

PROJECT SAFETY MANAGEMENT PLAN

Rev 2.0



Project Name

Project Number

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1.0PLAN REVISION LOG

Team Rev #	Section Revised	Editor	Date Revised	Description of Revisions
1	Section	Name	Enter date	Description
2	Section	Name	Enter date	Description
3	Section	Name	Enter date	Description
4	Section	Name	Enter date	Description
5	Section	Name	Enter date	Description
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8	Section	Name	Enter date	Description
9	Section	Name	Enter date	Description
10	Section	Name	Enter date	Description
11	Section	Name	Enter date	Description
12	Section	Name	Enter date	Description
13	Section	Name	Enter date	Description
14	Section	Name	Enter date	Description

Reminder: Update the revision number in the header of this page each time the document is updated. The revision number in the header should reflect the revision number in the table.

2.0 PLAN ACCEPTANCE

This plan has been reviewed and approved by:

Title	Name	Signature	Date	Phone #
Group President	Name	Type digital signature here	Enter date	Phone #
Regional / Area Manager	Name	Type digital signature here	Enter date	Phone #
Project Director	Name	Type digital signature here	Enter date	Phone #
Project Manager	Name	Type digital signature here	Enter date	Phone #
Project Superintendent	Name	Type digital signature here	Enter date	Phone #
Group/District HSE Manager	Name	Type digital signature here	Enter date	Phone #
Project HSE Manager	Name	Type digital signature here	Enter date	Phone #

3.0 INTRODUCTION

This Safety Management Plan (Section 10 of the Project Management Plan) describes the project-specific processes for planning, communicating, and executing work in a manner that protects the health and safety of all stakeholders. In addition to this plan, work will be executed in accordance with:

- the Sundt policies and procedures described in [SMS Health and Safety](#),
- the [SMS System Manual for Safety Management & Illness Prevention](#) (SMS-M-SAFT001),
- the [Environmental Management Plan](#) (Section 11 of the Project Management Plan),
- the project agreement,
- [29 CFR](#), Parts [1904](#), [1910](#), and [1926](#),
- **Identify respective state OSHA plan if relevant,**
- State and local general and construction standards, administrative codes, and general statutes,
- Applicable ANSI Standards, including those referenced in 29 CFR,
- Applicable industry standards, and
- Applicable manufacturer guidelines and standards

To achieve our goal of ensuring everyone goes home safely;

- Group & Project Management will support and monitor the safety, health and risk management process;
- The project team is responsible and accountable to lead and implement the safety, health and risk management process;
- Supervising personnel shall possess the skills commensurate with project responsibilities;
- Site personnel must comply with safety, health and risk management requirements; and
- We shall foster continuous improvement and a culture that values safety.

The Company reserves the authority to use additional forms and modify this plan. The safety rules and regulations contained herein are NOT all inclusive. Legal standards not specifically referenced in these rules, regulations, and policies shall apply when appropriate.

This Safety Management Plan should only include project-specific activities/content and be updated to reflect site conditions.

The term “Contractor” used in this document refers to **Sundt / JV Name**. The term “Trade Contractor” refers to employers subcontracted by Contractor.

4.0 PROJECT OVERVIEW

Project Address	Address
Project Start Date	Project Start Date
Projected Project End Date	Projected Project End Date (schedule duration in months) *
Schedule Duration	Duration in months
Project Value	Project Value
Delivery Method	Delivery Method
Scope of Work/Description	Scope of Work/Description
Full-Time Safety Manager Start Date	Start Date
OCIP / CCIP / SCIP / SLIP/ Z25 Builders Risk / Deductible \$ / BR Deduct. - Contractor or Owner	OCIP / CCIP , SCIP / SLIP/Z25 Builders Risk / Deductible \$ / BR Deduct. - Contractor or Owner
Building/Structure Height and # of Floors	Building Height >36' (CA projects: If the structure will be over 36' tall, a project permit will be required to be procured from the local Cal/OSHA office.)
Construction Passenger Hoists – Y/N	CA Projects: If Structure Height > 60', CPH /Manlift req'd
Cranes (tower, mobile, etc) - Y/N	Detail types of cranes expected
Abatement - Y/N	Abatement - Y/N
SWPPP Site Level #	SWPPP Site Level #
WDID # / Environmental Permits	WDID # / Environmental Permits
NOI issue Date	NOI issue Date
Final Completion Date	Final Completion Date
Existing structures on site	Existing structures on site
Occupied bldgs. adjacent to site	Occupied bldgs. adjacent to site
Public exposure from const activities	Public exposure from const activities
Existing overhead utilities on/around site	Existing overhead utilities on/around site
Existing underground utilities	Existing underground utilities on/around site
Utility isolation valves	Adequate utility isolation valves (to limit exposure of utility strike)?
Craft Personnel Headcount Estimate	Estimated # of craft for life of project (or per phase)

5.0 RISK MITIGATION PLANS (HS&E)

Trade Contractor	Reason for RMP	RMP	Status: Open/Closed
Trade Contractor	Reason	RMP	Status
Trade Contractor	Reason	RMP	Status
Trade Contractor	Reason	RMP	Status
Trade Contractor	Reason	RMP	Status
Trade Contractor	Reason	RMP	Status
Trade Contractor	Reason	RMP	Status
Trade Contractor	Reason	RMP	Status

- 5.1 Trade Contractors will be prequalified as described in the policy and standard operating procedures from [SMS Risk Management](#).
- 5.2 Trade Contractors that are required to participate in an EMR Review as a condition of prequalification are subject to a meeting with Contractor management to review the Trade Contractor's safety plans and performance prior to initiation of any work at the project site.
- 5.3 Any Trade Contractor who does not meet the qualification criteria will be required to submit a Risk Mitigation Plan (RMP) that addresses any concerns and gaps in their program as determined by the Contractor HSE Professional reviewing the Trade Contractor's qualification information.
- 5.4 Each work package with tasks performed by the Trade Contractor must include a Seller (Subcontractor) Project Management Plan (PMP) Orientation with the Trade Contractor for development of the Job Hazard Analysis (JHA) and Task-Specific Safety Requirements (THA).
- 5.5 For project-specific prequalification/EMR information, refer to the PMP's Risk Management Plan.

6.0 CONTRACTOR HS&E-STAFFING PLAN & TASKS

6.1 Contractor HS&E Staff

- a) As agreed upon by the District Manager in conjunction with the Group/Area HS&E Manager, this project **does/does not require** a full-time project safety manager during **list phases or activities**.
- b) Additional safety professionals *may* be added based on estimated number of craft workers on site:
 - i. 101-199 craft personnel = Project Safety Manager + 1 added safety professional
 - ii. 200-299 craft personnel = Project Safety Manager + 2 added safety professionals
 - iii. 300-399 craft personnel = Project Safety Manager + 3 added safety professionals

6.2 Contractor HS&E tasks will be managed on this project as follows...

	Project Start-Up HS&E Tasks	Responsible Person	Status
1	Complete this Project Safety Management Plan	Responsible Person	Status
2	Establish a local clinic, conduct meet and greet	Responsible Person	Status
3	Set up Grab-and-Go packets (maurias@sundt.com)	Responsible Person	Status
4	Post jobsite bulletin board/OSHA 300/employee rights/EAP/phone #s	Responsible Person	Status
5	Acquire OSHA permits as required	Responsible Person	Status
6	Submit Notifications to OSHA as required	Responsible Person	Status
7	Order Site Safety Signage package in line with branding guidelines	Responsible Person	Status
8	Order and install "Safety By Choice" signage and family board	Responsible Person	Status
9	Order Safety by Choice and Orientation stickers marketing@sundt.com	Responsible Person	Status
10	Order Listen Up, Speak Up Cards from marketing@sundt.com	Responsible Person	Status
11	Make Orientation PowerPoint & Code of Safe Practices project-specific	Responsible Person	Status
12	Acquire and post first-aid kit, blood borne pathogen clean up kit, and AED	Responsible Person	Status
13	Procure and deploy fire extinguishers (and stands)	Responsible Person	Status
14	Procure and deploy eye wash stations	Responsible Person	Status
15	Acquire heat illness treatment kit (AZ warehouse- contact Rick Garcia)	Responsible Person	Status
16	Initiate / document USA / Dig-Alert / 811	Responsible Person	Status
17	Acquire visitor PPE (AZ warehouse- contact Rick Garcia)	Responsible Person	Status
18	Order drug testing kits (Human Resources- Marie Wilson)	Responsible Person	Status

19	Establish Visitor Log, Visitor Release Forms, Visitor Safety Brochure	Responsible Person	Status
20	Set up email address for collecting safety docs and submittals (IT request). Create a protocol for how docs will be collected and filed for project lifecycle	Responsible Person	Status
21	Facilitate Preparatory Meeting for each Trade Contractor	Responsible Person	Status
22	Acquire and review Trade Contractor safety docs	Responsible Person	Status
23	Acquire pick plans and third-party certifications for cranes	Responsible Person	Status
24	Set up hanging/file folders for blank forms	Responsible Person	Status
25	Procure THA forms/booklets	Responsible Person	Status
26	Acquire ticket book or establish procedure for documenting safety disciplinary action	Responsible Person	Status
27	Acquire raffle tickets and prizes for recognition program	Responsible Person	Status
28	Site-specific task	Responsible Person	Status
29	Site-specific task	Responsible Person	Status
30	Site-specific task	Responsible Person	Status
Project Maintenance HS&E Tasks		Responsible Person	
1	Maintain this Plan	Responsible Person	
2	Report incidents to Group/District Leadership	Responsible Person	
3	Prepare and set up Incident Review Meetings	Responsible Person	
4	Complete and submit SLIP reports to Area/District/Group HSE Manager	Responsible Person	
5	Interface with OCIP- file and manage claims, walk w safety rep	Responsible Person	
6	Maintain Grab-and-Go packets	Responsible Person	
7	Post/maintain jobsite bulletin board/OSHA 300/employee rights/EAP/phone #s	Responsible Person	
8	Maintain hanging/file folders for completed and blank forms	Responsible Person	
9	Update Orientation PowerPoint to keep phase/project specific	Responsible Person	
10	Maintain and inspect first-aid kit, blood borne pathogen clean up kit, AED, and eye wash stations	Responsible Person	
11	Maintain heat illness treatment kit	Responsible Person	
12	Maintain visitor PPE	Responsible Person	
13	Maintain quantity of drug testing kits	Responsible Person	
14	Conduct Site Specific Safety Orientations. [If online orientation is <i>not</i> used, input names into SCA. File orientations in respective sub folders]	Responsible Person	
15	Maintain Visitor Log, Visitor Release Forms, Visitor Safety Brochure	Responsible Person	

16	Maintain Trade Contractor safety submittals (review and file docs)	Responsible Person
17	eFile daily/weekly/monthly safety docs*	Responsible Person
18	Facilitate safety portion of Preparatory Meeting for each Trade Contractor	Responsible Person
19	Acquire pick plans and third-party certs for mobile and tower cranes	Responsible Person
20	Document safety disciplinary action	Responsible Person
21	Maintain GFCI Log	Responsible Person
22	Facilitate weekly all hands safety meetings	Responsible Person
23	Manage recognition program - distribute raffle tickets and prizes	Responsible Person
24	Ensure Contractor Project Team members complete one safety walk per week	Responsible Person
25	Ensure daily inspections are completed for stair towers	Responsible Person
26	Ensure monthly inspections are completed for fire extinguishers	Responsible Person
27	Maintain equipment Certification of Qualifications	Responsible Person
28	Maintain Competent-Qualified Person documentation	Responsible Person
29	Maintain SDS folder/list/inventory	Responsible Person
30	Maintain Site Safety Signage package	Responsible Person
27	Maintain "Safety By Choice" signage and family board	Responsible Person
28	Site-specific task	Responsible Person
29	Site-specific task	Responsible Person
30	Site-specific task	Responsible Person

7.0 TRADE CONTRACTOR HS&E SUPERVISION

7.1 Competent Persons

- a) Each employer performing work on the project will designate a “Competent Person” as [defined by OSHA](#).
- b) A “[Competent Person Acknowledgement](#)” Form will be completed for each competent person and submitted along with the competent person’s qualifications to Contractor’s Management Team prior to the start of work.
- c) “Alternate” Competent Persons must be listed and available when the primary Competent Person will not be available.
- d) The acknowledgement forms must be updated if competent personnel change.

