

CONSTRUCTION SAFETY AND SECURITY PLAN

REV. 3.0, OCTOBER 6, 2015



HART

HONOLULU AUTHORITY for RAPID TRANSPORTATION



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10/13/15
Date



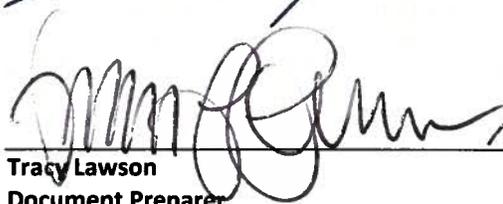
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Revisions

Necessary modification to this document will be made to conform to evolving project needs. As major revisions occur, the entire manual will be reproduced, bound, and distributed and prior versions of the manual shall be destroyed. For minor revisions, only the affected pages will be issued. All minor revisions will be dated and signed by the HART Chief Safety and Security Officer or the HART Project Director, and previous minor revisions of the document shall be destroyed.

CHANGE HISTORY			
REVISION	DATE	SECTION(S)	DESCRIPTION
0.0	10/20/2009		Initial Issue
1.0	04/02/2011		Final Design/Construction comprehensive revision
2.0	01/25/2013		Annual Review/update completed 9/10/2012, reformatted at direction of HART and published as 01/25/2013
3.0	10/06/2015	All	Annual Review/change from GEC to CEI, miscellaneous edits

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Acronyms

ANSI	American National Standards Institute
ASP	Associate Safety Professional
ASTM	American Society for Testing and Materials
ATSSA	American Traffic Safety Services Association
BCSP	Board of Certified Safety Professionals
CFR	United States Code of Federal Regulations
CHASP	Contractor Health and Safety Plan (Contractor Specific)
CHST	Construction Health and Safety Technician
CMS	Construction Management System
CPL	Compliance Directive
CPR	Cardiopulmonary Resuscitation
CSP	Certified Safety Professional
CSSP	Construction Safety and Security Plan
FTA	United States Department of Transportation, Federal Transit Administration
HAR	Hawaii Administrative Rules
HART	Honolulu Authority for Rapid Transportation
HECP	Hazardous Energy Control Plan
HRTPT	Honolulu Rail Transit Project
HIOSH	State of Hawaii, Department of Labor and Industrial Relations, Occupational Safety and Health Administration
HRS	Hawaii Revised Statutes
ISEA	International Safety Equipment Association
iSMS	Integrated Safety Management System
MUTCD	Manual on Uniform Traffic Control Devices
NCR	Nonconformance Report
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NPRCS	Non-Permit Required Confined Space
NRR	Noise Reduction Rating
NTP	Notice To Proceed
OCIP	Owner-controlled Insurance Program
OHSMS	Occupational Health and Safety Management System
OSHA	United States Department of Labor, Occupational Safety and Health Administration

PEL	Permissible Exposure Limit
PMP	Project Management Plan
PPE	Personal Protective Equipment
PRCS	Permit Required Confined Space
SCAT	Systematic Cause Analysis Technique
SDS	Safety Data Sheet
SIRP	Safety Incident Review Panel
SSMP	Safety and Security Management Plan
SSSP	Site Safety and Security Plan

Definitions

The following definitions do not supersede any legal or contractual meaning, but are intended to help clarify the usage of these terms in this CSSP¹.

Anti-Collision Devices	These crane safety devices are intended to eliminate the possibility of crane chassis and human factors failures resulting from the movement of cranes or other vehicles. Examples are amber strobe lights, high visibility flagging, audible warning devices and video cameras.
Anti-Current Devices	These crane safety devices prevent the transmission of electrical current from energized power lines to crane components in contact with the lines, or to personnel in contact with the crane. Examples are insulated boom cages, insulated lines or links, insulated barriers and proximity or current warning devices. Note: all anti-current devices should be considered redundant safety measures, secondary to a visual inspection for power lines and de-energizing power lines.
Anti-Upset Devices	These crane safety devices prevent a crane from overturning or tipping, and therefore protect against the resulting support or chassis hardware failure. Examples are levels, boom angle indicators, load charts/monitors, load moment indicators, outriggers, boom stops, anti-two block mechanisms (positive stop and audible), wind sensors and brakes.
Authorized Person	A person approved or assigned by an employer to perform a specific type of duty or duties or to be at a specific location or locations at the worksite. (29 CFR 1926.32 (d))
Certificate	A written document attesting to the successful completion of an established training plan by an individual trainee. (ANSI Z490.1-2001)
City	The City and County of Honolulu.
Competent Person	A person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. (29 CFR 1926.32(f))
Compliance	Meeting the requirements of local, state or federal statutes, standards or regulations. (ANSI Z10-2005)

¹ Information contained in the parenthesis at the end of the definition denotes the reference source.

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Conformance	Meeting the requirements of established OHSMS. (ANSI Z10-2005)
Construction	Work for construction, alteration, and/or repair, including painting and decorating. (29 CFR 1926.32(g)). The project phase that begins with the development, fabrication, or building of an engineered design and concludes with the delivery of the completed project. This phase includes the inspection, review, and testing of the delivered project and concludes with the determination that the delivered project meets the engineering specification. (FTA Circular 5800.1, Chapter I, Section 5.b)
Contractor	A contractor, specialty contractor or other entity as designated in the project documents, responsible for part of the design or construction process on a construction project. (ANSI A10.33 – 1998). Means an entity that performs tasks specified for the major capital project by HART (recipient). Contractors for recipients are typically private sector enterprises engaged to provide services or products within agreed limits specified by a procuring activity undertaken by the recipients. (FTA Circular 5800.1 Chapter I, Section 5.c)
Contractor Health and Safety Plan (CHASP)	A document prepared by the contractor which describes their company program and policies and complies with Hawaii Administrative Rules 12-110-2 or 12-110-60 written safety and health program criteria. This document must be submitted to HART for information purposes only.
Construction Safety and Security Plan (CSSP)	A document prepared by HART, as part of the SSMP, which describes requirements for contractors to address construction safety and security for the Project. The CSSP requirements include submittal of the Contractor Health and Safety Plan, Site Safety and Security Plan and notifications or reports that must be submitted to HART.
Corrective Action	Action taken to eliminate or mitigate the cause of a system deficiency, hazard or risk (fix an existing problem). (ANSI Z10-2005)

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<p>Critical Lift</p>	<p>When using cranes or hoists, the following are identified as critical lifts requiring detailed planning and additional or unusual safety precautions. a) Any lift involving hazardous materials; b) hoisting personnel with crane or hoist; c) lifts made with more than one crane; d) lifts where the center of gravity could change; e) lifts the operator believes should be considered critical; f) lifts made when the load weight is 75% of the rated capacity of the crane load chart or more (not applicable to overhead, gantry or bridge cranes); g) lifts without the use of outriggers using rubber tire load charts; h) lifts using more than one hoist on the same crane or trolley; i) lifts involving non-routine or technically difficult rigging arrangements (including Multiple Lift Rigging); j) lifts involving submerged loads and k) lifts out of the operators view except if ANSI B30.5 hand signals via a certified signal person in view of the operator or radio communications are available and in use and is determined a routine lift by the lift supervisor. (U.S. Army Corps of Engineers Manual EM 385-1-1, 16.H.01)</p>
<p>Designated Person</p>	<p>See Authorized Person. (29 CFR 1926.32(i))</p>
<p>Document (noun)</p>	<p>Written, electronic, or photographic information such as procedure or record. (ANSI Z10-2005)</p>
<p>Emergency</p>	<p>A situation that poses an immediate risk to health, life, property or environment. In order to be an emergency, the incident should be 1) immediately threatening to life, health, property or environment 2) have already caused loss of life, health detriments, property damage or environmental damage 3) have a high probability of escalating to cause immediate danger to life, health property or environment. In many cases, this will require Emergency Services such as police, fire, and ambulance/paramedic. (Business Dictionary)</p>
<p>Employee</p>	<p>A person who is employed by an organization or by a contractor to the organization when that person is under the day-to-day control of the organization. (ANSI Z10-2005)</p>
<p>Employer</p>	<p>A contractor or subcontractor within the meaning of the Occupational Safety and Health Act of 1970. Any employer employing one or more employees would be an "employer engaged in a business affecting commerce who has employees" and, therefore, he is covered by the Act as such. (29 CFR 1975.4(a))</p>
<p>Ensure</p>	<p>To make every reasonable effort to fulfill the requirement. (ANSI Z10-2005)</p>

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Exposure	Contact with or proximity to a hazard, taking into account duration and intensity. (ANSI Z10-2005)
First Aid	Any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial injuries, which do not ordinarily require medical care. This one-time treatment and follow-up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. (29 CFR 1904.7(b)(5)(ii))
Honolulu Authority for Rapid Transportation (HART)	HART is a semi-autonomous City agency responsible for the development, management, and implementation of the Project, including administration of the Safety and Security Plans for the Project. Includes consultant representatives when delegated by HART.
Hazard	A condition, set of circumstances, or inherent property that can cause injury, illness, or death. (ANSI Z10-2005). Means any real or potential condition that can cause injury, illness, or death; damage to or loss of a system, equipment, or property; or damage to the environment. (FTA Circular 5800.1, Chapter I, Section 5.n)
Hazardous Substance	A substance which, by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, or otherwise harmful, is likely to cause death or injury. (29 CFR 1926.32(l))
Honolulu Rail Transit Project (H RTP)	A project of the City and County of Honolulu to design and construct a rail transit system to serve the heavily travelled corridor between East Kapolei and Ala Moana Center.
Hot Work	Hot Work includes cutting, welding, Thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, torch-applied roofing, or any other similar activity. (NFPA 241 A.3.3.1)

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<p>Imminent Danger</p>	<p>Any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by the Occupational Safety and Health Act. (Section 13 (a) Occupational Safety and Health Act)</p> <p>The following conditions must be met before a hazard becomes imminent danger:</p> <p>There must be a threat of death or serious physical harm. "Serious physical harm" means that a part of the body is damaged so severely that it cannot be used or cannot be used very well.</p> <p>For a health hazard there must be a reasonable expectation that toxic substances or other health hazards are present and exposure to them will shorten life or cause substantial reduction in physical or mental efficiency. The harm caused by the health hazard does not have to happen immediately.</p> <p>The threat must be immediate or imminent. This means that you must believe that death or serious physical harm could occur within a short time, for example before OSHA could investigate the problem.</p>
<p>Incident</p>	<p>An event in which a work-related injury or illness (regardless of severity) or fatality occurred or could have occurred (commonly referred to as a "near miss"). (ANSI Z10-2005)</p>
<p>iSMS</p>	<p>Integrated Safety Management System. The HART internet based reporting and recordkeeping system for all construction safety and security related observations and incidents.</p>
<p>Medical Treatment</p>	<p>Treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though provided by a physician or registered professional personnel, nor does it include treatment ordinarily considered diagnostic or preventative in nature. (29 CFR 1904.7(b)(5))</p>
<p>Nonconformance</p>	<p>A deficiency in meeting one or more of the OHSMS and/or contract requirements. (ANSI Z10-2005)</p>
<p>Occupational Health and Safety Management System</p>	<p>A set of interrelated elements that establish and/or support occupational health and safety policy and objectives, and mechanisms to achieve those objectives in order to continually improve occupational health and safety. (ANSI Z10-2005)</p>

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Operator and Rigger Protection Mechanisms	These mechanisms reduce the possibility of human factors related crane failures in which the crane's operator or nearby personnel are injured as a result of crane chassis, rigging or electrical failures. Examples include cab reinforcement, distortion-free safety glass, windshield wipers, rigid bumpers and swing radius barricades, rigging hardware devices such as 100% positive action hook latches and tag lines.
Preventive Action	Action taken to reduce the likelihood than an underlying system deficiency or hazard will record or occur in another similar process (Fix a potential problem). (ANSI Z10-2005)
Project	The Honolulu Rail Transit Project
Qualified Person	One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work or the project. (29 CFR 1926.32(m))
Record	A document showing or stating results achieved or providing information or data of activities performed. (ANSI Z10-2005)
Resident Engineer	The manager responsible for monitoring of a specific contract on behalf of HART.
Risk	An estimate of the combination of the likelihood of an occurrence of a hazardous event or exposure(s), and the severity of injury or illness that may be caused by the event or exposures. (ANSI Z10-2005)
Safety	Means freedom from harm resulting from unintentional acts or circumstances. (FTA Circular 5800.1, Chapter I, Section 5.cc)
Safety Factor	The ratio of the ultimate breaking strength of a member or piece of material or equipment to the actual working stress or safe load when in use. (29 CFR 1926.32(n))
Safety Sensitive Position	Means, with respect to a public employer, a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to carry a firearm, perform life-threatening procedures, work with confidential information or documents pertaining to criminal investigations, or work with controlled substances; or a position in which a momentary lapse in attention could result in injury or death to another person.
Security	Means freedom from harm resulting from intentional acts or circumstances. (FTA Circular 5800.1, Chapter I, Section 5.kk)

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Shall	Mandatory. (29 CFR 1926.32(q))
Should	Recommended. (29 CFR 1926.32(r))
Site Safety and Security Plan (SSSP)	A document prepared by the prime contractor which describes their site-specific procedures and hazard mitigation strategies for the contract, as required by the Construction Safety and Security Plan (CSSP). This document must be submitted to and accepted by HART prior to any physical work activities commencing at the work site.
Visitor	A person or person(s) who visits a work site or office location associated with the Project and who is not assigned to the Project or Contract on a regular basis.
Work Site	The Project, Project site or associated locations related to the conduct of work for the Project or Contract such as equipment/lay-down yards and offices.

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1 Construction Safety and Security Plan Overview

1.1 Introduction

Federal Transit Administration (FTA) Circular 5800.1, Safety and Security Management Guidance for Major Capital Projects, requires grant recipients to develop a Safety and Security Management Plan (SSMP) for major rail capital projects covered by Title 49 of the United States Code of Federal Regulations (CFR) Part 633.

Accordingly, Section 8 of the SSMP requires a Construction Safety and Security Plan (CSSP) that:

- Describes the Honolulu Authority for Rapid Transportation (HART) program for construction safety and security. This includes requirements for contractors, including plans and reports that must be submitted to and accepted by HART. This also includes the activities HART and its designated representatives will perform to monitor contractor construction safety and security programs and plans.
- Describes HART requirements for safety and security monitoring, oversight, and audit at construction sites. This describes the approach to identifying and mitigating hazards or threats unique to the construction phase.
- Describes any incentives HART may provide for the CSSP.

The prevention of injury, illness, environmental and property incidents in the course of constructing the Honolulu Rail Transit Project (H RTP or the Project) is paramount. Injury, illness and property incidents can cause suffering and hardship to those involved and result in job delays and additional expense to the contractors and to the Project. The prevention of safety and security incidents is the direct result of a carefully planned Safety and Security Plan which is effectively communicated and consistently implemented with leadership from all organizations' management and supervision.

1.2 Purpose

The primary purpose of the CSSP is to provide risk management criteria to reduce the risk of occupational injuries, illnesses, property damage and fatalities during construction operations.

The CSSP establishes minimum acceptable requirements and procedures for contractors of all tiers and their consultants, suppliers and vendors. The requirements of the CSSP apply to all work pertinent to the Project and areas related to the Project site (herein referred to as the "Work Site"). The CSSP is not intended to be an exhaustive plan for each contract; rather it establishes the monitoring methodologies for HART and performance expectations of the contractors and Project personnel.

1.3 Scope

The CSSP is a Contract document that applies to all Project design and construction related field activities and defines minimum requirements for acceptable Occupational Health and Safety Management Systems (OHSMS). The CSSP does not release the contractor from its contractual requirements or duty to comply with the local, state and federal occupational safety and health standards and its duty to exercise reasonable diligence to prevent and/or detect whether violations of those standards exist.

Contractual acceptance of the Site Safety and Security Plan (SSSP) by HART does not relieve the contractor of any Employer duties² or Prime Contractor responsibilities³ under the law. The Prime Contractor for each contract is the Controlling Employer⁴ and as such is the responsible party and must exercise reasonable care and authority over the entire contract to ensure a safe, secure and healthy workplace.

The safety and security requirements contained in the CSSP are not to be considered all-inclusive. Where any portion of these requirements is in conflict with or are less stringent than other contractual requirements or any applicable local, state or federal statutory safety regulations, the more stringent requirement shall apply.

1.4 Goals and Expectations

The goal of this Project CSSP is incident and injury-free field activities and construction. This means that employers must not create violative conditions, even if the only employees exposed are those of other employers at the construction site. Employers are expected to exercise reasonable care and diligence to prevent or detect hazardous conditions and take steps consistent with their authority to correct or prevent hazards.

1.5 Review and Updates

This CSSP will be reviewed by HART on a periodic basis and amended or revised, as necessary. Proposed revisions will be reviewed by appropriate HART management personnel and then submitted to the HART Chief Safety and Security Officer for concurrence and HART Executive Director and Chief Executive Officer for approval.

² HRS 396-6 Employer Responsibility: safe place of employment; safety devices and safeguards.

³ 29 CFR 1926.16, HAR 12-110-2(f) Rules of Construction,

⁴ OSHA Directive Number CPL 2-00.124 (December 10, 1999).

2 Construction Safety and Security Policy Statement



HONOLULU AUTHORITY for RAPID TRANSPORTATION

Daniel A. Grabauskas
EXECUTIVE DIRECTOR AND CEO

Statement of Authority and Policy for Construction Safety and Security

Safety and security are the highest priority for the Honolulu Authority for Rapid Transportation (HART) during the construction phase of the Honolulu Rail Transit Project (Project). It is HART's expectation that all personnel involved in the Project promptly and diligently exercise their authority to prevent, detect, and correct hazardous conditions and behaviors. Consultants and contractors are expected to provide and maintain a safe workplace, free from recognized and predictable hazards in order to protect all Project personnel and the general public.

