
- b. Shielding or welding curtains to be placed around established work areas to protect other workers from flash and sparks.

- c. Proper personal protective equipment, as well as instructions in its proper use when performing welding and cutting operations.
- d. Ventilation to adequately remove harmful fumes and gasses.
- e. Acetylene cylinders valve key must be kept with the cylinder at all times. Use regulators for fuel gas and oxygen cylinders that are in good working order and have flashback flame arrestors securely attached so that they prevent ignition of gas sources upstream from the torch. Ensure that valve keys are kept in position while in use.
- f. A properly rated, dry chemical fire extinguisher shall be in the immediate vicinity of each hot work operation.
- g. Instruction to use fuel gas and O2 cylinders only in a secured and upright (vertical) position.
- h. A fire watch must be present during all hot work operations and remain at work area 30 minutes after work is completed. All fire watch personnel must be trained on fire extinguisher safety.

5.31 COMPRESSED GAS CYLINDERS STORAGE

Contractor shall store oxygen cylinders separate from fuel gas cylinders. This separation shall be either a minimum distance of 20 feet or created by a fire resistive wall/partition with a one- half hour fire rating and a minimum of five feet (5') in height.

- a. Valves of the empty cylinders shall be in the closed position.
- b. Cylinders shall not be moved by tilting and rolling them on their bottom edges.**
- c. When not in use, cylinders shall have their protective caps in place and be hand tightened.
- d. Store gas cylinders in the upright position, **especially acetylene**. Acetylene is dissolved in acetone in an acetylene cylinder. When an acetylene cylinder is stored on its side, the acetylene may separate from the acetone, become unstable, and cause an internal explosion.

5.32 SCAFFOLD AND LADDER SAFETY

Scaffold Safety:

The erection, alteration or moving, of scaffolds or work platforms must be performed under the direction of a "competent person" to conform to established standards for initial use.

Scaffolds must be provided for work which cannot be done safely while standing on solid

construction at least 20 inches wide, or from ladders.

Guardrails, midrails and toe boards must be installed on all open sides of scaffolds. This guardrail system should be constructed from components furnished by the manufacturer. Where this is not possible, sound 2 x 4 inch lumber must be used for the guardrails and midrails, 1 x 4 inch lumber for the toe boards. Guardrails shall be 42" high above the floor or platform. Railing is required for all scaffolds greater than 10 feet in height. All employees working on scaffolds 6 ft. or higher shall have some means of fall protection.

- a. Scaffold planks must be at least 2 x 10 inch full-thickness lumber, structural grade, or equivalent.
- b. Where uplift may occur, scaffold planks must be cleated or secured and must extend over the end supports by at least 6 inches but not by more than 12 inches.
- c. All scaffolds must be fully planked and constructed to support the load they are designed to carry.
- d. A competent person must visually inspect all scaffold members before each use. Damaged scaffold members must be removed from service immediately.
- e. Access ladders must be provided for each scaffold in accordance with OSHA 1926.450. Climbing off and on the end frames is prohibited unless their design incorporates an approved ladder.
- f. Adequate mudsills and/or base plates or other rigid footing, capable of withstanding the maximum intended load, must be provided.
- g. Scaffolds must be tied off to the building or structure at intervals in accordance with OSHA 1926.450.
- h. Scaffolds should not be overloaded. Materials should be brought up as needed. Excess materials and scrap should be removed from the scaffold when work is completed.
- i. Barrels, boxes, kegs, horses, ladders, loose tile blocks, loose piles of bricks, a frame or other unstable objects shall not be used as work platforms mounted on top of other work platforms improperly or offset.
- j. Where persons are required to work or pass under a scaffold, a screen of 18 gauges, 1/2-inch wire mesh or equivalent protection is required between the toe boards and the guardrail.
- k. Overhead protection is required if employees working on scaffolds are exposed to overhead hazards. Such protection must be 2 x 10 inch planks or the equivalent.
- l. Unauthorized personnel must not alter scaffolds or work platforms.

Ladder Safety:

- a. Manufactured ladders must be rated (1A) for industrial or heavy work.
- b. Ladders can be used for access to working surfaces above and below ground level on short-duration jobs prior to the installation of a permanent means of access. However they must be built to ANSI standards..
- c. Rungs must be spaced 12 inches apart vertically. Stepladders must not exceed 20 feet in length. Extension ladders shall not exceed 44 feet in length. Overlapping section should not be less than 10 percent (10%) of the working length.
- d. Ladders constructed on the job must safely support the intended load, and:
 - (1) Rungs must be made from clean, straight-grained lumber.
 - (2) Cleats shall be uniformly spaced, 12 inches toe-to-toe.
 - (3) Cleats must be nailed at each end with 3 ten-penny nails or equivalent.
 - (4) Cleats must be blocked or notched into the side rails.
 - (5) Width of single cleat ladders shall be 15 to 20 inches.
 - (6) Rails must be made from select Douglas fir without knots (or equivalent).
 - (7) Rail splicing is permitted only if there is no loss of strength.
- e. Single cleat ladders must not exceed 30 feet in length. Double cleat ladders are required for two-way traffic or when used by 25 or more employees. Double cleat ladder maximum length is 24 feet.
- f. **All employees will maintain three points of contact with ladder while climbing and descending and always face the ladder. Hands should be free of tools and materials.**

5.33 WORK PERFORMED NEAR EXISTING DISTRICT RIGHT-OF-WAY

For any construction equipment (such as cranes, concrete pump trucks, back hoes, and the like) that could encroach into the District's operating right-of-way, the Contractor shall submit and obtain approval from the District for a plan describing the use of such equipment, and the necessary precautions to be taken to preclude any accidental encroachment of the right-of-way.

