



# Project Safety Plan

for

## OSU CBEC

Date: 4/30/2012





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## DEFINITIONS

- **Contract:** A written agreement between the Owner and Gilbane, between Gilbane and a Subcontractor, between the Owner and Other Contractor(s), or between Other Contractor(s) and its (their) Subcontractor(s).
  - **Employer:** Any contractor, supplier, or vendor performing work under Contract at the project site.
  - **Project:** The premises owned by the Owner as described in the contract between the Owner and Gilbane and/or areas and ways contiguous thereto, including any work sites set up by the **Owner** for use by a contractor exclusively for the storage of material or equipment, or for on-site fabrication of materials to be used on the job site, including temporary locations.
  - **Owner:** An entity that has a contract between themselves and Gilbane or, between themselves and the Contractor.
  - **Contractor:** Any company performing work under Contract at the project site.
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## PROJECT INTRODUCTION

The Project is a 235,000 SF, LEED silver-rated, four-story laboratory and six-story office building consisting of wet labs and ancillary support spaces for both chemistry and biomolecular research, computational research spaces, shared core laboratories, cold rooms, autoclaves, instructional spaces, faculty administration and graduate student offices, conference rooms and student gathering areas. The labs have laminar organization with the bench and fume hood areas located along the exterior wall and laboratory support and graduate student offices along the interior corridor.

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## ADMINISTRATION

### MANAGEMENT POLICY STATEMENT

- The **OSU CBEC Project Safety Plan** embodies the policies and procedures for prevention of injury, property damage, fire damage and occupational illness. **No single feature of our work is of greater importance.** It is Gilbane's intention to commit itself each day to maintaining an accident-free workplace. There is never an acceptable reason for compromising safety. This document, the Gilbane contractor selection process, and site field activities are all designed to support and reinforce this goal.
  - It is a joint (**Insert Owner's Name**) and Gilbane Building Company policy to provide a safe place to work at all times and to conduct all operations in a manner as to provide protection for all individuals who might come into contact with these operations. The Owner's employees, Gilbane Building Company employees, Contractor and Subcontractor employees, and all others employed on this site, as well as anyone who comes on the site for any reason during construction, are expected to conduct their work in a safe manner and are required to comply with established safety programs. By contract, every Contractor on
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this site is obligated to perform all work in a safe manner. By contract, every Contractor on this site is obligated to conform to the requirements of the Federal Occupational Safety and Health Act of 1970 (OSHA) and all additions and revisions thereto, as well as other applicable Federal, State and Local requirements and the Project Safety Plan.

- **All supervisory employees must accept their responsibility for the prevention of accidents and for conducting all operations under their direction in a safe and efficient manner.** The results of our safety efforts will affect our overall success in constructing the Project. **Our goal is accident-free work** with the traditional defect-free quality. We know this is the most efficient method and that all individuals working on this Project will subscribe to the Project Safety Plan.
- With the cooperation, dedication and assistance of everyone, this will be a successful and safe project.

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#### **MANAGEMENT STATEMENT - STATEMENT OF FINAL AUTHORITY**

- All persons who come into the work area, for any reason during construction, will be required to comply with the established safety regulations that govern the project.
- Contractors are committed by contract to observe and comply with all applicable safety regulations and procedures. Each Contractor will participate in the Project Safety Program, hereafter referred to as the "Program".
- If Gilbane finds Contractor areas of work or individuals being, or acting in noncompliance with the Occupational Safety and Health Act of 1970 (OSHA), as amended, or any other applicable regulations, Gilbane shall have the authority to order immediate correction and cessation of the non-compliant occurrence. **Non-compliance with Project Safety Regulations will be grounds for Contractor dismissal and/or employee(s) being forbidden entry onto the project.** All costs of correction shall be borne by the Contractor deemed responsible. **Gilbane's decision of responsibility shall be final.**
- Nothing contained herein, however, shall serve to relieve the Contractor of his liabilities and/or obligations under the "Occupational Safety and Health Act of 1970" and all additions and revisions thereto, as well as all other applicable Federal, State and Local requirements.

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#### **RESPONSIBILITIES – CONSTRUCTION MANAGER**

- Audit activities of the Trade Contractor's safety program so that it conforms to the Safety Program.
- Provide weekly, written site inspections of the job site, notify the Trade Contractors of any unsafe practices and conditions for which they are responsible and will counsel them on the appropriate corrective actions when necessary. Site inspections shall be reviewed and discussed with the construction team.
- Provide all new Trade Contractors and their subcontractor's employees with a Gilbane safety orientation before they start working on site. The orientation shall include at least a list of work rules, identification of hazardous areas, and the location of MSDS sheets. This orientation will inform the Trade Contractor's/ subcontractor's employees of hazards specific to the Owner's on site operations. After the orientation is complete, employees shall be required to sign a statement and complete an exam in order to confirm that they received and understood the training.
- Identify the location where MSDS sheets provided from the Trade Contractors/

- subcontractors can be found for the project.
- Maintain required records and accident prevention materials at the job site so that an adequate history is maintained for the project.
- Control the entrance and exit of the Trade Contractor's/subcontractor's employees and visitors to and from the job site.
- Review the Trade Contractor's prior injury and illness log before awarding them work on site. Trade Contractor's with poor safety records may be disqualified from being awarded work on this project.
- Review injury and first aid records during the project to identify injury trends to take positive action to reduce or eliminate such injuries from continuing to occur on the project.
- The Construction Manager will examine and familiarize himself/herself with the job site and adjacent areas from the standpoint of access and facilities regarding safety. The job site should be explored with regard to installing and operating the construction plan, and evaluating any difficulties that might be encountered in complete execution of the work safely. Make frequent inspections of the job site so as to initiate corrective measures to eliminate unsafe practices and conditions.
- The Construction Manager shall immediately investigate all accidents or near miss accidents and take corrective actions to help prevent reoccurrence.

**See specific Responsibilities in the following sections**

#### **RESPONSIBILITIES – GILBANE PROJECT MANAGER**

- The Project Manager directs and administers the Safety Program on this Project. All reports, surveys, accident reports and other information relating to safety are to be submitted to the Project Manager.
- The Project Manager establishes a safety organization to assure the involvement of all personnel in the safety effort and to provide for their participation. The Project Manager appoints the Project Superintendent, as his representative to monitor all safety activities on the site. The Project Manager evaluates individual subcontractor's safety performance for compliance with all applicable Federal, State, local, Gilbane's and the Owner's safety requirements.

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#### **RESPONSIBILITIES – GILBANE PROJECT SUPERINTENDENT**

Responsible For:

- The active control of the Project Safety Plan.
- Planning and requiring all work to be done in compliance with the Project Safety Plan.
- Weekly inspections relating to safety shall be made and documented.

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#### **RESPONSIBILITIES – CONTRACTORS**

- Each Contractor is responsible for monitoring compliance and enforcing the safety rules and requirements outlined in this Project Safety Plan. Each Contractor will be held accountable and responsible for the actions of their employees, and the employees of their subcontractors and suppliers. Each Contractor is responsible for ensuring that all people
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entering the Project limits in anyway associated with their Work, whether construction workers, visitors, delivery truck drivers, inspectors or the like, will conduct themselves in accordance with the requirements of this Project safety plan.