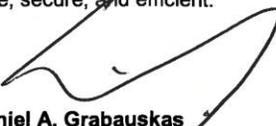
It is our belief that safety and security are shared responsibilities and only with the complete cooperation from all personnel can the Project achieve exemplary results. As such, each contractor shall place safety and security as the highest priority in Project operations by adopting and promoting a policy of zero tolerance for incidents. The following fundamental principles are to be incorporated by all levels of management and employees associated with the Project:

1. Base decisions on the belief that nothing is worth getting hurt, and all incidents are preventable.
2. Use open, honest, respectful communication.
3. Plan for safe and secure production activities. How the job gets done is just as important as getting the job done.
4. Cost and schedule must never override safety and security considerations.

A strong foundation for safety and security excellence will be achieved through the continuous implementation and improvement of the Construction Safety and Security Plan (CSSP). Accountability, responsibility, performance and technical standards are key CSSP elements that lead to safety and security success.

It is the responsibility of HART and every contractor on the Project to ensure that the personnel working under their control are equipped with the knowledge, skills, and attitudes to pre-plan safety and security into their work processes, maintain clean and orderly work areas, and perform their tasks in a safe manner in compliance with applicable laws and regulations. It is also the primary responsibility of each person to fully participate in the CSSP to protect themselves and others. The lives of people depend on the proactive implementation of the CSSP.

In order for HART to administer the CSSP effectively, everyone must do their part to prevent all incidents. All personnel are expected to support the CSSP with unwavering commitment. It is up to everyone to make sure that safety and security are integrated and managed into all daily processes. Nothing is worth getting hurt; HART will accept nothing less than production that is safe, secure, and efficient.



Daniel A. Grabauskas
Executive Director and Chief Executive Officer

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3 Project Management Roles and Responsibilities

3.1 Overview

This section contains information on the lines of authority, roles and responsibilities of the organizations involved in the Project. Each category contains a description of the general roles and responsibilities to be carried out for ensuring management leadership and commitment and the long-term success of the CSSP.

3.2 General Responsibilities

HART requires all Project personnel to fully support, cooperate and participate in the CSSP.

Consultants, contractors, suppliers and vendors of every tier are responsible for conducting their operations in a manner that ensures safe and secure working conditions at all times for all personnel involved in the Project (including the general public). Nothing contained in the CSSP shall relieve any contractor or subcontractor of the safety obligations assumed by the Contractor under its contract with HART or as required by law.

3.3 HART Roles and Responsibilities

The role and responsibilities below apply to all employees of HART, or their designated representative.

3.3.1 Role

HART establishes the Project safety and security performance expectations for all entities.

3.3.2 Responsibilities

- Establish the Project safety and security values, vision, policy and priorities and demonstrate a strong, genuine, continuous commitment to safety. (Lead by example).
- Communicate safety and security expectations as a first priority of business during meetings, site visits, gatherings, etc.
- Require contractual obligation for contractors to ensure safety and security of personnel and the general public and actively prevent, detect and correct unsafe practices, conditions and security vulnerabilities.
- Develop, implement, and manage the CSSP.

- Monitor contractor compliance with the CSSP. Implement and manage a contractor accountability system to and recognize areas of excellence and ensure prompt corrective action where deficiencies exist.
- Immediately notify the responsible Contractor of any observed conditions/acts that may cause illness or injury to persons or damage to property or the environment and require immediate corrective action.
- Where imminent danger exists, take appropriate action to preserve life or property, which may include suspending operations in the affected areas.
- Act within contractual monitoring authority; make recommendations which help contractors actively prevent, detect and correct unsafe practices, conditions and security vulnerabilities.
- Oversee the Owner-Controlled Insurance Program (OCIP) Safety Program implementation.
- Monitor all construction related safety and security activities as planned for and implemented by contractors.
- Evaluate Contractor SSSP to determine compliance with CSSP requirements and for appropriateness to the specific jobs site and work to be performed.
- Conduct safety and security observations; document in the Integrated Safety Management System (iSMS) for each Contract. Identify, evaluate and communicate any trends.

3.4 Prime Contractor Roles and Responsibilities

This category applies to all employees of the Prime Contractor engaged in design or construction related activities for the Project.

3.4.1 Roles

The Prime Contractor assumes all obligations prescribed as employer responsibilities under the law, whether or not any part of the work is subcontracted.

Where one contractor is selected to execute work of a contract, that contractor shall ensure compliance with the requirements of applicable Hawaii Administrative Rules and Hawaii Revised Statutes, including but not limited to Title 12, Subtitle 8, Part 3, from the contractor's own employees as well as from all sub-contractor employees or visitors on the project.

The Prime Contractor has general supervisory authority over the worksite, including the power to correct safety and health violations itself or require others to correct them.

3.4.2 Responsibilities

- Exercise reasonable care to prevent, detect and correct unsafe/unhealthy practices or conditions and security vulnerabilities. Act within authority to ensure safety and health compliance for Project personnel and general public.
- Comply with applicable local, state and federal occupational safety and health regulations, including but not limited to the Hawaii Revised Statutes (HRS) Section 396-6 and Hawaii Administrative Rules (HAR) Title 12, Department of Labor and Industrial Relations; Subtitle 8, Division of Occupational Safety and Health; Part 3, Construction Standards.
- Ensure employees, vendors, subcontractors, and visitors comply with the CSSP and SSSP. Participate and comply with HART safety and security audits. Cooperate with HART and its designated representatives, OCIP administrators, insurance carriers and consultants and provide program information as requested.
- Develop, implement, monitor, and enforce the following:
 - Contractor Health and Safety Plan (CHASP) written in accordance with HAR 12-110-2(b)
 - SSSP written in accordance with the CSSP requirements for the contract
- Designate at least one full-time Safety and Security Manager with construction-relevant safety and security experience and technical expertise, responsible for on-site safety and security program management (Appendix E). For limited scope contracts, HART may, at its discretion and with approval of the HART Chief Safety and Security Officer, allow for variations to the requirements of this position.
- Ensure that Safety and Security Representatives and competent and/or qualified person(s) are designated in writing (Appendix E). Competent Persons are required to be on site at all times to supervise relevant work activities and to ensure safety and health compliance. No work is to take place without competent supervision present. Safety and Security Representatives are required to act on behalf of and be on site full time when the Safety and Security Manager is not on duty.
- Ensure that work being performed (by prime contractor and/or subcontractor personnel) is pre-planned prior to starting any activity and is designed, inspected and/or supervised to ensure compliance with accepted plans and procedures, regulations and contract requirements.
- Cooperate and communicate with HART safety and security management personnel.
- Submit applicable safety and security documentation into the iSMS or HART's Construction Management System (CMS) software program as required by this plan or other contract documents.

- Limit access to the contract work area to authorized personnel only. HART retains the right for any of its employees, agents, and designated representatives to conduct unannounced work site surveys, visits, surveillance or audits.

3.5 Subcontractor Role and Responsibilities

3.5.1 Role

Independent of any Prime Contractor's responsibilities, the subcontractor has responsibility for occupational safety and health for the subcontractor's operation. That is, the subcontractor accepts responsibility for the subcontractor's portion of the work while the prime contractor assumes the entire responsibility for the project.

3.5.2 Responsibilities

- Exercise reasonable care to prevent and detect violations on the site. Act within authority to ensure safety and health compliance for project personnel and general public. Actively prevent, detect and correct unsafe/unhealthy practices, conditions and security vulnerabilities.
- Comply with applicable local, state and federal occupational safety and health regulations, including but not limited to HRS Section 396-6 and HAR Title 12, Department of Labor and Industrial Relations; Subtitle 8, Division of Occupational Safety and Health; Part 3, Construction Standards.
- Comply with CSSP and SSSP requirements for the Project (ensure lower tier subcontractor, visitor and vendor compliance).
- Develop, implement, monitor and enforce the subcontractor CHASP written in accordance with HAR 12-110-2(b).
- Ensure that work being performed by subcontractor (including additional tier subcontractors) personnel is pre-planned prior to starting any activity and designed, inspected and/or supervised to ensure compliance.
- Limit access to the contract work area to authorized personnel only. HART retains the right for any of its employees, agents, and designated representatives to conduct unannounced work site surveys, visits, surveillance or audits.
- Cooperate and communicate with Prime Contractor Safety and Security Manager and management personnel.
- Designate at least one Safety and Security Representative for each shift. (Appendix E).

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- Ensure that competent and/or qualified person(s) are designated in writing and on site at all times to supervise relevant work activities and to ensure safety and health compliance. No work is to take place without competent supervision present.

3.6 All Project Personnel Roles and Responsibilities

This section includes HART, the Prime Contractor, subcontractors, consultants, suppliers, vendors, and visitors.

3.6.1 Role

Demonstrate a strong, personal commitment to safety and make a positive impact on the safety culture of the Project.

3.6.2 Responsibilities

- Attend the Project-wide (HART) or Contract-specific safety and environmental orientation prior to going on site (one time or short term visitors may be escorted with a waiver per the HART visitor policy).
- Lead by personal example. Know and follow all safety, security and health procedures.
- Participate in pre-planning for safety in the workplace and conducting safety, security and health inspections/audits.
- Participate in finding solutions to safety, security and health challenges.
- Be alert and immediately notify the appropriate responsible person when a safety, security or health hazard is observed. Act within your authority to promote prompt corrective action or warn against hazard while reporting to the proper entity who can take prompt corrective action.
- Get involved in showing new employees the safety and security procedures.
- Participate in training that advances your safety and security knowledge, skills and attitude.

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4 Occupational Health and Safety Management System

The OHSMS outlined in this CSSP is intentionally formatted to match the life cycle of a contract to facilitate timely implementation of safety and security management elements. This is not an exhaustive list of regulatory requirements, rather areas of emphasis for this Project. Contractors are expected to be familiar with and comply with all applicable regulatory requirements, even when not listed in this Plan.

4.1 Administrative Phase

4.1.1 Bid Notification of CSSP requirements

Compliance with the CSSP will be communicated with the bid documentation and included in the contract. Contractors are required to accept the CSSP in its entirety and prepare their own documentation as outlined herein. This information must be passed on contractually through all tiers of contractors, suppliers and vendors.

Every employer shall comply with the State of Hawaii and federal laws and standards regarding a safe place of employment and safe practices, and shall do everything reasonable and necessary to protect the life, safety, and health of the employees and general public.

Every employer shall promote safe and secure work places and practices by eliminating, mitigating, or protecting against existing or potential hazards. Elimination by design, process substitution, or other appropriate methods is preferred, because it obviates the need for further employee protection. Modification, using such methods as engineering or administrative controls, isolation, and guarding shall be used to reduce existing hazards. When this mitigation is feasible, it shall be implemented expeditiously, with personal protective equipment required until an acceptable reduction of the hazard in the situation or condition is reached. Whenever it is not feasible to eliminate or reduce hazards to acceptable levels or where hazards continue to exist, personal protective equipment shall be provided and used.

4.2 Pre-Construction Phase

Upon award of a contract, and at least 30 days prior to the start of field activities, the Prime Contractor will be required to submit to HART the required CHASP (for information only) and Site SSSP (for acceptance) submittals. The SSSP shall be accepted prior to field activities taking place. Where any portion of these requirements is in conflict with or less stringent than any applicable regulatory or contract requirements, the more stringent shall apply.

4.2.1 Contractor Responsibility

Beginning in the pre-field activity phase and throughout the duration of the Contract, the Contractor is responsible for compliance with all safety and security requirements applicable to its Contract. In the event of nonconformance with safety and security requirements, upon notification, the Contractor shall take immediate action to correct the non-conforming or unsafe conditions.

If the Contractor fails to take corrective action that eliminates a nonconforming or unsafe condition in a timely manner, or if trends of nonconformance are identified and the Contractor chooses not to issue their own Nonconformance Report (NCR), the HART Project Manager or designee may issue an NCR and recommend further action be taken to require the contractor to correct the nonconformance and/or take other appropriate actions as permitted by contract.

Upon receipt of a notice of nonconformance or stop work order by the HART Project Manager or designee, the work shall be immediately suspended and corrective action taken. The Contractor Safety and Security Manager shall inspect and approve the corrected condition before the HART Project Manager or designee lifts the stop work order.

4.2.2 HART Project Manager or Resident Engineer Authority

Throughout the duration of the Contract, and beginning in the pre-field activity phase, the HART Project Manager or designee has authority to perform the following:

- Notify the Contractor of nonconformance conditions. This notice, when delivered to the Contractor or the Contractor's representative at the work site or via the iSMS shall be deemed sufficient notice of the nonconformance to immediately implement corrective action.
- Issue a stop work order stopping all or part of the work immediately in the case of imminent danger. Notify HART Management and recommend corrective action if the Contractor fails or refuses to make timely corrective action. Recommend removal from the Project of:
 - Any employee, subcontractor, vendor or supplier employee who has been documented as willfully and/or repeatedly noncompliant or unsafe.
 - Any piece of equipment determined to be noncompliant or unsafe.
- Recommend replacement of the Contractor Safety and Security Manager, Safety and Security Representative(s) or Competent Person(s) for nonperformance of safety/security duties.
- If the Contractor refuses to comply, recommend to HART Senior Management, at Contractor's expense, to correct any non-conforming, unsafe conditions or inadequate security provisions.

4.2.3 Pre-Field Activity Safety Coordination Meeting

Prior to the mobilization and start of work on site, at minimum, the Contractor's Project Manager, Superintendent and Safety and Security Manager shall attend a HART Pre-Field Activity Safety Coordination Meeting.

This meeting will be coordinated and led by the HART Construction Safety and Security Manager and HART Project Management personnel. This meeting will review the expectations of the CSSP and establish a commitment by all parties to place safety and security as the highest priority for the Contract. This meeting will be documented by the Contractor in CMS.

4.3 Field Activity Phase

No contractor shall be permitted to perform any physical work on a work site until its CHASP, SSSP, or other applicable submittal, as required by contract, have been submitted and accepted (as required) by HART.

Safety programs, documents, signs and tags must be communicated to employees in a language that they understand. Whenever work is being performed at work sites with non-English speaking workers, the Contractor shall have person(s) on site who are fluent in both English and the language(s) spoken. This person will interpret and translate as needed.

No person shall be required or instructed to work in surroundings or under conditions that are unsafe or dangerous to life or health. Each employee is responsible for complying with applicable safety and security requirements, wearing proper equipment, immediately reporting unsafe conditions/activities and security vulnerabilities, preventing incidents, immediately correcting hazards and unsafe conditions (within their authority) and working in a safe manner.

4.3.1 Conduct of Work

The Prime Contractor shall coordinate and ensure that all required work plans and hazard analysis are complete and communicated to work crews prior to beginning a new activity not previously experienced, working with a new crew or subcontractor, or working in a new area or a high risk activity. Work plans and hazard analyses shall be made available for review upon request.

Employees shall not knowingly perform work in an unsafe manner or in an unsafe environment without the safeguards prescribed by safety and health regulations (including but not limited to Hawaii Administrative Rule Title 12, Subtitle 8, Part 3). Employees shall not tamper with or render ineffective any safety device or safe guard and shall use the safety devices provided for personal protection. No person shall remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning furnished for use in any employment or place of employment.

4.3.2 Bulletin Board

The Prime Contractor shall erect and maintain a safety and health bulletin board in a commonly accessed area in clear view of the on-site workers. The bulletin board shall be continually maintained and updated and placed in a location that is protected against the elements and unauthorized removal. The bulletin board must contain the minimum safety and health information:

- A map denoting the route to the nearest emergency care facility
- Emergency contact telephone numbers
- U.S. Occupational Safety and Health Administration (OSHA)/Hawaii Occupational Safety and Health Administration (HIOSH)-required documents
 - OSHA 300 (February 1 – April 30)
 - Workers' Rights Safety Poster
 - Date of last lost workday injury for Contract (including all subcontractors of all tiers)
 - Safety and health promotional literature, posters, etc.
 - Information on the location of Safety Data Sheet (SDS), inspection reports, safety programs

4.3.3 Warning Signs

Warning signs shall be posted prohibiting unauthorized persons from operating potentially hazardous machines or equipment.

4.3.4 Visitor Control

Only authorized visitors are permitted on the work sites. All visitors to work sites shall be briefed by a Qualified Person on the hazards to be expected on the site and the safety and health controls required, such as Personal Protective Equipment (PPE). The Contractor shall ensure that all visitors entering the site are properly protected, are wearing the appropriate PPE, have attended the HART or Contractor safety orientation or are escorted and have signed the HART Visitor's Release and Hold Harmless Agreement (Appendix C). Copies of these signed documents must be provided to the HART Project Manager or the Resident Engineer and placed into HART's CMS.

Site personnel shall maintain a stock of required PPE, such as hard hats, eye protection, hearing protection, and high-visibility retro-reflective clothing for use by visitors. Site Supervision shall provide an escort for all visitors who have not been to the HART or Contractor orientation while on site. A visitor sign-in log shall be maintained on site or at the location where the visitor checked in.

4.3.5 Public Access

Due to safety concerns, it is a HART requirement that all public groups conduct observation of work activities only from public areas a safe distance from the operation. Where this is not feasible, the HART Construction Safety and Security Manager and Prime Contractor shall be contacted to discuss acceptable alternatives specific to each circumstance.

Any Project/Contract tours for public groups or non-project personnel must be coordinated in advance through the HART Chief Safety and Security Officer.