5.34 CRANES AND CRANE SAFETY

The following crane safety requirements have been established for the Contractor. The Contractor shall ensure that its Subcontractors meet the requirements.

- a. Contractor shall submit, to the Owner, a copy of the crane certification and documentation of the most recent annual inspection prior to crane use.
- b. All defects noted during that inspection must have been corrected.
- c. All cranes shall receive regular, thorough and periodic inspections, in accordance with the manufacturer's recommendations or applicable governing standards.

- d. All rigging equipment (i.e., slings, softeners, bridles, blocking cables, and the like) shall be inspected prior to use and documented monthly.
- e. All rigging shall be kept in good condition, properly identified as to capacity and properly stored when not in use.
- f. **Booms and/or suspended loads shall not be allowed to pass over playground or other school property when students and/or staff are present in these areas.**
- g. Safety hooks shall be used on all operations where loads are being handled.
- h. **All** suspended loads shall be controlled by tag lines of sufficient length to control the load.
- i. All signal persons shall:
 - (1) Receive proper signaling training.
 - (2) Never allow a suspended load to pass over or come within ten feet (10') of power lines.
 - (3) Never allow a suspended load to pass over, nor any individual to pass under, a suspended load.
 - (4) Be in constant eye, hand or radio communication with the crane operator.
 - (5) Make daily general inspections of the crane prior to use and maintain a log of these inspections. The Operator, Oiler or other qualified person may do the daily inspection.
- j. The crane operators shall be thoroughly trained and shall have related experience, in addition to being familiar with safe crane practices. Also, the crane operators shall have a complete understanding of all manuals, including maintenance and operating instructions provided for the specific crane in use. Operators shall have no physical, visual or mental reactions or impairments that will affect the safe operations of the assigned crane.
- k. For all GISD property that lies within Airport Control Zone (within 5 statute miles of an airport) the contractor will ensure that the crane boom's lighting, flagging, raising and lowering comply with FFA rules. All booms shall be boom down below 175 above ground level (AGL) during the hours of sunset to sunrise to provide clearance for air traffic. However, if this is not possible and temporary construction cranes are left up during this time period or utilized in support of construction activities, then all cranes shall be construction lit in accordance with FFA AdvisoryCirculation70/7460-1, "Obstruction Marking and Lighting".

5.35 USE OF MAN CAGES AND SUSPENDED WORK PLATFORMS

Contractor shall not use a crane to lift/lower and/or suspend personnel in man cages or work platforms. Any exception to this rule must be cleared through the Contractor's Project Manager or Superintendent.

5.36 EARTHMOVING EQUIPMENT AND TRUCKS

- a. All earthmoving equipment shall be maintained in safe working condition and will be appropriate and adequate for the intended use.
- b. Only authorized personnel shall operate equipment. Operators of equipment, machinery or vehicles shall be qualified and properly licensed for the operation involved.
- c. Equipment maintenance is to be performed only by qualified mechanics.
- d. Equipment operators and truck drivers will make a pre-shift walk around safety inspection of their equipment, and any conditions that effect safe operation will be corrected before further use.
- e. Equipment shall not be operated unless all required safety devices are in place and functioning properly.
- f. Careless, reckless or otherwise unsafe operation or use of equipment shall result in discipline and may constitute grounds for dismissal.
- g. Before performing any service or repair work, all equipment shall be stopped and positively secured against movement or operation, locked and tagged out of service, unless it is designed to be serviced while running, following the manufacturer's instructions.
- h. When equipment is serviced or repaired, the operator shall dismount until the service or repair is completed and then makes a complete walk-around safety check before remounting.
- i. All bi-directional earthmoving equipment and motor vehicles with an obstructed view to the rear shall be equipped with a warning horn and an automatic back-up (reverse) alarm that can be heard above and distinguished from the surrounding noise level.
- j. All off-highway earthmoving equipment and trucks such as loaders, dozers, scrapers, motor graders, rock trucks, tractors, rollers and compactors will be equipped with roll-over protective structures (ROPS) and seat belts, per OSHA standards.
- k. Seat safety belts shall be installed on and used by the operators of equipment provided with ROPS.
- l. Mobile equipment shall not be left unattended unless parked securely to prevent movement, with all ground engaging tools lowered to the ground, brakes set and the engine off.
- m. Equipment parked at night will be lighted, barricaded or otherwise clearly marked where exposed to traffic.

- n. Personnel will not be transported or ride on equipment or vehicles that are not equipped with seats for passengers.
- o. When fueling equipment or vehicles with gasoline or liquefied petroleum gas (LPG) the engine shall be shut down.
- p. All equipment and vehicles shall be equipped with appropriate fire extinguishers or fire suppression system.
- q. Haul roads shall be designed, constructed and maintained for safe operation consistent with the type of haulage equipment in use. Standard traffic control signs shall be used where necessary.
- r. Elevated roadways shall have axle high beams or guards maintained on their outer banks.
- s. Equipment, tools and materials hauled on pickups and flatbed trucks shall be secured to prevent them from falling onto the road.
- t. Equipment, pickups and passenger vehicles not necessary for performing the work should be parked well away from the work area to reduce congestion and avoid collisions.
- u. Vehicle and equipment speed limit while traversing school property shall be a maximum of seven (7) miles per hour during school hours and/or when children are present.