7.2 Safety Representation

- a) Each employer must have an individual designated as a Safety Coordinator at the project while performing work. This individual may be a representative of management, a superintendent, or a working foreman.
- b) Each employer shall have a full-time, dedicated safety professional with no other duties assigned while their respective work is being performed if:
 - i. Contractor, including their sub-tier(s) have over 25 working personnel on site,
 - ii. Required by the subcontract,
 - iii. Required by a risk mitigation plan, or
 - iv. **Identify any site-specific req’s for safety representation.**
- c) Trade Contractor shall have additional safety professionals in accordance with this matrix:

Working personnel count (including sub-tiers)	Safety Manager - (Experience: 5yrs+ in safety management, plus OSHA 510 or CHST)* Safety Coordinator – (Experience: 3yrs+ of safety focused duties, plus OSHA 30 or STS-C)* * Proposed safety personnel resume(s) shall be submitted to Contractor Project Management for approval. Contractor has the sole discretion to interview proposed safety personnel and accept alternate experience levels or qualifications in lieu of certifications noted above.
Less than 25	Dedicated, full-time safety professional not required, unless required by other criteria above
25 - 75	One Safety Coordinator or Safety Manager
76 - 150	One Safety Manager and one Safety Coordinator
151 - 225	One Safety Manager and two Safety Coordinators
226 - 300	One Safety Manager and three Safety Coordinators
301 - 400	One Safety Manager and four Safety Coordinators
401 - 500	One Safety Manager and five Safety Coordinators
1 additional safety coordinator for every 150 working personnel above 500	

- d) Trade Contractors **expected** to have a dedicated safety representative are:
 - i. XXXXX
 - ii. XXXXX

7.3 *Foremen & Superintendents*

- a) Foremen shall have OSHA 10-hour certification, as a minimum.
- b) Superintendents shall have OSHA 30-hour certification or STSC, as a minimum.
- c) Exceptions must be approved by the Contractor District/Group HSE Manager.

8.0 TRADE CONTRACTOR HS&E SUBMITTALS

8.2 HS&E Submittals

- Any plans developed for this project by a Trade Contractor shall be as stringent as this plan and adequately address trade and scope-specific content.
- To collect and track Trade Contractor safety submittals, this project is using software (NAME) OR the “HSE Submittal Checklist” and K drive structure.
- All required safety submittals (i.e., plans, forms, reports, notices, documentation, etc.) shall be submitted to Contractor Contact Person via method.

K-Drive File Structure for Trade Contractor Safety Submittals		HSE Submittal Checklist		
		Submittal	Received and reviewed to be adequate?	
00_Preconstruction Safety Meeting Minut...	12/2	Proof of insurance / OCIP/CCIP enrollment verification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
01_IIPP, Site Safety Plan	3/2	IIPP and Code of Safe Work Practices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
02_Orientations	3/2	Site-Specific Safety and Health Program: <ul style="list-style-type: none"> Job Hazard Analysis with procedures for: <ul style="list-style-type: none"> Logistics-management-housekeeping Handling material by hand Working with chemicals Ladders / aerial work platforms Falls / dropped objects Fire prevention HazCom and SDS Inventory* Emergency Phone Numbers / Contacts Accident Reporting & Investigation Plan Substance Abuse Plan Heat Illness Prevention Plan Fall Protection Plan Silica Exposure Control Plan Site/Scope/Trade Specific Plan <i>(Excavation and or trenching, Dust and particulate management, Erection sequence and planning, Hoisting & lifting, Hazardous material, Radiation exposure, Control of stored energy, Demolition, Holes and openings)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
03_JHA	3/2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
04_THAs	3/2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
05_Comp-Qual Persons	9/2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
06_Training	3/2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
07_Equipment Inspections	3/2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
08_SDS	3/2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
09_Toolbox Safety Meetings	3/6		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
10_GFCI_WeeklyInsp	4/4		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
HSE Submittal Checklist.docx	3/2		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
* Sundt Industrial requirement: Trade Contractors must provide the SDS for any chemicals they intend to use to the Sundt Project HSE Manager at least 10 days prior to bringing the chemicals to site. This will be done via a Chemical Use Request (CUR).			Training Certs/Proof**:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
			Competent Person Documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
			OSHA 10 for supervisors and foremen	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
			First Aid & CPR certification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
			Equipment operator certification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

9.0 COMMUNICATION

9.1 Trade Contractors

- a) Trade Contractors shall be provided a copy of this plan.

9.2 Required Postings

- a) Federal, state, and local government postings will be prominently displayed as required.
- b) In addition, the administration, HSE, and operations offices shall also post:
 - i. Access to Employee Exposure and Medical Records (the point of contact for inquiries of this nature)
 - ii. Emergency contact numbers and medical providers
 - iii. The location of and contact person for Safety Data Sheets
- c) All signage, employee handouts, etc. shall be in English and any additional language as needed to ensure clear, concise communication for all employees.
- d) When available and feasible, signage shall include pictures and symbols to communicate meaning and intent to all non-English speaking individuals.
- e) Any crew that includes non-English speaking personnel shall also include a bi-lingual crewmember to interpret information and instructions.

9.3 Jobsite Safety Orientation

- a) Prior to starting work on site, personnel who will perform work tasks on the project must complete the entire safety orientation.
 - i. This applies to Trade Contractor tiers and short-term workers.
- b) The site-specific orientation is not a substitute for proper and required safety training for personnel as each employer is responsible for providing required, regulatory and project-specified safety training for their employees (i.e., basic safe work practices, fall prevention & protection, confined space safety, PPE use, equipment safety and use, etc.).
- c) Contractor will not provide this training for any Trade Contractor employee without a “hold harmless” agreement in place (contact the Group/Area HSE Manager for more information).
- d) All personnel must be capable of safely performing their assigned duties.
- e) Training will be documented and include appropriate certification of qualifications, as necessary.
- f) Training will be provided in the language the learner understands.
- g) Personnel must be able to demonstrate proficiency in the duties covered by the training.
- h) Orientations are scheduled and updated to reflect changing conditions by the project team.
- i) Orientation includes the following:
 - i. Site-specific information
 - ii. Videos
 - iii. Contractor Code of Safe Practices (mandatory form to be signed by all personnel performing work on the project site)

- j) Identify orientation schedule and trainers here
- k) This project will facilitate safety orientation online.
 - i. Prior to arrival on site, personnel will access the orientation via a web link, watch the videos, and complete the digital paperwork.
- l) Upon arriving on site, personnel will check in at the Contractor office for a short briefing and to receive their hard hat sticker.
- m) Stickers must be visibly displayed.
- n) As personnel attend phase-specific orientations, we will provide a new hard hat sticker / identify means of tracking.
- o) As the project enters new phases of construction, as declared by the site safety manager/representative, personnel who have not been on site since the prior phase will attend a phase-specific orientation to ensure fresh communication of new/changing exposures and controls.
 - i. Identify phases that will require re-orientation of site personnel.

9.4 Short-Service Personnel (SSP)

- a) SSP are Contractor *and Trade Contractor* supervisors and employees who have
 - i. never worked on a Contractor project, or
 - ii. have not worked on a Contractor project:
 - 1. within the previous three months, and/or
 - 2. for a continuous thirty-day period within the last six months.
- b) SSP will be identified during orientation for the purpose of providing them additional monitoring and mentoring. The personnel's start date shall be indicated on a piece of tape placed on their hardhat. After 30 days, the supervisor must evaluate the employee's understanding of making safe choices while executing their job function. If employee demonstrates satisfactory understanding and performance, the tape may be removed. If satisfaction is not demonstrated, the review period will start again.
- c) On this project, the respective employer shall escort and mentor their SSP.
- d) Each employer shall have a method in place to identify and acclimate their own SSPs.

9.5 Vendors & Visitors

- a) Visitors/vendors shall follow the basic safe work practices identified in this plan.
- b) Visitors must check in at the office, sign the waiver, and be escorted by the respective company they are visiting.
- c) Visitors do not need to be escorted if they attend the Site-Specific Orientation.
- d) Vendors and/or suppliers furnishing materials or services under an executed project agreement for ongoing work that comply with site orientation and badging requirements will not need an escort while on-site.
- e) Commercial truck drivers delivering materials to the project site must Possess a valid Bill of Lading to access the project site.
 - i. Drivers are not permitted outside designated areas for pick-up and delivery without being escorted by authorized personnel.

- ii. General delivery personnel (i.e., UPS, Federal Express, etc.) will be permitted to make their deliveries without a badge or pass, provided they do not deviate from designated pickup or delivery routes.
- f) Requests for tours of the project site must be approved by the Project Manager or Project Superintendent.
 - i. Tour requests will be carefully screened and limited in frequency and numbers of visitors.
 - ii. Tours of the site will be conducted during non-working hours when possible.
 - iii. The time and travel route for all tours will be established prior to the event.
 - iv. Work areas, which may present hazards to the tour group, are prohibited.
 - v. Tour travel routes will be cleared of any tripping hazards, cleaned, and properly protected to avoid potential personal injury.
 - vi. Any tour must be guided by member of the Contractor management team or their designated representative.
 - vii. No minors will be allowed to tour the site without Contractor approval prior to visit.
- g) Add any additional site-specific policy.

9.6 Construction & Safety Meetings

- a) The following meetings must be conducted to proactively identify and mitigate work hazards.
- b) These meetings are mandatory, and attendance shall be documented as required by SMS File Structure & Record Retention or as defined in the PMP.
 - i. *Pre-Construction Meeting / Preparatory Meeting / Seller (Subcontractor) PMP Orientation Meeting*
 - 1. Prior to working on the project, the appropriate management of Trade Contractors and their tiers will meet with the Contractor Project Management Team to review safety plans and requirements for the project.
 - 2. Trade Contractors are responsible for scheduling these meetings timely and with the appropriate Contractor representatives, as required by Time Management requirements of the PMP.
 - 3. Documentation (i.e., Work Package, JHA, Safety Plans, etc.) required for this meeting must be submitted two weeks prior to the scheduled meeting date or as agreed upon by the Contractor Management Team.
 - ii. *Weekly Project Safety Meeting (Toolbox Meeting, "Mass Safety Meeting", Affirmative Action Meeting)*
 - 1. Identify when and where
 - 2. All project personnel including Contractor project management and Trade Contractor personnel shall attend.
 - 3. Template agenda: [Weekly Safety Meeting Report AZ](#) or [Weekly Safety Meeting Report CA](#).
 - 4. Topics
 - A. Work that is underway or upcoming
 - B. Items identified during safety inspections

- C. Incident lessons learned
- D. Safety metrics and trends
- iii. *Weekly supervisor safety meeting*
 - 1. All Trade Contractor and Contractor supervision (Foremen, General Foremen, and Superintendents) shall attend a weekly supervisor safety meeting led by Contractor Project Management.
 - 2. This meeting kicks off the weekly foremen's meeting in the project trailer.
- iv. *Daily / Task Hazard Analysis Meetings*
 - 1. A THA will be facilitated by each crew's supervision at least once daily
 - 2. Additional THAs are required for separate activities
 - 3. The purpose of a THA is to communicate the tasks, hazards, safety controls, site changes, etc.
 - 4. Trade Contractors shall conduct task hazard analysis and may utilize their own form if approved by the Contractor Project HSE Manager/Rep.
 - 5. Contractor reserves the right to audit the overall planning process and provide feedback as necessary based on our observations.
 - 6. Trade Contractors shall maintain records of THAs and furnish records to the designated Contractor safety representative within five (5) business days of the meeting.
- v. *Daily Stretch & Flex*
 - 1. This project will proactively act to reduce and eliminate soft tissue injuries and promote a healthy workforce by implementing Stretch & Flex.
 - 2. All workers, including those of Trade Contractors and their tiers, will participate. Supervision will lead and facilitate.
 - 3. Stretch & Flex may be repeated following breaks if determined by the supervisor.
 - 4. Stretch & Flex will be conducted with the intention to:
 - A. Warm up the worker's body for upcoming work activities
 - B. Increasing flexibility and range of motion
 - C. Promote better circulation
 - D. Enhance coordination for easier movements
 - E. Strengthen muscle mass
 - F. Delay the onset of muscle fatigue
 - G. Increase team morale.
 - 5. Prior to initiating Stretch and Flex, workers must be instructed on the following:
 - A. Always start in a neutral body position
 - B. Do stretches at your own pace and ability
 - C. Be sure to work within your own limits
 - D. Stretch to the point of comfortable tension
 - E. Avoid straining while performing the stretches
 - F. If muscles begin to shake, release tension lightly