4.3.6 First Aid/Emergency Response

Plans to ensure employee safety in case of fire or other emergency shall be prepared, in writing, and periodically reviewed with all affected employees. Emergency plans shall be tested to ensure their effectiveness. See Section 7.2.1.4 for information required in the Emergency Response Plan.

On-site emergency planning shall be integrated with off-site emergency support. Emergency services provider(s) should be offered an on-site orientation and communication about associated work hazards.

Emergency alert systems shall be developed, tested, and used to alert all persons likely to be affected by existing or imminent disaster conditions and to alert and summon emergency responders. Emergency telephone numbers and reporting instructions for ambulance, physician, hospital, fire and police shall be conspicuously and clearly posted at the work site.

Employees shall not work alone in remote locations; employees who work away from other workers shall be in two-person teams and/or be provided an effective means of emergency communication. This means of communication could include a cellular telephone, two-way radio, hardline telephone or other acceptable means. The selected communication shall be readily available (easily within the immediate reach) of the employee and shall be tested prior to the start of work to verify that it effectively operates in the area/environment.

4.3.7 Use of Intoxicants or Drugs

No person shall be permitted to work under the influence of, or in possession of intoxicants (including alcohol) or illegal drugs and shall be expeditiously, safely and lawfully removed from the work premises if found under the influence of or in possession of such.

Contractors shall enforce these alcohol and drug-free workplace requirements. Any employee under a physician's treatment and taking prescribed narcotics or any medication that may affect the safety-sensitive position shall provide a medical clearance statement to the immediate supervisor and shall comply with the restrictions associated with medication, including the limitation of the operation of machinery or working at heights.

At minimum, but not be limited to all persons in safety-sensitive positions shall participate in a substance abuse testing program and must achieve a negative result to remain eligible to work on the Project. The level of testing shall be in accordance with standard practices for industry and must at minimum, but not be limited to comply with HAR 12-110-6, HRS 329B, HRS 378-32, and other applicable laws to prevent person(s) from working under the influence of intoxicants or drugs.

4.3.8 Operation of Equipment or Machinery

The employer shall permit only those employees qualified by training or experience to operate equipment or machinery. Evidence of this qualification must be presented upon request by HART. Operators of any equipment or vehicle shall be able to read and understand the signs, signals and operating instructions in use.

Before any machinery or mechanized equipment is put into use on the site, it shall be inspected and tested by a qualified person and determined to be in a safe operating condition. Thereafter, daily operator inspections shall be completed prior to equipment use to ensure equipment remains in safe operating condition.

The use of any machinery, tool, material, or equipment that is not in compliance with any applicable regulation or manufacturer instructions is prohibited. The machine, tool, material or equipment shall either be identified as unsafe by tagging or locking the controls to render it inoperable or removed from its place of operation.

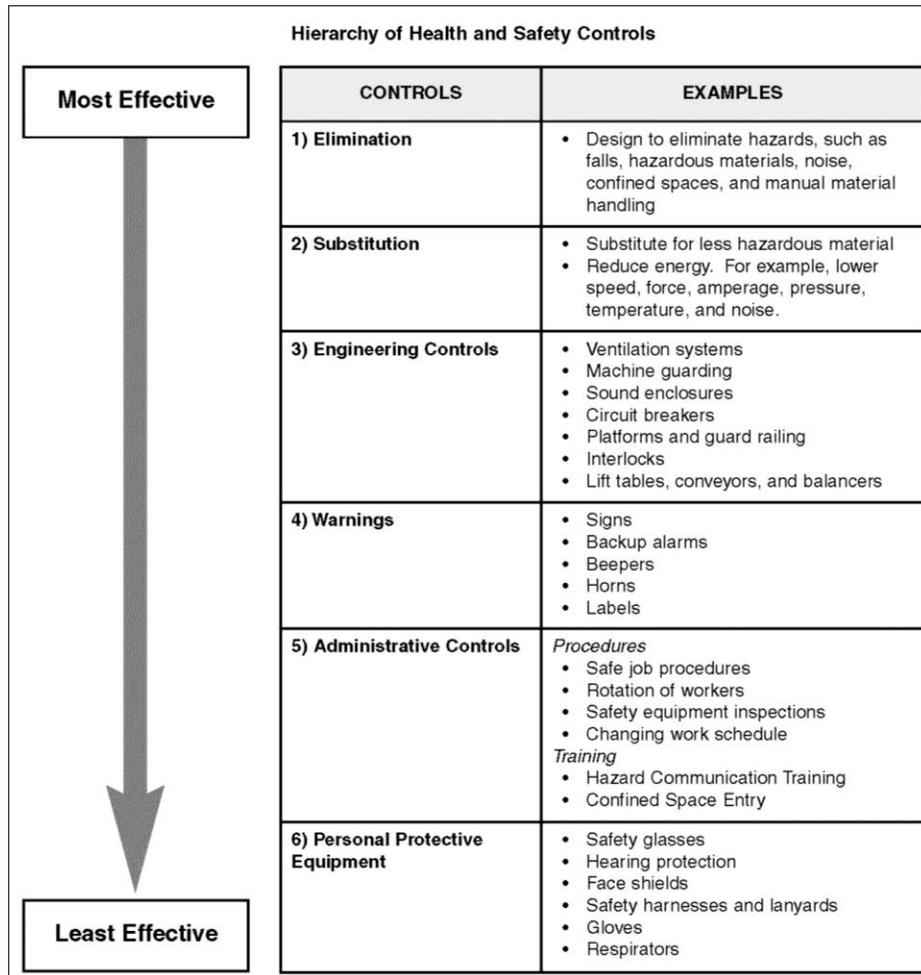
All safety devices and safeguards shall be used and kept in sound and operable condition.

4.3.9 Safe Work Practices

The employer shall eliminate or control all potential hazards and immediately correct existing hazards within the workplace following the American National Standards Institute (ANSI) Z10-2005 Hierarchy of Health and Safety controls (Figure 4-1).

The employer shall ensure that practices are understood by all employees and are underscored through training, positive reinforcement, correction of unsafe performance, and, if necessary, through a clearly defined and communicated disciplinary system.

Figure 4-1. ANSI Z10-2005 Hierarchy of Controls



4.3.10 Pre-planning

The Prime Contractor shall ensure that, at minimum, but not be limited to all definable features of work and high risk operations and activities associated with its contract have been evaluated by a competent person and that a safe working plan has been prepared in advance, communicated to the entire work crew on a frequent and regular basis, audited for compliance and updated as necessary to ensure an accurate reflection of the work activity.

This process must be documented in the form of a hazard analysis and include, at minimum, but not be limited to the activity, the steps to accomplish the activity, the recognized or potential hazards, the corrective action required to mitigate risk to the lowest level and the equipment, training and inspections required. This hazard analysis document must also include the name of the preparer and the signatures of all personnel trained on the analysis. This hazard analysis must be made available upon request from HART and should be maintained with the crew performing the activity.

Contractors are encouraged to incorporate the following ANSI Z10 Risk Assessment Matrix (Figure 4-2) into their hazard analysis decision making and evaluation process.

Figure 4-2. ANSI Z10-2005 Risk Assessment Matrix

	Severity of Injury or Illness Consequence and Remedial Action			
Likelihood of OCCURRENCE or EXPOSURE For selected Unit of Time or Activity	CATASTROPHIC Death or permanent total disability	CRITICAL Disability in excess of 3 months	MARGINAL Minor injury, lost workday accident	NEGLIGIBLE First Aid or Minor Medical Treatment
Frequent Likely to Occur Repeatedly	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time
Probable Likely to occur several times	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time
Occasional Likely to occur sometime	HIGH Operation not permissible	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time	LOW Risk Acceptable: Remedial Action Discretionary
Remote Not likely to occur	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time	MEDIUM Take Remedial action at appropriate time	LOW Risk Acceptable: Remedial Action Discretionary
Improbable Very unlikely — may assume exposure will not happen	MEDIUM Take Remedial action at appropriate time	LOW Risk Acceptable: Remedial Action Discretionary	LOW Risk Acceptable: Remedial Action Discretionary	LOW Risk Acceptable: Remedial Action Discretionary

4.3.11 Personal Protective Equipment (PPE)

At minimum, but not limited to, all personnel (including visitors) on work site locations associated with the Project shall wear the following PPE:

- Head protection complying with ANSI Z89.1-2009 and ANSI Z89.2-2009 shall be worn at all times when on the work site.
- High visibility, retro-reflective clothing (Class 2 or 3) shall be worn at all times within the traffic work zone. Such clothing shall comply with ANSI/ISEA 107, Manual on Uniform Traffic Control Devices (MUTCD) Section 6E-3; 29 CFR 1926.201(a); and the American Traffic Safety Services Association (ATSSA) Quality Standards for Work Zone Traffic Control Devices. (Note: Law enforcement personnel are permitted to wear ANSI/ISEA 207 compliant clothing.)

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- Eye protection complying with ANSI Z87.1-2003 shall be worn at all times on when on the work site.
- Foot protection complying with ASTM F2413-05 or ANSI Z41-1999 shall be worn at all times when on the work site. Work boots with over-the-ankle protection are the required protective footwear configuration. No below the ankle type shoes are permitted.
- Hearing protection with a Noise Reduction Rating (NRR) appropriate for the exposure shall be worn by personnel exposed to noise levels in excess of the 29 CFR 1926.52, Table D-2, Permissible Exposure Limit (PEL). When in the field, personnel must have hearing protection readily available for use.

4.3.12 Amber Warning Lights for Vehicles

Amber Warning Lights shall be used on vehicles in work zones during day and night operations and in other locations where vehicles interface with heavy equipment to improve visibility of Project related vehicles.

4.3.13 Inspections

The Prime Contractor of each contract shall have competent persons conduct daily inspections to ensure conformance with its CHASP, SSSP and applicable regulatory and contract requirements. Inspections shall at minimum be performed in accordance with HAR 12-110-2(b)(3) and 12-110-3 and shall be documented in iSMS on a daily basis. Observations and incidents entered into iSMS shall be closed out in a timely manner.

4.3.14 Safety and Security Audits and Surveillance

The HART Construction Safety and Security Manager or Representative will conduct:

- Periodic surveillance of all contract work activities taking place in the field to monitor conformance with the CSSP and applicable regulations.
- At least one annual audit for active construction contracts (Design-Build, Design-Bid-Build, Design-Build-Operate-Maintain) will be conducted for conformance with the CSSP (see Appendix A for the CSSP Audit Checklist).

At the conclusion of an audit, the HART Construction Safety and Security Manager or Representative will conduct a briefing session to discuss the findings. Audit results will be communicated in writing to the Prime Contractor and documented in CMS.

Surveillance results will be communicated verbally to the Prime Contractor field supervisor and/or Contractor Safety and Security Manager/Representative and documented in iSMS.

Audit and surveillance results require immediate corrective action and a written response in iSMS or CMS outlining the action taken.

4.3.15 Housekeeping

The Prime Contractor shall ensure a housekeeping program that provides for the prompt removal and disposal of accumulations of combustible scrap and debris. This program must result in a clean, orderly work area and be implemented in all work areas associate with its contract.

4.3.16 Fire Protection

In addition to compliance with regulatory requirements, the Prime Contractor shall ensure that all hot work operations and heat producing operations (including smoking) are conducted in accordance with the National Fire Protection Association (NFPA) 51B, Standard Fire Prevention during Welding, Cutting and Other Hot Work, and National Fire Protection Association 241, Standard for Construction, Demolition and Alteration.

4.3.17 Fall Protection

Fall protection must be provided at all times for all work at heights of 6 feet or more above a lower level, unless a more stringent standard applies. Where a more stringent standard applies, that standard shall take precedence. In areas where it is infeasible (physically or technologically impossible) to comply or creates a greater hazard, the contractor shall submit a variance request to HART for acceptance. The variance procedure is available upon request from the HART Chief Safety and Security Officer.

When selected as the means of protection, Personal Fall Arrest and/or Restraint Systems shall be used and maintained in accordance with applicable regulatory requirements and manufacturers use and limitation criteria. Particular attention shall be paid to the proper selection and installation of anchorage points, calculation and maintenance of fall clearances and rescue procedures.

4.3.18 Regulatory Agency Inspection Reporting

The Prime Contractor shall immediately notify HART of any OSHA/HIOSH or other regulatory agency inspection and provide the HART Chief Safety and Security Officer and/or HART Construction Safety and Security Manager an opportunity to accompany the Prime Contractor on the inspection.

The inspection will not be delayed due to non-availability of the HART representative. The Prime Contractor shall provide the HART Chief Safety and Security Officer with a copy of any citations or reports issued by the inspector and any corrective action responses to the citation(s) or report(s).

4.3.19 Safety and Security Reporting Requirements

Any employee having knowledge of the existence of any unsafe device, practice, operation, safeguard, equipment, or condition shall promptly report it to the supervisor or person in charge. A supervisor or person in charge to whose attention the existence of any of these conditions is called shall take immediate steps to correct the unsafe condition or practice.

Employees are responsible for reporting all near misses, property damage, injuries or occupationally related illnesses as soon as possible to their employer or immediate supervisor. Employers and immediate supervisors are responsible for reporting all injuries into HART's iSMS as soon as possible, but no later than the day of the occurrence or discovery of the occurrence. No supervisor may decline to accept a report of injury from a subordinate.

Personnel from any entity who observe or receive notice of an emergency, incident, near miss, unsafe condition or practice, which is taking place or has taken place on or related to any work site on the H RTP shall make immediate notification as follows:

4.3.19.1 Initial Notification

This initial notification process applies to all types of incidents and shall take place immediately upon notice of the incident.

1. Call 9-1-1 (if life-threatening or catastrophic). Do not delay proper emergency services response.
2. Notify the Contractor Project Management personnel on site to request and initiate the appropriate contractor response.
3. Notify the on-site HART Project Manager/Resident Engineer or field inspector (refer to the current HART Incident Notification Instruction for a listing of personnel and contact numbers).
4. Notify the HART Construction Safety and Security Manager via telephone, text message and/or email:

All hours: Tracy Lawson, 808-478-2183, tracy@lawsonssafety.com

5. If unable to reach the HART Construction Safety and Security Manager, notify the HART Chief Safety and Security Officer via telephone message, text message and/or email:

All hours: Henry Miranda, 808-754-0372, hmiranda@honolulu.gov

Compliance with this reporting instruction is critical to the safety and security of the Project and to allow HART to respond appropriately⁵.

⁵ Compliance with this procedure does not alleviate any entity of its regulatory reporting requirements.

Initial reports to the HART personnel must provide the following known details available at the time of the report:

- What is the incident and anticipated category level
- When did it occur
- Where did it occur
- Why did it occur (do not provide speculative information or uncertain information)
- Who is involved
- What is the potential outcome or impact
- What action is being taken
- What assistance is required

A written report of all incidents must be made into iSMS within 24 hours of the notification to HART. Supplemental and updated information shall be updated into the iSMS entry thereafter as information is discovered during the investigation process.

In the event of a serious incident that involves a work-related incident resulting in the death of any employee (report within 8 hours), the inpatient hospitalization of one or more employees, amputations, loss of an eye (report within 24 hours) or property damage in excess of \$25,000, the employer must orally report by telephone (808) 586-9102, or in person at the HIOSH office in Honolulu⁶.

The following information must be provided to be considered officially reported:

- The establishment name
- The location of the incident
- The time of the incident
- The number of fatalities or hospitalized employees
- The names of any injured employees
- The name and phone number of the contractor contact person
- A brief description of the incident

⁶ Hawaii Administrative Rule 12-52-1.2 (1904.39/12-52-1.1(e)). The Contractor is responsible for notifying OSHA/HIOSH.

4.3.19.2 Notification

The Contractor is responsible for obtaining appropriate medical and emergency assistance and notifying fire, law enforcement, and regulatory agencies as necessary based on the specifics of the incident.

4.3.20 Posting and Recordkeeping

Contractors/employers are responsible to maintain and post records as required by regulation and the CSSP for the duration of the contract and the time period required by contract or regulation.

4.3.21 Incident Investigation

All incidents related to the Project shall be investigated, reported and analyzed.

4.3.21.1 Identify Information and Preserve the Scene

Prime Contractor shall identify information about the condition of injured, status of damage, etc. Except for rescue and emergency measures, the Prime Contractor shall ensure that the scene is controlled and preserved from alteration or the removal of evidence until it has been released by the investigating official and shall attempt to determine the loss potential.

4.3.21.2 Scene Walk-through

Once the scene is secured and injured cared for, the Contractor Safety and Security Manager and key supervision shall conduct a walk-through of the scene and establish a general understanding of what may have occurred.

4.3.21.3 Gather Evidence and Information

The Contractor Safety and Security Manager shall coordinate the gathering of evidence on the scene.

Position evidence should to be gathered first, as it is the most time-sensitive. Position evidence includes a sketch of the incident scene, plan drawing or map of the area, diagram, photographs and/or videotape. All photographs should be logged onto the photo log with a brief description of the photo taken and its orientation to the scene and/or significance.

People evidence should be gathered next. Identify and interview eyewitnesses (others may be interviewed later). The Contractor Safety and Security Manager should prepare a statement based on the witness interview and then obtain the witness signature. Any requests for corrections to the statement given should be made and a new statement prepared for signature.

Parts evidence, which includes physical evidence, should be gathered, tagged and secured in paper bags. The scene should remain intact until position, people and parts evidence gathering is completed.

Paper evidence should then be collected. This includes records and other documents that are not usually kept at the incident scene. This information yields data that can confirm the basic causes of the incident.

The Contractor Safety and Security Manager and supervision must take great care to avoid the spoliation of evidence. All evidence taken must be kept secured for safe keeping. The Contractor Safety and Security Manager should ensure that the evidence is properly labeled and preserved prior to transferring control of the evidence. A chain of custody form is to accompany all evidence.