5.37 ELECTRICAL POWER LINES

- a. Any electrical power line shall be considered to be energized unless and until the person owning such line or operating officials of the electrical utility supplying the line, assures that it is **NOT ENERGIZED** and it has been visibly grounded.
- b. Operations adjacent to power lines is prohibited unless at least one of the following conditions is satisfied:
 - (1) Power has been shut off and positive means taken to prevent the lines from being energized (Lock out/Tag out).
 - (2) Equipment, of any part, does not have the capability of coming within the minimum clearance from energized overhead lines as specified in OSHA Regulations. Or the equipment has been positioned and blocked to assure no part, including cables, can come within the minimum clearances. A notice of the minimum required clearance must be posted at the operator's position.

5.38 LOCATING UTILITIES

Prior to any underground work being performed, all utilities within the area of work shall be located. Safety representative will insure that 1-800-DIG-TEST has been notified and that a confirmation number has been issued prior to any excavation.

- a. The Contractor shall coordinate with the District to ensure that all utility lines have been identified and located within the area of work.

- b. The contract specifications and drawings shall be reviewed by the Contractor for notations of utility companies that may not be a member of an underground service alert group. Those not members of an underground service alert group must be contacted directly.
- c. All calls to the utility companies shall be logged and retained by the Contractor.
- d. The Contractor shall visually check the area for signs indicating the possibility of recent underground relocation work by an outside entity.

The Contractor shall contact the District, Bond Safety Director or designee and all potentially affected parties at least forty-eight (48) hours in advance to alert them to the upcoming underground work.

- e. The Contractor shall take all necessary steps to protect the utilities from damage.

5.39 DEMOLITION & SITE CLEARANCE (OSHA SUBPART T)

All demolition activities at the Garland Independent School District shall be subject to all OSHA, Federal, State and local regulations.

- a. Prior to commencement of work, a competent person must conduct an engineering survey. This written survey will be considered the basis for an operational work plan.
- b. All structures needing support will be braced.
- c. All utilities including gas, water, electricity, etc. will be shut down. All pipe work will be purged of any hazardous, flammable, explosive material, etc.
- d. Licensed contractors will remove all asbestos, lead, and PCBs.
- e. All holes will be covered and adequately secured using materials, which have sufficient strength.
- f. Guardrails & Barricades will be installed as required.
- g. Warning signs will be posted as necessary.
- h. All debris chutes will be manufactured of appropriate materials and shall be adequately guarded and/or protected.

5.40 STEEL ERECTION (OSHA SUBPART R)

All steel erection on the Project will adhere to new OSHA, Federal, State and local regulations.

Site Layout and Construction Sequence

- Requires certification of proper curing of concrete in footings, piers, etc. for steel columns.

- Requires controlling contractor to provide erector with a safe site layout including pre-planning routes for hoisting loads.

Site-Specific Erection Plan

- Requires pre-planning of key erection elements, including coordination with controlling contractor before erection begins, in certain circumstances.

Hoisting and Rigging

- Provides additional crane safety for steel erection.
- Minimizes employee exposure to overhead loads through pre-planning and work practice requirements.
- Prescribes proper procedure for multiple lifts (Christmas-treeing).

Structural Steel Assembly

Provides safer walking/working surfaces by eliminating tripping hazards and minimizes slips through new slip resistance requirements.

- Provides specific work practices regarding safely landing deck bundles and promoting the prompt protection from fall hazards in interior openings.

Column Anchorage

- Requires 4 anchor bolts per column along with other column stability requirements.
- Requires procedures for adequacy of anchor bolts that have been modified in the field.

Beams and Columns

- Eliminates extremely dangerous collapse hazards associated with making double connections at columns.

Open Web Steel Joists

- Requirements minimizing collapse of lightweight steel joists by addressing need for erection bridging and method of attachment.
- Requirements for bridging terminus anchors with illustrations and drawings in a non-mandatory appendix (provided by SJI).
- New requirements to minimize collapse in placing loads on steel joists.

Systems-Engineered Metal Buildings

- Requirements to minimize collapse in the erection of these specialized structures, which account for a major portion of steel erection in this country.

Falling Object Protection

- Performance provisions that address hazards of falling objects in steel erection.

Fall Protection

- Controlled decking zone (CDZ) provisions to prevent decking fatalities.
- **Deckers in a CDZ and connectors must be protected at heights greater than 6 feet. Connectors must wear fall arrest or restraint equipment and be able to be tied off or be provided another means of fall protection.**

- **Requires fall protection for all engaged in steel erection at heights greater than 6 feet.**

Training

- **Requires qualified person to train exposed workers in fall protection.**
- **Requires qualified person to train exposed workers engaged in special, high risk activities**

5.41 ROOFING

All roofing activities within Garland ISD projects will adhere to all OSHA, Federal, State and local regulations.

- Heating devices or melting kettles should be placed on a level, firm foundation and protected against traffic, accidental tipping, or similar hazards.
- Work areas where melting kettles are in use will be flagged or barricaded off at a minimum distance of 25 feet from work area.
- Enclosed areas in which hot substances are being heated or applied should be properly ventilated.
- Before firing a kettle (following the manufacturer's instructions), employees must check hoses, gauges, fuel tanks, bumpers, and other equipment for defects and make sure the lid fits tightly. Burners should not be ignited near fuel or flammable materials. **All Kettles shall be equipped with after-burner devices.**
- Hot kettles should never be left unattended, even during lunch periods. The kettle covers should be readily available and fit tightly. All kettle workers should know how to put out a kettle fire.
- A non-combustible surface must be available on which to put a burner when removed from the kettle.
- The burners and engine must be shut down before refueling and the burners allowed cooling.
- Other workers who may be working on the roof should keep clear of the kettle workers and their equipment.
- A fire extinguisher rated not less than 20-ABC should be provided for each kettle and tanker operation, each open flame torching operation, and each work crew using mechanical equipment, power tools, hot bitumen, or flammable liquids. Travel distance from the kettle work area to the nearest fire extinguisher should be no more than 25 feet and placed in a convenient location that can be easily seen and accessible.
- From any point on a roof, an approved fire extinguisher should be easily accessible within 75 ft. One extinguisher should be available for every 3,000 ft.