- G. Move into each stretch slowly
- H. Stretching should not be painful

6. Site-Specific Stretch & Flex Info

- i. Any additional meetings (tbd)

9.7 Safety Inspections

- a) Inspections of the project will be conducted:
 - i. to identify hazards and unsafe or unsanitary conditions/behaviors/practices;
 - ii. daily, weekly, after initial establishment of the baseline Project Safety Management Plan, and prior to initiation of work at the project site;
 - iii. Whenever new substances, processes, procedures or equipment which present potential hazards are introduced into our workplace;
 - iv. Whenever new, previously unidentified hazards are recognized;
 - v. Whenever occupational injuries and illnesses occur;
 - vi. When new hires or reassigned permanent/intermittent workers are added to ongoing processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
 - vii. Whenever workplace conditions warrant an inspection.
- b) Contractor Project Managers, Superintendents, Engineers, and HSE Managers shall each complete one “safety walk” per week minimum (includes housekeeping assessments, THA audits, and safety inspections) using Contractor’s safety app.
 - i. Users log the following into the app: project, inspector’s name, date of inspection, deficiencies, safe practices, and corrective actions that are required.
- c) Contractor’s safety walks do not relieve Trade Contractors of their responsibility to self-inspect their work and equipment and to conduct their work in a safe manner.
- d) Trade Contractors shall conduct inspections in accordance with their safety program and provide documentation to the Contractor safety representative.

9.8 Governmental Agency Inspections

- a) The Contractor Project Manager, Contractor Project HSE Manager, Contractor Area/Group HSE Manager, and the Client Representative must be notified immediately if OSHA seeks to conduct an investigation or inspection relative to any project construction activity (including Trade Contractor activities).
- b) The Contractor Project Manager or Superintendent is the primary company representative during a governmental inspection and shall follow the guidelines provided in the SMS and the Contractor [OSHA Inspection Questionnaire](#).
- c) The Contractor Project HSE Manager is the alternate representative as well as the acting subject matter expert and will provide support throughout the process, including gathering information, accompanying the inspector on any walks, sitting in on any supervisor interviews, etc.

9.9 Imminent Danger Situations

- a) Activities shall be immediately suspended upon discovery of any potential exposure that may lead to a serious injury or death.
- b) Work may be resumed only after the exposure has been mitigated.

- c) Examples of “imminent danger” situations include, but are not limited to:
 - i. Exposure to falls from elevation
 - ii. Exposure to trench/excavation collapse due to improper shoring or sloping
 - iii. Exposure to electrical hazards/electrocution
 - iv. Work activities posing injury potential to the general public
 - v. Confined space violations
 - vi. Operating vehicles or equipment in an unsafe manner
 - vii. Upon stoppage, Contractor personnel shall contact the Contractor Project HSE Department and seek to correct the hazardous behavior and/or conditions.

9.10 Correcting Unsafe Conditions

- a) Any unsafe condition that is recognized must be promptly mitigated.
- b) If correction of an unsafe condition is not practical because of the lack of material or other logistical problems, corrections must be made as soon as practical.
- c) Until corrective action has been completed, the condition must be isolated or made safe by limiting access, etc.

9.11 Communicating with Members of the Public

- a) Construction personnel are warned during safety orientation to not communicate with members of the public.
- b) Construction activities will be fully fenced in to prevent members of the public from being exposed to work activities.
- c) Signage will be in place to communicate “No Trespassing”.

9.12 Communicating Potential Exposures

- a) Barricades shall be tagged at each accessible side indicate which side is the “Safe” side and which is the “Hazard” side. The information on the tags shall include;
 - i. The name of the supervisor responsible for the barricade and their contact information;
 - ii. The date and timeframe barricade will be in place; and
 - iii. The reason for the barricade.
- b) Barricades shall be maintained by the erecting personnel.
- c) Upon completion of the work or elimination of the hazard, the barricade shall be removed.
- d) Barricades shall be color coded as follows:
 - i. Red
 - 1. Used to indicate conditions or work activities that, left unprotected, may present a “high risk” hazard or situation such as a confined space, unprotected excavation, fall hazard, overhead work involving falling object potential, etc.
 - 2. Only the erecting supervisor/crew may cross the red barricade, but only if they are controlling the hazard and not directly exposed to immediate danger to life and health.
 - 3. Other personnel may cross a red barricade only if they have the express permission of the erecting supervisor, understand the hazard(s), and have taken the proper precautions to protect themselves from the hazard(s).

4. Crossing a red barricade without the express permission from the erecting supervisor shall result in disciplinary action.
 5. A member of the Contractor HSE Department and/or Emergency Response Team may cross a red barricade in the event of an emergency, provided entry can be made without placing those individuals in immediate danger.
- ii. Yellow:
1. Indicates the presence of a low-risk hazard such as tripping, overhead sparks, etc.
 2. Personnel may cross yellow tape if they have read the tags, understand the hazard(s), and are prepared to take precautionary measures prior to entering the area.
- iii. Magenta/Yellow:
1. Used for radiography to delineate the safe zone.
 2. Only the erecting radiography contractor may cross the X-ray barricade.
 3. Crossing this barricade without the express permission of the erecting contractor shall result in disciplinary action.

9.13 Cell Phone Policy

- a) Cellular phones and mobile devices are to be used for jobsite communication purposes only.
- b) Possession of a personal cellular phone in work areas on the jobsite is not allowed without specific permission from a direct supervisor.
- c) A hands-free mobile communications device must be used by an employee owner if making or receiving calls while driving a vehicle (Note, "hands-free" use while driving is still considered "distracted driving" by the National Safety Council).
- d) The use of a hand-held mobile communication device without a hands-free device may be permitted only in the case of an emergency.
- e) If a company vehicle is not equipped with blue-tooth capabilities, employee owners may be provided with a wireless mobile blue-tooth device. If no such device is available, use of the mobile device while driving is prohibited.
- f) Text messaging, surfing the internet, reading, or responding to emails while driving is prohibited.
- g) Whenever possible, personnel should not make or receive calls while driving.
- h) Employee owners are prohibited from using a headset with any type of personal stereo or music device while operating a motor vehicle.
- i) Federal, state and local laws regarding mobile communication device use, must always be adhered to.
- j) "No walking and talking" - When on foot, operate the device in a safe area protected from struck-by and other exposures.
- k) Employees may be held personally and financially responsible for damages and litigation costs in the event of an accident involving company owned equipment resulting from employees' use of personal cellular phones.
- l) Failure to comply with this policy will subject the employee to disciplinary action up to and including termination.

- m) Site-specific cell phone requirements/notices

9.14 Safety Hotline

- a) A Safety Hotline may be available for the project's stakeholders to anonymously call or text in observations of safe behavior that should be recognized, deficiencies that need to be addressed, etc.
- b) Hard Hat stickers with the Hotline phone number will be provided workers after completion of the safety orientation.
- c) The Safety Hotline number for this project is 555-555-5555.

10.0 SAFETY COMMITTEES

10.1 Safety Task Force / Safety Force / District HSE Committee

- The project will conduct monthly safety walks involving members of Contractor management, project supervision, safety, and/or craft to enhance our safety performance.
- The Project Inspection Checklist will be used to document the walk, but observations will be inputted into Sundt Construction Analytics.

10.2 Industrial Group Compliance Inspection

- This assessment is compliance based and is conducted by corporate leadership.
- The results are shared with the project management team.
- Observations will be inputted into Sundt Construction Analytics.

10.3 Industrial Group Culture Assessment

- This is a quarterly review by the Industrial Group HSE Manager and a member of Industrial Group Operations Management.
- It focuses on leading indicators and proactive safety efforts.

10.4 Safety Leadership Team (SLT)

- The SLT consists of Contractor and Trade Contractor project management.
- The SLT will meet *weekly/bi-weekly/monthly* to review incidents, trends/concerns, safety data, recognition opportunities, etc.
- Agendas and minutes will be managed by the Contractor Project HS&E Manager.

10.5 SUNDT VOICES IN SAFETY (SVIS)

- SVIS is a project-based health and safety committee designed to maximize Contractor craftworker and trade partner craftworker involvement and feedback.
- It is designed to enhance our safety climate by giving all personnel, focusing on Contractor craft and trade partner craft, a platform and voice in safety.
- SVIS is structured to encourage respect, collaboration, integrity, and innovation in support of Contractor's Safety by Choice program.
- This project will use the corporate SVIS guidelines as a guide for implementation.

KEY SVIS CONTACTS:

Captain	Name	Mgmt. Rep.	Name
Co-Captain	Name	Safety Mgr	Name

MEMBERS:

Member Name	Name	Trade	Trade
Member Name	Name	Trade	Trade
Member Name	Name	Trade	Trade
Member Name	Name	Trade	Trade

MEETINGS:

Location	Location	Day of Week	Day	Time	Time
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11.0 CHOICE-BASED SAFETY

11.1 Stop Work Authority

- a) During the orientation process, project personnel are introduced to the idea of intervention and stop work authority.
- b) Each employee is given the responsibility to stop work when he or she feels that others are in imminent danger and to notify supervision as necessary to mitigate and report the hazardous act or condition.



11.2 Safety by Choice

- a) The phrase “Safety by Choice” symbolizes making safe choices all day, every day on all Contractor job sites.
- b) This project will communicate Contractor’s Safety by Choice initiative by:
 - i. Sharing information on the program during preparatory meetings and orientations
 - ii. Providing “Safety by Choice” hard hat stickers to workers after orientation completion
 - iii. Displaying a “Safety by Choice” sign at a project gate/entrance/visible location
 - iv. Posting a Family Board or wearing photos (buttons/vest pockets):
 1. Family Boards remind us that we make safe choices not only for ourselves, and our coworkers, but also for our families.
 2. They serve as a visual reminder of who is expecting us to come home safely every day.
 3. The Family Board is located tbd since it has great visibility for all personnel, but it will be moved as needed to maintain visibility.
 4. Workers may submit pictures that represent their motivation for safe behavior.
 5. Pictures are not limited to direct family but should be appropriate and related to the spirit of the program. Hobbies, pets etc. are typically acceptable.



11.3 Safety Recognition Program

- a) A Safety Recognition Program is designed to support and maintain a culture of positive safety choices.
- b) Recognition shall not be based on injuries, incidents, or incident rates.
- c) Rather, the criteria listed below will be recognized.
- d) A budget for the Recognition Program was determined to be (budget).
- e) On-the-spot recognition will be made in the form of a hat/sticker/gift card/raffle ticket/etc.
- f) Recognition criteria:
 - i. Modeling safe behaviors
 - ii. Creating a safety innovation
 - iii. Observed “doing everything right”!