4.3.21.4 Analyze Information

The Contractor Safety and Security Manager and supervision participating in the investigation should analyze the information gathered and establish a time line in which all losses and near-misses are outlined in the order in which they occurred.

Contacts to each loss are to be listed using a Root Cause Analysis Technique such as the Systematic Cause Analysis Technique (SCAT). Immediate causes or symptoms of each contact should then be identified. These immediate causes can usually be seen, heard, touched, smelled, or tasted.

Next, identify basic root causes of each immediate cause. Determine why the immediate cause existed. Identify any lack of management systems control through inadequate system, standards and/or compliance.

4.3.21.5 Develop Remedial Actions

Identify temporary stop gap measures that address the immediate causes for the incident. Permanent solutions should then be developed that eliminate the basic root causes for the loss. Standards are to then be set that identify who is responsible to do what, when or how often. All these remedial actions are to ensure that the loss does not occur again.

4.3.21.6 Documentation

The Contractor shall enter the Incident Investigation information into iSMS no later than 24 hours after the incident or notification of the incident.

4.3.22 Alternative Work Program

4.3.22.1 Employee Reporting Requirements

Employees are required to report all injuries to their supervisor and the Contractor Safety and Security Manager as soon as possible on the day of occurrence.

4.3.22.2 Duty to Provide Alternative Work Assignments

Contractor supervision is required to cooperate with and provide the employee a light duty or alternative duty assignment as appropriate to avoid lost time incidents.

At the time of care, contractor supervision is to notify the injured employee and treating physician of the availability of and desire to place the injured on an alternative duty assignment.

If the physician is not willing or is unable to provide authorization for an alternative work assignment, the HART Construction Safety and Security Manager shall be notified immediately.

If the physician authorizes an alternative duty assignment, the supervisor shall note this in iSMS. The contractor supervisor is to ensure that the Contractor Safety and Security Manager and employee are aware of the work restrictions and that all parties strictly adhere to the physician's requirements.

4.3.23 Safety Incident Review Panel (SIRP)

4.3.23.1 Purpose

The SIRP is a safety monitoring panel comprised of HART management personnel (as determined by the HART Chief Safety and Security Officer and appropriate for each incident). The Panel is chaired by the HART Chief Safety and Security Officer and supported by the HART Construction Safety and Security Manager. The panel is responsible to review significant incidents and communicate the expectation for timely corrective action and safe, secure and healthy contract operations for the Project.

4.3.23.2 Process

At the discretion of the SIRP, an event that results in a significant (major) incident may require the Prime Contractor Project Manager, Superintendent and Contractor Safety and Security Manager (or equivalent management personnel as determined by the SIRP) to report to the SIRP either in person, via teleconference or via email (as determined by the SIRP on a case by case basis).

A major incident is one that could or has disrupted a work area or Project site, with the potential to cause significant harm to people, equipment, material and/or the environment. This incident will most likely require the assistance of emergency services, mutual aid agencies and/or reporting to appropriate regulatory agencies. Examples include but are not limited to:

- An injury/illness to a third party
- Equipment/property damage, theft or vandalism of an estimated \$5,000 or more
- Injury/illness to three or more persons (employees, contractors, visitors)

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- Uncontrolled fire/explosion
- Intentional trespass
- Unanticipated traffic disruptions, including road or lane closures and traffic signal operation impacts
- Fatality – Project employee or third party
- Sabotage of equipment or operating systems
- Major hazardous material spill or release
- Significant weather, such as flooding
- Regulatory agency inspection
- Media on site (television, newspaper, radio, etc.)
- Unanticipated major utility impacts or disruptions including power shutdowns, water breaks, communication line or gas line impacts

Reporting to the SIRP must be coordinated by the Contractor through the HART Construction Safety and Security Manager within five working days of notice of a major incident.

At this meeting, the reporting team should be prepared, at minimum, but not be limited to present and discuss information, such as:

- Details of the incident and extent of the injury
- Details on the causal factors, as determined through the incident investigation and use of the systematic cause analysis technique
- What management and worker changes need to take place to avoid this type of incident from recurring
- The expected length of time off for the injured worker
- Whether or not light/alternative duty will be made available
- Where similar conditions on the site exist and how these conditions will be eliminated or controlled
- Any other information that may be vital to controlling this incident

Information discussed during the review shall then be put into an action plan by the Prime Contractor and forwarded the SIRP detailing corrective action implementation. This information may be communicated by the SIRP to the selected Project personnel as necessary.

4.4 Contract Closeout

All records associated with safety and security must be kept as required by contract and regulation. The Prime Contractor is solely responsible to ensure compliance with this document retention requirement.

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5 Training

The employer shall develop and institute a safety and health training program for all employees, so that they have an understanding of the hazards to which they may be exposed and the procedures or practices needed to protect them from these hazards.

Qualified Person(s) shall conduct all training required by applicable Occupational Safety and Health regulations and all training should correspond to ANSI Z490.1. All training meetings and indoctrinations shall be documented in writing with training date, participant name, subject content and name of trainer.

HART shall be informed of all scheduled safety, security and health related training or meetings in advance and be invited to attend. Training documents shall be provided to HART upon request.

5.1 Indoctrination

Employees shall be provided with safety, security and health indoctrination prior to the start of work, as well as with continual safety security and health training to enable them to perform their work in a safe manner. Indoctrination and training should be based upon the existing SSSP of the contractor, as applicable, and shall include, but not be limited to:

- Requirements and responsibilities for incident prevention and the maintenance of safe and healthful work environments
- General safety and health policies and procedures (including pertinent provisions of the CSSP)
- Employee and supervisor responsibilities for reporting all incidents
- Provisions for medical facilities and emergency response and procedures for obtaining medical treatment or emergency assistance
- Procedures for reporting and correcting unsafe conditions or practices
- Job hazards and the means to control/eliminate those hazards, including applicable hazard analysis
- Specific training as required by regulation

All Contractors shall accept onto their site persons with the HART Safety and Environmental training badge or hard hat sticker (Figure 5-1). Persons who have attended the HART project-wide Safety and Environmental Training are not required to attend the contractor-specific training. Contractors may request to the HART Construction Safety and Security Manager that pertinent information to be conveyed to HART personnel accessing their site.

Figure 5-1. HART Safety and Environmental Training Badge and Hard Hat Sticker (not to scale)



5.2 Meetings

5.2.1 Safety and Security Task Force Meeting

For construction contracts (Design-Build, Design-Bid-Build, Design-Build-Operate-Maintain), at minimum, the Contractor Safety and Security Manager and HART Construction Safety and Security Manager (or representative) will meet no less than once a month to discuss the status of the Contractors Safety Program, the observations and incidents contained in iSMS, upcoming work plans and other pertinent information.

Meeting minutes will be kept on the Safety and Security Task Force Meeting Minutes Form (Appendix D) by the Contractor and accepted by the HART Construction Safety and Security Manager prior to being entered for record by the Contractor into CMS. Meeting minutes must be entered by the Contractor into CMS within 5 working days of the task force meeting.

5.2.2 Contract Safety Meetings

Contract specific safety meetings shall be conducted at least once a month and should review past activities, plan for new or changed operations, review pertinent aspects of appropriate hazard analyses (by trade), establish safe working procedures for anticipated hazards, and provide pertinent safety and health training and motivation.

Daily morning meetings should be held by the crew supervisor and discuss, at minimum, but not be limited to the work to be performed that day, including training, equipment and procedures required to conduct the work safely. Crew members should be encouraged to

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have open discussion and participation in ways to improve safety and health. These meetings should be documented and signed by the supervisor and crew.

Specialized training meetings to meet regulatory requirements for end user, Competent Person and Qualified Person type training shall be conducted by a Qualified Person. An annual schedule of training for each contract shall be compiled and managed by the Contractor Safety and Security Manager.

5.3 Supervisory Training

Supervisors and managers shall be trained at least once a month in the elements of the employer's safety and health program and in the specific responsibilities assigned to them under the program.

The employer shall conduct training so that the supervisors and managers understand their responsibilities under the safety and health program and their importance to the safety and health of the workplace. In particular, the training for managers and supervisors shall enable them to:

- Recognize potential hazards.
- Maintain safety, security and health protection in the work area.
- Reinforce employee training on the nature of the potential hazards and required protective measures.

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6 Contractor Safety and Security Personnel

6.1 Prime Contractor Safety and Security Oversight Team

The Prime Contractor shall provide a Safety and Security Oversight Team that includes a minimum of one full time Safety and Security Manager and Competent Person(s) for each contract. The Contractor Safety and Security Manager position requires acceptance by the HART Chief Safety and Security Officer. The Safety and Security Representative and Competent Person positions require submittal to HART showing personnel conformance to the position qualifications, credentials and a letter of designation assigning safety and security responsibilities and authority, as appropriate (Appendix E).

All personnel acting as part of the Safety and Security Oversight Team must have and exercise the authority to stop work and direct actions to immediately correct unsafe acts, conditions or unacceptable security issues. For limited scope contracts, HART may, at its discretion and with approval of the HART Chief Safety and Security Officer, allow for variations to the requirements of this position.

6.1.1 Safety and Security Manager

The Contractor Safety and Security Manager must be a full-time safety professional who is at the work site whenever work or testing is being performed and shall conduct and document daily safety inspections in iSMS. The Contractor Safety and Security Manager shall have no other duties than occupational safety, health and security management on the contract. The Contractor Safety and Security Manager is responsible to, at minimum, but not be limited to perform occupational safety, health and security management, surveillance, inspections and enforcement for the contractor.

The Contractor Safety and Security Manager shall:

- Report to corporate management or the senior management person on the contract and not to subordinate or line supervisors.
- Have a minimum of five years of construction safety experience.
- Certification as any or all of the following is desired but not required: Board of Certified Safety Professionals (BCSP) Certified Safety Professional (CSP), Associate Safety Professional (ASP), or Construction Health and Safety Technician (CHST).
- Work Zone Safety Supervisor as certified by the American Traffic Safety Services Association or any HART or firm certification program approved by HART.
- Provide documentation showing completion of the 30-hour OSHA Construction Outreach Course or equivalent (preferably conducted within the past three years).

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- Have attended Competent Person Level training in fall protection, excavation and trenching, confined space, rigging and hand signaling for cranes (preferably conducted within the past 5 years).
- Provide documentation showing current certification in Cardiopulmonary Resuscitation (CPR) and Standard First Aid.
- Be familiar with the work being performed, applicable safety requirements and regulations and be competent to instruct others.
- Be familiar with the contractor's CHASP and SSSP be responsible for the management and implementation of the SSSP as required by the CSSP.

The Contractor Safety and Security Manager (and Representatives acting on their behalf) shall, at minimum, but not be limited to perform the following duties:

- Submit to HART, implement and monitor the CHASP.
- Prepare, submit to HART, implement and enforce the SSSP written to comply with this CSSP.
- Ensure that hazard analysis are 1) prepared in advance for every construction activity, 2) communicated to the entire work crew on a frequent and regular basis and 3) audited for compliance and implementation.
- Conduct daily safety and security inspections. Document observations and corrective actions in iSMS in a timely manner.
- Conduct incident investigations for near miss, personal injury and property damage and security related incidents. Document investigation results and corrective actions in iSMS within 8 hours of notification.
- Maintain applicable safety reference material at the work site office.
- Attend and document Safety and Security Meetings for all Contractor personnel.
- Facilitate and document Safety and Security Supervisor Meetings as required by HAR 12-110-2(b)(4).
- Establish, document and manage a Safety and Security Training Program for contract personnel to ensure relevant, accurate and effective training in hazard recognition and controls. Ensure that the training program is conducted, at minimum, but not be limited to compliance with HAR 12-110-2(b)(4).
- Attend the Construction Safety and Security Task Force Meetings with HART and document meeting minutes in CMS.
- Maintain a list of chemicals on site and maintain their material safety data sheets readily available.

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- Ensure that all required safety equipment is readily available to work crews and that personnel using equipment are trained in proper use, care and limitations.
- Ensure that all visitors, vendors, and subcontractor (all tiers) personnel comply with safety and security requirements.
- Respond in a timely manner to observations, corrective action requests and nonconformance reports issued by HART.
- Perform or coordinate industrial hygiene surveys, as conditions dictate.
- Supervise and monitor Safety and Security Representatives, qualified person(s) and competent person(s).

6.1.2 Safety and Security Representative

When the Contractor Safety and Security Manager is not on site, a Contractor Safety and Security Representative shall be on site and act on behalf of the Contractor Safety and Security Manager. The Contractor Safety and Security Representative shall be assigned the same responsibilities and authorities of the Contractor Safety and Security Manager when acting on their behalf.

The Contractor Safety and Security Representative shall:

- Report to corporate management or the senior management person on the contract and the Contractor Safety and Security Manager and not to subordinate or line supervisors.
- Provide documentation showing completion of the 30-hour OSHA Construction Outreach Course or equivalent (preferably conducted within the past three years).
- Have attended Competent Person Level training in fall protection, excavation and trenching, confined space, rigging and hand signaling for cranes (preferably conducted within the past 5 years).
- Provide documentation showing current certification in CPR and standard first aid; be familiar with the work being performed, be competent to instruct others, and be familiar with the contractor's CHASP and SSSP.

6.2 Competent Person

A Competent Person shall be provided, at minimum, but not be limited to each of the following activities:

- Excavation and trenching
- Scaffolding

- Fall protection
- Cranes, rigging (overhead lifting)
- Form travelers and launching gantries
- Work over water
- Hazardous energy control
- Confined Space
- Fire protection, including hot work
- Health Hazard Recognition; evaluation and control of chemical, physical and biological agents
- PPE and clothing (selection, use and maintenance)

Competent Person supervision shall be on site at all times when the work that presents the hazards associated with their expertise and authority is being performed. The Competent Person(s) credentials and a letter of designation (Appendix E) from the Contractor must be available to HART upon request.

6.3 Qualified Person

A Qualified Person shall be provided, at minimum, but not be limited to each of the following activities:

- Hazardous waste operations
- Fall protection, horizontal lifeline
- Scaffolding
- Steel erection
- Concrete
- Rigger and signalperson

7 Contractor Submittal Requirements

The following documents are required for submittal by the Prime Contractor to HART. All documents listed below are required to be submitted and maintained on the HART designated safety document management system as indicated below.

7.1 Contractor Health and Safety Program (CHASP)

All contractors shall institute, document and maintain an overall safety and health program to identify evaluate and control workplace hazards. This plan should be written to comply with HAR 12-110-2(b) and is company-specific. Design-Build, Design-Bid-Build, and Design-Build-Operate-Maintain contractors shall submit the CHASP to HART for information only in CMS prior to any work taking place in the field.

The CHASP shall, at minimum, but not be limited to:

- Set forth policies, procedures, and practices which recognize and protect employees from occupational safety and health hazards.
- Establish and communicate a clear goal for the CHASP and the mechanisms which will be utilized in meeting this goal.
- Provide for visible top management leadership in implementing the CHASP and ensure that all workers at the site, including contract workers, are provided equally high quality safety and health protection, so that all will understand that management's commitment is serious.
- Provide for and encourage employee involvement in the structure and operation of the program and in decisions that affect their safety and health, so that they will commit their insight and energy to achieving the goal and objectives of the CHASP.
- Assign and communicate responsibilities for all aspects of the safety and loss prevention program to managers, supervisors, and employees, so that they all know and understand what is expected of them in the implementation of the CHASP.
- Provide a system to hold managers, supervisors, and employees accountable for their responsibilities under the CHASP.
- Provide a reliable system for employees to notify management safety personnel of conditions that appear hazardous or on nonconformance with the terms of the CHASP without fear of reprisal and provide a mechanism to ensure timely and appropriate responses to correct these conditions.
- Provide a mechanism to investigate incidents and near miss incidents, so that the root cause and means for preventing a recurrence are identified.

- Provide a means to review injury and illness trends over time, so that patterns with common causes can be identified and eliminated.
- Establish a mechanism for the employer to conduct ongoing, periodic in-house safety and health inspections, so that new or previously missed hazards or failures in controls are identified. Inspections shall be conducted with a frequency necessary to be effective but in no event with less frequency than that established in HAR 12-110-3.
- Address the impact of emergency situations and develop written plans and procedures to insure employee safety during emergencies.
- Establish procedures for transmitting and enforcing safe work practices in the workplace through training, positive reinforcement, such as a reward system, public recognition, etc., correction of unsafe performance, and, if necessary, reinforcement of work practices through a clearly defined and communicated disciplinary system.

7.2 Site Safety and Security Plan (SSSP)

At least 30 days prior to the start of field activities, the Prime Contractor shall prepare a contract specific SSSP and submit the SSSP into CMS for HART acceptance.

The Prime Contractor shall develop, implement, manage and enforce the SSSP, which shall incorporate the entire contract scope of work for all contractor tiers. No contractor shall be permitted to perform any physical work on a work site until its SSSP has been submitted and accepted by HART.

Once accepted, the SSSP will be enforced as part of the contract. Revisions to the SSSP shall be reviewed and accepted by HART through CMS. The Prime Contractor shall review the SSSP at least every 6 months to ensure the plan accurately reflects the procedures and work taking place.

Implementation of the SSSP is the sole obligation and responsibility of the Prime Contractor. Where any portion of these requirements is in conflict with or are less stringent than any applicable local, state or federal statutory safety regulations or contract requirement, the more stringent requirement shall apply.

The Contractor shall address each of the elements/sub-elements in the outline below in the order that they are provided. If an element/sub-element is not applicable because of the nature of the work to be performed, the Contractor shall state this exception and provide a justification.