- The name of and resume for each Contractor's project-site safety coordinator will be provided to Gilbane for review prior to the Contractor starting work at the project site.
- Contractors with a staff and crew (including any subcontractors) of 20 or more on site shall appoint a full time safety representative. Contractors with a staff and crew on site of less than 20 shall anticipate that the safety aspects of this position will encompass 20 hours or more of the work week and may occasionally require full time attention. For this reason, serious consideration shall be given to the ability of a superintendent or foreman to simultaneously meet the responsibilities of both positions.
- Each safety coordinator will meet the following criteria:
  - A minimum of an OSHA 30-hour construction hazard recognition certification; be certified as a competent person in the type of work being performed; First Aid and CPR certified; experienced in the construction industry in the type of work being performed. The safety coordinator must also be experienced in accident investigation and medical claims management. Must have one year of construction safety experience verifiable by resume and references.
  - Each Safety coordinator has the right and authority to stop any and all hazardous work being performed by their employer whenever imminent danger to life and health exists.
  - Conduct regular and frequent inspections for their Contractors work areas
  - Take immediate action to eliminate unsafe acts and/or conditions.
  - Ensure that prior to the start of any work activity, every foreman has reviewed each task assignment with every affected employee to assure a comprehensive understanding of the safety requirements and precautions to be taken while performing this work. The Contractor shall prepare and submit to Gilbane Building Company a Hazard Analysis Report for each work activity prior to the start of any task within the Work activity.
  - Ensure that appropriate personal protective equipment is provided and its use enforced.
  - Each safety coordinator shall participate in accident and incident investigation involving their work and employees and those of their subcontractors.
  - Each safety coordinator shall attend safety meetings as scheduled by Gilbane.
  - Contractor shall instruct each employee on project site in the recognition and avoidance of unsafe acts and/or conditions applicable to its work environment to control or eliminate injury or illness.
  - Contractor is responsible for providing and requiring the use of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions. All records shall be maintained at a location accessible to Gilbane.
  - Contractor is responsible for notifying Gilbane of any hazardous chemicals or substances that are brought or cause to have been brought on project site. Before beginning work on the project Contractor shall provide Gilbane with a copy of Contractor's Hazardous Communication Program, Chemical information list, and Material Safety Data Sheet(s) (MSDS) for the chemical(s) or substance(s) intended for use on the site. Gilbane will provide a centrally located place for this information. Contractor is responsible for maintaining a copy of Contractor's Hazard Communication Program, Chemical Information

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- List, and Material Safety Data Sheet(s) on site for Contractor's own reference and employee training. The proper storage, use and disposal of wastes of any hazardous chemicals or substances are the responsibility of Contractor.
- Contractor is responsible for conforming to OSHA and NFPA standards of fire protection and prevention practices. Contractor shall also comply with all fire and safety rules and regulations established on the project.
  - If Contractor fails to correct safety violations, Gilbane will issue the Contractor written notification, outlining safety violations. Failure of the contractor to abate may result in the removal of the Contractor from the project site, and Gilbane's approved bidders list, or other appropriate measures including, but not limited to fines and or the permanent removal of the contractor personnel from the Project site.
  - Compliance with Federal, State, Local Laws and regulations is the contractual obligation of Contractors working on this project. Conflicts between current laws or contractual requirements shall be resolved by adhering to the more stringent requirement. Any project site safety regulations, which exceeds the minimum standards established by OSHA, shall be incorporated in Contractor's safety program.
  - The Contractor shall ensure that its supervisors are aware of their responsibilities, which include:
    - Become familiar with the requirements of all accident prevention standards and safety rules pertaining to their job.
    - Be responsible for carrying out the procedures required by the project safety plan.
    - Ensure that each employee under their supervision has received the initial project safety orientation provided by Gilbane. Additional safety orientations may be required through the life of the Project.
    - Explain to all employees applicable safe practice rules and regulations under their direct supervision.
    - Supervise the instruction and training of new employees either personally or through delegated experienced persons until the new employee satisfactorily demonstrates their ability to perform the work in a safe and efficient manner.
    - Be responsible for continuous housekeeping in their area and for the use and maintenance of all personal protective devices, equipment, and safeguards.
    - Notify their direct supervisor and/or the contractor's safety representative concerning work areas where they believe protective devices are required.
    - NOTE: Such safety devices will include, but not limited to, the following: machine guards, operational shields, exhaust vent hoods and systems, welding shields, approved personal protective equipment, automatic stops and controls, barricades, railings, etc.
    - Report to their own direct supervisor all cases of employees who, in their opinion, are not qualified for the work to which they have been assigned or who engages in unsafe practices.
    - Attend and participate in all supervisors' safety meetings.
    - Conduct or arrange for weekly "toolbox" safety meetings for all employees under their supervision as required. Minutes of Tool Box Talks are to be maintained and a copy of each Talk is to be given to Gilbane before end-of -shift the day given.
  - Each Contractor shall complete a Safety Task Assignment Process form each day for all
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- work crews, discuss with each work crew on a daily basis or when non-routine tasks occur and provide a copy to Gilbane at the end of the work day with their daily report.
  - Report immediately, all accidents in which personal injury, property damage or a near-hit occurs.
  - Should an accident occur involving a Contractor's employee, the Principal/Owner of the Contractor shall attend a "Principals" meeting at the project location to review the incident. Gilbane will conduct this meeting. During the initial treatment by a physician, the controlling Contractor will arrange for a drug / alcohol test to be administered to the accident victim and all others directly involved. The cost of the drug/alcohol test will be borne by the Controlling Contractor employing the person responsible for the accident. A copy of the drug / alcohol test results will be provided to the Construction Manager at the earliest possible opportunity, but in no case more than 72 hours after the drug / alcohol test has been administered
  - Assist in accident investigation and submit a report promptly on required forms. Lessons learned from such investigations shall be incorporated into all future daily activities and plans of the contractor.
  - In the event a contractor utilizes employees whose primary language is not English, the contractor shall provide for appropriate interpretation to assure complete comprehension.
  - Periodically analyze work methods in detail for the purpose of job simplification and for the establishment of safe work methods.
  - Site safety inspections are to be an ongoing process and documented at least weekly. Contractors should document inspections on the Site Audit Checklist or approved Contractor's form and submit to Gilbane.
  - Ensure that all hazards created in an area as a result of work activities are addressed before the crew leaves the area, including breaks or lunch.
  - **Contractor Project Supervisors will be required to attend Gilbane's Supervisor Skills Workshop when offered. The training will consist of 2 (two)- 4 (four) hour sessions and be taught by a designated Gilbane employee. This training is in support of Gilbane's goal of creating an Incident and Injury free culture on the jobsite.**
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#### RESPONSIBILITIES – EMPLOYEES

- No employee shall be required or knowingly permitted to work in an unsafe environment except for the purpose of making safety corrections and then only after proper precautions have been taken for their protection.
  - Each employee is responsible for learning and abiding by those rules and regulations which are applicable to the assigned tasks and for reporting observed or anticipated hazards to their immediate Supervisor. If the hazard is not immediately corrected, the affected employee will report the hazard to Gilbane
  - **All employees shall observe the following rules of conduct:**
  - **Courtesy:** Employees shall observe standards of behavior and conduct their work in a manner to avoid offending any Owner employees or visitors. **Each individual on this Project must be given the courtesy that would be extended to one's family or best friend.**
  - **Personal Protective Equipment:** all persons on the site will wear hard hats, eye protection, gloves and work boots with substantial soles. All other personal protective equipment,
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including respirators or eye protection, as appropriate to assigned tasks, shall be utilized in the proper manner at all times while there is exposure to the hazards.