- iv. Motivating/mentoring/educating others in safe practices
- v. Consistent Relentless Housekeeping champion
- vi. Going “above & beyond” their normal work duties in the name of safety
- vii. Offers “Safety Shares” that are compelling or help improve the safety program or conditions
- viii. Stopping / reporting unsafe acts (Speak Up, Listen Up)
- ix. Correcting unsafe conditions
- x. Contributing to the Family Board
- xi. Sporting a “Why I Work Safe” badge
- xii. Volunteering as a Safety Captain
- xiii. Participation in the SVIS committee

11.4 Best Practices

11.4.1 Safety Raffle

- a) This project will implement raffle drawings as follows:
 - i. Workers meeting any of the above criteria may be awarded with a raffle ticket.
 - ii. Tickets will be collected and accumulated for the designated period.
 - iii. The interval of raffle drawings is at the project team’s discretion.
 - iv. A drawing will occur and the selected ticket holders will receive a prize.
 - v. Optional: Certificates of appreciation may be presented to outstanding performers during safety meetings.

11.4.2 Safety Observation Cards (SOC)

- a) The SOC program is a voluntary reporting process that allows for tracking and trending based on category of observation.
- b) Personnel are encouraged to use the SOC cards to communicate at-risk behaviors, hazardous conditions, positive actions, and any steps taken to correct or prevent exposure to a hazard.
- c) A copy of the SOC is available upon request.

11.4.3 Safety Suggestion Program

- a) The Safety Suggestion Program works in tandem with the SOC cards and is an opportunity for craft and frontline supervision to affect improvement on the project and throughout the company.

12.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

12.1 General

- a) Each employer at the project site is responsible for identifying potential exposures and corresponding control measures.
- b) Each employer must specify the appropriate PPE in their Work Package, supply required equipment, train on equipment provided (i.e., what to use, when to use it, how to wear it, limitations, proper care, etc.), and enforce proper usage by their employees.
- c) PPE must be used and maintained as required by the manufacturer and not modified in any manner.
- d) All PPE including clothing must be clean and maintained in good condition, free of signs of excessive wear such as tears, holes, other deficiencies, and damage. Any worn out, damaged, or defective PPE or clothing must be properly disposed of and replaced prior to permitting employee to work.
- e) The following is a list of *minimum* PPE that shall be worn at all times on site with the exception of designated administrative/job site office areas and within enclosed cabs of company vehicles, mobile equipment, and cranes. An enclosed cab is defined as a conditioned space with windows and doors closed. Upon exiting any exempt space, the minimum PPE requirements apply immediately.
- f) Site signage will indicate where PPE is required.

12.2 Head Protection

- a) Hard hats must comply with ANSI Z89.1-2003.
- b) Welders are not permitted to “soft top”.
- c) Hard hats must be worn in accordance with manufacturer specification with the brim forward.
- d) Long hair must be confined to prevent entanglement.

12.3 Eye Protection

- a) Safety glasses with side shields that comply with ANSI Z87.1.
- b) Standard prescription glasses do not comply with this requirement unless they are definitively marked by the manufacturer as ANSI Z87.1 and have side shield protection.
- c) Face shields must be worn in conjunction with goggles or safety glasses.
- d) Face shields are required for overhead drilling, grinding, breaking, chipping, power saws, exposure to chemical splashes.
- e) Shaded face shields (welding hoods) shall be worn for welding.
- f) Shaded goggles (burning goggles) shall be worn during gas burning and cutting operations.
- g) Safety glasses or goggles must be worn under welding hoods while chipping, grinding, or cutting.

12.4 Hand Protection

- a) Gloves suitable for the exposure must always be worn except when
 - i. writing, doing paperwork, personal grooming, or
 - ii. advised against by a tool manufacturer for reason that gloves may create a greater hazard (i.e., entanglement in moving parts, belts, or shafts). In these cases, the THA must identify the reason for why gloves create a greater hazard.

12.5 Foot Protection

- a) All workers must wear sturdy work boots that are in good condition (i.e., not showing excessive wear or damage), extend above the ankle, have durable ankle support, and have hard rubber soles with tread.
- b) Visitors must wear appropriate footwear or will be excluded from the construction area.
- c) Top-of-foot/metatarsal guards are required for operating soil tampers.
- d) The following are prohibited at any time: soft leather shoes, canvas shoes, sneakers, open toe/heel shoes, sandals, high heels.
- e) For work involving puncture hazards (i.e., building/stripping formwork, carpentry, drywall, demolition), a steel or other penetration-resistant shank is recommended.

12.6 High-Visibility Outerwear

- a) High-visibility clothing (i.e., vests, shirts, or jackets) is required on site – Lime green for Contractor Employees and orange, yellow, or lime green for Trade Contractors and vendors.
- b) Welders are exempted from outwear during welding operations.

12.7 Work Attire & Body Protection

- a) Protective clothing must be suitable for the exposure including weather and work site hazards and be appropriately fitted to the wearer.
- b) Shirt sleeves must extend a minimum of 3" from the top of the shoulder.
- c) Long trousers are required and must be constructed of a durable, abrasion-resistant material.
- d) Workers performing work on their knees must wear knee pads or utilize "kneeling creepers".
- e) Vulgar or offensive clothing, as determined by the Project Manager, is prohibited in addition to excessively loose clothing, shorts, and sweatpants.

12.8 Hearing Conservation Program

- a) Based on the scope of work and duration of activities, there is a reasonable expectation that there will be no exposure to noise levels in excess of an 85dBA for an eight hour time-weighted average for any project assigned employees.
- b) If evidence to the contrary is presented, the Project will determine the need for a hearing conservation program based on the guidelines dictated in the **SMS** and the **Hearing Conservation Safe Work Plan (SWP)**, and shall implement a program to those guidelines.

- c) Hearing protection is mandatory for those activities that produce excessive noise such as grinding, and anytime that the activity is spark producing.
- d) The Project shall post warning signs indicating “Hearing Protection Required” as applicable.
- e) Information on noise hazards and required ear protection use shall be communicated during Contractor Site-Specific Orientation.

12.9 Site-Specific PPE Requirements

- a) List any areas/locations where standard PPE use is not required (i.e.: around the offices, etc.)
- b) Describe any additional PPE req's

12.10 Industrial-Division PPE

12.10.1 Head Protection

- a) The employee's name shall be visible on the front of the hardhat in legible letters at least ½" in height.
- b) Each Trade Contractor's employees shall wear hardhats of the same color with the company name and/or logo prominently displayed.
- c) In addition, the employee's name must be displayed as indicated above.
- d) Trade Contractor supervision may utilize a different color hardhat to indicate position.
- e) Add any additional site-specific policy.

12.10.2 Eye/Face Protection

- a) Only Project issued or approved eye and face protection are permitted.
- b) Each employee shall be fitted by a member of the Contractor Project HSE Department, or their respective company's competent person, for lined safety glasses that provide the least open gap space where the frames contact the face.
- c) The glasses shall be lined with foam or a similar material, or have some other gap reducing configuration that will fit snugly to the face.
- d) The use of burning goggles is prohibited-- a face shield with at least a #5 lens face shield is required.
- e) Personal welding hoods shall be approved for use by a competent person from the respective contractor/company.
- f) For Contractor employees, the Contractor HSE Department shall approve welding hoods for use.
- g) Any activity involving the use of a face shield also requires the use of goggles or foam-lined glasses with a strap.
- h) Add any additional site-specific policy.

12.10.3 Foot Protection

- a) All employees who will be in the field and construction areas shall wear mid-ankle or higher safety-toed leather work boots.
- b) No safety-toed tennis shoes or low-cut shoes are allowed.

- c) *Add any additional site-specific policy.*

12.10.4 *Hand Protection*

- a) The Project will post a “Glove Selection Board” at the tool room to identify the gloves available for use and the appropriate glove for specific tasks.
- b) The primary general work glove provided by Contractor shall have leather palms, finger pads, and webbing (between fingers).
- c) Cut-resistant gloves shall be worn by any employee(s) utilizing a box cutter, utility knife, any open-blade sharp instrument, or exposed to any hazard that is not better mitigated through use of leather gloves or other specialized PPE.

13.0 PUBLIC PROTECTION & WALKWAYS

This project may inherently have public exposure during the following activities which will be mitigated as described:

Type of Public Exposure	Mitigation Plan
Installation of site fencing	<ul style="list-style-type: none"> Schedule during off hours when public is away Use a spotter/flagger to keep pedestrians away Use driven posts Use non-panelized fencing Use more stable securement than sandbags for panelized fencing Do not install fence stands that may pose as potential trip hazards in busy public areas
Equipment and personnel crossing from one work area to another	Use a double gate system to block pedestrian traffic during equipment movement
Miscellaneous hardscape work in public areas	Use temp construction fencing to close off work area (not delineators)
Exposure	Controls
Exposure	Controls
Exposure	Controls

13.1 Additional Controls

13.1.1 General

- Areas for public pedestrian traffic shall always be clearly marked.
- Canopy and walkway must be ADA compliant. Audio warning devices may be needed for blind members of the public.
- Public pedestrian traffic areas shall be maintained so that slipping, tripping, and falling hazards are prevented.
- Hazards such as non-level surfaces, uneven sidewalk edges, protruding mudsills under scaffold baseplates, etc. must be corrected.
- Preexisting defects/tripping hazards in the city sidewalk adjacent to and under the construction walkway must be repaired.
- If not possible to correct any surface hazards, the hazards must be adequately delineated with high-visibility markings, signs, or notices.
- Do not use cold patch to make ramps or smooth transitions. Consider using concrete or plywood ramps first.
- Projections that may hurt a member of the public must be adequately capped, covered, or delineated. This includes protruding hardware, posts, lumber, scaffold/canopy components, etc.
- Stairs or ramps must handrails on both sides.
- Elevated areas must have standard guardrails.

- k) The public must be notified of closed pedestrian areas and they should be provided access to safe alternative areas. The expected path to the alternative area(s) must be clearly marked.
- l) Public ingress and egress routes must be monitored to ensure construction operations do not block stairways, doors, entrances, exits, paths, or hallways.
- m) Special attention must be given to the emergency evacuation of buildings, structures, and jobsites and how the construction project may affect evacuation.

13.1.2 Lighting

- a) Hazardous lighting and welding flash on the jobsite that may project to or illuminate areas offsite must be shielded.
- b) Walking surfaces and other public areas affected by the construction project must be adequately illuminated.
- c) Lighting must be provided if canopy restricts natural light during the day or artificial street lighting at night. Install lights every 8 feet (min).

13.1.3 Precautionary Signage

- a) Describe what signage will be posted and where to appropriately warn the public.

13.1.4 Engineering

- a) Canopies must be constructed in accordance with a design stamped by an engineer.
- b) The following recommendations *may* be considered by the engineer:
 - i. Canopy tops tightly planked/covered to minimize any gaps.
 - ii. The canopy top to:
 - 1. consist of secured chain link fencing sandwiched between two sheets of ¾" plywood,
 - 2. sustain a 300lb live load (to prevent dropped items from penetrating) when constructed near a building that is taller than 100 feet, or
 - 3. sustain a 150lb for buildings shorter than 100 feet.

14.0 DRUG & ALCOHOL-FREE WORKPLACE

14.1 General

- a) This project will adhere to Contractor's Corporate Drug and Alcohol Policy as outlined in **SMS / Administration / People / Drug and Alcohol-Free Workplace**.
 - i. Please refer to the SMS policy for full details on testing, disciplinary action, etc. Note, reasonable suspicion drug testing must be conducted in accordance with the SMS policy and may only be conducted after approval by an authorized individual.

14.2 Optional / Industrial Requirements

- a) Testing shall be conducted by a member of the Project HSE Department or an authorized designee.
- b) On-site testing shall be conducted in Identify Location (Safety Office, etc.)
- c) On -site alcohol testing that indicates a level of 0.02 or above shall be confirmed by a certified professional BAT at List Clinic.
- d) New hire testing shall be an Identify Testing Means.
- e) Identify testing means for
 - i. random:
 - ii. reasonable suspicion:
 - iii. post-accident testing:
- f) Except for random screens, if testing is not instant, the employee shall be sent home pending the results of the drug screen.
- g) All Trade Contractors and their tiers shall submit verification for each new-hire employee of a negative substance abuse screen. Verification shall be submitted to the Contractor Project HSE Manager prior to the Trade Contractor employee's arrival on site. Each Trade Contractor shall be responsible for conducting a Drug & Alcohol Program that is in accordance with that outlined in the **SMS** and any contractual or client obligations. Confirmation of compliance with this policy shall be submitted to the Contractor Project HSE Manager.