Elements that the Contractor is unable to address immediately with sufficient detail may be submitted at a later date by revising the SSSP. This revision must be accepted by HART prior to that element/activity taking place. The Contractor should state this condition and provide the anticipated date of submission in the SSSP.

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The SSSP shall at minimum, but not be limited to contain the following information (Appendix B).

7.2.1.1 Contract Information

A Table of Contents must be placed at the beginning of this document and each section. The header or footer of each page must list the Prime Contractor name, Project name, contract name and number, page number, version and date of SSSP.

7.2.1.2 Section 1: Responsibilities and Lines of Authorities

The Prime Contractor shall:

- Provide the identification and accountability of personnel responsible for safety on the contract level. Include an organizational chart and copy of the resume for the assigned Contractor Safety and Security Manager. Designate the individual ultimately responsible for the implementation of the SSSP.
- Include the title, signature and telephone numbers of 1) the SSSP preparer (Qualified Person, Competent Person), 2) the company/corporate officers authorized to obligate the company and approve the SSSP, and 3) SSSP concurrence from the Project Manager, Superintendent, Quality Control, Contractor Safety and Security Manager and other applicable corporate and contract personnel.
- Include a statement that authorizes and requires all levels of supervision, quality control personnel and the Contractor Safety and Security Manager to stop work that would place employees, the public, equipment, property or the environment in imminent danger, and to ensure that all unsafe conditions are corrected in a timely manner.
- Include a statement of the Prime Contractor's ultimate responsibility for the implementation of the SSSP.
- Provide policies and procedures regarding nonconformance with safety requirements, including disciplinary actions for violation of safety requirements.
- Provide written company procedures for holding managers and supervisors accountable for safety.

7.2.1.3 Section 2: Program Elements

- *Statement of Safety and Health Policy:* Provide a contract-specific policy statement which details commitment to providing a safe, healthful and secure workplace for all employees and the general public and which acknowledges the Prime Contractor overall responsibility for compliance with occupational safety and health regulatory requirements. This should be signed by the senior manager responsible for the Contract.

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- *Control of Subcontractors, Vendors and Suppliers:* Provide procedures for coordinating and ensuring compliance with the SSSP by other employers prior to starting work on site. Include:
 - Identification of subcontractors (all tiers), vendors, suppliers and service providers for entry into iSMS. This list must be updated as necessary to ensure that it accurately represents subcontractors and suppliers working on the contract.
 - Safety and security responsibilities of subcontractors, vendors, suppliers and service providers.
 - Procedure to ensure plans and hazard analysis documents are in writing and acceptable prior to starting work.
- *Disciplinary Procedures:* Describe how the Prime Contractor will address nonconformance with the SSSP by its own employees, subcontractors, suppliers and service providers.
- *Plan for the Prevention of Alcohol and Drug Abuse:* Describe how the Contractor will implement and manage a Substance Abuse Prevention Program. This plan shall at minimum, but not be limited to comply with HAR 12-110-6, HRS 329B, HRS 378-32, and other applicable laws to prevent person(s) from working under the influence of intoxicants or drugs.
- *Training:*
 - List requirements for worker site specific safety and security orientation at the time of initial hire or first day of work on the Contract. Describe orientation topics.
 - List subjects requiring mandatory training and certifications that are applicable to the specific Contract (i.e., powder-actuated tool use, crane operator license, forklift operator certification, etc.) and any requirements for periodic retraining/recertification as required by manufacturers or applicable local, state and federal regulations.
 - List periodic safety and health training topics for supervisor and employee training.
 - Describe emergency response training requirements for the Contract.
- *Safety and Security Inspections:*
 - Describe specific assignment of responsibilities for a minimum daily work site safety and security inspection during periods of work activity. Include information on who will conduct inspection (ensure that personnel have level of proficiency needed to perform inspection), proof of inspector's

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- training/qualifications, when inspections will be conducted, and procedures for documentation in iSMS.
- Describe any external inspections or certifications that may be required (e.g. annual crane certification, respiratory fit testing, etc.).
 - *Incident Management and Reporting:*
 - Describe procedure for incident investigations, reports and logs and who will be responsible to coordinate and oversee such investigations. Describe Prime Contractor procedures for investigation for root cause, follow-up on corrective action, reporting and documentation in iSMS as required by this CSSP.
 - Describe procedures for emergency response that outline the steps to be followed upon the occurrence of serious injuries, illnesses, fatalities, structural failures, or other emergencies, including procedures for the administration of first aid and/or other necessary medical treatment.
 - Description of the Prime Contractor's approach to coordinate and conduct crisis management.

7.2.1.4 Section 3: Procedures

Based on a risk assessment of contracted activities and mandatory OSHA/HIOSH compliance requirements, the Prime Contractor shall reference and address all applicable local, state and federal occupational safety and health regulations⁷ and, at minimum, but not be limited to provide detailed information on for the following:

- *Work Area Security:* It is the responsibility of the contractor to provide security protection until final completion of the work and acceptance by HART.
 - Describe how the Prime Contractor will provide for the protection of all property, including any equipment or supplies under its care, custody or control.
 - Describe how visitor control will ensure that all visitors to the work site sign a HART Visitor's Release and Hold Harmless Agreement (Appendix C) and will be accompanied at all times on the work site by a member of the contractor or HART who are aware of current conditions/phases of the particular work and have attended the HART or Contractor Project Safety and Security Orientation. Describe procedures to ensure visitors wear all required PPE when on site.
 - *Workplace Violence Prevention:* This should outline how acts of violence will be prevented, identified, reported and investigated and should reflect a No Tolerance Policy.

⁷ Where similar plans are required elsewhere in contract documents, the more stringent shall apply.

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- Describe requirements for contractor-furnished physical perimeter barriers or fencing, signage and adequate lighting to secure property and provide warning to reasonably prevent unauthorized access into the work site.
- Describe how contractor will maintain security when there are no regularly scheduled shifts.
- Describe how contractor will keep the public a safe distance from the work activity and out of the work area.
- Describe procedures for security inspections to be conducted throughout construction.
- Describe methods of protection from the following:
 - Bomb or other terroristic threats
 - Theft of equipment, materials and explosives
 - Vandalism
 - Unauthorized entry
 - Civil commotion
 - Strike
 - Sabotage
- *Housekeeping (cleanliness and orderliness):*
 - Describe how materials will be stored and managed.
 - Describe how waste and debris will be removed in a manner which creates a clean and orderly work area.
- *Pre-cast Concrete:*
 - Describe how contractor will provide for safe material delivery, staging and storage.
 - Describe pre-cast erection activities and procedures, including the following:
 - Stability considerations requiring temporary bracing and guying.
 - Anchoring methods:
 - Provide verification of training for each employee performing pre-cast erection operations.
 - Describe the procedures that will be utilized in the event of rescue or emergency response.

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- *Crane Safety:*
 - Provide verification of State of Hawaii Crane Operators License (HAR 12-48; 29 CFR 1926.1427), Rigger qualifications (29 CFR 1926.1425(c)) and Signal Person qualifications (29 CFR 1926.1419(a)).
 - Provide procedure to ensure proper foundation for crane set up.
 - Provide criteria for shutdown of operations, such as environmental conditions (wind speed), deficiencies in equipment, etc.
 - Provide information on selected or required safety devices on cranes for 1) Anti-Current Devices; 2) Anti-Upset Devices; 3) Operator and Rigger Protection Mechanisms; and 4) Anti-Collision Devices. (See Definitions for more information).
 - Provide information on selected or required safety devices on rigging hardware such as 100 percent Positive-Action Safety Latches,
- *Critical Lift Plan:* Before making a critical lift, a Critical Lift Plan, written by a Qualified Person, must be developed and submitted to HART. (See Definitions for more information). The Critical Lift Plan shall include, but not be limited to, the following:
 - Anticipated critical lifts for the contract.
 - Designated crane operator, lift supervisor, rigger and signalperson and their qualifications.
 - Specific make, model of crane, line, boom and swing speed.
 - Exact size and weight of the load to be lifted and all crane and rigging components that add to the weight. The manufacturer's maximum load limits for the entire range of the lift, as listed in the load charts.
 - Lift geometry and procedures including the crane position, height of the lift, load radius, and boom length and angle for the entire range of the lift.
 - Site drawing to show placement/location of crane, adjacent equipment and/or facilities.
 - Rigging plan showing the lift points and describing rigging procedures and hardware requirements.
 - Ground conditions, outrigger or crawler track requirements, design of mats (if necessary) to achieve a level, stable foundation of sufficient bearing capacity for the lift.
 - Environmental conditions under which lift operations are to be stopped.
 - Coordination and communication requirements for the lift operation.

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- *Hazardous Energy Control Plan (HECP)*: Clearly and specifically outline the scope, purpose, authorization, responsibilities, rules and techniques for the control of hazardous energy, including but not be limited to the following:
 - Anticipated activities that will require HEC.
 - Means of coordinating and communicating hazardous energy control activities.
 - Procedural steps and responsibilities for shutting down, isolating, blocking, and securing systems to control hazardous energy.
 - Procedural steps and responsibilities for the placement, removal, and transfer of lock out and tag out devices.
 - Procedural steps, responsibilities and a means of accounting for placing and removing personal protective grounds.
 - Procedural steps, responsibilities and requirements for testing the system and/or equipment to verify the effectiveness of isolation and lockout and tag out devices (including compliance with NFPA 70E).
 - Procedural steps and responsibilities for transfer of clearances when and if necessary.
 - Procedural steps and responsibilities for multi-shift safe clearances.
- *Site Sanitation*: Describe provisions for adequate toilets, potable water, washing facilities, and disposal of waste, etc.
- *Traffic Control Program*: Describe how Prime Contractor will implement and manage written traffic control plans, flaggers, etc., in accordance with the MUTCD (current Edition); Hawaii Administrative Rules Title 19, Department of Transportation Subtitle 5, Motor Vehicle Safety Office Chapter 127.1 Design, Construction, and Maintenance of Public Streets and Highways and Hawaii Standard Specification Section 645, Work Zone Traffic Control.
- *Personal Protective Equipment*: Describe how Prime Contractor will implement, manage and comply with the following:
 - Head protection complying with ANSI Z89.1-2009 and ANSI Z89.2-2009 shall be worn at all times when on the worksite.
 - High visibility, retro-reflective clothing (Class 2 or 3) shall be worn at all times within the traffic work zone. Such clothing shall complying with ANSI/ISEA 107, Manual on Uniform Traffic Control Devices (MUTCD) Section 6E-3; 29 CFR 1926.201(a); and the American Traffic Safety Services Association (ATSSA) Quality Standards for Work Zone Traffic Control Devices. (Note: Law enforcement personnel are permitted to wear ANSI/ISEA 207 compliant clothing.)

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- Eye protection complying with ANSI Z87.1-2003 shall be worn at all times on when on the work site.
- Face protection complying with ANSI Z87.1-2003 shall be worn when equipment, machines or operations present potential face injury from physical, chemical or radiation agents.
- Foot protection complying with ASTM F2413-05 or ANSI Z41-1999 shall be worn at all times when on the work site. Work boots are the preferred type of protective footwear. No tennis-type shoes are permitted.
- Hearing protection with a Noise Reduction Rating (NRR) appropriate for the exposure shall be worn by personnel exposed to noise levels in excess of the 29 CFR 1926.52, Table D-2, Permissible Exposure Limit (PEL). When in the field, personnel must have hearing protection readily available for use.
- Note: A Competent Person should be selecting and evaluating hearing protection devices. Sound level readings taken on the A-weighted scale are required to deduct 7 decibels from the NRR as an error cushion to account for the difference between the A and C scales. It is then recommended to apply an additional safety factor of 50 percent to the NRR, to adjust for laboratory-to-workplace conditions. When wearing plugs with muffs, deduct only an additional 5 decibels to account for the secondary protective devices.
- Hand protection appropriate to the exposure shall be provided, used and maintained in a sanitary and reliable condition.
- Respiratory protection tested and certified (TC) by the National Institute for Occupational Safety and Health (NIOSH) shall be used when effective engineering controls are not feasible or while they are being instituted.
- *Respiratory Protection Program:* Describe the following:
 - Anticipated activities requiring the use of respiratory protection.
 - Identification of Respiratory Program Manager and qualifications.
 - Methods used to identify and evaluate workplace respiratory hazards.
 - Procedures for selecting respirators for use in the workplace.
 - Procedures for ensuring medical evaluations of employees required to use respirators.
 - Fit testing procedures for tight-fitting respirators.
 - Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations.

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- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators.
 - Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators.
 - Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations.
 - Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance.
 - Procedures for regularly evaluating the effectiveness of the respiratory protection program.
 - Areas anticipating the voluntary use of respirators. Describe the voluntary use guidelines and the requirements for voluntary users to learn and understand the contents of 29 CFR 1910.134 Appendix D, Information for Employees Using Respiratory When Not Required Under the Standard.
- *Health Hazard Control Plan:* This plan shall include, but not be limited to regulated and hazardous waste activities, heat and cold stress and ergonomic issues. Required plans under this section may include but are not limited to asbestos, lead, hexavalent chromium, silica, chlordane or poly chlorinated biphenyls.
 - *Hazard Communication Program:* The program shall include, but not be limited to, the following in contract-specific detail:
 - A list or inventory of the hazardous or toxic agents and their approximate location.
 - Procedures for assuring that containers used to store and transport hazardous or toxic agents around the work site are appropriately labeled to communicate the physical and health hazards associated with the agents in the containers.
 - Safety Data Sheet (SDS) management procedures to ensure that SDS documents are maintained at the project site, readily available, for each agent.
 - Procedures to ensure employees are trained initially and periodically when use of hazardous or toxic agents is altered or modified to accommodate changing on-site work procedures.
 - *Radiation Safety:* If required for specialized testing equipment, describe procedures for handling emergencies involving radiation and radioactive materials.
 - *Night Operations Lighting:* Describe procedures for work performed at night to ensure that all activities, areas, and operations are adequately illuminated.

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- *Emergency Response Plan:* This plan shall include, but not be limited to escape procedures and routes, crucial operations shutdown, employee accounting following an emergency evacuation, rescue and medical duties, means of reporting emergencies, and persons to be contacted for information or clarification.
- *Fire Prevention:* At minimum, but not limited to, describe the following:
 - A list of the major potential workplace fire hazards.
 - Potential ignition sources.
 - The types of fire suppression equipment or systems appropriate to the control of fire.
 - Assignments of responsibilities for maintaining the equipment and systems.
 - Personnel responsible for controlling the fuel source hazards, and housekeeping procedures, including the removal of waste materials.
- *Severe Weather:* Describe the types of severe weather hazards that may potentially exist and the steps that will be taken to guard against the hazards associated with severe weather.
- *Fall Prevention:* 100 percent protection is required for worker exposure when at heights of 6 feet or more above a lower level, exposed to fall hazards and using fall protection equipment. Describe in detail the specific practices, equipment and methods used to protect workers from falling to a lower level. This information must be updated as conditions change or at least every six months and shall include, but not be limited to:
 - Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications.
 - Describe anticipated activities where exposure will occur and fall hazard prevention or control methods.
 - Training requirements to include the safe use of fall protection equipment.
 - Design of anchorages/fall arrest and horizontal lifeline systems.
 - Inspection, maintenance and storage of fall protection equipment.
 - Rescue plan and procedures.
- *Excavation and Trenching:* Describe in detail the specific practices, equipment and methods used to protect workers from hazards associated with excavation and trenching. This information must be updated as conditions change or at least every 6 months and shall include, but not be limited to:
 - Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications.

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- Identification of types of excavations (and trenching).
- Projected depths of excavations.
- Projected soil type and method of testing to determine soil type.
- Planned method of protection (i.e., shoring, sloping and/or benching).
- Planned method for trench access and egress and atmospheric monitoring processes.
- Proposed methods for preventing damage to overhead utility lines, trees designated to remain, and other man-made facilities or natural features designated to remain within or adjacent to the construction rights-of-way.
- Plan for management of excavated soil/asphalt/concrete.
- Digging permits (excavation permits). All underground lines/utilities (communication lines, water, fuel, electric lines) shall be located and protected from damage or displacement. Utility companies and other responsible authorities shall be contacted to locate and mark the locations and, if they so desire, direct or assist with protecting the underground installations.
- Method of documentation of daily competent person inspections and soil classification.
- *Confined Space Plan* (ANSI Z117.1, 29 CFR 1926.21): Describe the following:
 - Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications.
 - Non-Permit Required Confined Space (NPRCS). Identify anticipated NPRCS. Describe air monitoring procedures and methods to ensure that non-permit conditions are maintained and other applicable safety issues are addressed.
 - Permit Required Confined Space (PRCS). Describe how each of the elements below will be enforced at each PRCS:
 - PRCS Entry Permit development and maintenance procedure.
 - Acceptable entry conditions.
 - Observation by the authorized entrant of monitoring or testing in PRCS.
 - Isolation of the PRCS.
 - Purging, inerting, flushing or ventilating the PRCS as necessary to eliminate or control atmospheric hazards.
 - Installation of barriers to protect entrants from external hazards.

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- Monitoring to verify acceptable entry conditions for the duration of the authorized entry.
- Equipment and equipment maintenance procedures to be used for confined space entry.
- Procedures for evaluating PRCS conditions when entry is conducted.
- Policies and procedures to assure that at least one attendant is available outside the PRCS during entry, to respond to emergencies.
- Designate by name, personnel with active roles in confined space entry. Specify their responsibilities for PRCS entry. All permits shall be signed by each employee entering the confined space, the Competent Person, attendant and responsible entry supervisor.
- Document procedures for rescue.
- Document procedures for preparing, issuing, using and cancelling a PRCS entry permit.
- Document procedures for coordinating with employees from outside organizations who will be participating in PRCS entry.
- Document procedures for concluding an entry.
- Develop procedures for reviewing PRCS entries and documenting lessons learned from them.
- Establish a policy to review cancelled permits to modify the PRCS entry procedures.
- *Scaffolding Plan:*
 - Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications.
 - Describe the types of scaffolding to be used and methods to ensure supervision by a competent person during the erection, dismantling and movement of such scaffolding.
 - Describe the method to ensure that all workers on scaffolding have been trained.
 - Describe the method to ensure that all scaffolding has been inspected by a Competent Person prior to use.