- **Clothing:** Clothing suitable for the weather and your work shall be worn. Torn or loose clothing, cuffs or neckwear, which may be a hazard, are not allowed. Shirts must be worn and have short sleeves. Pants must have legs (no shorts allowed). Clothing shall be maintained in a clean, neat and repaired fashion
- **Vehicles:** Employees shall park their vehicles in designated areas. There will be no on-site parking provided for this Project. Operation of vehicles on the project site shall conform to all local traffic laws. The maximum speed limit on the project site is 10 miles per hour.
- **Smoking: Smoking is permitted only in designated areas**
- **Intoxicants:** Consumption of alcoholic beverages or controlled substances is not allowed on the project. All workers who are taking physician-prescribed or over-the-counter medication must be fit for work. **All employees are specifically directed to the "Drug Policy" which is a part of this Project Safety Plan.**
- **Accidents:** All employees must immediately advise their Supervisor of any injury on the project or any non-injury accident, which involves damage to property or equipment.
- **Personal Conduct:** Practical jokes, horseplay, scuffling, wrestling or fighting is prohibited.
- **Good Housekeeping:** Good housekeeping on the project is mandatory and every employee must do their part daily to minimize dust and to clean up their work area to keep the project clean for safety and efficiency. **Controls shall be observed which keep dirt from being tracked into areas outside the workspace.** Clean up methods shall follow prescribed techniques to minimize the distribution of dust into the air.
- **Authorized Access:** Employees shall confine their activities to the areas designated as the work site. **The employee's Supervisor shall obtain permission from the appropriate Owner representative prior to entry into any areas outside the work site.**
- **Fire Protection:** Employees shall adhere to all fire protection regulations, and shall conduct their work in a manner to preserve the fire safety integrity of the building.
- **Music.** No televisions, radios, CD players, MP3 or smart phone audio players are allowed.

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## GENERAL REQUIREMENTS

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### ACCIDENT INVESTIGATION

- For all injuries or near-hits, Gilbane is to be notified immediately. Copies of ALL accident reports must be filed with Gilbane immediately.
  - It will be each Contractor's responsibility to complete the First Report of Injury for his employees and to transmit copies of these reports immediately to Gilbane. Any accident or incident resulting in a lost-time injury, fatality, damage to property or equipment exceeding U.S. \$1,000, a serious "near-hit" or the recognition of a potential hazard to health and environment is to be investigated by a committee comprised of the following, as appointed by the Project Manager: the Project Superintendent, the Project Safety Coordinator and Contractors Supervisor or anyone familiar with the practices involved in the incident who can contribute to its analysis and make recommendations for action to prevent a reoccurrence. The investigation shall begin promptly after the incident. Results of the investigation and recommendations for preventive action shall be documented within five (5) workdays of the
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incident. If the Owner agrees, a brief news release shall be posted, for the information of workers, covering fatalities and serious occurrences. The occurrences are also to be discussed at the regular or special safety meetings. This investigation and report shall be made immediately, but release may await any similar investigation and reports required by governmental regulations. Gilbane shall also review first aid injuries to establish trends and practices that deviate from work standards and shall report and take corrective actions.

- Gilbane shall provide for the Owner, in the Monthly Progress Report, a safety report covering safety activities for the preceding month. The report shall include:
- The accident experience, recordable, lost time, first-aid and near-hit incidents for the month.
- The relationship of the accident experience to the number of people employed using a recognized national standard for recordable injuries and lost time injuries.
- A review and summary of the safety activities, problem areas, and contemplated action, including fire hazards and environmental hazards.

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### **ACCIDENT REPORTING PROCEDURES**

- For all fatalities, cases requiring hospitalization, OSHA Recordable events or possible lost-time injuries, Gilbane is to be notified immediately. Gilbane will immediately notify the Insurance Carrier's Claim Representative of all accidents and will immediately forward Employer's First Report of Injury Forms, General Liability Loss Notice Forms, subsequent inquiries or correspondence received relative to the matter, including Court Summons or other legal documents, to the Claim Representative with copies to the Gilbane Corporate Attorney. Copies of ALL accident reports must be filed with the Project Manager immediately.

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### **CONCRETE (CAST-IN-PLACE)**

- All equipment and materials used in concrete construction and masonry work shall meet the applicable requirements as prescribed in ANSI-A10.9-most recent version, "Safety Requirements for Concrete Construction and Masonry Work."

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### **CONFINED SPACE ENTRY**

- Contractor shall develop an entry procedure to be used when Contractor's employees are required to enter confined areas or spaces. Confined Space entry procedures will conform to OSHA 1910.146 and the owner's requirements.
- A confined space entry permit must be completed and posted at the entrance to the confined area.
- Documentation of appropriate formal training for all involved in the confined space activity (entrants, attendants, supervisor, rescue personnel) shall be submitted to Gilbane for approval prior to any entry.

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### **CRANE SAFETY AND RIGGING**

- The Contractor shall conform to the more stringent of Federal, State, local, client or Gilbane safety policy.
- Contractors whose activities require the use of cranes shall be responsible for their proper set up and operation and shall advise Gilbane prior to the arrival on-site. The Gilbane Use Permit Form (refer to Regional Safety Manager for a copy), shall be used.

- The contractor shall supply Gilbane with documented evidence of their competent person's training, and of their 'qualified persons', as required by 1926.1404, 1926.27, 1926.1428, and where specified in 1926.1400, including the Operators, Riggers, Signal Persons, and 'Assembly/Disassembly Director.
- The Assembly/Disassembly Director shall be responsible to ensure that all provisions of safety as specified in 1926.1404 are met including but not limited to: adequate site and ground bearing conditions, proper blocking and cribbing, knowing load weights and center of gravity, equipment capacity, support of booms and counterweights, rigging of boom and suspension systems, determination of safe wind speeds, etc.

### **Inspection**

- Inspections are required pre and post assembly in the configuration that the crane will be used, as well as in severe service and after adjustment or repair, for each piece of equipment.
- Contractors shall provide Gilbane evidence of annual inspection by a third-party inspection agency not under the control or ownership of the crane owner and approved by the Gilbane Regional Safety Manager. All repairs and adjustments noted on the inspection shall be corrected prior to next use. 'Temporary alternative measures' as specified within OSHA regulations will not be accepted.
- This applies to power-operated equipment used in construction that can hoist, lower and horizontally move a suspended load, as specified in 1926.1400. Such equipment includes, but is not limited to: articulating cranes (such as knuckle-boom cranes); crawler cranes; floating cranes; cranes on barges; locomotive cranes; mobile cranes (such as wheel-mounted, rough-terrain, all-terrain, commercial truck-mounted, and boom truck cranes); multi-purpose machines when configured to hoist and lower (by means of a winch or hook) and horizontally move a suspended load; industrial cranes (such as carry-deck cranes); dedicated pile drivers; service/ mechanic trucks with a hoisting device; a crane on a monorail; tower cranes (such as fixed jib ("hammerhead boom"), luffing boom and self-erecting); pedestal cranes; portal cranes; overhead and gantry cranes; straddle cranes; side-boom tractors; derricks; and variations of such equipment.
- Inspections shall be performed by a qualified person designated by the contractor in accordance with 1926.1412, 1926.1413 and the manufacturer's recommendation and ANSI B30 Standard for the type of crane being inspected and the most current version. This inspection shall be completed prior to each shift starting work, as well as when equipment is modified, repaired or adjusted, post assembly, monthly, annually and in conditions of severe service.

### **Operation**

- This certification will be for each crane and lifting device and associated rigging equipment brought onto the site. At least every 12 months, or if the crane or its associated rigging has sustained any incident which may have resulted in damage, in cases of severe service, or after if any repair or modification the crane and its associated rigging shall be fully re-inspected by a qualified person in accordance with OSHA regulations, with proof of inspection provided to Gilbane.
  - No work shall proceed without evidence of a current annual inspection meeting Gilbane requirements. No claims will be accepted for losses sustained by the contractor for delays caused by failure to comply with these requirements. Temporary alternative measures for
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safety devices or operational aids will not be accepted.

**Safety devices, including but not limited to:**

- Crane level indicator, boom and jib stops, foot pedal locks, check valves on hydraulic outrigger and stabilizer jacks, and horns, must be in proper working order before equipment operations can begin- temporary alternative measures are not permitted to be used.