14.2.1 Client-Specific Amendments

- a) The Project's Drug and Alcohol Policy complies with that of Insert Client Name, as required by contract.
- b) Identify and list any instances where the site policy differs from that outlined in Contractor Corporate policy.
- c) This should include specific details on disciplinary action, re-hire status after a positive result, etc.
- d) All site-specific D&A policies that differ from the corporate policy must be reviewed by the Contractors HSE Department.

15.0 EMERGENCY RESPONSE/ACTION PLAN

15.1 General

- a) This plan will be posted in conspicuous locations on site and provided to each supervisor.
- b) During orientation, site personnel will be trained on this plan.
- c) This plan applies to all stakeholders on the project, including any tier of Trade Contractors.
- d) An emergency is any situation that poses an imminent threat to life, safety or health of workers, visitors, public or property.
- e) These may include, but not be limited to:
 - i. Serious work-related Injury or property damage
 - ii. Collapse of a building or a portion there-of
 - iii. Fire
 - iv. Flooding
 - v. Equipment failure (i.e.: collapse of a crane)
 - vi. Release of toxic gases, dusts, fumes, smoke, natural gas
 - vii. Injury or property damage affecting the public/visitors, etc.

15.2 Evacuations

- a) Assembly areas and routes of evacuation will be posted for each building/facility/work area.
- b) Shelter locations and assembly areas will be regularly assessed.
- c) Evacuation drills should occur twice per year or as feasible.
- d) The Jobsite Safety Orientation includes identification of shelter locations, assembly areas, and the emergency alert systems.
- e) Each entity with workers at the site, including all Trade Contractor tiers, vendors, etc. are responsible for ensuring that their workforce is informed of the current Emergency Response Plan.
- f) Should work assignments, shelter locations, assembly areas, or the emergency alert system change, affected workers will be re-instructed on the changes.
- g) Upon identification of an event which requires evacuation, immediate notice must be provided to a member of the project management staff (Project Manager, Superintendent or designated safety representative) who will initiate the emergency alert system.
- h) Workers will evacuate building and meet in designated shelter locations or assembly area(s), (or to respond as required by the emergency alert system). All personnel must comply immediately.
- i) All entities on the project including all Trade Contractors and their tiers, vendors and others are responsible to account for all their workers and authorized visitors on the jobsite (head count). A head count will be conducted during an emergency event and results reported immediately to the Contractor Project Safety Representative, Superintendent, or Project Manager. All workers will remain in the shelters or assembly areas until released by an authorized Contractor Management representative.
- j) Each entity at the project site, including Trade Contractors and their tiers must designate a supervisor (superintendent or foremen) as an Emergency Response Plan leader.

- i. Designated leaders are responsible for knowing the location of all main utility shutoff valves for gas, water, and electricity (and being capable of shutting off these systems) in the portion of the building they are working in.
 - ii. In the event of an emergency, unless deemed an imminent danger to health and safety, designated leaders will shut down the utilities in their work area during the evacuation.
- k) All Trade Contractors and their tiers are required to maintain an adequate supply of flashlights or other emergency lighting equipment on the project for evacuating workers from the buildings in the event of a power failure.

Insert evacuation map

15.3 Project-Specific Threats

15.3.1 Severe Weather

- a) All project stakeholders, including Trade Contractors and their tiers, are responsible for monitoring weather conditions for impending weather that may threaten the safety of personnel, equipment, and/or other property at the project location. Some options are Weather Bug, Lightning Pro, Dark Skies, etc.
- b) In the event of severe weather, immediately:
 - i. Notify project management personnel including Project Manager, Superintendent, and designated Safety Representative.
 - ii. Evacuate workers and other project stakeholders on the jobsite

15.3.2 Thunderstorms, Lightning & Distance, High Wind Events

- a) Time and safety permitting, the following steps should be taken to prepare the jobsite for severe weather:
 - i. Secure all loose material (e.g., plywood, decking, foam board, tarpaulins, etc.) on the ground, in or on structures, that may become airborne.
 - ii. Crane booms should be lowered, secured by cables, or permitted to weathervane (i.e., free-swing).
 1. When weathervane method is chosen, verify that swinging booms will not come in contact with other objects such as power lines, building structures, tower cranes, etc.
 - iii. Free-standing or unsecured walls or form panels should be properly braced.
- b) Lightning detected 20-15 miles:
 - i. Project Management will begin planning for employees to cease outdoor activities, safely evacuate the field and take appropriate shelter.
 - ii. Depending on the size, intensity, direction of travel and anticipated duration of the storm, additional planning will begin to allow for adequate time to safely evacuate the site and release employees from scheduled work activities for the remaining portion of the day.
- c) Lightning detected 15-10 miles:
 - i. Work areas will be secured in preparation for evacuation.
 - ii. Only those tools and materials required for current activity should remain in use in the work area.
 - iii. Cranes and aerial lifts shall be brought down and/or secured.
 - iv. The operator may remain with the crane until such time as lightning is detected within 10 miles of project.
- d) Lightning detected within 10 miles:
 - i. Order will be given to “Clear the field”; exposed employees will cease all work activities and supervision will take immediate action to safely evacuate all personnel from open, unprotected areas on the site and seek approved shelter.
- e) Once the danger has passed, the Project Manager, upon consulting with the HSE Manager, may issue the “All Clear” to allow employees and personnel to return to the field/work locations.
- f) The “All Clear” can be directed based on the following criteria:
 - i. There is at least a twenty (20) minute interval from the last reported strike within ten (10) miles of the site,
 - ii. There is no second cell or thunderhead approaching within sixty (60) minutes, and
 - iii. The Project Manager has otherwise determined it is safe to return to work.

15.3.3 Fire

- a) In the event a fire is detected on the jobsite, the following procedures will be implemented immediately:
- i. An evacuation will be initiated (unless the fire is very small and can be easily put out)
 - 1. Close all doors leading to the area
 - 2. If confronted by smoke, keep low to the ground and take short, shallow breaths
 - 3. Proceed calmly to the nearest exit and meet at the evacuation area
 - 4. Feel doors/handles for heat before opening. If a door is hot to the touch, do not open it. If the door is cool, open it slowly and stay behind it. If heat or pressure come through the door, slam it shut.
 - ii. A supervisor or anyone with radio or other call-in capabilities will call the fire department and provide the following information:
 - 1. Nature of the Emergency
 - 2. Exact location of fire
 - 3. Severity of the fire
 - 4. Type of fire / what is burning
 - 5. Required assistance
 - 6. Closest gate for emergency vehicles.
 - iii. Notify project management personnel including Project Manager, Superintendent and designated Safety Representative.
 - iv. All other non-essential project communications (unrelated to the medical emergency) will cease until:
 - 1. The emergency situation has been resolved.
 - 2. The all-clear notice has been given.
 - v. Appropriate personnel must be stationed at strategic locations along the access route to the location of the emergency, to direct emergency personnel and facilitate a minimum response time to reach the location of the fire.
 - 1. Designate the location of fire hydrants, building fire hose connections, stairway access, etc.
 - vi. If the fire is small and can be quickly put out with an extinguisher:
 - 1. Locate a fire extinguisher
 - 2. Get a partner—don't attempt to do this alone
 - 3. Keep your back to an exit—have a way out
 - 4. Pull the extinguisher's pin, aim the nozzle at the base of the fire, squeeze the handle, and sweep back and forth at the base of the fire.
 - vii. Follow Contractor Incident Procedures and report the following information:
 - 1. Nature of the event
 - 2. Location of fire
 - 3. Injuries or other complications

15.3.4 Bomb Threats

- a) In the event of a bomb threat either by phone or discovery of a suspicious looking object, the following procedures will be implemented immediately:
- i. If an individual receives notice of threat by phone call or other means:
 - 1. Remain calm and obtain information from the caller if possible
 - A. Where is the bomb?
 - B. What time will it go off?

Post conspicuously
Include in Grab n Go

- C. What does it look like?
- D. What type of bomb is it?
- E. Why was it placed on the site?

2. Write down everything you can remember of the telephone call:

- A. Sex and estimated age of caller
- B. Speech characteristics
- C. Emotional condition (excited, calm, intoxicated, etc)
- D. Any background noise?
- ii. Immediately notify supervisor and police (911)
- iii. Supervisor must immediately contact the Contractor Project Manager, Superintendent or designated safety representative
- iv. Evacuate and keep area clear for authorities
- v. Follow Contractor Incident Procedures and report the following information:
 - 1. Nature of the event
 - 2. Location of event
 - 3. Other information available
- vi. If a suspicious looking object is found:
 - 1. DO NOT TOUCH THE OBJECT!
 - 2. Evacuate the area
 - 3. Immediately notify a supervisor
 - 4. Notify Contractor Project Manager, Superintendent or designated Safety Representative.
 - 5. Evacuate and keep area clear for authorities.
 - 6. Do not re-enter the area until told to do so by the Supervisor.
 - 7. Follow the required practices of Incident Reporting & Investigation. Report:
 - A. Nature of the event
 - B. Location of event
 - C. Other information available

15.3.5 Earthquake

- a) During and after an earthquake, it is important to remain calm.
- b) If indoors, stay there. Get under a desk, table, or other sturdy object. If a sturdy object is not available, move toward an interior wall. Try to keep away from glass objects.
- c) If outdoors:
 - i. get into the open away from buildings, power lines, cranes, equipment, glass structures or trees.
 - ii. Avoid power lines, trees, signs, buildings, vehicles and other hazards
 - iii. Keep your hard hat on during the earthquake
 - iv. If there is a structural collapse or the threat of collapse, the following shall apply:
 - v. The area of the earthquake should be secured
 - vi. People should be kept out of the area except for those rendering emergency aid
 - vii. Area utilities should be turned off quickly as possible providing it is safe to do so
- d) The Superintendent will decide if evacuation of work areas is necessary.
- e) If an evacuation is necessary, evaluate the safety of the normal designated meeting areas.
- f) If these must be changed, communicate this to the Trade Contractors' supervision at the time of initial notification if possible
- g) If workers cannot hear radio communication, notification will be by word of mouth.

- h) When the earthquake is over, move to the evacuation area.
- i) On the way to the evacuation area, if you find an injured person report them immediately.
- j) If you are hurt and are unable to move, remain calm and wait for help.
- k) In the event of an isolated failure or other damage requiring immediate attention, the involved field personnel shall notify Contractor's Superintendent of the situation via two-way radio/phone communication.
- l) If you feel unsafe moving from your pre-emergency location, DO NOT MOVE. All personnel and visitors will be accounted for via two-person inspection teams. Be prepared for aftershocks
- m) Check for injuries.
- n) Do Not use the telephone, except to report medical, fire, or violent crime emergencies.
- o) Do not smoke, light fires, or use electrical equipment. Do not drink any water as it may be contaminated.

15.3.6 Power Failure

- a) Everyone should stay on the job site during a power failure, unless instructed to evacuate by supervision.

15.3.7 Civil Defense

- a) Upon notification of pending nuclear attack, all persons have permission to evacuate the building.
- b) If there is no warning or time to evacuate, the best procedure to follow is to fall to the floor in a non-window area and seek the protection of a solid object.
- c) Hopefully, a great deal of information will be available over emergency broadcasting radio stations.
- d) These stations should be listened to and the instructions followed.

15.3.8 Pandemic Exposure Control Plan

- a) The Contractor Crisis Committee will monitor pandemics, provide relevant direction, and advise when offices and projects must be shut down.
- b) A separate exposure control plan will be created in the event of a pandemic.