- k. Employees must know the proper way to pick up a bucket and not jerk or kick a bucket that is stuck to a roof.
- l. Employees should use dry buckets, draw bitumen slowly, and not overfill buckets, as well as avoid splashing.
- m. Hoisting equipment should be used to raise bitumen to the roof. Hot bitumen should never be carried up ladders. The hoisting equipment must be strong enough to hoist the load and be properly secured.
- n. No combustible materials, including insulation and bitumen, should be stored near the kettle.
- o. Kettles should not be placed directly on combustible roofs. When it is necessary to place a kettle on such roofs, noncombustible surfaces should be placed under the kettle.
- p. At the conclusion of work, roofing mops should be “fanned out” onto a noncombustible surface to minimize the chance of spontaneous ignition.

SECTION 6

CONSTRUCTION SAFETY FOR SCHOOL CHILDREN (Safety of Children While School is Under Construction)

6.1 INTRODUCTION

The aim of Program Managers, General Contractors, Contractors and Subcontractors of any tier is to carry out their work activities in a safe and efficient manner to complete each project in a timely manner. The safety of the children is of the utmost importance, and every effort must be made to see to it that in those projects that are concurrent with school activities, each job done be evaluated for child safety. Our children are totally dependent on us to create a safe place for them to learn, study and play. Any work related or work generated condition deemed to be unsafe must be corrected immediately because children do not see the world as we do and are often victims of our own negligence. Children are often attracted by what is new and alien to them and will try to gain access to what may seem to be great places to play and have fun. Therefore, it is the responsibility of everyone to control the potentially dangerous areas that exist on any construction project. All, regardless of the trades involved, must make this effort. One serious accident will possibly bring in the police, the news media and other entities and the conditions found to have led to the accident will reflect on the job as a whole. In other words, the responsibilities of each person working in occupied areas become that much larger or expanded due to child safety conditions. **Remember**, it is for the children that the project is underway.

- a. Construction work areas shall be kept segregated from school operations, staff and students at all times. Separation may include, but are not limited to: fencing and bulkheads.
- b. Protect work areas with cones, barriers or other construction employees if necessary to leave a work area momentarily.
- c. Maintain doors or gates closed/secured when these open directly into occupied areas. Use security service if necessary.
- d. Maintain appropriate warning signage.
- e. Never leave tools and equipment unattended while in areas occupied by the school and its operations.
- f. Never create piles of debris or materials in areas occupied by children/teachers and leave the piles unattended. Remove piles before end of workday. Do not leave overnight.
- g. **Never** leave **compressed gas cylinders** unattended or overnight in occupied areas. Always secure these units in upright position with caps on.

- h. If a situation arises that is not covered by the Contractor's Safety Manual or the Construction Minimum Safety Program Guidelines Manual, please call or discuss it with your Project Manager.
- i. Maintain good housekeeping at all times. Do not leave scraps of material on floor in occupied areas. Pile up on the side or away from corridors and remove before end of day.
- j. Nails and screws shall not be left protruding from lumber or other materials. All nails and screws shall be removed or bent over.
- k. Never leave exposed electrical box panels, even during breaks. Cover exposed boxes physically with the panel cover, and protect area with barricades if necessary.
- l. Tour all work areas regularly, especially if the type of work being done is deemed to create problems and exposures to accidents. Make sure that unsafe conditions are corrected before leaving scene of work.
- m. Dust/Noise Control: These should be controlled properly to allow the school to maintain its teaching schedules without interruptions. Treat complaints as real and immediately establish control measures.
- n. The requirements of NFPA 101, Life Safety Code for Occupied School must be maintained during construction. Separate atmospheres must be maintained between the school areas in full occupancy and the areas under construction. Construction activities must not interfere or interrupt the normal teaching schedules. Means of egress for the school occupancy must be maintained free of obstructions, clean and lighted. While this may be a function of the school custodian, no construction related operations must be allowed to cause an impairment of the normal means of egress facilities. In addition, existing smoke detection, communications and alarm systems must be maintained during construction.
- o. Coordinate the delivery of heavy equipment, tools and materials around peak hours of school traffic, i.e. morning drop off of children and afternoon pick- ups.
- p. Neither entrance nor exit from schools shall be blocked until school officials have been notified and re-routing has been established.

SECTION 7

ACCIDENT REPORTING

7.1 RESPONSIBILITIES

Contractor is responsible for investigating and reporting all accidents pertaining to all work performed under contract. All jobs related accidents shall be properly investigated, irrespective of what or who is involved. Relative data regarding each accident shall be compiled on Exhibit 6 or equivalent and completed in a timely manner. The form should provide verification of related facts and recommendations, noting specific abatement actions to preclude the occurrence of similar accidents/incidents.

7.2 ACCIDENT REPORTING

- a. Subsequent to each incident, involving alleged injury to students, school staff, or members of the public, or release of pollution, or where equipment or property damage occurs, the Contractor shall:
 - (1) File a report using Exhibit 6-1 or company accident report forms for each incident.
 - (2) Use information obtained following an investigation and direct discussion from persons involved or responsible.
 - (3) Retain the original and forward copies of the report to the Bond Safety Director.