**Operational Aids, including but not limited to:**

- Boom hoist limiting device, boom angle indicator, load radius indicator, luffing jib limiting device, anti two-blocking device, load weighing device (such as a load moment indicator), and outrigger stabilizer position monitor must be in proper working order- temporary alternative measures are not permitted to be used.

**Special Procedures**

- A lift procedure shall be developed by the Contractor's qualified person, and overseen by the Contractor's qualified and competent Assembly/disassembly director for the following and submitted to Gilbane prior to the lift taking place:
- Critical Lift (defined as when lifting a load where the weights are at or over 75% of the rated capacity of the crane and rigging as determined by the manufacturer);
- Multi-Crane Lift;
- 100 Tons or greater Lift;
- Any application that deviates from the manufacturer's recommendations;
- When special or unique hazards are under or adjacent to the load at any time during the lift;
- When Gilbane determines such a procedure is necessary.
- The Lift Procedure will include a Hazard Analysis developed by the Contractor and submitted to Gilbane along with Pre-Lift meetings, which shall be held at 30 days prior to the lift, the day prior to the lift and immediately prior to the lift with the actual workforce doing the lift. All concerned parties must be present for the meetings with minutes of the meeting recorded by Gilbane.
- The Lift Procedure will include documentation of calculations which incorporates weight deductions of all rigging equipment, a load chart for the crane(s) that will be used, a site plan and layout sheet which will include the path of travel of the load, swing radius protection and any other necessary factors.
- The Gilbane Crane Lift Plan Form, Crane Critical Lift checklist (obtain from Gilbane Regional Safety Manager), or equivalent, shall be used.

**Record Keeping**

- All records pertaining to crane inspections shall be kept with the crane or in the trade contractor's site field office in accordance with applicable OSHA regulations.
  - If during any safety inspection, the operator or supervisor cannot produce the required crane inspection sheets, the crane shall be shut down as soon as possible and shall be inspected.
  - Where crane operators are required to be licensed by the State where the project is being built they shall have a current license and provide a copy to Gilbane when requested. Duplicates of Certification records shall be maintained on project site by Contractor and made available to Gilbane upon request. The contractor shall provide evidence of competency of the operator to Gilbane.
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**Rigging**

- Only qualified riggers shall perform rigging operations.
- A Competent Person appointed by the Contractor shall inspect all rigging equipment. Inspection shall be done and documented prior to each shift starting work, monthly and annually in accordance with 1926.1413. If there are any deficiencies in equipment, it shall be removed from service and corrected or replaced per manufacturer's criteria.
- All rigging equipment that is defective or damaged shall be immediately removed for the project site.
- Chain slings are not permitted to be used for any lifting operation unless specifically designed for a unique application.
- Wire rope slings shall bear a legible manufacturers capacity tag.
- Tag lines shall be used on all loads.
- All hooks used for overhead lifting shall be equipped with safety latches or alternate lifting methods such as clamps will be used. Shake-out/sorting hooks may only be used for unloading materials from trucks and will not be used for overhead lifting.

**Signals**

- The contractor shall appoint a qualified and trained signal person that meets the definition of 1926.1428 c and 1926.1430
- When hand signals are used, only the standard method for signals shall be used 1926.1400 App A.
- Operator and signal person shall meet prior to hoisting lifts to confirm understanding of signals.

**Operator Qualifications**

- The crane operator(s) shall be proficient in the operation of the crane(s) and licensed in the State/City where the operation is being performed, or certified by an accredited crane operator testing organization, such as the National Commission for the Certification of Crane Operators (NCCO), or by an audited employer program developed by an accredited crane operator testing organization and audited by a third party qualified auditor.

**Power line Safety**

- Crane and rigging operations are not permitted within 20 ft of power lines unless the power lines are de-energized and confirmed by a qualified utility company representative.
- Where encroachment is required within 20 ft from power lines in accordance with 1926.1408, Table A
  - A planning meeting shall be conducted with the assembly/Disassembly director, operator, crew and other workers in the area to review steps to prevent encroachment
  - Tag lines must be non-conductive
  - Dedicated spotters shall be used
  - Proximity alarms or range control warning device shall be used

**Tower Cranes- please refer to Appendix C for Tower Crane erection and Dismantling procedures**

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## DEMOBILIZATION

- The Project Superintendent and each contractor shall organize and schedule the orderly removal of their project site offices and trailer facilities, the termination of temporary utility services, the transfer of telephone services to their offices, and the forwarding of mail. The site shall be left in the conditions specified by the contract documents. The Project Superintendent shall inspect the site with the Owner to verify that all permanent security and safety devices are in place and performing their intended function.

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## DISCIPLINE – ENFORCEMENT

- All contractors and suppliers shall participate in the project safety plan. Should an Imminent dangerous condition be discovered, all work in the area of danger will be stopped until corrections are affected.
- Should Gilbane find contractor areas of work or individuals being or acting in non-compliance with OSHA or the Project Safety Plan, Gilbane shall have the authority to order immediate correction of the non-compliant occurrence.
- All costs of correction shall be borne by the Trade contractor deemed responsible.
- If more than one contractor is deemed responsible, Gilbane's division of responsibility shall be final.
- Nothing contained herein, however, shall serve to relieve the contractor of their liabilities and/or obligations under OSHA as well as other applicable Federal, State and local requirements as well as the Project Safety Plan.
- Gilbane may withhold payment of any sums due contractors for failure to follow the Project Safety Plan policies and procedures.
- Gilbane will issue a written, 24-hour notice in this regard requiring immediate response by the contractor.
- Repeated violations or lack of cooperation with regard to the Project Safety Plan by employees of a contractor will indicate non-compliance with provisions included in the contract and may be reason for the employee being barred from the project site and/or for termination of the contractor's contract.
- At orientation, new employees are given their first warning: These are the rules; if you fail to follow them you will receive a citation.
- **1st Citation:** Notice is sent to employer. Employee must come in and see Gilbane to review violation so we can be sure the employee knows how serious this citation is and what corrective action must be taken. A fine for the Contractor will be imposed.
- **2nd Citation:** The individual will be removed from the property. A fine on the Contractor will be imposed.
- This constitutes three (3) warnings. At this point, this person will be banned from further access to the site.
- **“Immediate removal from the property” Citations** will result when:
  - Any employee, supervisor or manager exposes themselves or other employees to Imminent loss of life.
  - Any employee, supervisor or manager openly exhibits disregard, defiance or disrespect for the safety plan.

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- Any employee, supervisor or manager knowingly falsifies any investigative document or testimony involved in an investigation.
- Violent physical encounters (fighting) occur. All individuals involved in the incident are subject to removal.
- Threats are made against any safety personnel performing their duties.
- Theft or destruction of property occurs.
- Any employee, supervisor or manager consumes, possesses, distributes or is under the influence of alcohol/drugs.
- Other Citations: Violations of safety, traffic, housekeeping or material storage rules

**Dispute Resolution**

- Gilbane whose decision is final and not subject to arbitration shall resolve all disputes involving the Project Safety Plan.
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**DISCIPLINE – FINES**

Fines (Refer to Appendix A Table of Fines)

- The fines are not to be collected from the individual violator.
  - Gilbane Building Company's Project Manager will collect them from the principal of the respective company at the monthly Safety Meeting. This will be by separate check.
  - These funds will be used to fund a reward/incentive program for those who work and are safe individuals or groups. Any money remaining at the completion of the project will be donated on behalf of all workers and companies employed on the project to a local charity.
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**SUBSTANCE ABUSE POLICY – MINIMUM**

**Purpose**

- The owner and Gilbane have a commitment to protect people and property and to provide a safe working environment. The purpose of this policy is to establish a drug-free work environment for each worker.