EMERGENCY

AMBULANCE: (XXX) XXX-XXXX

FIRE - RESCUE: (XXX) XXX-XXXX

HOSPITAL: (XXX) XXX-XXXX

PHYSICIAN: (866) 268-0884

ALTERNATE: (XXX) XXX-XXXX

POLICE: (XXX) XXX-XXXX

CA- OSHA OFFICE: (XXX) XXX-XXXX

16.0 INCIDENT REPORTING & ANALYSIS

16.1 General

- a) Every incident must be reported to the Contractor HSE Representative as soon as possible, but no later than the end of the shift.
- b) An incident refers to an unplanned, undesired work-related event that hinders completion of a task and where injury, ill health (regardless of severity), fatality, property damage, or some combination of all these in varying degrees from minor to catastrophic occurred or could have occurred.
- c) A near-miss is an incident where no injury, illness or other damage occurs.
- d) In the event of an incident involving Contractor personnel, Trade Contractor personnel, vendors, visitors, or members of the public, Contractor management must be notified, the incident analyzed, and corrective action taken.
- e) The scene of a serious incident should be left undisturbed until the Corporate/Group/Area Safety Manager has had the opportunity to inspect and analyze.

16.2 Incident Analysis

- a) Analyses must be conducted in a manner that provides facts rather than faults.
- b) The intent of analysis is to prevent recurrence of similar incidents.
- c) For Level 2 Incidents or higher, a thorough causal analysis will be conducted by a trained and authorized causal analysis facilitator and shall include members of management, involved personnel, supervision, witnesses, subject matter experts, etc.
- d) Upon completion of the analysis, a member of the project team will create a safety share.
- e) Each Trade Contractor, visitor, or vendor can implement their own causal analysis process, but Contractor has the right and responsibility to review the results and determinations.

16.3 Reportable Injuries

- a) OSHA must be notified:
 - i. Within 8 hours of the occurrence for any work-related fatality
 - ii. Within 24 hours after occurrence of a work-related injury which requires
 - 1. inpatient hospitalization
 - 2. amputation
 - 3. loss of an eye
- b) Cal/OSHA must be notified within eight hours of:
 - i. a work-related fatality
 - ii. any employee:
 - 1. Requiring inpatient hospitalization for more than 24 hours of care other than medical observation
 - 2. Suffering a loss of a member of the body or a serious degree of permanent disfigurement.

16.4 First Aid

- a) Only trained and certified personnel may administer first aid.

- b) Each employer must have at least one full-time person on site to render first aid— a valid certificate in first-aid and CPR training is required and must be issued by the U.S. Bureau of Mines, the American Red Cross, or equivalent that can be verified by documentary evidence .
- c) Trade Contractors and their tiers are solely responsible for training of certified persons and ensuring certification is maintained current throughout the duration of the project while they conduct operations on site. Trade Contractors must have an injury management program at least as complete and in depth as Contractor’s and include a return-to-work program to accommodate medical restrictions.
- d) Contractor shall ensure there is one responder trained in first aid, CPR, and AED use for every 50 project employees.
- e) Contractor will maintain an Automated External Defibrillator (AED) on site—designated employees will be trained on use, care, and maintenance.
- f) Each employer conducting operations must furnish and maintain on site sufficient first aid kit(s).
- g) First aid kits must contain an infection control kit and Personal Protective Equipment for the prevention of exposure during first aid and CPR.
- h) First aid kits must be properly inspected and stocked not less than weekly: This process must be documented per OSHA requirements and project records will be maintained on site for inspection.

16.5 Medical Treatment

- a) Prompt medical attention must be provided in the event of a medical emergency.
- b) The first responder(s) to the scene will assess the severity of the medical emergency and either:
 - i. Immediately transport the employee to the nearest medical facility,
 - ii. Call Emergency Services identified in the Emergency Response Plan, or
 - iii. If unsure, call Emergency Services.
- c) Non-essential project communications (unrelated to the medical emergency) will cease until the emergency has been resolved or an all clear notice has been given.
- d) Injured workers are prohibited from driving themselves to the medical clinic or hospital emergency room for initial treatment.
 - i. The immediate supervisor (or designated responsible party) will provide transportation and escort the injured worker to the medical clinic or hospital for all injuries not requiring emergency treatment.
 - ii. Workers that are under continued treatment are permitted to drive themselves to follow-up visits.
- e) Trade Contractors and their tiers, suppliers, and vendors are responsible for providing primary on site first-aid treatment, offsite medical care, and emergency medical treatment for their personnel and sub-tiers.
- f) Contractor personnel trained in emergency care *may* provide such care, but will not provide standard first aid nor consult on medical or case management.
- g) Contractor may provide materials, equipment, and space as needed to support the care provider.
- h) Contractor may provide support, including non-binding, solicited advice, but cannot and will not direct the care and injury management of a non-Contractor employee.
- i) For complete procedures on Injury Management and Blood Borne Pathogens, refer to the [Sundt Safety Management and Illness Prevention System Manual](#).

16.6 Project Specific Incident Info

a) text

17.0 INCIDENT OVERVIEW

Incident Levels

Level 1 Incidents

- First-Aid Injury Treatment at Project (On-Site and Occucare included)
- Theft, vandalism, property damage up to \$1,000
- Non-STCKY, Low-Potential Near Miss (LoPo)
- Minor spills (25 gal or less)

Level 2 Incidents

- OSHA Recordable Injuries
- Theft, vandalism, property damage over \$1,000
- STCKY / High-Potential Near Miss (HiPo)
- Major spills (when state/fed reporting was req'd)
- Government Inspection (OSHA | MSHA | EPA)

Level 3 Incidents

- Lost-Time Injuries
- Personnel Transported to Hospital
- OSHA Reportable Injuries
- Government Citation(s)-(OSHA | MSHA | EPA)
- Business Interruption Property Damage*
- Fatality

Incident Response Steps

1. Secure the scene
2. Provide emergency aid
3. Summon emergency services
4. Notify project team accordingly
5. Notify Sundt management
6. Complete the Incident Report
7. Complete the Incident Review PowerPoint
8. Hold internal proj. review of incident w subs, workers, project team, etc
9. Hold formal Sundt Review Meeting
 - a. schedule within 48 hours of the incident
 - b. hold meeting within two weeks of incident
 - c. send calendar invite to Review Mtg Attendees

Initial Incident Notification (phone calls)

Level 1 Incidents

- Immediately notify
 - Supervisor, Safety Manager, Superintendent, Project Manager, Other project teammates
 - District/Group HSE Mgr → Project Executive → Regional Director

Level 2 Incidents

- Next, District/Group HSE Manager and/or Regional Director to notify
 - District Manager
 - Paul Levin

Level 3 Incidents

- Next, District Manager and/or Paul Levin to notify
 - Group Manager
 - Mike Hoover
 - Ron Stuff

All Levels - Sundt employee injury

- ASAP, call Occucare: 866.268.0884

(XX) Levels/Types – Notify Client/Owner

- Client Contact Name
- Contact Number

Sundt reserves the right to limit client involvement in any investigation pending legal concerns and exceptions.

Incident Review Meeting Attendees (via Teams)

Subject: Level X Incident – Incident Type – Group

Level 1

- Project Team & Executive
- Regional Director
- HS&ETeam@sundt.com

Level 2 – Level 1 plus:

- District Manager & Group Manager

Level 3 - Level 2 plus:

- Mike Hoover, CEO

18.0 EMERGENCY MEDICAL SERVICES

<i>Jobsite Address & Directions for EMS</i>	<i>Ambulance / Paramedics</i>
SITE ADDRESS, DIRECTIONS, EMS ESCORTING Appropriate personnel must be stationed at strategic locations along the access route to the location of the emergency to direct and facilitate a minimum response time.	PHONE NUMBER
First Aid & Bloodborne Pathogen Clean Up Kit Located in project trailer	Stretcher Basket Located in project trailer
First Aid Trained Contractor Personnel Names here	Automatic External Defibrillator (AED) Site Trailer
Professional First Aid Provider On Site Health & Safety- 866.998.2750 (AZ and CA) Amphibious Medics- 855.317.2889	Contractor Medical Director Occucare must be called for injured Contractor personnel: 866.268.0884 The Occucare physician will advise if professional first aid or medical treatment is needed.
Clinic Name Address City, State Zip Phone Number	Hospital (for emergencies and after clinic hours) Name Address City, State Zip Phone Number
Clinic Directions Directions	Hospital Directions Directions

19.0 CRISIS MANAGEMENT

- a) The following steps are designed to help respond to a crisis in a way that protects the safety of the people at the site, manages risk to the company, and speeds recovery of our business processes...
- i. Notify police/fire/medical/other (as appropriate).
 - ii. Control the scene, so that no one is injured inadvertently because of residual issues from the incident.
 - iii. If needed, evacuate following the site's evacuation plan.
 - iv. Provide for the needs of the injured, including assisting medical personnel. Do not release the names of injured persons. Notifications will be made by public safety officials and as needed by the Contractor Crisis Management Team.
 - v. If the crisis occurs at a client-controlled jobsite, notify the client before notifying Contractor's crisis team and follow the client's emergency guidelines.
 - vi. Notify the crisis team by dialing 480-293-3333 or email crisis@sundt.com. If the company emergency line is not in service, contact the team leaders directly in the following order. If all team leaders are unavailable, contact a senior manager in your profit or service center.
 1. Paul Levin - Vice President, Corporate Director of HS&E - Cell Phone: (480) 993-8885
 2. George Hubert - Director of Info Technology - Cell Phone: (916) 759-2959
 3. Stefanie Teller - Corporate Director of Marketing, Corporate Spokesperson - Cell Phone: (520) 991-4301
 - vii. Cooperate with public safety officials. Do not disturb the scene if possible. Keep your comments to the facts. Do not speculate as to cause, damage, injuries, etc., as speculative comments can place the company at risk. If unsure, direct the official to one of the Contractor Crisis Team Leaders identified above.
 - viii. If news reporters and/or photographers arrive, they are not to be admitted to the scene. They must wait in a secure/designated area until a member of the Contractor Crisis Management Team reaches the scene or contacts them by phone. All inquiries from the press should be referred to one of the Contractor Crisis Team Leaders identified above.
 - ix. Do not share information or photos related to the crisis via email, text or social media.
 - x. Defer all other issues to the Contractor Crisis Management Team.
 - xi. Take statements from witnesses as soon as possible.
 - xii. Photograph/document the incident location.
 - xiii. If the incident has labor relations implications, contact the EEO office in Phoenix, 1-800-280-3000.
 - xiv. Specify site-specific Crisis info as applicable

20.0 PROJECT-SPECIFIC PLANNING, HAZARDS, & CONTROLS

20.1 Planning

The following **tools** will be used to safely plan work activities:

- Sundt Safety Management & Illness Prevention Systems Manual
- Readiness Reviews/Preparatory Meetings
- Work Packages
- Job Hazard Analysis (JHA)
- Task Hazard Analysis (THA)
- Crew Daily Task Plan (used by front line supervision to plan work for the next day)
- Personal Hazard Analysis (Contractor self-performing)
- 2-Minute Drill (Industrial)
- Safe Work Plans, HSE Management Procedures, and Site-Specific Programs (Industrial—See list of exhibits at end of this plan)

20.2 Hazards & Controls

The following exposures may be encountered on this project and will be mitigated as described (in addition to controls specified in the various plans listed above).