- b. Regarding alleged damage to private property, the following procedures are to be followed:
 - (1) Contractor shall review the file copy of the Pre-construction Survey that was performed prior to commencement of any construction.
 - (2) The Contractor's Safety Representative, accompanied by the Owner or designee, shall perform an inspection immediately following the property owner's complaint.
 - (3) When conversing with the private property owner, record only the facts and avoid expressing opinions. Always note any remarks made by the property owner.
 - (4) Cooperate with Garland ISD in an effort to resolve the claim expeditiously, and provide updates to Garland ISD when requested.

7.5 FEDERAL OSHA FORMS

OSHA Regulations describe the record keeping, posting and the permit/registration requirements. These documents and forms can be obtained from:

U. S. DEPARTMENT OF LABOR
OSHA
(214) 320-2400

SECTION 8

CONSTRUCTION SAFETY MEETINGS

8.1 SAFETY MEETINGS ("TOOL BOX MEETINGS")

Contractor and all Subcontractors are required to hold a minimum of one, 15 minute Safety Meeting per week. There will be no exceptions and all crafts and employees shall be required to attend these meetings.

8.2 SAFETY COMMITTEE MONTHLY MEETING

A Project Safety Committee monthly meeting consisting of Contractor's Project Manager/Superintendent, Contractor's Safety Representative, Insurance Carriers representative (when available) and a Safety Representative from each Project Manager and General Contractors currently working on the Project.

The purpose of the meetings shall be to create awareness, improve communications, encourage feedback and solve problems.

8.3 SAFETY MEETING REPORT

Exhibits 7-1 or one similar shall be used to record each meeting. The employee conducting the meeting shall provide appropriate information for each section of the form and obtain the signatures of all employees in attendance. The form is to be retained on file until completion of the project.

SECTION 9

CONTRACTOR SAFETY AUDIT

9.1 PURPOSE

The effectiveness of this program depends upon the active participation and cooperation of all engineers, project managers, inspectors, supervisors and contractors, their employees and Subcontractors. The primary goals of this program are to increase safety awareness, raise safety standards in the work environment, provide incentives to make the workplace safer, and increase management involvement in the safety process.

There are five basic steps in establishing a consistent approach to safety inspections:

- a. **INSPECT:** Get into the work areas frequently and perform impromptu inspections. Do not combine safety inspections with other visits to the site.
- b. **REACT:** Refuse to condone unacceptable safety standards and unsafe practices.
- c. **COMMUNICATE:** Communicate reactions in a constructive fashion to the personnel responsible for work-site safety. Safety is a line organization responsibility.
- d. **FOLLOW-UP:** Follow-Up is the most important step to achieving a safer work site. Demonstrate commitment to improving construction safety by taking action to ensure safety standards are met.
- e. **RAISE STANDARDS:** Consistently following the first four steps will improve safety and housekeeping in the work site. Utilize an incentive program to raise the standards of conformance to safety regulations, increase safety awareness, and improve safety performance.

Appendix

Forms and Exhibits

CRITERIA FOR DEVELOPING A SITE SAFETY ACTION PLAN

It is the Garland ISD's policy that, prior to work, contractors are required to submit for review, a **Site Safety Action Plan**. The Owner or designee will evaluate the plan to see that it meets the safety requirements for the project scope of work.

It is critical that contractors understand the importance of developing an effectively functioning safety action plan that is pro-active and addresses the exposures to their employees for the particular work to be done. This should be addressed extensively in the safety action plan.

The Site Safety Action Plan provides guidelines to implement an accident prevention program on Garland ISD projects, and fully describes the contractor's commitments for meeting its obligations to provide safe and healthful working conditions for its employees.

Responsibilities

It is the contractor's responsibility to submit an acceptable project safety action plan that includes safe and health work practices. A brief description of the scope of work is to be included on the front page of the Site Safety Action Plan.

Job Safety Procedures in Detail

Describe in detail and specifically how job safety is to be incorporated into each phase of the scope of work. Use of ladders, scaffolds, flagging, equipment, exposures, special conditions, fall protection, etc., must be included for the plan to be accepted. Generalities will not be accepted to describe the safety and health conditions employees will be exposed to.

Areas To Be Covered In The Site Safety Action Plan

- *Accident Investigation Procedures
- *Crane Certification
- *Emergency Procedures
- *Trenching/Excavation Procedures
- *Fire Protection and Prevention
- *Confined Space Entry
- *First Aid (designated person required)
- *Fall Protection
- *Hazard Communication Program
- *Jobsite Self-inspections
- *Incident Reporting
- *Job Hazard Analysis
- *Traffic Control Plan
- *Orientation for all employees new to the jobsite
- *Safe Work Areas
- *Personal Protective Equipment
- *Reporting Unsafe Acts or Conditions
- *Safety Education
- *Lockout /Tagout
- *Safety Orientation for Supervisors
- *Disciplinary Policy
- *Special Instructions and/or Information
- *Task Training
- *Subcontractor Compliance

Site Safety Action Plan

1. **Accident Investigation Procedures**
2. **Disciplinary Policy**
Contractor shall explain disciplinary action for any employee who jeopardizes his health or safety, or the health or safety of others.
3. **Emergency Procedures**
Actions to be taken to familiarize employees with emergency procedures developed for the project. Procedures should cover injuries, fires, evacuations and similar situations.
4. **Fire Protection and Prevention**
Explain the project fire protection and prevention program in detail and how it will be installed.
5. **First Aid**
Provide names and qualifications of designated first aid/CPR provider. Where will equipment be kept? How will log be maintained?
6. **Hazard Communication Program**
Provide copy of job specific Haz-Com program
7. **Incident Reporting**
Reporting procedures contained in Claims Reporting Package must be adhered to.
8. **Occupational Health Problems**
Specific occupational health programs required to protect employees working on the project i.e., air monitoring, sampling, special protective clothing or equipment, or particular hazards.
9. **Personal Protective Equipment**
Describe personal protective equipment to be worn and where. Include parameters for its use.
10. **Reporting Unsafe Acts or Conditions**
What program is to be put in place promoting positive feedback to supervision and employees who report unsafe or conditions?
11. **Safe Work Areas**
What directions are given to the supervisor? Describe the **formal job hazard analysis process.** Traffic Control Plan (provide copy).
12. **Safety Education**
What and how often is training conducted to educate employees? Who conducts the program?