- *Steel Erection Plan:*
 - Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications.
 - Describe how contractor will provide for safe material delivery, staging and storage.
 - Describe steel erection activities and procedures, including the following:
 - Stability considerations requiring temporary bracing and guying
 - Anchoring methods
 - Provide verification of training for each employee performing steel erection operations.
 - Describe the procedures that will be utilized in the event of rescue or emergency response.

7.2.1.5 Section 4: Hazard Analysis

Outline the processes for identifying, analyzing, implementing and managing detailed activity-specific hazards and controls that will be provided through hazard analysis.

7.3 Safety and Security Task Force Meeting Minutes

The Safety and Security Task Force Meeting is to be recorded by the Contractor on the meeting minutes form (Appendix D) and submitted to HART for review and comment prior to logging into the CMS.

7.4 Contractor Safety and Security Manager/Representative Letter of Designation

The Contractor Safety and Security Manager and/or Representative Letter of Designation (Appendix E) is a document completed by the contractor to verify position requirements have been met and authority necessary to carry out the duties of the position has been given.

The Contractor Safety and Security Manager and/or Representative Letter of Designation are to be processed through CMS.

8 Security

8.1 Warning Signs

Warning signs shall be posted prohibiting unauthorized personnel from accessing contract work sites and high hazard areas such as confined spaces, electrical exposure, fall exposures, scaffolding, etc.

8.2 Theft and Vandalism Prevention

The removal of any contractor or HART property or materials from any Project-related location or permanent facility, without the permission of the property owner, will be considered theft.

Any person caught stealing will be removed from the Project and referred to appropriate authorities for investigation and, if necessary, prosecution.

Any person witnessing a theft or knowing information related to a theft or vandalism of property is required to report the information to their supervisor.

All management personnel are required to immediately report all theft and vandalism to the Contractor Safety and Security Manager, HART and local law enforcement agencies.

8.2.1 Work Site Security

Contractor management is responsible to determine the security needs for its contract using the following security checklist.

Items to be considered include:

- Fencing
- Lighting
- Guards
- Alarms
- Posting
- Locked and secured areas
- Police and Fire Department contacts
- Key control
- Equipment lockouts and shutoffs
- Neighbor contacts

All personnel are required to make sure that all security devices are fully functional. Any defects shall be repaired or reported to supervisor immediately.

8.3 Controlled Items

The Project prohibits the presence of any weapon on Project related premises including in vehicles brought onto Project sites. The Project prohibits the use, possession, concealment, transportation, promotion or sale of at least the following controlled items:

- Firearms, weapons, and ammunition
- Switchblades
- Mace
- Unauthorized explosives including fireworks
- Stolen property or contraband

8.4 Workplace Violence

All contractors on the Project must provide a safe and secure workplace and an environment free from intimidating, hostile, or offensive verbal or physical acts. HART expects all personnel to share in realizing that goal. The Project has a No-Tolerance policy with respect to verbal or physical harassment and abuse.

Harassment and abuse of personnel by anyone is unacceptable behavior and will not be tolerated. This includes verbal threats, taunts, and harassment. All threats and acts of violence will be taken very seriously. Threats, whether direct, in jest, or implied, are unacceptable and will result in discipline up to and including termination.

Violence infractions will result in the immediate and permanent removal of the worker from the Project.

All personnel have the duty to report to their employer (in accordance with its company policy) any instances of harassment, abuse, threat, or any of the following behaviors, which is directed at them or occurs in their presence:

- Aggressive conduct, instances of assault.
- Physical harassment or abuse, verbal or written harassment or abuse.
- Threatening talk or behavior.
- Dangerous weapons brought to work.
- Behavior of a co-worker which clearly indicates that he/she may be a danger to himself/herself or others.

9 References

American National Standards Institute/American Society of Safety Engineers; A10.33-1993 (R1998); Safety and Health Plan Requirements for Multi-Employer Projects; American National Standard Construction and Demolition Operations.

American National Standards Institute/National Safety Council; A10.38-2000; Basic Elements of an Employer's Plan to Provide a Safe and Healthful Work Environment; American National Standard Construction and Demolition Operations.

American National Standards Institute/National Safety Council; A10.39-1996; Construction Safety and Health Audit Plan; American National Standard Construction and Demolition Operations.

American National Standards Institute/American Society of Safety Engineers; Z490.1-2001; Criteria for Accepted Practices in Safety, Health, and Environmental Training.

American National Standards Institute/American Industrial Hygiene Association; Z10-2005; Occupational Health and Safety Management Systems.

American National Standards Institute/American Society of Safety Engineers; Z117.1-2003; Safety Requirements for Confined Spaces.

American Traffic Safety Services Association (ATSSA); Quality Standards for Work Zone Traffic Control Devices (2009).

National Safety Council; Safety and Health Code of Ethics Resource Guide, How to Implement a Code of Ethics for Safety and Health in Your Organization (2005).

Hawaii Administrative Rules; Title 12, Department of Labor and Industrial Relations Subtitle 8, Division of Occupational Safety and Health Part 3, Construction Standards.

Hawaii Administrative Rules; Title 19, Department of Transportation Subtitle 5, Motor Vehicle Safety Office, Chapter 127.1, Design, Construction, and Maintenance of Public Streets and Highways.

Hawaii Revised Statutes; Section 329B, Substance Abuse Testing.

Hawaii Revised Statutes; Section 378-32, Unlawful Suspension, Discharge or Discrimination.

Hawaii Revised Statutes; Section 396-6, Employer Responsibility: Safe Place of Employment; Safety Devices and Safeguards.

Hawaii Standard Specifications; Section 645, Work Zone Traffic Control.

United States Code of Federal Regulations; Title 29, Part 1926, Safety Regulations for Construction.

United States Code of Federal Regulations; Title 29, Part 1910, Occupational Safety and Health Standards.

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United States Code of Federal Regulations; Title 29, Part 1975, Coverage of Employers under the Williams-Steiger Occupational Safety and Health Act of 1970.

United States Code of Federal Regulations; Title 29, Part 1904, Recording and Reporting Occupational Injuries and Illnesses.

United States Code of Federal Regulations; Title 49, Part 633, Project Management Oversight.

United States Department of Transportation, Federal Highway Administration; Manual on Uniform Traffic Control Devices for Streets and Highways (2009 Edition).

Federal Transit Administration; Circular 5800.1., Safety and Security Management Guidance for Major Capital Projects, August 1, 2007.

HART Project Management Plan.

HART Safety and Security Management Plan.

United States Army Corps of Engineers; EM 385-1-1 15 September 2008.

National Fire Protection Association; 51B, Standard for Fire Prevention During Welding, Cutting and Other Hot Work.

National Fire Protection Association; 70E, Standard for Electrical Safety Requirements for Employee Workplaces.

National Fire Protection Association; 241, Standard for Safeguarding Construction, Alteration, and Demolition Operations.

Appendix A: Construction Safety and Security Audit Checklist

See Section 4.3.14 for information regarding the use of this appendix.

HONOLULU RAIL TRANSIT PROJECT

AUDIT CHECKLIST		
<u>Contract:</u>	<u>Auditor(s):</u>	<u>Audit No:</u>
<u>Auditee / Location:</u>		<u>Audit Date(s):</u> <u>Checklist Basis:</u> CSSP, Rev. 3

No.	Question	Yes	No	N/A	Findings
1.0 Overview					<i>Not applicable to Audit</i>
2. Policy Statement					<i>Not applicable to Audit</i>
3.0 Roles and Responsibilities					<i>Not applicable to Audit</i>
4.0 OHSMS					
5.0 Training					
6.0 Contractor Safety and Security Personnel					
7.0 Contractor Submittal Requirements					
8.0 Security					
4.1.1	Was compliance with CSSP communicated with the bid documentation and included in contract from Prime to Subcontractor?				
4.2	Did Prime Contractor turn in CHASP and SSSP no more than 30 days prior to the start of field activities?				
4.2.1	In the event of a non-conformance with safety and security requirements being issued, did Contractor take immediate action to correct the non-conforming or unsafe conditions?				
	Has the contractor issued NCR's? If not, has HART issued NCR's and/or recommended further action be taken to require the contractor to correct the non-conformance or other appropriate actions as permitted by contract?				
4.2.3	Was a Pre-Construction Safety Coordination Meeting held prior to the contractor mobilization and start of work on site? Was this meeting documented by the Contractor in CMS?				
4.3	Has the Prime Contractor submitted CHASP, SSSP or other applicable submittals been accepted prior to performing physical work on site?				
	Are safety programs, documents, signs and tags in a language that employees understand? If not, are there interpreters?				

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No.	Question	Yes	No	N/A	Findings
	Has the Prime Contractor prohibited instructing persons to work in surroundings or under conditions that are unsafe or dangerous to life or health?				
	Has the Prime Contractor instructed employees that they are responsible for complying with applicable safety and security requirements, wearing proper equipment, immediately reporting unsafe conditions/activities and security vulnerabilities, preventing incidents, immediately correcting hazards and unsafe conditions (within their authority) and working in a safe manner?				
4.3.1	Has the Prime Contractor coordinated and ensured that all required plans and hazard analysis are completed and made available to HART prior to beginning a new activity not previously experienced, work with a new crew or subcontractor, work in a new area or a high risk activity?				
	Has the Prime Contractor instructed employees to not knowingly perform work in an unsafe manner or environment without the safeguards prescribed by safety and health regulations?				
	Has the Prime Contractor instructed employees not to tamper with or tender ineffective any safety device or safe guard and to use the safety devices provided for personal protection?				
	Has the Prime Contractor communicated that no person shall remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning furnished for use in any employment or place of employment?				
4.3.2	Has the Prime Contractor erected and maintained a safety and health bulletin board in a commonly accessed area in clear view of the on-site workers?				
	Is the bulletin board continually maintained and updated and placed in a location where is it protected from the elements or unauthorized removal?				
	Does the bulletin board contain: 1) A map to the nearest emergency care facility?				

HONOLULU RAIL TRANSIT PROJECT

No.	Question	Yes	No	N/A	Findings
	2) Emergency contact telephone numbers?				
	3) OSHA/HIOSH required documents: a. OSHA 300 (2/1 – 4/30); b. Workers’ Rights Safety Poster; c. Date of last lost workday injury for Contract; d. Safety and health promotional literature; e. Information on location of MSDS, inspection reports, safety programs.				
4.3.3	Are warning signs posted prohibiting unauthorized persons from operating potentially hazardous machines and equipment?				
4.3.4	Are all visitors to the work areas briefed by a Qualified Person on hazards and controls required, such as PPE?				
	Have visitors signed the Visitor’s Release and Hold Harmless Agreement (Appendix C, CSSP)?				
	Are copies of these signed documents provided to the HART Project Manager or Contract Resident Engineer and placed into HART’s CMS?				
	Does the site have a stock of PPE for use by visitors?				
	Are escorts provided for all visitors while on site?				
	Is a visitor sign-in log maintained on site or at the location where visitors check in?				
4.3.5	Are public groups required to conduct observations of work activities from public areas a safe distance from the operation?				
	Are any project/contract tours for public groups or non-project personnel coordinated in advance through the HART Chief of Safety and Security?				
4.3.6	Are emergency plans prepared in writing and reviewed with all affected employees? (SSSP)				
	Are emergency plans tested to ensure their effectiveness?				

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No.	Question	Yes	No	N/A	Findings
	Is planning done with off-site support services?				
	Has an orientation been offered for off-site support services?				
	Are emergency alert systems developed, tested and used to alert persons likely to be affected by existing or imminent disaster conditions and to summon emergency responders?				
	Are emergency telephone numbers and reporting instructions for ambulance, physician, hospital, fire and police conspicuously and clearly posted at the work site?				
	Are employees prohibited from working alone in remote locations?				
	Are employees working away from workers provided an effective means of emergency communication?				
	Is this communication readily available and tested to verify it effectively operations in the area/environment?				
4.3.7	Are personnel prohibited from working under the influence of, or in possession of intoxicants (including alcohol) or illegal drugs?				
	Is there a procedure for the safe, expeditious and lawful removal of persons found under the influence or in the possession of such products?				
	Is there a procedure for employees under a physician’s treatment and taking prescribed medication that may impact the safety-sensitive position to provide medical clearance to the immediate supervisor and comply with restrictions associated with medication?				
	At minimum, are all persons in safety-sensitive positions participating in a substance abuse testing program which requires a negative result to remain eligible to work on the Project?				

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No.	Question	Yes	No	N/A	Findings
	Is the level of testing in accordance with standard practices for industry and comply with HAR 12-110-6, HRS 329B, HRS 378-32 and other applicable laws to prevent person(s) from working under the influence of intoxicants or drugs?				
4.3.8	Are only employees qualified by training or experience permitted to operate equipment or machinery?				
	Is evidence of this qualification available to HART upon request?				
	Are operators of any equipment or vehicle able to read and understand the signs, signals and operating instructions for use?				
	Before any machinery or mechanized equipment is put into use, is it inspected and tested by a Qualified Person and determined to be in safe operating condition?				
	Is the use of any machinery, tool, material or equipment not in compliance with applicable regulations or manufacturer instructions prohibited?				
	Are machines, tools, material or equipment identified as unsafe by tagging or locking the controls to render it inoperable or removed from its place of operation?				
	Are all safety devices and safeguards used and kept in sound and operable condition?				
4.3.9	Is the Hierarchy of Health and Safety Controls being used to eliminate or control all existing and potential hazards within the workplace in a timely manner in accordance with the ANSI Z10-2005 (CSSP figure 4-1)?				
	Has the employer ensured that practices are understood by all employees and underscored through training, positive reinforcement, correction of unsafe performance, and if necessary, through a clearly defined and communicated disciplinary system?				

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No.	Question	Yes	No	N/A	Findings
4.3.10	Has the Prime Contractor ensured that, at minimum, all definable features of work and high risk operations and activities associated with its contract have been evaluated by a competent person and has a safe working plan prepared in advance, communicated to the entire work crew on a frequent and regular basis, audited for compliance and updated as necessary to ensure an accurate reflection of the work activity?				
	Is the pre-planning process documented to include, at minimum, the activity, the steps to accomplish the activity, the recognized or potential hazards, the corrective action required to mitigate risk to the lowest level and the equipment, training and inspections required?				
	Does this document include the name of the preparer, reviewer and signatures of all personnel trained?				
	Is this document readily available upon request from HART?				
4.3.11	Are all personnel, including visitors, on work site locations associated with the Project wearing the following PPE?				
	ANSI Z 89.1 head protection at all times on the work site?				
	ANSI/ISEA 107 Class II or III high visibility, retro-reflective clothing at all times when in the traffic work zone?				
	ANSI Z87.1 eye protection at all times on the work site?				
	ASTM F2413 or ANSI Z41 foot protection at all times on the work site?				
	Hearing protection with appropriate NRR based on exposure. In the field, personnel must have hearing protection readily available for use.				
4.3.12	Are amber warning lights used on vehicles in work zones or where vehicles interface with heavy equipment during day and night operations?				

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No.	Question	Yes	No	N/A	Findings
4.3.13	Is the Prime Contractor conducting daily inspections to ensure all personnel on site comply with its CHASP and SSSP as well as regulatory requirements?				
	Are inspections conducted in accordance with HAR 12-110-2(b)(3) and 12-110-3?				
	Are inspections entered into iSMS on a daily basis and closed out in a timely manner?				
4.3.14	Has the HART Construction Safety and Security Manager or Representative conducted periodic surveillance?				
	Has the HART Construction Safety and Security Manager or Representative conducted at least one annual audit for active construction contracts (DB/DBB/DBOM)?				
4.3.15	Has the Prime Contractor ensured that exceptional housekeeping is provided?				
	Is there a prompt removal and disposal of combustible scrap and debris?				
	Are all work areas clean and orderly?				
4.3.16	Has the Prime Contractor ensured that all hot work and heat producing operations are conducted in accordance with OSHA/HIOSH, NFPA 51B and 241?				
4.3.17	Is fall protection provided at all times for all work at heights of 6 feet or more above a lower level, unless a more stringent standard applies?				
	Are Personal Fall Arrest Systems used and maintained in accordance with applicable regulations?				
	Has particular attention been paid to the proper selection and installation of anchorage points, calculation and maintenance of fall clearances and rescue procedures?				
4.3.18	Has the Prime Contractor immediately notified HART of any OSHA/HIOSH or other regulatory agency inspections and provided HART an opportunity to accompany the contractor on the inspection?				

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No.	Question	Yes	No	N/A	Findings
	Has the Prime Contractor ensured that the inspection will not be delayed due to the non-availability of the HART to participate in the inspection?				
	Has the Prime Contractor provided the HART with a copy of any citations or reports issued by the inspector and any corrective action responses to the citation(s) or report(s)?				
4.3.19	Do employees promptly report unsafe devices, practices, operations, safeguards, equipment or conditions to the supervisor or person in charge?				
	Does supervision to whose attention the existence of any of these conditions is called taken immediate steps to correct the unsafe condition or practice?				
	Do employees report all near misses, injuries or occupationally related illnesses as soon as possible to their employer or immediate supervisor?				
	Has the contractor (employer) reported all near misses, injuries or illnesses into HART's iSMS as soon as possible, but no later than the day of the occurrence or discovery of the occurrence?				
	Has a contractor supervisor declined to accept any reports of injury or illness from a subordinate?				
	Have the initial and follow-up notifications been made immediately following the notification protocol for all incidents?				
	In the event of a serious incident that involved a work-related incident resulting in the death of any employee, the inpatient hospitalization of three or more employees or property damage in excess of \$25,000, did the employer contact HIOSH and orally report the information required?				
4.3.20	Have contractors maintained and posted records as required by regulation and the CSSP for the duration of the contract and the time period required?				
4.3.21	Have all incidents related to the Project been investigated, reported and analyzed?				