**Policy**

- The owner and Gilbane prohibit the use, possession, distribution, or sale on the project premises, facilities, or work places of any of the following: alcoholic beverages, intoxicants
- drugs and related drug paraphernalia.
- Workers must not report for duty or perform work while under the influence of any drug, alcoholic beverage, or intoxicant. Workers on the project premises will be subject to search as provided herein. Applicants and workers will be required to consent to drug testing as provided herein.
- This policy will apply where state law or regulation and/ or collective bargaining agreements allow.

**Definitions**

When used herein, the following terms will have the meanings given below:

- **Company** - Gilbane Building Company.
  - **Alcohol - Ethyl (Ethanol)**. References to use or possession of alcohol include the use of any beverage, mixture, or preparation containing alcohol.
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- **Drug** - Any substance (other than alcohol) including prescription drugs which may impair mental or motor function; including, but not limited to, any psychoactive substance, controlled substance, marijuana, or designer or simulated drugs. This definition does not apply to prescription drugs, which have been disclosed to the Company and the Controlling Employer by the worker and are approved for use within prescription limits.
  - **Employee** - Any individual, salaried or hourly, who actually performs work for a Controlling Employer on the project premises.
  - **Controlling Employer** - Any individual or firm that provides workers to perform work on the project premises and is responsible for their hiring, advancement, payment, discipline, and termination, including the Owner, the Architect, Gilbane, all contractors, all sub-tier contractors, all vendors, all suppliers, all material dealers, any Other Contractors, and any others coming on the project premises.
  - **Applicant** - Any individual who is referred or makes application for employment on the project premises.
  - **Project Premises** - All parts of any office, work site, or other work location, including parking lots under the control of the owner and/or Gilbane.
  - **Testing Facilities** - A laboratory where a specimen can be tested for drugs and alcohol within threshold limits according to standards established by the U. S. Department of Transportation and is certified by the U. S. Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) or in the case of a foreign laboratory is approved for participation by the U.S. department of Transportation with respect to Part 40.
  - **Contraband** - Considered including but not limited to the following: drugs, alcohol, and drug paraphernalia.
  - **Drug Paraphernalia** - Any article for the use, storage, or sale of drugs.
  - **Accident** - Any event resulting in injury to a person or property to which the Company believes a worker contributed as a direct or indirect cause.
  - **Incident** - Any event, which the Company determines, has all the attributes of an accident, except that no harm was caused to personnel or property.
  - **Tobacco Products** - Any article containing tobacco, including but not limited to cigars, cigarettes, pipe tobacco, snuff, and chewing tobacco.
  - **Worker(s)** – Any individual, salaried or hourly, of any employer who will be performing work on the project premises.
  - **Drug Detection Thresholds will be in accordance with U.S. D.O.T.**

All confirmatory drug testing shall be done in NLCP-certified facility

#### **Prescription Drugs**

- Any worker using a prescription drug, which may impair mental or motor function, shall, as soon as possible, notify their employer who is to notify Gilbane and/or the Controlling Employer. For the safety of all workers, the Company may direct the Controlling Employer to not permit the worker on the project premises until released as fit for duty by the prescribing physician. The Company reserves the right to obtain a confirming medical opinion before allowing the worker to return to duty.
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**Worker Pre-Assignment Testing (per applicable State laws and Project Labor**

**Agreements (PLA's )**

- All workers, salaried or hourly, who are hired, transferred or temporarily assigned to the project premises shall be required to consent to drug testing in accordance with applicable State laws prior to assuming project responsibilities. Controlling Employers shall certify to Gilbane in writing on company letterhead signed by a Officer of the company that their current workers have passed a drug test *immediately prior* to assignment to working on the project premises

**Post Accident Testing (per applicable State laws and PLA's )**

- After an accident or incident, the Company will ask the Controlling Employer to test all those involved.

**Reasonable Suspicion Testing (per applicable State laws and PLA's )**

- The Company will also ask the Controlling Employer to test workers when a reasonable suspicion exists that the worker has been using drugs or alcohol. The maximum level of alcohol blood content shall not exceed 0.08 g/100 ml blood or equivalent.

**Random Testing (per applicable State laws and PLA's )**

- Urine and/or blood drug screening analysis of workers and others on the project premises may be conducted on a random basis at periodic, unannounced intervals during the construction of the project, in accordance with State laws and applicable PLA's. A minimum of 12% of active employees on site will be selected, at random, for drug screening, or as required per Regional Substance Abuse Program Consortium or PLA's. Controlling Employers must certify negative test results to the Company; otherwise worker shall not be permitted to return to the project premises

**Discipline and Rehabilitation**

- Unless a Project specific Substance Abuse Policy by the Company or Owner is in effect, each Controlling Employer shall certify that they have a Substance Abuse Policy which incorporates as a minimum the following requirements:
    - a. When an applicant submits to pre-assignment testing and passes the required test, s/he will be eligible for further employment consideration.
    - b. If the applicant fails the required test, s/he may reapply for employment consideration after a period of no less than sixty (60) calendar days have elapsed. The Company may waive this sixty-day waiting period if the applicant completes an acceptable drug/alcohol rehabilitation program and presents acceptable proof of completion of the program to the Company Project management personnel. An applicant who fails the second test will not be considered for employment at the project premises for a period of no less than one year.
    - c. All workers who refuse to submit to a drug and alcohol test, or who fail to pass a drug and alcohol test will be removed from the project premises by the Controlling Employer and will be referred to their personnel management for disciplinary action.
    - d. D) A worker on the project premises, facility, or work place in possession of contraband is subject to disciplinary action, up to and including barring from the site by the Company and immediate termination by the Controlling Employer. Contractors and/or workers who are in possession of contraband are subject to removal and denial
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of future access to the project premises.

#### **Financial Obligation of the Controlling Employer**

- The Controlling Employer will bear the cost of time, transportation, and testing for workers who are being given drug and alcohol tests.

#### **Confidentiality**

- The Company will take steps to maintain the confidentiality of information generated by the implementation and enforcement of this policy and these procedures. Disclosure will be made only in appropriate circumstances. The Controlling Employer shall be responsible for maintaining the confidentiality of all information generated by the implementation and enforcement of this policy and these procedures for their own workers. The Company shall have the right to audit compliance with this policy and these procedures by the Controlling Employer, which shall include access to this confidential information.

#### **Training**

- Supervisors and management personnel will be trained to recognize appropriate symptoms and to administer the policy in a consistent, confidential, and intelligent manner.

#### **Contractors and Suppliers**

- The Company and all Controlling employers will include the provisions of this policy and these procedures, in their contracts with contractors, suppliers, consultants, agents, and others involved in providing goods or services on the project premises, and will require that they do the same with respect to their lower-tier contractors, suppliers, etc.

#### **Posting and Distribution**

- Significant sections of this policy and these procedures will be given to each applicant and worker upon request.
- A warning notice will be posted in a conspicuous location on the project premises. This Substance Abuse Policy will be included in each pre-bid and pre-construction meeting as well as an integral part of the project Safety plan and contract documents.
- The Company may revise and amend this policy and these procedures as required.

#### **Procedures for Examination Post-Accident Screening When Required By Gilbane**

- A Controlling contractor supervisor is to accompany injured employee or those employees involved in the accident or incident involving a Controlling contractor worker to the clinic or medical facility. Controlling Employers shall certify any worker(s) involved in an accident or incident tested negative for drugs and alcohol prior to allowing them to return to the project premises.
- If the injured worker refuses to give a specimen of body fluid, the Controlling contractor supervisor is to notify the Company. The worker is to be advised, again, that the refusal to submit to drug screening is a violation of the Project Safety Plan's drug, alcohol and other prohibited articles safety policy and that refusal will result in removal from the site.
- Results of all drug screenings and analyses must remain strictly confidential.
- Workers must report all injuries immediately to their supervisor, whether the injury requires medical treatment or first aid only. Late reporting may result in denial of a claim.