13. **Safe Orientation of New Hires**

Each employee who is new to the jobsite must receive a thorough safety and hazard communication orientation, which imparts basic information about the project safety and health program, federal/state regulations, and other safety rules and regulations needed to perform tasks safely. Future safety instructions may be necessary if hazardous work and/or unfamiliar tasks are performed. Orientation should include but not be limited to:

- | | |
|--------------------------------|--|
| *Electrical Safety | *Substance Abuse Policy |
| *Personal Protective Equipment | *Fall Protection |
| *Fire Protection | *Scaffolding and Ladders |
| *First Aid Facilities | *Special Project Requirements |
| *Emergency Procedures | *Trenching and Excavations |
| *Hazard Communication | *Cranes, Rigging and Material Handling |
| *Housekeeping | *Safety Meetings |
| *Medical Surveillance | *Safe Work Practices |
| *Perimeter Guarding | *Safe Equipment and Vehicle Operations |
| *Accident Reporting | |

14. **Safety Orientation for Supervision**

Describe supervisor orientation upon hire or promotion. How will this orientation outline duties for safety in daily work activities? List duties and responsibilities.

15. **Supervising for Safety**

Describe how supervisors are going to constantly review the safe practices and procedures. Jobsite inspections are required daily. An inspection checklist should be documented at least weekly.

16. **Tool Box Safety Meetings**

These must be held and documented at least weekly. Who conducts these? Where and when will they be held?

17. **Task Training**

Contractors are required to task train employees in the exposures they will be confronted with and the job they are expected to perform. In most cases, this will be done during the pre-job and haz-com orientation. Other situations, however, may arise during the course of the project that will require additional training. Describe how task training will be accomplished.

18. **Subcontractor Compliance**

Describe how Subcontractor compliance with your safety program and the Minimum Safety Program Guidelines Manual will be verified and documented. When Subcontractors programs are deficient, Contractor shall be responsible for providing them the necessary training and protection. This must be documented.

VISITOR'S RELEASE AND HOLD HARMLESS AGREEMENT

Contractor: _____

Project: _____ **Date:** _____

In consideration of being permitted, for my own purposes and interests, to enter upon the premises or construction site of Garland Independent School District Construction Project, I hereby release, hold harmless, and indemnify the Garland Independent School District, Consultants, Inspectors, Contractors and Subcontractors from and against, and assume the risk for and on behalf of myself, my heirs, my supervisor and my estate, all damages, losses, injuries and any and all other claims of any type whatsoever for personal injury (including death) and other loss or damage of any nature whatsoever including damage to my personal property, and reasonable attorney's fees and court costs sustained or caused while on such premises or site. In the event any clause, term or provision of this agreement shall be declared or adjudicated void or invalid, it shall in no manner affect the other clauses, terms and provisions hereof, which shall remain in full force and effect, as if the clause, term or provision so declared or adjudicated invalid was not originally a part hereof.

Print Name:

Signature:

Address:

Date:

SAFETY INSPECTION CHECKLIST					
Contractor:		Contract No.			
Job-site Location:					
Person in Charge:					
Date:	Time:				
Person(s) making inspection:					
		Column: A= Adequate B= Inadequate N/A = Not Applicable			
(1) PROGRAM ADMINISTRATION:		A	B	N/A	REMARKS
(a) Posting OSHA and other job-site warning posters.					
(b) Do you have safety meetings?					
(c) Job safety training, including first-aid training?					
(d) Is first-aid equipment and supplies available?					
(e) Are job-site injury records being kept?					
(f) Are emergency telephone numbers, such as police department, fire department, doctor, hospital, and ambulance, posted?					
(2) HOUSEKEEPING AND SANITATION:		A	B	N/A	REMARKS
(a) General neatness of working areas.					
(b) Regular disposal of waste and trash.					
(c) Passageways and walkways clear?					
(d) Adequate lighting.					
(e) Protruding nails removed or bent over?					
(f) Oil and grease removed.					
(g) Waste containers provided and used.					