Hazard/Exposure/Task	Project-Specific Controls (above and beyond Systems Manuals)	Responsible Contractors & Competent Persons
Access to Structure(s) (see Ladders and Stairways in Systems Manual)	<ul style="list-style-type: none"> • Stair towers • Access Ladders (hoist ropes) • AZ: Two means of egress for 25 or more people on a floor • CA: Two stairways for buildings with 3+ stories • Temp infills for metal stairs • Temporary handrails 	Contractor & CPT Person
Aerial Work Platforms	<ul style="list-style-type: none"> • Personal fall restraint required in boom lifts • Aerial and scissor lifts shall have a designed tie-off point installed by the manufacturer (Industrial) • Restricted areas or spotters below/around work platforms • Proper racks for material 	Contractor & CPT Person

	<ul style="list-style-type: none"> • Lift operators must never travel with the basket raised or exit the equipment basket without 100% fall protection in place • New ANSI standards • Occupant crush protection required for boom lifts 	
Blasting Operations, Unexploded Ordinances, Explosives	<ul style="list-style-type: none"> • Identify controls if personnel will be exposed to blasting, UXO, or explosives 	Contractor & CPT Person
Cold Stress	<ul style="list-style-type: none"> • Identify controls if personnel will be exposed to cold conditions 	Contractor & CPT Person
Confined Space (full program in Systems Manual)	<ul style="list-style-type: none"> • Identify confined spaces on site • Confined spaces under the control of Contractor shall be clearly marked with signage indicating “Confined Space: Contact Contractor HSE Department for Entry”. • Site-specific content 	Contractor & CPT Person
Control of Hazardous Energy, Lock Out –Tag Out, Line Breaks (full program in Systems Manual)	<ul style="list-style-type: none"> • No work on energized systems without approval from NAME HERE (Contractor Area HSE Manager) • Specify types of pressure testing to occur • The Project shall consult the Contractor Group/Area HSE Manager before conducting work on any energized lines, components, piping systems, etc. • Site-specific content 	Contractor & CPT Person
Construction Passenger Hoists	<ul style="list-style-type: none"> • Hoist will be operational TBD (CA = 36’ or sooner) • Hoists must comply with ANSI and manufacturer requirements • Hoist operators must be qualified and have received documented training on the hoist • Hoists must be inspected per manufacturer spec • Platforms and landings must be equipped with overhead protection 	Contractor & CPT Person
Cranes and Lifting (see Crane Systems Manual)	<ul style="list-style-type: none"> • <i>Insert name and contact information</i> of the Qualified Crane Manager for this Project. • Contractor Safety Representative to review pick plans and supporting docs (annual, quadrennial, deficiencies-- corrected and documented as such, documented daily and monthly inspections) • Verify access roads and staging locations can support and fit intended loads (cranes + loads, trucks, counterweight, assist cranes, etc). • Verify clearance from overhead utilities (10’ minimum for power lines) • Specify crane activity expected • Federal Aviation Authority (FAA) compliance addressed (permit, flag, etc) • The Project shall utilize a color-code system to identify inspected equipment. • Anti-Collision and Zone Control features considered for tower cranes 	Contractor & CPT Person
Demolition (see program in Systems Manual)	<ul style="list-style-type: none"> • Scope of demolition expected • Specify how affected trades will be coordinated 	Contractor & CPT Person

	<ul style="list-style-type: none"> Specify any major utility/disturbance conflicts Specify dust control to be used Specify adjacent structures to be protected, braced, monitored, etc. Specify barricades to control demo area 	
Dropped/Falling Objects (see program in Systems Manual)	<ul style="list-style-type: none"> Specify leading edge work/ activities at heights that may cause drop hazards Specify drop hazard controls to be employed (edge protection systems, toeboards, covered walkways, canopies, shipping containers for structure access, etc.) 	Contractor & CPT Person
Electrical (full program in Systems Manual)	<ul style="list-style-type: none"> Specify when “house power” will be used on site for the purpose of ensuring GFCI usage. Describe how electrical cords will be managed (i.e., electrical cords will be suspended overhead) Identify overhead power lines affecting the project. Describe controls for mitigation (i.e., Barricades/signage/protection: Where overhead utilities cross site roads, install warning systems to alert operators of the overhead utilities.) Specify minimum clearance for overhead power (i.e., Maintain 20’ minimum clearance from energized power lines. Contact Crane Committee for distances closer than 20’). Specify activities that may involve energized electrical work and therefore require a permit. Specify how the project will implement an assured grounding program (i.e., Inspection for electrical tools and components shall be monthly by a designated competent person. The Project shall utilize a color-coded system to identify inspected equipment.) Specify protection for temporary power (i.e., When running temporary power, the Project shall communicate the location of buried cable by marking it on the appropriate drawings AND placing a physical indicator at the location, such as running indicator tape at least 12” above the laid cable.) 	Contractor & CPT Person
Ergonomics	<ul style="list-style-type: none"> Loading zones will be established at TBD locations 	Contractor & CPT Person
Fall Protection (see program in Systems Manual)	<ul style="list-style-type: none"> Describe how work at heights will be mitigated/ engineered out. Identify need for guardrail systems or barricades (temporary during construction and/or permanent for end user) Specify plans for pre-placed anchor points at high-exposure locations – (i.e., pour-in straps) Specify if project will use a color-coded system to identify inspected equipment. Describe if Contractor personnel will need to be provided with fall protection equipment and training. Describe any scopes of work that may use horizontal lifelines Specify any areas where vertical lifelines will be erected (i.e., roof access, etc) 	Contractor & CPT Person
Fire Protection (see Fire Hazards & Prevention in Systems Manual. Also	<ul style="list-style-type: none"> Specify how extinguishers will be procured, staged, and inspected for the project. 	Contractor & CPT Person

see Welding, Cutting, and Hot Work in this table)	<ul style="list-style-type: none"> Specify storage areas for flammable material (i.e., Flammable material shall be stored in properly grounded and vented yellow flammable material storage cabinets. These cabinets will be inspected during weekly safety walks.) Specify any major fire exposures and controls to be expected Identify if there will be a designated smoking area for the project. Identify if a site visit by Fire Department is warranted for sake of planning and partnering Identify how FDC Connection(s) will be clearly designated and accessible 	
Fire Sprinklers	<ul style="list-style-type: none"> Identify whether “energized” fire sprinklers will be present on the project and what our controls/response to damage will be Specify the contents and location(s) of emergency water leak kit 	Contractor & CPT Person
GHS HazCom (see HazCom program in Systems Manual)	<ul style="list-style-type: none"> Specify the SDS system to be used on this project for hazardous chemicals (i.e., a hard copy of the SDS for each trade to be kept in the job trailer) 	Contractor & CPT Person
Hand and Power Tools	<ul style="list-style-type: none"> Identify any project-specific requirements for alternative safe cutting devices (i.e., should be used when practicable rather than open-blade knives, fixed-blade knives and open-blade-cutting instruments. The use of blades must be addressed in THAs.) OR (i.e., The use of a utility knife, box-cutter, or razor knife requires the use of cut-resistant gloves and must be approved by the respective supervisor and superintendent.) OR (i.e., Utility knives shall be self-retracting only.) 	Contractor & CPT Person
Hazardous or Toxic Agents / Environments, Infection Control	<ul style="list-style-type: none"> Identify tasks and protection for mitigating exposure to blood borne pathogens, infectious agents, and/or endemic illnesses. Specify any plans for conducting Infection Control Risk Assessments (typically provided by owner in a healthcare setting) 	Contractor & CPT Person
Heat Illness Prevention (see full HIPPP in Systems Manual)	<ul style="list-style-type: none"> Identify how pure, suitably cool water will be provided for Contractor personnel and how water will be replenished (i.e., Contractor’s water is in the project trailer and will be replenished by a third-party supplier.) Describe how shade will be provided for workers when temp exceeds 80F Identify who will conduct weather monitoring Identify the location of the Heat Illness kit 	Contractor & CPT Person
Helicopter Lifts	<ul style="list-style-type: none"> Identify controls if helicopters will be used 	Contractor & CPT Person
Hazardous Material Abatement (Lead, Asbestos) (see Asbestos & Lead in Systems Manual)	<ul style="list-style-type: none"> The Phase 1 Environmental Survey concluded TBD Identify abatement to occur 	Contractor & CPT Person

Holes / Floor Openings	<ul style="list-style-type: none"> • Identify any substantial holes to be expected on the project. Describe mitigation. • Industrial: If feasible, covers shall be marked “OPEN HOLE – DO NOT STAND OR STORE MATERIAL ON COVER” in highly visible and legible lettering in both English and Spanish. If it is not feasible to mark with the prescribed wording, then an alternative means of conveying the information shall be established, implemented, and communicated to the Project employees. • CA Projects: Hole covers shall bear a pressure sensitized, painted, or stencilled sign with legible letters not less than one inch high, stating: “Opening -Do Not Remove.” Markings of chalk or keel shall not be used. • Non-CA Projects: Hole covers must be marked with: <ul style="list-style-type: none"> ○ The words “HOLE” or “COVER”, or ○ A high-visibility color-coded system. 	Contractor & CPT Person
Ladders (see Ladders and Stairways in Systems Manual)	<ul style="list-style-type: none"> • Describe if project will follow a “Ladders Last” program when practicable to mitigate fall exposures. Safer alternatives to be considered are aerial baskets, Perry/baker style scaffolds, scissor lifts, one-person pods, etc. • Describe areas where extension ladders will be used for access to another elevation. Describe mitigation (i.e., ladders will be secured/tied off to prevent movement and will have rope hoists available, if needed for tools/equipment. A corral, barrier, or gate must be installed if fall exposure exists.) • Identify any areas and controls for where ladders greater than 24’ will be used (i.e., require the use of retractable lifelines while ascending and descending.) • Explain site-specific requirements for ladder inspections (i.e., Ladders shall be inspected prior to use by the user and monthly by the designated competent person. This monthly inspection will be indicated by form / color code / tag / sticker.) • TX: Any step ladder used on site must be “lean safe” 	Contractor & CPT Person
Lone Work	<ul style="list-style-type: none"> • A check-in system must be established for personnel who are working alone 	Contractor & CPT Person
Lighting	<ul style="list-style-type: none"> • Describe how Contractor/electrical contractor will ensure access / egress / general lighting • Detail any special considerations for lighting such as worker illumination on roadways at night time (i.e., workers will wear the <u>Halo SL hard hat light</u> which provides 360-degree visibility, allows wearer to be seen from over 1/4 mile away, and has a 50ft spot beam with powerful flood task lights.). 	Contractor & CPT Person
Marine Operations	<ul style="list-style-type: none"> • Identify controls if personnel will be exposed to marine operations 	Contractor & CPT Person
Masonry	<ul style="list-style-type: none"> • Describe masonry walls/structures that will require bracing 	Contractor & CPT Person
Material Handling & Rigging	<ul style="list-style-type: none"> • Describe plans for laydown and storage areas. 	Contractor & CPT Person

Relentless Housekeeping & Sanitation	<ul style="list-style-type: none"> Specify how project will achieve Relentless Housekeeping in addition to req's in Systems Manual— i.e.,: Composite Cleanup Crew - In addition to providing daily cleanup of their own work, Trade Contractor shall provide labor and the cost thereof for general cleanup for a composite cleanup effort once per week, supervised by Contractor. Include costs at the rate of one-half (1/2) man-hour of composite clean-up labor per week for every 40 man-hours of Trade Contractor work performed onsite per week including, but not limited to, foreman, journeyman, apprentice, etc. This will be verified through daily reports and / or certified payroll reports, if applicable. Contractor may, at its sole discretion, elect to deduct these amounts for composite clean-up from the Contract Amount and perform this clean-up on Trade Contractor's behalf.) Cleanup Crew Tools - Each Trade Contractor will manage the composite clean-up crew at Contractor's direction. The Trade Contractors will provide brooms, clean sweep, leaf rakes, steel rakes, shovels, vacuums as needed for the composite cleanup crew. 	Contractor & CPT Person
Respiratory Protection	<ul style="list-style-type: none"> Identify any non-typical tasks and controls that may require respiratory protection (i.e., sandblasting, etc.) 	Contractor & CPT Person
Scaffolding	<ul style="list-style-type: none"> Identify any needed project permits for scaffold erection Describe how ground surfaces will be prepared-- level, stable Identify trades that will require hold-harmless agreements for "sharing" scaffolding (unless project is SLIP) Identify any controls to prevent dropped objects from scaffold (i.e., Shrink wrap, netting, covering) Identify if/where toeboards are required Identify if/where canopies/protective coverings are needed for personnel entering structure through scaffolding. Identify how blindspots will be prevented for personnel exiting covered walkways. Describe how coverings will be maintained and inspected (i.e., plywood secured, netting fastened, etc) Identify any special consideration for scaffold design/layout: <ul style="list-style-type: none"> Load to be imposed Extend scaffold above/to roof level Prevent falls through windows, louvres, openings, columns, etc Adequate spacing between face of structure and scaffold Dedicated bays for material loading Access for intermediate heights between platforms Securing of planks at turns/corners Pulleys for hoisting loads 	Contractor & CPT Person