#### **Random Testing Policy**

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- Drug screening analysis of workers and others on the project premises may be conducted on a random basis at periodic, unannounced intervals during the construction of the project, in accordance with State laws and applicable PLA's. Controlling employers shall advise their employee immediately prior to selection for Random testing and shall ensure workers submit to drug screening as soon as possible, and no longer than 1 hour from being notified. Controlling Employers must certify negative test results to the Company; otherwise worker shall not be permitted to return to the project premises.
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### **ELECTRIC – TEMPORARY**

- All electrical work, installation and wire capacities shall be in accordance with the pertinent provisions of the National Electrical Code (most current version), ANSI and OSHA Standards. Work on energized equipment or circuits must follow OSHA and NFPA 70E (current Version) guidelines.
- All 120 volt, single phase, 15 & 20 amp temporary power circuits (with the exception of temporary lighting) shall have ground fault circuit interrupters installed. In addition all tools, cords and power sets shall have an assured equipment inspection program maintained on quarterly basis.
- The color codes used for identifying inspected & tested equipment on this project are:

|                             |        |
|-----------------------------|--------|
| January, February, March    | White  |
| April, May, June            | Green  |
| July, August, September     | Red    |
| October, November, December | Orange |

- (NOTE: The cycle of colors is repeated for the next year)
  - Portable tools will have the appropriate color code affixed to the male (plug) end following inspection. Extension cords will have the appropriate color code affixed to both ends (plug & receptacle). The previous quarter's color code will be removed to avoid confusion.
  - When using permanent power, once established in new construction or in renovation work, Ground Fault Circuit Interrupters must be used in conjunction with the AEGC inspections.
  - All necessary open wiring must be made inaccessible to unauthorized employees or visitors and not be subject to damage. Open wiring or Romex style wiring crimp on fixture connections ARE NOT acceptable for temporary lighting circuits. Lighting on barricades, fences, or sidewalk coverings shall be encased in metal raceway. Temporary lighting must have guards to prevent accidental contact with the bulb except where the bulb is deeply recessed in the reflector.
  - Temporary lights shall not be suspended by the cord unless the fixture was specifically designed in that manner. Portable electric lighting used in moist or other hazardous locations such as drums, tanks, vessels, bins, bunkers, etc., shall be operated at a maximum of 12 volts (non-explosive).
  - All shop lighting and portable task lighting shall have a cover and guard installed when in use or available for use.
  - Extension cords used with portable tools must be of a heavy-duty 3-wire type. Flat
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- extension cords are prohibited. Damaged electrical cords shall not be used.
  - All extension cords will be suspended seven feet (7') above finish floor or work platform. Extension cords will not be fastened with staples, hung from nails, or suspended by non-insulated wire.
  - All non-current carrying parts of electrical equipment must be grounded or have an approved double-insulated setup. Grounded circuits must have enough capability to carry all currents likely to be imposed on it.
  - Contractor shall determine before operations start if there is any energized equipment or electrical circuit in the work area, which might have risk to the worker. Equipment and conductors that must be de-energized shall be identified to the Gilbane who will arrange to de-energize the equipment under the Lockout and Tagging procedure/system. Contractor shall use the project Lockout/Tagout procedure and strictly adhere to the use of this requirement. Gilbane will monitor adherence to the procedure on a regular basis.
  - All temporary power panels shall have covers installed at all times. All open or exposed breaker spaces shall be adequately covered, and labeled.
  - All electrical equipment and wiring in hazardous locations must conform to the National Electrical Code standards. The frames of all cutting, welding (arc, heli-arc, gas-plasma-arc) machines shall be grounded.
  - Fish tapes or lines made of metal or any other conductive medium are prohibited. Nonconductive tapes and lines will be used in their place.
  - All temporary wiring shall be effectively grounded in accordance with the National Electrical Code (Articles 305 and 310). All wiring used for temporary lighting shall be in accordance with the most recent NEC.
  - Defective Electrical Tools and Equipment - All electrical tools and extension cords found to be defective (Examples: missing or broken ground pins, exposed internal conductors) will immediately be rendered in-operative by cutting off the plug end or by immediately removing from the project.
  - Electrical tie-ins shall be conducted only on de-energized (locked out and tagged out) systems. If a condition makes this procedure impossible then a pre-task safety meeting with Gilbane is required.
  - All such "live work" shall conform to NFPA 70E, most recent edition.
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## **ELEVATED WORK (OTHER THAN FALL PROTECTION)**

### **Ladders**

- Manufactured ladders on the project shall comply with the regulations of ANSI-A14.1-1968 (or most recent version), Safety Code for Portable Wood Ladders or ANSI-A14.2-1972 (or most recent version), as required by OSHA. All ladders shall be used in the manner and for the purposes for which they were designed and constructed.
  - The side rails or extension shall extend 36 inches above the landing. When this is not possible, grab rails shall be installed. All ladders in use shall be tied, blocked, stabilized by a second worker or otherwise secured to prevent accidental displacement.
  - When working on/from a ladder at elevations greater than six (6') feet or more above the work surface, all ladders (including stepladders) must be tied, blocked, stabilized by a second worker or otherwise secured against accidental displacement. Where adequate
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anchorages are available, workers shall tie off using a Personal Fall Arrest System or utilize a different means of gaining access (i.e., scissor lift, scaffold, etc.).

- Portable metal ladders shall not be used.

#### **Scaffolding**

- All employees erecting, using and dismantling scaffolds shall be trained in the hazards present and the safe procedures to be followed to eliminate exposure to those hazards and shall be provided with fall protection when 6-feet or more above the next lower level. The Contractor's designated Competent Person shall inspect all scaffolds prior to each work shift with written documentation provided to Gilbane on a daily basis. Each scaffold shall have a tag attached indicating inspection date, approval and inspector. Any contractor using scaffolding shall provide to Gilbane the name of their Competent Person along with the content of the Competent Person's training program and proof of Scaffold User Training for all employees who may work on scaffolding.

#### **Concrete and Masonry**

- All equipment and materials used in concrete construction and masonry work shall meet the applicable requirements as prescribed in ANSI-A10.9-1970 (or most recent version) "Safety Requirements for Concrete Construction and Masonry Work."

#### **Stairways for trailers**

- Upon delivery to the project site all office trailers and material storage trailers shall be provided with stairway access to all doorways and shall have landings with railings which allow for at least 20 inches of clearance in front of any door swing.
  - Stairway placement shall follow placement of the upper floor deck, as soon as practical.

#### **Hoists and Elevators**

- Temporary personnel elevators and material hoists shall be constructed, installed and maintained in compliance with the manufacturer's instructions and the provisions of applicable statutes and regulations of governing authorities.
- No elevators or hoists are to be used for the movement of materials and personnel until the devices have been certified and licensed by a third party inspector qualified to approve the equipment.
- No person shall be allowed to ride on a material hoist except for the purposes of inspections and maintenance.

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#### **ELEVATED WORK – FALL PROTECTION**

- A Fall Protection Plan must be developed by the contractor for all work with a fall exposure greater than 6-feet with a copy provided to Gilbane prior to start of work.
  - "Controlled Access Zones", "Safety Monitoring", and "warning Lines" are not permitted.
  - Personal Fall Arrest systems shall be worn and used by all workers when working six (6') feet or more above the ground/floor or whenever working in a precarious position, unless other adequate fall protection such as guardrails or safety nets are provided.
  - All lanyards are to be as short as possible, but in no event longer than six (6') feet. Shock absorbing lanyards must be used unless a Self-Retracting Lanyard is in use. Wire rope lanyards are prohibited unless approved by Gilbane.
  - Personal Fall Arrest System shall also be worn and attached to the manufacturer's approved
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anchorage when working in aerial lifts and to vertical drop lines when working from suspended scaffolding.