(h) Sanitary facilities adequate and clean.				
(I) Drinking water potable.				
(j) Adequate supply of water.				
(k) Disposable drinking cups.				
(3) FIRE PREVENTION:	A	B	N/A	REMARKS
(a) Fire instructions to personnel.				
(b) Fire extinguishers identified, checked, accessible.				
(c). Proper fire extinguishers provided.				
(d) Hydrants clear, access to public thoroughfare open.				
(e) Good housekeeping.				
(f) "No Smoking" posted and enforced where needed.				
(g) Fire brigades.				
(4) ELECTRICAL INSTALLATIONS:	A	B	N/A	REMARKS
(a) Adequate wiring, well insulated.				
(b) Circuit breakers and GFCI (where required) provided.				
(c) Fire hazards checked.				
(d) Electrical danger signs posted.				
(e) Are terminal boxes equipped with required covers? Are covers used?				
(5) HAND TOOLS:	A	B	N/A	REMARKS
(a) Proper tool being used for each job.				
(b) Neat storage, safe carrying.				
(c) Inspection and maintenance.				
(d) Damaged tools repaired or replaced promptly. Are employee's tools inspected and repaired?				
(6) POWER TOOLS:	A	B	N/A	REMARKS

(a) Good housekeeping where tools are used.				
(b) Tools and cords in good condition.				
(c) Proper grounding.				
(d) Proper instruction in use.				
(e) All mechanical safeguards in use.				
(f) Tools neatly stored when not in use.				
(g) Right tool being used for the job at hand.				
(h) Wiring properly installed.				
(7) POWDER - ACTUATED TOOLS:	A	B	N/A	REMARKS
(a) Local laws and ordinances complied with.				
(b) All operators trained.				
(c) Tools and charges protected from unauthorized use.				
(d) Competent instruction and supervision.				
(e) Tools checked and in good working order.				
(f) Tools not used on anything but recommended materials.				
(g) Safety goggles or face shields provided and used.				
(h) Flying hazard checked by backing up, removal of personnel, or use of captive stud tool.				
(8) LADDERS:	A	B	N/A	REMARKS
(a) Ladders inspected and in good condition?				
(b) Secured to prevent slipping, sliding or falling?				
(c) Do side rails extend 36" above top of landing?				
(d) Rungs or cleats not over 12" on center.				
(e) Stepladders fully open when in use.				
(f) Metal ladders not used around electrical hazards.				

(g) Proper maintenance and storage.				
(h) Are ladders not painted?				
(i) Are safety skids in use?				
(9) SCAFFOLDING:	A	B	N/A	REMARKS
(a) Is erection properly supervised?				
(b) Will all structural members meet the safety factor?				
(c) Are all connections secure?				
(d) Is scaffold tied into structure where necessary?				
(e) Are working areas free of debris, snow, ice, grease?				
(f) Are base plates and mud sills provided?				
(g) Are workers protected from falling objects?				
(h) Is the scaffold plumb and square with cross- bracing?				
(i) Are guardrails, intermediate rails, and toe boards in place?				
(j) Is scaffold equipment in good working order?				
(k) Are hoist ropes and cables in good condition?				
(10) HOISTS, CRANES AND DERRICKS:	A	B	N/A	REMARKS
(a) Inspect cables and sheaves.				
(b) Check slings and chains, hooks and eyes.				
(c) Equipment firmly supported.				
(d) Outriggers used, proper cribbing.				
(e) Power lines deactivated, removed or at safe distance.				
(f) Proper loading for capacity of lifting radius.				
(g) All equipment properly lubricated and maintained.				
(h) Signaller where needed.				

(i) Signals understood and observed.				
(j) Are inspection and maintenance logs maintained?				
(11) HEAVY EQUIPMENT:	A	B	N/A	REMARKS
(a) Regular inspection and maintenance.				
(b) Lubrication and repair of moving parts.				
(c) Lights, brakes, warning signals operative.				
(d) Wheels chocked when necessary.				
(e) Haul roads well maintained and laid out properly.				
(f) Protection when equipment is not in use.				
(g) Shut-off devices on hose lines in case of failure?				
(h) Are noise arrestors in use?				
(12) MOTOR VEHICLES:	A	B	N/A	REMARKS
(a) Regular inspection and maintenance.				
(b) Qualified operators.				
(c) Vehicles laws and regulations observed.				
(d) Brakes, lights, warning devices operative.				
(e) Weight limits and load sizes controlled.				
(f) Personnel carried in a safe manner.				
(g) Is all glass in good condition?				
(h) Are back-up (reverse) alarms provided?				
(i) Fire extinguishers provided on all vehicles?				
(13) BARRICADES:	A	B	N/A	REMARKS
(a) Floor openings planked over and secured, or barricaded.				
(b) Roadways and sidewalks effectively protected.				

(c) Adequate lighting provided.				
(d) Traffic controlled.				
(14) HANDLING AND STORAGE OF MATERIALS:	A	B	N/A	REMARKS
(a) Are materials properly stored or stacked?				
(b) Are passageways clear?				
(c) Stacks on firm footings, not too high.				
(d) Proper number of men for each operation.				
(e) Are workers lifting loads correctly?				
(f) Are materials protected from weather conditions?				
(g) Protection against falling.				
(h) Is dust protection observed?				
(i) Extinguishers and other fire protection provided.				
(j) Is traffic controlled in the storage area?				
(15) EXCAVATION AND SHORING:	A	B	N/A	REMARKS
(a) Are adjacent structures properly shored?				
(b) Is shoring and sheathing used for soil and depth or excavation properly sloped?				
(c) Are roads and sidewalks supported and protected?				
(d) Is material stored at least 2 feet from excavations?				
(e) Is excavation barricaded and lighting provided?				
(f) Is equipment a safe distance from edge of excavation?				
(g) Are ladders provided where needed?				
(h) Are equipment ramps adequate?				
(i) Is job supervisor on-site during trenching operations?				
(16) DEMOLITION:	A	B	N/A	REMARKS

(a) Are operations planned ahead?				
(b) Is there shoring of adjacent structures?				
(c) Are material chutes used?				
(d) Is there sidewalk and other public protection?				
(e) Clear operating space for trucks and other vehicles.				
(f) Adequate access ladders or stairs.				
(17) FLAMMABLE GASSES AND LIQUIDS:	A	B	N/A	REMARKS
(a) All containers U.L. approved meeting OSHA requirements with contents clearly identified.				
(b) Proper storage practices observed.				
(c) Fire hazards checked.				
(d) Proper storage temperatures and protection.				
(e) Proper types and number of extinguishers nearby.				
(f) Carts for moving cylinders available.				
(18) MASONRY:	A	B	N/A	REMARKS
(a) Proper scaffolding.				
(b) Saws properly equipped, dust protection provided.				
(c) Safe hoisting equipment.				
(19) ROADWAY CONSTRUCTION:	A	B	N/A	REMARKS
(a) Laws and ordinances observed.				
(b) Flagperson properly dressed, instructed and posted.				
(c) Adequate warning signs and markers.				
(d) Equipment not blocking right of way.				
(e) Traffic control through construction site.				
(f) Adequate marking and maintenance of detours.				