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No.	Question	Yes	No	N/A	Findings
4.3.22	Are employees required to report all injuries to their supervisor and the Contractor Safety & Security Manager as soon as possible on the day of occurrence?				
	Is supervision cooperating with and providing employees a light duty or alternative duty assignment to avoid lost time accident?				
	At the time of care, is the contractor supervisor notifying the injured worker and treating physician of the availability of and desire to place the injured on an alternative duty assignment?				
	If the physician is not willing or is unable to provide authorization for alternative work assignments, is the contractor notifying the HART Construction Safety and Security Manager?				
	If the physician authorizes an alternative work assignment, does the supervisor provide the Duty Slip no later than 8 hours after receipt?				
	Are the contractor supervisor, Safety and Security Manager and employee aware of the work restrictions and strictly adhering to the physician's requirements?				
4.3.23	Has the Prime Contractor had a major incident reviewed by the SIRP?				
	Was the reporting coordinated by the Contractor through the HART Construction Safety and Security Manager within five working days of notice of the major incident?				
	Did the reporting team prepare and discuss the details of the incident and extent of the injury, details on causal factors as determined through the incident investigation and use of systematic cause analysis technique, what management and worker changes need to take place, the expected length of time off for the injured worker, if light/alternative duty was made available, where similar conditions on site exist and how these conditions will be eliminated or controlled, and any other information that was vital to controlling the incident?				
	Was an action plan prepared by the Prime Contractor forwarded to the SIRP detailing corrective action implementation?				

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No.	Question	Yes	No	N/A	Findings
4.4	Are all records associated with safety and security kept as required by the contract and regulation?				
5.0 Training					
5.0	Has the employer developed and instituted a safety and health training program for all employees so that they have an understanding of the hazards to which they may be exposed and the procedures or practices needed to protect them from these hazards?				
	Is a Qualified Person conducting all training required by applicable OSH regulations?				
	Does training correspond to ANSI Z490.1?				
	Are all training meetings documented in writing with training date, participant name, subject content and name of trainer?				
	Has the HART been informed of all scheduled safety, security and health-related training or meetings in advance and been invited to attend?				
	Are all training documents provided to HART upon request?				
5.1	Have all workers been provided with safety, security and health indoctrination prior to the start of work?				
	Have all workers been provided with safety, security and health training to enable them to perform their work in a safe manner?				
	Is the indoctrination training based on the SSSP?				
	Does the indoctrination include: -The requirements and responsibilities for incident prevention and the maintenance of safe and healthful work environments?				
	-General safety and health policies and procedures and pertinent provisions of the CSSP?				
	-Employee and supervisor responsibilities for reporting all incidents?				

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No.	Question	Yes	No	N/A	Findings
	-Provisions for medical facilities and emergency response and procedures for obtaining medical treatment or emergency assistance?				
	-Procedures for reporting and correcting unsafe conditions or practices?				
	-Job hazards and the means to control/eliminate those hazards, including applicable hazard analysis?				
	-Specific training as required by regulation?				
	Does the contractor accept the HART safety and environmental training badge or hard hat sticker (CSSP Figure 5-1) in lieu of the contractor-specific training?				
	Has contractor given HART pertinent information to be conveyed to HART personnel accessing their site?				
5.2.1	Does the Contractor Safety and Security Manager and HART Construction Safety and Security Manager (or representative) meet no less than every other week to discuss the status of the Contractors Safety Program, iSMS information, upcoming work plans and other pertinent information?				
	Are the Safety and Security Task Force Meeting minutes recorded by the contractor on the proper form (Appendix D)?				
	Are the Safety and Security Task Force Meeting minutes reviewed by HART prior to logging into CMS (within 5 days of meeting)?				
5.2.2	Are contract specific safety meetings conducted at least once a month?				
	Do these meetings review past activities, plan for new or changed operations, review pertinent aspects of appropriate hazard analyses, establish safe working procedures for anticipated hazards and provide pertinent safety and health training and motivation?				
	Are daily morning meetings held by the crew supervisor?				

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No.	Question	Yes	No	N/A	Findings
	Do these meetings discuss, at minimum, the work to be performed that day, include training, equipment and procedures required to conduct the work safely?				
	Are crew members encouraged to have open discussions and participate in ways to improve safety and health?				
	Are these meetings documents and signed by the supervisor and crew?				
	Are specialized training meetings to meet regulatory requirements for end user, competent person and qualified person conducted by a qualified person?				
	Is there an annual schedule for training managed by the Contractor Safety and Security Manager?				
5.3	Are supervisors and managers trained at least once a month in the elements of the employer’s safety and health program and in the specific responsibilities assigned to them under the program?				
	Does the training enable managers and supervisors to recognize potential hazards?				
	Does the training enable managers and supervisors to maintain safety, security and health protection in the work area?				
	Does the training enable managers and supervisors to reinforce employee training on the nature of the potential hazards and required protective measures?				
6.0 Contractor Safety and Security Personnel					
6.1	Does the Prime Contractor have a full time Safety and Security Manager and Competent Persons?				
	Has the Contractor Safety and Security Manager and Competent Person qualifications, credentials and letter of designation (Appendix E) been submitted and accepted by HART?				
	Do personnel acting as Contractor Safety and Security Manager and Competent Person have authority to stop work and direct actions to immediately correct unsafe acts, conditions or unacceptable security issues?				

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No.	Question	Yes	No	N/A	Findings
6.1.1	Is the Contractor Safety and Security Manager a full time professional who is at the work site whenever work or testing is being performed?				
	Does the Contractor Safety and Security Manager conduct and document daily safety inspections in iSMS?				
	Does the Contractor Safety and Security Manager have other duties than occupational, safety, health and security management, inspections and enforcement on the contract?				
	Is the Contractor Safety and Security Manager performing occupational, safety, health and security management, surveillance, inspections and enforcement for the contractor?				
	Does the Contractor Safety and Security Manager report to corporate management or the senior management person on the contract and not to subordinate or line supervisors?				
	Does the Contractor Safety and Security Manager have a minimum of five years construction safety experience?				
	Does the Contractor Safety and Security Manager have a professional certification such as CSP or CHST?				
	Does the Contractor Safety and Security Manager have the ATSSA Work Zone Supervisor certification?				
	Has the Contractor Safety and Security Manager completed the 30 Hour OSHA Construction Outreach Course or equivalent within the past 3 years?				
	Has the Contractor Safety and Security Manager attended Competent Person level training in the past 5 years for:?				
	Fall Protection				

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No.	Question	Yes	No	N/A	Findings
	Excavation and Trenching				
	Confined Space Entry				
	Rigging and Signaling for Cranes				
	Does the Contractor Safety and Security Manager have current certification in CPR and Standard First Aid?				
	Is the Contractor Safety and Security Manager familiar with the work being performed, competent to instruct others and familiar with the contractor’s CHASP and SSSP?				
	Does the Contractor Safety and Security Manager perform the following duties:				
	a) Submit, implement and monitor the CHASP.				
	b) Prepare, submit, implement and enforce the SSSP written to comply with the CSSP.				
	c) Ensure that hazard analysis are 1) prepared in advance for every construction activity, 2) communicated to the entire work crew on a frequent and regular basis and 3) audited for compliance and implementation.				
	d) Conduct daily safety and security inspections. Document observations and corrective actions in iSMS in a timely manner.				

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HONOLULU RAIL TRANSIT PROJECT

No.	Question	Yes	No	N/A	Findings
	e) Conduct incident investigations for near miss, personal injury and property damage and security related incidents. Document investigation results and corrective actions in iSMS within 8 hours of notification.				
	f) Maintain applicable safety reference material at the work site office.				
	g) Attend and document Safety and Security Meetings for all Contractor personnel.				
	h) Facilitate and document Safety and Security Supervisor Meetings as required by HAR 12-110-2(b)(4).				
	i) Establish, document and manage a Safety and Security Training Program for contract personnel to ensure relevant, accurate and effective training in hazard recognition and controls. Comply with ANSI Z490.1 and HAR 12-110-2(b)(4).				
	j) Attend the Safety and Security Task Force Meetings with HART and document meeting minutes in CMS.				
	k) Maintain a list of chemicals on site and their MSDS readily available.				
	l) Ensure that all required safety equipment is readily available to work crews and that personnel using equipment are trained in proper use, care and limitations.				
	m) Ensure that all visitors, vendors, and subcontractor (all tiers) personnel comply with safety and security requirements.				
	n) Respond in a timely manner to corrective action request and non-conformance reports issued by HART.				

HONOLULU RAIL TRANSIT PROJECT

No.	Question	Yes	No	N/A	Findings
	o) Perform or coordinate industrial hygiene surveys, as conditions dictate.				
	p) Supervise and monitor Safety and Security Representatives, qualified person(s) and competent person(s).				
6.1.2	Does each subcontractor have a Safety and Security Representative for each shift? Is this person full time or collateral duty?				
	Does the Safety and Security Representative have the authority to stop work?				
	Does the SSR report to corporate management or the senior management person on the contract and the Contractor Safety and Security Manager and not to subordinate or line supervisors?				
	Does the SSR understand their duties are the same as the SSM?				
6.2	Are Competent Persons provided, at minimum, for each of the following (applicable) major areas: a. Excavation and trenching b. Scaffolding c. Fall protection d. Cranes and rigging (OH lifting) e. Form Travelers and Launching Gentries f. Work over water g. Hazardous energy control h. Confined space i. Fire protection, including hot works j. Health hazards recognition k. PPE and clothing				
	Are Competent Persons on site at all times when the work that presents the hazards associated with their expertise is being performed?				

HONOLULU RAIL TRANSIT PROJECT

No.	Question	Yes	No	N/A	Findings
	Is there a Competent Person letter of designation (Appendix E) on file with HART?				
6.3	Are Qualified Persons provided, at minimum, for each of the following (applicable) major areas: a. Hazardous waste operations b. Fall protection (Horizontal Lifeline) c. Scaffolding d. Steel erection e. Concrete f. Rigger and signalperson				
7.0 Contractor Submittal Requirements					
7.1	Was the CHASP submitted before the contractor performed any physical work on site?				
7.2	At least 30 days prior to the start of field activities, did the Prime Contractor prepare and submit for acceptance a SSSP for its Contract?				
	Was the SSSP submitted and accepted before the contractor performed any physical work on site?				
	Has the SSSP been reviewed at least every six months?				
	If revisions were made, were they accepted by the HART?				
7.3	Are the Safety and Security Task Force Meetings recorded by the Contractor on the meeting minutes form (Appendix D) and submitted to the HART for review and comment prior to logging into the CMS?				
7.4	Is there a letter of designation for the approved Contractor Safety and Security Manager and Representative(s) that gives them the authority necessary to carry out the duties of the position?				
	Is the letter of designation logged into CMS?				

HONOLULU RAIL TRANSIT PROJECT

No.	Question	Yes	No	N/A	Findings
8.0 Security					
8.1	Are warning signs posted prohibiting unauthorized personnel from accessing contract work sites and high hazard areas such as confined spaces, electrical exposure, fall exposures, scaffolding, etc.?				
8.2	Has the Theft and Vandalism Prevention program been implemented?				
8.2.1	Has contractor management determined the security needs to its contract?				
	What security provisions have been implemented?				
8.3	Are prohibited items being kept from the Project? If so, how?				
8.4	How is the contractor providing a working environment free from intimidating, hostile or offensive verbal or physical acts? If so, how?				

Appendix B: Site Safety and Security Plan Checklist

The following checklist is provided to assist contractors with Section 7.2.

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CONTRACTOR SITE SAFETY & SECURITY PLAN CHECKLIST (8/15/12)				
The SSSP is the Contractor Site Specific Safety & Security Program Document. The following Site Specific Areas will be addressed:				
NOTE: 1. Prime Contractor will complete Checklist and Submit with their SSSP.				
NOTE: 2. Prime Contractor SSSP will be submitted in format below.				
NOTE: 3. HART Safety & Security Manager & HART Construction Safety & Security Manager will review Contractor SSSP and return to HART Resident Engineer.				
NOTE: 4. Contractor SSSP IS NOT APPROVED by the HART, only found as Acceptable or Non-Acceptable.				
HART Safety & Security Manager Review Status: ACCEPTED BY/DATE: _____ NOT ACCEPTED BY/DATE: _____				
HART Construction Safety & Security Manager Review Status: ACCEPTED BY/DATE: _____ NOT ACCEPTED BY/DATE: _____				
Contractor Name:		Contract No:		
Contract Title & Location:		Included ?		Page(s)
		Yes	No	N/A
ALL CHECKLIST ITEMS MUST WILL BE COMPLETED				
FORMAT				
A Table of Contents must be placed at the beginning of this document and each section. The header or footer of each page must list the Prime Contractor name, Project name, contract name and number, page number, version and date of SSSP.				
SECTION 1: RESPONSIBILITIES AND LINES OF AUTHORITY				
Provide the identification and accountability of personnel responsible for safety on the contract level. Include an organizational chart and copy of the resume for the assigned Contractor Safety and Security Manager. Designate the individual ultimately responsible for the implementation of the SSSP.				
Include the title, signature and telephone numbers of 1) the SSSP preparer (Qualified Person, Competent Person), 2) the company/corporate officers authorized to obligate the company and approve the SSSP, and 3) SSSP concurrence from the Project Manager, Superintendent, Quality Control, Contractor Safety and Security Manager and other applicable corporate and contract personnel.				
Include a statement that authorizes and requires all levels of supervision, quality control personnel and the Contractor Safety and Security Manager to stop work that would place employees, the public, equipment, property or the environment in imminent danger, and to ensure that all unsafe conditions are corrected in a timely manner.				
Include a statement of the Prime Contractor's ultimate responsibility for the implementation of the SSSP.				
Provide policies and procedures regarding non-conformance with safety requirements, including disciplinary actions for violation of safety requirements.				
Provide written company procedures for holding managers and supervisors accountable for safety.				
SECTION 2: PROGRAM ELEMENTS.				
Statement of Safety and Health Policy. Provide a contract-specific policy statement which details commitment to providing a safe, healthful and secure workplace for all employees and the general public and which acknowledges the Prime Contractor overall responsibility for compliance with occupational safety and health regulatory requirements. This should be signed by the senior manager responsible for the Contract.				
Control of Subcontractors, Vendors and Suppliers. Provide procedures for coordinating and ensuring compliance with the SSSP by other employers prior to starting work on site. Include: o Identification of subcontractors (all tiers), vendors, suppliers and service providers for entry into iSMS. This list must be updated as necessary to ensure that it accurately represents subcontractors and suppliers working on the contract; o Safety and security responsibilities of subcontractors, vendors, suppliers and service providers. o Procedure to ensure plans and hazard analysis are in writing and acceptable prior to starting work.				
Disciplinary Procedures. Describe how the Prime Contractor will address non-conformance with the SSSP by its own employees, subcontractors, suppliers and service providers.				
Plan for the Prevention of Alcohol and Drug Abuse. Describe how the Contractor will implement and manage a Substance Abuse Prevention Program. This plan shall at minimum, but not be limited to comply with HAR 12-110-6, HRS 329B, HRS 378-32 and other applicable laws to prevent person(s) from working under the influence of intoxicants or drugs.				
Training o List requirements for worker site specific safety and security orientation at the time of initial hire or first day of work on the Contract. Describe orientation topics. o List subjects requiring mandatory training and certifications that are applicable to the specific Contract (i.e., powder-actuated tool use, crane operator license, forklift operator certification, etc.) and any requirements for periodic retraining/recertification as required by manufacturers or applicable local, state and federal regulations. o List periodic safety and health training topics for supervisor and employee training. o Describe emergency response training requirements for the Contract.				
Safety and Security Inspections. o Describe specific assignment of responsibilities for a minimum daily work site safety and security inspection during periods of work activity. Include information on who will conduct inspection (ensure that personnel have level of proficiency needed to perform inspection), proof of inspector's training/qualifications, when inspections will be conducted, and procedures for documentation in iSMS. o Describe any external inspections or certifications that may be required (e.g. annual crane certification, respiratory fit testing, etc.).				
Incident Investigation and Reporting. o Describe procedure for incident investigations, reports and logs and who will be responsible to coordinate and oversee such investigations. Describe Prime Contractor procedures for investigation for root cause, follow-up on corrective action, reporting and documentation in iSMS as required by this CSSP. o Describe procedure for emergency response that outline the steps to be followed upon the occurrence of serious injuries, illnesses, fatalities, structural failures, or other emergencies, including procedures for the administration of first aid and/or other necessary medical treatment. o Description of the Prime Contractor's approach to coordinate and conduct crisis management.				