- Only one individual shall use a vertical safety lines at a time.
- When wire rope is used as a guardrail providing fall protection, *please refer to pages 59- 60* 'Perimeter protection' for design and installation details within this Safety plan.
- When wire rope is used a horizontal lifeline, it shall be designed by a registered Professional engineer and installed and maintained by a competent person. It shall be designed, installed and maintained to meet, at a minimum, the requirements of OSHA as contained in 29 CFR 1926.502.
- To eliminate the potential of a fall when working on a flat roof or deck, a warning barrier meeting the following requirements may be used 15 feet from the fall hazard. If a worker is between the warning barrier and the fall hazard, a positive means of fall protection must be used. **Warning tape is not allowed as a warning barrier.**
- Warning barriers shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:
  - The rope, wire, or chain shall be flagged at not more than 6-foot (1.8 m) intervals with high-visibility material;
  - The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (.9 m) from the walking/working surface and its highest point is no more than 39 inches (1.0 m) from the walking/working surface;
  - After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (.8 m) above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge;
  - The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN), and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions as prescribed in paragraph (f)(2)(iii) of this section; and
  - The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.

**Steel Erection** - Refer to Section entitled "Steel Erection".

**Precast/Prestressed Concrete** - Refer to Section entitled "Precast/Prestressed Concrete."

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#### **ELEVATOR SAFETY**

- **Contractors shall comply with all applicable provisions of OSHA, ANSI, and Gilbane Safety requirements, as well as the National Elevator Industry inc., Field Employees Safety handbook**

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#### **EMERGENCY PROCEDURES – MEDICAL SERVICES**

##### **Contractor's Responsibilities**

- Prior to commencement of work, provisions must be made for prompt medical attention in case of serious injury. Each contractor shall have a minimum of one First Aid/CPR trained individual on the project and inform Gilbane of their name.

Safety Plan – OSU CBEC

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- Ensure that adequate first aid supplies shall be easily accessible when required.
- Provide proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service.
- Telephone numbers and addresses of the physicians, hospital and ambulance shall be conspicuously posted.
- Contractor shall complete and provide to Gilbane an "Employer's First Report of Injury" within 24 hours of any/all incidents involving work activities associated with the project. Contractors are advised to maintain their own OSHA 300 Log as an OSHA requirement.
- Contractor shall ensure that each of its lower-tier contractors meet these medical requirements.
- If the injured employee is released by the doctor for light or restricted work duty, the Contractor shall make available restricted duty work for the injured employee.
- Each occupational illness or injury shall be reported immediately by Contractor's employee to Contractor's first aid attendant and Gilbane.
- Contractor's first aid attendant or other competent person shall treat the injured employee as often as necessary to ensure complete recovery, or until a decision is made to seek medical treatment.
- Contractor must provide for the prompt transportation of the injured person to a hospital or other emergency facility.
- A representative of the Contractor shall drive the injured employee to the medical facility and remain at the facility until the employee is ready to return. Contractor's representative shall carry necessary forms; i.e., authorization slips, return to work notices to the medical facility
- If it is necessary for the Contractor's first aid attendant to accompany the injured employee, provisions must be made by Contractor to have another employee, properly trained and certified in first aid, available to render same during the absence of the regular first aid attendant.
- If the employee is able to return to the project site the same day, he/she must return with a statement from the doctor stating same and containing such information as date, employee's name, date of return to regular or restricted duty, date he/she is to return to doctor, diagnosis, signature and address of doctor. If the injured employee is unable to return to the project site the same day, the employee who transported him/her should bring this information back to the project site and report it to Gilbane.
- If it is necessary to call the outside medical facility, this call should be made by Gilbane Project Manager while the injured employee is being transported.
- Medical cases requiring ambulance services would be such cases as severe head injuries, amputations, heart attacks, severe bleeding, stopped breathing, etc. Should ambulance service be necessary, the following procedures should be taken immediately:
- Contact Contractor first aid attendant or nearest employee properly trained and certified in first aid.
- While first aid is being administered, contact Gilbane immediately.

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**EMERGENCY PROCEDURES – ALARMS, FIRE, BOMB, WEATHER, ENVIRONMENTAL,  
PUBLIC DEMONSTRATION**

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- In order that necessary emergency services may be supplied promptly, each contractor and sub-contractor shall post in a conspicuous place a list of emergency telephone numbers along with the type of information to be transmitted for each emergency situation.
  - All accidents are to be handled by the ranking person present, with whoever is available to assist. The ranking person shall direct someone to notify first-aid personnel, and to call for emergency services as necessary. The Project Superintendent is to be notified as soon as this can be done without delaying assistance to the injured. He will then take appropriate action.
  - In accidents resulting in injury to personnel, individuals qualified to administer first-aid will assist the injured, will stabilize their condition, and will arrange for transportation to a hospital if further treatment is required.
  - Except when necessary to avoid further injury, or to prevent additional damage to the work, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent or the person designated to make the investigation and report. As soon as the Project Superintendent can release the area from this constraint, contractors concerned will clean up and make repairs to return to a normal situation.
  - Where a specific procedure has not been established, reasonable judgment should be used in determining what course to follow.

#### **Alarms**

- Gilbane shall be notified of all emergencies and notify the appropriate emergency service of the incident and initiate appropriate action.
- Fire alarms within the area of new construction will consist of three short blasts on an air horn or other suitable alarm located at the means of egress, stairway, ladder, or building entry. Telephone notification of the fire department will be initiated immediately after sounding the air horn alarm. Telephones are available in the project site office. Radio contact with the project site office and Gilbane shall be used to inform all concerned regarding the fire.
- A continuous long blast on the air horn may be used to summon first aid assistance in the event of an accident.

#### **Fire**

- The following procedures are established in the event of a fire. "RACE"
  - R Rescue... anyone in immediate danger.
  - A Alarm... activate pull station; go to phone and dial 911.
  - C Contain... close doors and windows, isolate the fire.
  - E Extinguish... use correct extinguisher.

#### **Accident Involving Serious Injury or Death**

- The following procedures are established in the event of an accident involving serious injury or death to employees or members of the general public.
  - Individuals qualified to administer first-aid will assist the injured, will stabilize their condition, and will arrange for transportation to the hospital emergency room if further treatment is required.
  - Gilbane is to be notified immediately. Immediate notification (within 8 hours) of the local
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OSHA office is required in the event of a fatality or serious injuries, which may lead to a fatality.

- All non-essential personnel shall be removed and/or kept back from the area.
- Rescue personnel shall be provided assistance as requested.
- No comments shall be made. All inquiries shall be referred to the Project Manager.
- No on-site photographs are to be taken without the specific approval of the Project Manager and the Project Superintendent.
- Gilbane shall make a full investigation and file an Accident/Injury Report within twenty-four (24) hours of the occurrence.
- Within the immediate area of the accident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent or other person designated to make the investigation and report.
- As soon as Gilbane can release the area from the above constraint, contractors concerned will clean up and make repairs to return to a normal situation.
- **Property Damage Accidents**
- The following procedures are established in the event of accident involving property damage.
- Gilbane is to be notified as soon as this can be done without delaying efforts to prevent further damage. He will then take appropriate action and direct other personnel to assist as necessary.
- Efforts shall be taken to protect against further damage where possible.
- All non-essential personnel shall be removed and/or kept back from the area.
- No comments shall be made. All inquiries shall be referred Gilbane.
- No on-site photographs are to be taken without the specific approval of Gilbane
- Gilbane shall make a full investigation and file an Accident/Injury Report within twenty-four (24) hours of the occurrence.
- Within the immediate area of the accident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by Gilbane.
- As soon as Gilbane can release the area from the above constraint, contractors concerned will clean up and make repairs to return to a normal situation.