(g) Dust control.				
(h) Adequate lighting.				
(20) PERSONAL PROTECTIVE EQUIPMENT:	A	B	N/A	REMARKS
(a) Eye protection.				
(b) Face shields.				
(c) Respirators and masks.				
(d) Helmets and hoods.				
(e) Head protection				
(f) Gloves, aprons and sleeves; rubber or plastic designed to afford protection from alkalis and acids; electrician's rubber gloves with protectors.				
(g) Respirators for harmful dust, sandblasting, welding (lead paint and galvanizing zinc or cadmium).				
(h) Adequate ventilation when painting or applying other coatings.				
(21) UNSAFE ACTS AND/OR PRACTICES OBSERVED (list):				
(22) OTHER				

List action(s) to be taken for items not found to be in compliance and provide date compliance is expected.

cc: Owner

<u>CRANE INSPECTION RECORD</u>					
CRANE NO: _____		MILEAGE: _____		HOURS: _____	
				DATE: _____	
A. GENERAL REQUIREMENTS	OK	Needs attn.	C. MAIN MACHINE	OK	Needs attn.
1. Capacity charts in cab			1. Controls		
2. Special instruction posted			2. Clutches		
3. Barricades (tailswing)			3. Brakes		
4. Exhaust, pipes guarded			4. Brake locks		
5. 5 BC fire ext. in cab			5. Main drum		
6. First-aid kit in cab			6. Boom hoist		
7. Safety glass in cab			7. Boom hoist panel		
8. Guardrails/hand holds			8. Boom hoist kickout		
9. Platform and steps/non-skid			9. Oil leaks		
10. Wire rope and cable inspected			10. Hook rollers and turret		
11. Operators documented inspection			11. Lift Test		
B. ATTACHMENTS			D. CARRIER		
1. Hooks and blocks (safety latch on hook)			1. Steering		
2. Sockets and rope clamps			2. Brakes (all system)		
3. Boom and lacing			3. Lights, horn, wipers		
4. Boom stops			4. Transmission		
5. Spreaders and gantry			5. Differential		
6. Jib and stops			6. Clutch		
7. Outriggers and pads			7. Engine		
8. Counterweights			8. Tires and wheels		
9. Anti two-block device			9. Gauges		

Inspected at: (Location) _____ **By:** _____
 cc: Owner

Job Hazard Analysis Worksheet

Title of Job/Operation _____ Date Prepared: _____

Position/Title(s) of Person(s) Who Does Job _____

Analysis Made By _____ Title: _____

Sequence of Basic Job Steps	Potential Accidents or Hazards (use codes below)	Recommended Safe Job Procedures

- | | | |
|------------------------|-------------------------|--------------------------|
| 1. Struck By (SB) | 5. Caught On (CO) | 9. Caught On (CO) |
| 2. Struck Against (SA) | 6. Caught In (CI) | 10. Caught In (CI) |
| 3. Contacted By (CB) | 7. Caught Between (CBT) | 11. Caught Between (CBT) |
| 4. Contact With (CW) | 8. Fall-Same Level (FS) | 12. Fall-Same Level (FS) |

ACCIDENT INVESTIGATION REPORT			
CONTRACTOR: _____			
ACCIDENT DATE: _____		TIME: _____	CONTRACT #: _____
ACCIDENT LOCATION (SPECIFIC): _____			
WHAT HAPPENED? (Describe operation, activity, condition and how accident or loss occurred. Use separate sheet and diagram if necessary.): _____ _____ _____			
PRIMARY CAUSE (Condition or act that caused the accident): _____ _____ _____			
Recommended correction action: _____ _____			
Equipment involved #: _____		Employee involved: _____	
Employee Injury (Describe): _____ _____ _____			
Medical referral? Yes _____ No _____			
Company Property Damage or Loss (Describe): _____ _____ _____			
Property, Damage or Injury to Others (Describe): _____ _____ _____			
Owner/Injured (Name, address, phone): _____ _____			
Witnesses (Name, address, phone): _____ _____ _____			
Police Report?:	Agency:	Photos?:	Taken by: _____
Foreman/Supervisor:	_____	Date:	_____
Contractor Project Manager Approval:	_____	Date:	_____

If additional space is needed, use the back side of this form.

ORIGINAL: Contractor's File

CC: Owner

SAFETY MEETING ATTENDANCE ROSTER

DATE: _____ PROJECT: _____

CONTRACTOR: _____ CRAFT _____

TOPICS

DISCUSSED: _____

SUGGESTIONS FOR IMPROVEMENT: _____

Foreman's Signature

Safety Representative

NAME – PRINTED	SIGNATURE	CRAFT
----------------	-----------	-------

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

**Garland ISD POLICE
FIRE
AMBULANCE**

or 911
or 911
or 911