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Contractor Name:		Contract No:		
Contract Title & Location:				
		Included ?		
		Yes	No	N/A
		Page(s)		
SECTION 3: PLANS, PROGRAMS, PROCEDURES.				
Based on a risk assessment of contracted activities and mandatory OSHA/HIOSH compliance requirements, the Prime Contractor shall reference and address all applicable local, state and federal occupational safety and health regulations and, at minimum, but not be limited to provide detailed information on for the following:				
Work Area Security. It is the responsibility of the contractor to provide security protection until final completion of the work and acceptance by HART.				
o Describe how the Prime Contractor will provide for the protection of all property, including any equipment or supplies under its care, custody or control.				
o Describe how visitor control will ensure that all visitors to the work site sign a HART Visitor's Release and Hold Harmless Agreement (Appendix C) and will be accompanied at all times on the work site by a member of the contractor or HART who are aware of current conditions/phases of the particular work and have attended the HART or Contractor Project Safety and Security Orientation. Describe procedures to ensure visitors wear all required PPE when on site.				
o Workplace Violence Prevention. This should outline how acts of violence will be prevented, identified, reported and investigated and should reflect a No Tolerance Policy.				
o Describe requirements for contractor-furnished physical perimeter barriers or fencing, signage and adequate lighting to secure property and provide warning to reasonably prevent unauthorized access into the work site.				
o Describe how contractor will maintain security when there are no regularly scheduled shifts.				
o Describe how contractor will keep the public a safe distance from the work activity and out of the work area.				
o Describe procedures for security inspections to be conducted throughout construction.				
o Describe methods of protection from the following:				
- Bomb or other terroristic threats;				
- Theft of equipment, materials and explosives;				
- Vandalism;				
- Unauthorized entry;				
- Civil commotion;				
- Strike;				
- Sabotage.				
Housekeeping (cleanliness and orderliness). Describe how:				
o Materials will be stored and managed;				
o Waste and debris will be removed in a manner which creates a clean and orderly work area.				
Pre-cast Concrete.				
o Describe how contractor will provide for safe material delivery, staging and storage.				
o Describe pre-cast erection activities and procedures, including the following:				
- Stability considerations requiring temporary bracing and guying;				
- Anchoring methods;				
o Provide verification of training for each employee performing pre-cast erection operations;				
o Describe the procedures that will be utilized in the event of rescue or emergency response.				
Crane Safety				
o Provide verification of State of Hawaii Crane Operators License (HAR 12-48; 29 CFR 1926.1427), Rigger qualifications (29 CFR 1926.1425(c)) and Signal Person qualifications (29 CFR 1926.1419(a)).				
o Provide procedure to ensure proper foundation for crane set up.				
o Provide criteria for shutdown of operations, such as environmental conditions (wind speed), deficiencies in equipment, etc.				
o Provide information on selected or required safety devices on cranes for 1) Anti-Current Device; 2) Anti-Upset Device; 3) Operator and Rigger Protection Mechanisms; and 4) Anti-Collision Devices. (See Definitions for more information).				
o Provide information on selected or required safety devices on rigging hardware such as 100 percent Positive-Action Safety Latches,				

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Contractor Name: _____		Contract No: _____		
Contract Title & Location:	Included ?			Page(s)
	Yes	No	N/A	
<p>Critical Lift Plan. Before making a critical lift, a Critical Lift Plan, written by a Qualified Person, must be developed and submitted to HART. (See Definitions for more information). The Critical Lift Plan shall include, but not be limited to the following:</p> <ul style="list-style-type: none"> o Anticipated critical lifts for the contract. o Designated crane operator, lift supervisor, rigger and signalperson and their qualifications. o Specific make, model of crane, line, boom and swing speed. o Exact size and weight of the load to be lifted and all crane and rigging components that add to the weight. The manufacturer's maximum load limits for the entire range of the lift, as listed in the load charts. o Lift geometry and procedures including the crane position, height of the lift, load radius, and boom length and angle for the entire range of the lift. o Site drawing to show placement/location of crane, adjacent equipment and/or facilities. o Rigging plan showing the lift points and describing rigging procedures and hardware requirements. o Ground conditions, outrigger or crawler track requirements, design of mats (if necessary) to achieve a level, stable foundation of sufficient bearing capacity for the lift. o Environmental conditions under which lift operations are to be stopped. o Coordination and communication requirements for the lift operation. 				
<p>Hazardous Energy Control Plan (HECP). Clearly and specifically outline the scope, purpose, authorization, responsibilities, rules and techniques for the control of hazardous energy, including but not be limited to the following:</p> <ul style="list-style-type: none"> o Anticipated activities that will require HEC. o Means of coordinating and communicating hazardous energy control activities; o Procedural steps and responsibilities for shutting down, isolating, blocking, and securing systems to control hazardous energy; o Procedural steps and responsibilities for the placement, removal, and transfer of lock out and tag out devices; o Procedural steps, responsibilities and a means of accounting for placing and removing personal protective grounds; o Procedural steps, responsibilities and requirements for testing the system and/or equipment to verify the effectiveness of isolation and lockout and tag out devices (including compliance with NFPA 70E); o Procedural steps and responsibilities for transfer of clearances when and if necessary; o Procedural steps and responsibilities for multi-shift safe clearances; 				
Site Sanitation. Describe provisions for adequate toilets, potable water, washing facilities, and disposal of waste, etc.				
Traffic Control Program. Describe how Prime Contractor will implement and manage written traffic control plans, flaggers, etc., in accordance with the MUTCD (current Edition).				
<p>Personal Protective Equipment. Describe how Prime Contractor will implement, manage and comply with the following:</p> <ul style="list-style-type: none"> o Head protection complying with ANSI Z89.1-2009 and ANSI Z89.2-2009 shall be worn at all times when on the worksite. o High visibility, retro-reflective clothing (class 2 or 3) complying with ANSI/ISEA 107 (note law enforcement personnel may wear ANSI/ISEA 207 compliant clothing), MUTCD 6E-3, and 29 CFR 1926.201(a) shall be worn at all times within the traffic work zone. o Eye protection complying with ANSI Z87.1-2003 shall be worn at all times on when on the work site. o Face protection complying with ANSI Z87.1-2003 shall be worn when equipment, machines or operations present potential face injury from physical, chemical or radiation agents. o Foot protection complying with ASTM F2413-05 or ANSI Z41-1999 shall be worn at all times when on the work site. Work boots are the preferred type of protective footwear. No tennis-type shoes are permitted. o Hearing protection with a Noise Reduction Rating (NRR) appropriate for the exposure shall be worn by personnel exposed to noise levels in excess of the 29 CFR 1926.52 Table D-2 Permissible Exposure Limit (PEL). When in the field, personnel must have hearing protection readily available for use. <p>Note: A Competent Person should be selecting and evaluating hearing protection devices. Sound level readings taken on the A-weighted scale are required to deduct 7 decibels from the NRR as an error cushion to account for the difference between the A and C scales. It is then recommended to apply an additional safety factor of 50 percent to the NRR, to adjust for laboratory-to-workplace conditions. When wearing plugs with muffs, deduct only an additional 5 decibels to account for the secondary protective devices.</p> <ul style="list-style-type: none"> o Hand protection appropriate to the exposure shall be provided, used and maintained in a sanitary and reliable condition. o Respiratory protection tested and certified (TC) by the National Institute for Occupational Safety and Health (NIOSH) shall be used when effective engineering controls are not feasible or while they are being instituted. 				

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Contract Title & Location:				
		Included ?		Page(s)
		Yes	No	
Respiratory Protection Program. Describe the following: o Anticipated activities requiring the use of respiratory protection; o Identification of Respiratory Program Manager and qualification; o Methods used to identify and evaluate workplace respiratory hazards; o Procedures for selecting respirators for use in the workplace; o Procedures for ensuring medical evaluations of employees required to use respirators; o Fit testing procedures for tight-fitting respirator; o Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations; o Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators; o Procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere-supplying respirators; o Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations; o Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance; o Procedures for regularly evaluating the effectiveness of the respiratory protection program; and o Areas anticipating the voluntary use of respirators. Describe the voluntary use guidelines and the requirements for voluntary users to learn and understand the contents of 29 CFR 1910.134 Appendix D, Information for Employees Using Respiratory When Not Required Under the Standard.				
Health Hazard Control Plan. This plan shall include, but not be limited to regulated and hazardous waste activities, heat and cold stress and ergonomic issues. Required plans under this section may include but are not limited to asbestos, lead, hexavalent chromium, silica, chlordane or poly chlorinated biphenyls.				
Hazard Communication Program. The program shall include, but not be limited to, the following in contract-specific detail: o A list or inventory of the hazardous or toxic agents and their approximate location; o Procedures for assuring that containers used to store and transport hazardous or toxic agents around the work site are appropriately labeled to communicate the physical and health hazards associated with the agents in the container; o MSDS management procedures to ensure that MSDS documents are maintained at the project site, readily available, for each agent. o Procedures to ensure employees are trained initially and periodically when use of hazardous or toxic agents is altered or modified to accommodate changing on-site work procedures.				
Radiation Safety. If required for specialized testing equipment describe procedures for handling emergencies involving radiation and radioactive materials.				
Night Operations Lighting. Describe procedures for work performed at night to ensure that all activities, areas, and operations are adequately illuminated.				
Fire Prevention. At minimum, but not be limited to describe the following: o A list of the major potential workplace fire hazards; o Potential ignition sources; o The types of fire suppression equipment or systems appropriate to the control of fire; o Assignments of responsibilities for maintaining the equipment and systems; o Personnel responsible for controlling the fuel source hazards, and housekeeping procedures, including the removal of waste materials.				
Severe Weather. Describe the types of severe weather hazards that may potentially exist and the steps that will be taken to guard against the hazards associated with severe weather.				
Fall Prevention. 100 percent protection is required for worker exposure when at heights of 6 feet or more above a lower level, exposed to fall hazards and using fall protection equipment. Describe in detail the specific practices, equipment and methods used to protect workers from falling to a lower level. This information must be updated as conditions change or at least every six months and shall include, but not be limited to: o Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications; o Describe anticipated activities where exposure will occur and fall hazard prevention or control methods; o Training requirements to include the safe use of fall protection equipment; o Design of anchorages/fall arrest and horizontal lifeline systems; o Inspection, maintenance and storage of fall protection equipment; o Rescue plan and procedures.				

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Contractor Name:		Contract No:		
Contract Title & Location:		Included ?		
		Yes	No	N/A
				Page(s)
Excavation and Trenching. Describe in detail the specific practices, equipment and methods used to protect workers from hazards associated with excavation and trenching. This information must be updated as conditions change or at least every 6 months and shall include, but not be limited to: o Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications; o Identification of types of excavations (and trenching); o Projected depths of excavation; o Projected soil type and method of testing to determine soil type; o Planned method of protection (i.e., shoring, sloping and/or benching); o Planned method for trench access and egress and atmospheric monitoring processes; o Proposed methods for preventing damage to overhead utility lines, trees designated to remain, and other man-made facilities or natural features designated to remain within or adjacent to the construction rights-of-way; o Plan for management of excavated soil/asphalt/concrete; o Digging permits (excavation permits). All underground lines/utilities (communication lines, water, fuel, electric lines) shall be located and protected from damage or displacement. Utility companies and other responsible authorities shall be contacted to locate and mark the locations and, if they so desire, direct or assist with protecting the underground installations. o Method of documentation of daily competent person inspections and soil classification.				
Confined Space Plan (ANSI Z117.1, 29 CFR 1926.21). Describe the following: o Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications; o Non-Permit Required Confined Space (NPRCS). Identify anticipated NPRCS. Describe air monitoring procedures and methods to ensure that non-permit conditions are maintained and other applicable safety issues are addressed. o Permit Required Confined Space (PRCS). Describe how each of the elements below will be enforced at each PRCS: - PRCS Entry Permit development and maintenance procedure; - Acceptable entry conditions; - Observation by the authorized entrant of monitoring or testing in PRCS; - Isolation of the PRCS; - Purging, inerting, flushing or ventilating the PRCS as necessary to eliminate or control atmospheric hazards; - Installation of barriers to protect entrants from external hazards; - Monitoring to verify acceptable entry conditions for the duration of the authorized entry; - Equipment and equipment maintenance procedures to be used for confined space entry; - Procedures for evaluating PRCS conditions when entry is conducted; - Policies and procedures to assure that at least one attendant is available outside the PRCS during entry, to respond to emergencies; - Designate by name, personnel with active roles in confined space entry. Specify their responsibilities for PRCS entry. All permits shall be signed by each employee entering the confined space, the Competent Person, attendant and responsible entry supervisor; - Document procedures for rescue; - Document procedures for preparing, issuing, using and cancelling a PRCS entry permit; - Document procedures for coordinating with employees from outside organizations who will be participating in PRCS entry; - Document procedures for concluding an entry; - Develop procedures for reviewing PRCS entries and documenting lessons learned from them; and - Establish a policy to review cancelled permits to modify the PRCS entry procedures.				
Scaffolding Plan. o Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications; o Describe the types of scaffolding to be used and methods to ensure supervision by a competent person during the erection, dismantling and movement of such scaffolding. o Describe the method to ensure that all workers on scaffolding have been trained. o Describe the method to ensure that all scaffolding has been inspected by a Competent Person prior to use.				
Steel Erection Plan. o Duties and responsibilities. Describe Competent Persons and Qualified Persons responsibilities and qualifications; o Describe how contractor will provide for safe material delivery, staging and storage. o Describe steel erection activities and procedures, including the following: - Stability considerations requiring temporary bracing and guying; - Anchoring methods; o Provide verification of training for each employee performing steel erection operations; o Describe the procedures that will be utilized in the event of rescue or emergency response.				
HAZARD ANALYSIS				
Hazard Analysis Outline the processes for identifying, analyzing, implementing and managing detailed activity-specific hazards and controls that will be provided through hazard analysis.				

Appendix C: HART Visitor's Release and Hold Harmless Agreement Form

See Section 4.3.4 and 7.2 for information regarding the use of this appendix.

VISITOR'S RELEASE, COVENANT NOT TO SUE AND INDEMNITY AGREEMENT

I wish to enter upon the premises or construction work site of the Honolulu Rail Transit Project (HRTTP). I understand that I will be entering a construction site where hazards may exist, and I am aware of and appreciate the risks which may result. I am also aware that accidents occur on construction sites and that I may be seriously injured or killed as a result. I am voluntarily entering the premises of the HRTTP with knowledge of the dangers involved, and I voluntarily agree to accept any and all risks of bodily injury, property damage, permanent disability and death.

In consideration of being permitted, for my own purposes and interest, to enter upon the premises or construction work site of the HRTTP, to the fullest extent permitted by law, I hereby release, forever discharge and covenant not to sue the City and County of Honolulu (the City), the Honolulu Authority for Rapid Transportation (HART), their HRTTP Consultants, Contractors and Subcontractors, and their respective agents and employees (collectively, Releasees) for all damages, costs, attorneys' fees, losses, injuries and any and all other claims of any type whatsoever sustained or caused while on such premises or work site, except those injuries which are caused solely by the gross negligence or willful misconduct of the Releasees. In addition, I hereby agree to hold harmless, indemnify and defend the Releasees from and against all damages, costs, attorneys' fees, losses, injuries and any and all other claims of any type whatsoever sustained or caused while on such premises or work site, except those injuries which are caused solely by the gross negligence or willful misconduct of the Releasees.

I agree that the terms and conditions of this Agreement shall continue in full force and effect now and in the future, and at all times during which I enter upon the premises or construction work site of the HRTTP.

I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the State of Hawaii and that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Hawaii. In the event that 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.

I HAVE CAREFULLY READ THIS VISITOR'S RELEASE, COVENANT NOT TO SUE INDEMNITY AGREEMENT, AND I FULLY UNDERSTAND ITS CONTENTS. I CERTIFY THAT I AM AT LEAST 18 YEARS OF AGE. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT. I AM EXECUTING THIS AGREEMENT FOR MYSELF, MY SPOUSE, HEIRS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS. I AM FULLY COMPETENT, AND I AM SIGNING THIS DOCUMENT OF MY OWN FREE WILL.

Print Name: _____

Signature: _____

Address: _____

Date: _____

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Appendix D: Weekly Safety and Security Task Force Meeting Minutes Form

See Sections 5.2.1 and 7.2 for information regarding the use of this appendix.

SAFETY & SECURITY TASK FORCE MEETING MINUTES				MEETING NO: XX	
Date:				Next Meeting Date: XX/XX/XX	
ATTENDANCE					
Present	Initial	Name	Organization	Telephone	Email
ACTION ITEMS/ISSUES					
Item #	Description	Date Introduced	Date Due	Status/Date Closed	
ISMS REVIEW					
MEETINGS					
NEW ISSUES					
ON-GOING ISSUES					
ISSUES					
DELIVERABLES					
Description	Responsible	Date Introduced	Date Due	Item Closed	Comments
TASK FORCE HOUSE RULES					
<ol style="list-style-type: none"> 1. The safety of the employees working on the contract will take precedent over any individual motive or ambition. 2. Input is expected, technical debate is encouraged, but exhibiting an unprofessional demeanor towards another member or participant shall not be permissible at any time. 					

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Appendix E: Contractor Safety and Security Manager/Representative Letter of Designation

See Sections 3.4.2, 3.5.2, 6.2, and 7.4 for information regarding the use of this appendix.

The use of this document is recommended. Contractors may use their own forms to avoid duplicate work as long as the content and intent of document matches this appendix.

Date

Attention: HART Project Manager
HART Resident Engineer

Subject: (Contract Name) Contractor Safety & Security Manager/Representative Designation Letter

This letter designates (person name) as the (Contract Name) Contractor Safety & Security Manager/Representative (select appropriate position). This letter verifies that (person name) meets the requirements for this position as required in the Honolulu Authority for Rapid Transportation, Honolulu Rail Transit Project, Construction Safety & Security Plan and has been given the authority necessary to successfully carry out their duties.

Please see the attached resume and certifications.

Sincerely,

Contractor Project Manager

c: HART Chief of Safety & Security
HART Construction Safety & Security Manager