	<ul style="list-style-type: none"> • CA Building Group: Cross braces are not permitted to act as guardrails (top or mid). Scaffold access above the first level shall be via stair tower or internal drop-down ladder. Exterior ladders may only be used when accessing the first level • Industrial: Any climb of a scaffold ladder that presents a fall of 24' or greater shall require the use of a self-retracting lifeline. • Industrial: The following scaffold tags shall be utilized: <ul style="list-style-type: none"> ○ Green Tag – complete scaffold with all handrails, midrail and toeboard in place, all falling object protection in place, adequate means of access (scaffold gate or ladder extends 3' above handrail), no tripping hazards, all components secure, etc. <ul style="list-style-type: none"> ▪ Harness must be worn, but tie-off is not required. An exception to harness requirement is granted for stair towers. For other exception requests, contact the Group/Area HSE Manager. ○ Yellow Tag – Scaffold is as complete as possible and provides an adequate working surface, except that there are hazards present. The hazard and any additional requirements along with the scaffold capacity must be identified on tag. <ul style="list-style-type: none"> ▪ Harness shall be worn and lanyard utilized upon entry onto scaffold. ○ Red Tag (or missing tag) – Incomplete scaffold not ready for use. Using a red or missing tag scaffold shall result in disciplinary action. ○ Green and yellow tagged scaffold tags will be marked with the maximum rated capacity of the scaffold. 	
Security / Site Surveillance	<ul style="list-style-type: none"> • Identify whether security measures will be needed to protect Contractor property and job site • Do not install screening on fence panels unless required • Hire security company for on-site presence • Install cameras • Install a remote monitoring and response system • Site entry will be restricted to the public by IDENTIFY HOW ACCESS WILL BE CONTROLLED. • Access to the work area for approved and authorized employees will be controlled by IDENTIFY HOW WE CONTROL WORK AREA ACCESS. 	Contractor & CPT Person
Silica	<ul style="list-style-type: none"> • Identify major activities that will require a written exposure control plan 	Contractor & CPT Person
Steel Erection	<ul style="list-style-type: none"> • Identify who will provide steel erector with a written notice to proceed when concrete has reached required strength • Specify perimeter fall protection that will be installed by the erector. • Identify whom at Contractor the erector will provide the signed deck release form. • Steel erection pre-con meeting to include Contractor Area HSE Manager, NAME. 	Contractor & CPT Person
Structural Concrete & Elements (see also	<ul style="list-style-type: none"> • Identify expected structural vertical elements over 10 feet in height, or lesser height if required by an applicable regulation or by contract documents, that shall be engineered and stamped by a 	Contractor & CPT Person

Vertical Structural Elements in Systems Manual)	<p>professional engineer registered in the state where the project is located at Trade Contractor's expense.</p> <ul style="list-style-type: none"> Describe how post shores that could fall to lower levels will be tethered/secured Specify how deck status will be communicated (i.e., Stair towers with signage indicating deck "open" or "closed") Describe who will participate in the pre-pour checklists and inspections 	
Traffic Control (see Traffic Flagging in Systems Manual)	<ul style="list-style-type: none"> Identify any scopes of work that will require traffic control and/or permits. Identify local regulations/jurisdictions that may apply to flagging and traffic control. Describe how work in public areas will be barricaded Describe how physical separation of traffic will be achieved (i.e., hard barricades such as k-rails, etc.) 	Contractor & CPT Person
Tree Maintenance and Removal	<ul style="list-style-type: none"> Identify if/how trees will be maintained and/or removed Identify how utility conflicts will be prevented during tree removal/installation 	Contractor & CPT Person
Trenching / Excavation / Tunneling (see Excavation & Trenching in Systems Manual)	<ul style="list-style-type: none"> Identify any major excavations that will be open for an extended period. Explain barricading and other major protective methods. Protection against cave ins required at five feet or deeper (sloping, benching, shoring, box) Identify any excavations that will be 6' or deeper, thus requiring fall protection along edges. Identify any excavations 20 feet deep or greater, thus requiring a designed protective system 	Contractor & CPT Person
Utility Strike Prevention & Ground Disturbance (see Utility Strike Prevention in Systems Manual)	<ul style="list-style-type: none"> Identify who will issue Disturbance Permits for scopes of work where utilities may be present. Identify any major utility conflicts such as high-pressure gas lines, high-voltage/fiber optic duct banks, etc. Identify and describe struck-by protection for fire hydrants, temp power stations, fire risers, back-flow preventers, etc are located where they could be hit by construction equipment (i.e., hard barricades, signage, k-rails, flagging, etc.) The minimum clearance from utilities is 3' (update if stricter due to client, jurisdictional, or other governing bodies.) When within 3', hand digging or vacuum methods are required. The use of mechanized equipment within this zone is prohibited. Identify crossings where mobile equipment (i.e., cranes, MEWP's, extending boom forklifts, etc.), will travel below overhead utility lines. Describe protective system to be used (i.e., a designated and trained spotter must escort the equipment, a warning flag system must be erected on either side of the line, etc.) For this project, we will use the following methods for marking and protecting utilities (TBD) 	Contractor & CPT Person
Valley Fever (Coccidioidomycosis) -see full program in Systems Manual– CA regulatory requirement	<p>This project is in an area where Valley Fever is endemic TBD. Therefore, a Valley Fever Exposure Control Plan is in place. Training is conducted during safety orientation and we have partnered with a health care provider knowledgeable about the diagnosis and treatment of Valley Fever – Identify. LINK to Valley Fever Exposure Control Plan.</p>	Contractor & CPT Person

Vehicles and Equipment (see Operation of Equipment in Systems Manual. Also, see Contractor Driver Policy on SMS).	<ul style="list-style-type: none"> • Identify how Equipment Operator Certification Forms and daily inspection documentation will be acquired. • Describe how workers and heavy equipment will be separated on site. • A traffic control / delivery plan is established and located TBD • Describe when and where flaggers must be stationed (i.e., at job site entrances when deliveries or trucks are crossing a public right of way/sidewalk, etc.) • Describe how routes in and out of site will be established including signage • Describe how zones for loading or unloading trailers will be protected (i.e., an exclusion zone of at least 15' shall be established around the trailer while the load is being hoisted or moved. This zone shall be monitored and maintained using dedicated spotters or barricade. The spotters may not be stationed within the exclusionary zone while load is in motion.) • Describe any specific areas on site where spotters may be required (i.e., Operating in a location that allows less than 6' of clearance; Near power lines; etc.) • Identify if equipment refuelling will occur on site. (i.e., refuelling shall be performed by TBD; equipment will drive to on site gas pump, fuel truck with required signage, etc.). • Specify the speed limit on site and inside work areas (i.e., shall not exceed 5 miles per hour.) • Identify location of spill kit 	Contractor & CPT Person
Walking and Working Surfaces (see Ladders & Stairways, and Fall Protection in Systems Manual)	<ul style="list-style-type: none"> • Stair towers will be established at TBD locations • Describe when permanent stairs will be set and used for access. Describe how stairs will be temporarily railed and how pans will be filled. • Identify how material in work areas must be stored (i.e., Material must be stored on wheeled carts or pallets unless infeasible) • Describe how designated walkways/paths of travel will be established (i.e., walkway graded, free of uneven surfaces, slip/trip hazards, large rocks (3" +), etc.) 	Contractor & CPT Person
Welding, Cutting, & Hot Work (see Fire Hazards & Prevention in Systems Manual.)	<ul style="list-style-type: none"> • Identify who will issue hot work permits on site • Identify how the public will be protected from arc flash on site (welding at height)- (i.e., We will use flash screens/curtains around welding that could expose people adjacent to the site.) • For interior work, describe how smoke collection will be performed (i.e., We will use smoke eaters to collect hazardous fumes when needed for inside work) • Describe any above and beyond project requirements for hot work, fire watches, etc. 	Contractor & CPT Person
Wildfire Smoke & Harmful Air Quality (see full program in Systems Manual) – CA regulatory requirement	<ul style="list-style-type: none"> • We will ensure project personnel are protected from harmful exposures to outdoor air quality due to wildfire smoke. • Personnel will be trained on our program in orientation. • TBD will monitor air quality conditions and the current AQI <ul style="list-style-type: none"> ○ TBD will communicate to project team, foremen, and project personnel that the AQI for PM 2.5 is 151 or higher and: 	Contractor & CPT Person

	<ul style="list-style-type: none"> ○ If work continues, ensure that personnel on site are provided with proper respiratory protection 	
Wildlife	<ul style="list-style-type: none"> • Ensure that necessary precautions and/or measures are taken to protect personnel • Identify any special wildlife exposures and controls for this project and how personnel will be informed. 	Contractor & CPT Person
Wood-Framed Structures	<ul style="list-style-type: none"> • Describe how fire protection will be in place before lumber arrives on site • Identify how stairs will be erected concurrently with structure • Describe how fall protection will be implemented for framing and joisting 	
Worker Fatigue	<ul style="list-style-type: none"> • Identify how worker fatigue will be mitigated (i.e., Long-work-hour activities and mitigation plans will be implemented through job rotation and planning) 	Contractor & CPT Person
Working Over Water	<ul style="list-style-type: none"> • Identify controls if personnel will be working over, on, or near water (i.e., ocean, river, tank, pool, etc) 	Contractor & CPT Person
Safety Watches/Attendants	<ul style="list-style-type: none"> • Describe how safety watches/monitors will be distinguished from other personnel (i.e., shall wear high visibility vests of a unique color) 	Contractor & CPT Person
Non-Destructive Testing	<ul style="list-style-type: none"> • Identify scopes involving non-destructive testing and how we will verify that Trade Contractors have their permits and license prior to starting work • Identify work hours for when radiography testing will be performed (i.e., during non-peak work hours so as to limit the opportunity for exposure.) • Describe barricades to be employed 	Contractor & CPT Person
Other Exposure	<ul style="list-style-type: none"> • Controls 	Contractor & CPT Person
Other Exposure	<ul style="list-style-type: none"> • Controls 	Contractor & CPT Person
Other Exposure	<ul style="list-style-type: none"> • Controls 	Contractor & CPT Person

21.0 EXHIBITS

Client and facility rules not captured elsewhere in this plan

Safe Work Plans and HSE Management Procedures (Industrial):

Bloodborne Pathogens
Confined Space Entry
DCP and DQP HSEMP
Drinking Water and Sanitation
Dropped Object Prevention
Electrical General
Electrical Energized Work
Excavation and Trenching
Fall Prevention and Protection
Fire Prevention and Protection
Hand and Power Tools
Hazard Communication HSEMP
Hazardous Energy Control LOTO
Hearing Conservation
Hot Work and Compressed Gas
Housekeeping
HSE Planning HSEMP
Inclement Weather
Ladder and Stairways
Marine Ops, Working Over Water
Material Handling and Storage
Mechanical Elevating Work Platforms
Mobile Equipment
Personal Protective Equipment
Process Safety Management
Resp, Duties, Staffing HSEMP
Respiratory Protection
Safety Comm and Meeting HSEMP
Scaffold and Work Platforms
Short Service Employee HSEMP
Worker Fatigue
Working Alone

Site-Specific Plans (Industrial):

General Site-Specific Rules (Attachment A)
Designated Competent Persons List Template (List shall be updated as personnel change)
Site-Specific Hazard Communication Plan
Site-Specific Employee Recognition and Incentive Program
Site-Specific Training Plan
Site-Specific Industrial Hygiene Plan
Site-Specific Respiratory Protection Program
Site-Specific Fall Prevention and Protection Plan
Site-Specific Confined Space Program
Site-Specific Lockout/Tagout Policy
Short Service Employee Program