**Severe Weather**

- The following procedures are intended to prepare the project site in the event of severe weather conditions. Since severe weather may be reasonably anticipated to occur during the duration of the project, yet without significant advance warning, all work activities and project site conditions must be planned with a concern for emergency preparations.
  - Each contractor, at the time of mobilization, shall deliver to Gilbane a complete list of the contractor's supervisors with the complete after hours telephone numbers. The list shall be kept current and shall be updated accordingly.
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- Each contractor shall insure that his field trailers and his sub-tier contractors' field trailers are anchored in at least three locations.
- Upon notification of a Severe Weather Watch by the U. S. Weather Bureau, the following actions are to be initiated.
- Each contractor having on-site generators which are fuel-powered are requested to notify Gilbane of the numbers and wattage. Generators may be needed to provide temporary power for rescue or clean-up activities.
- All materials shall be secured to prevent them from becoming air borne during high winds. Particular attention needs to be given to picking up scrap materials and hauling or covering trash containers.
- Crawler and mobile cranes shall have booms lowered at the end of the shift. Cranes not capable of lowering booms shall be permitted to weathervane or free swing. Check to assure that swinging booms will not contact other objects such as power lines, structures, etc.
- Sufficient flashlights, batteries, and bulbs shall be provided to assigned emergency response personnel. A supply of fresh batteries shall be maintained at the project for use in an emergency response.

**Other Major Catastrophe**

- Examples of other major catastrophes include:
  - a. Major fire.
  - b. Collapse of large portions of structures or large sections of scaffolds.
  - c. Heavy damage by wind or floods.
  - d. The owner's security or local authorities will be provided with an emergency call list to summon Gilbane's and the contractor's personnel to the site in the event of a major catastrophe outside working hours, on Saturdays or Sundays, etc. The Gilbane Project Superintendent or his best-qualified alternate will cooperate fully with the directives of the hospital staff or local emergency authorities in the event of a major catastrophe. He will take any or all of the following actions as appropriate.
  - e. Initiate fire fighting, tie down building, etc.
  - f. Call for assistance from outside: fire trucks, ambulances, electricians, life flight helicopters, Civil Defense Support, police.
  - g. Stop work.
  - h. Call for site evacuation, to clear site access roads.
  - i. Issue instructions to supervisors and to others as necessary.
  - j. Set up security control at the disaster area.
  - k. Set up communications center in site trailers: radio/telephone.
  - l. Call in operators for heavy equipment such as front loaders, cranes, etc.
  - m. Other actions considered necessary in the particular situation.

**Bomb Threat**

- When a bomb threat is received or if a suspicious article is found, Gilbane will take the following actions.
  - Work shall be stopped immediately and the project and office shall be evacuated of all
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personnel. A count will be made to assure that all are present.

- Local police, fire or bomb disposal authorities shall be notified. A search of the premises will be made as directed by appropriate authorities.
- If a suspicious article is found, DO NOT TOUCH IT, notify the appropriate authorities.
- Do not allow anyone except authorized personnel to re-enter the area.
- If necessary to stop or detour traffic away from the affected area, local police or flagmen shall be utilized.
- No comments shall be made. All inquiries shall be referred to Gilbane.
- No on-site photographs are to be taken without the specific approval of Gilbane
- Gilbane shall make a full investigation and file a report within twenty-four (24) hours of the occurrence.
- If repeated threats occur within a short period of time, Gilbane, will evaluate the situation and take appropriate action. This action may include shutting down the project site for that day.

#### **Environmental Spill**

- In the event of a spill of environmentally damaging materials, immediate response is required to prevent or minimize the impact this event will have upon the environment and the public welfare. All personnel shall continue to observe standard precautions for handling the materials as detailed in the manufacturer's product Material Safety Data Sheet (MSDS), including the use of personal protective equipment. Where conditions warrant, the contractor shall have emergency spill containment supplies available for immediate use. The following general procedures apply to the immediate response which must be initiated:
    - Immediately, all personnel in the immediate area of the release shall be alerted to the hazardous material and the nature of the immediate danger to themselves and the environment. As soon as possible, Gilbane shall be notified and requested to initiate emergency containment and clean up procedures.
    - The Local Fire Department shall be notified to mobilize their hazardous materials response units and shall be given the necessary information regarding the materials, which were released.
    - If safe to do so, every effort shall be made to contain the materials within berms, by absorbent materials, or through other appropriate means, until proper handling and disposal personnel may be mobilized at the site. Particular attention needs to be taken to avoid contamination of surface water, storm sewers, sanitary sewers, ground, plants and animals.
    - All non-essential personnel shall be removed and kept back from the area.
    - No comments shall be made. All inquiries shall be referred to the Project Manager.
    - No on-site photographs are to be taken without the specific approval of the Project Manager and the Project Superintendent.
    - Gilbane shall make a full investigation and file an Accident/Injury Report within twenty-four (24) hours of the occurrence.
    - Within the immediate area of the accident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project
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Superintendent or other person designated to make the investigation and report.

- Purchasing shall be notified to initiate the response of available environmental remediation contractors who are under standby contract.
- As soon as the environmental remediation contractor has cleared the site, the Project Superintendent will release the area for contractors concerned to clean up and make necessary repairs to return to a normal situation.

#### **Public Demonstrations**

- When a public demonstration is expected or occurs, Gilbane will take the following actions.
  - Work on the project site shall continue where not encumbered by the public demonstration; however work in the immediate area shall be stopped and all project employees shall be evacuated. A count will be made to assure that all are present.
  - Local police shall be notified, and all employees shall cooperate fully with the law enforcement authorities.
  - Do not allow anyone except authorized personnel to enter the project site. All visitor passes are revoked and all visitors shall be escorted from the project site.
  - If necessary to stop or detour traffic away from the affected area, local police or flagmen shall be utilized.
  - No comments shall be made. All inquiries shall be referred to the Project Manager.
  - No on-site photographs are to be taken without the specific approval of Gilbane.
  - Gilbane shall make a full investigation and file a report within twenty-four (24) hours of the occurrence.
  - If repeated public demonstrations occur within a short period of time, Gilbane will evaluate the situation and take appropriate action. This action may include shutting down the project site for that day or obtaining a judicial restraining order.
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#### **ENVIRONMENTAL – ASBESTOS**

- Occupational Safety and Health Administration (OSHA) regulations have been promulgated to protect workers from exposure to airborne asbestos fibers. Under the Asbestos Control and Licensing Act, a contractor must be licensed by the Department of Labor and the State in which the work is being performed in order to remove asbestos.
    - a. **Notification** - Before starting asbestos removal work, the United States Environmental Protection Agency (USEPA) and the Local Department of Environmental Management must be notified in writing by the contractor and appropriate permits must be on file. Gilbane and/or its agent will verify this information by way of contract requirements.
    - b. **Training** - Employees of the contractor must be appropriately trained and licensed prior to the removal of any asbestos contaminated material. Any contractor's employees who may be exposed to Asbestos must be trained in the recognition of hazards and appropriate controls.
    - c. **Posting** - The asbestos material removal area shall be cordoned-off to discourage entry. Appropriately worded caution signs must be posted at all approaches to the area at such interval to allow individuals to take any necessary protective steps before entering the removal area.
    - d. **Asbestos Handling** - The encapsulation, removal and/or disposal of ACM shall be
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performed by a Contractor licensed to do such work in which the work is being performed and in accordance with all applicable Federal, State and Local Regulations per approved abatement plans.

- e. **Work Practices** - Asbestos containing materials shall be worked in a wet state sufficient to prevent the emission of airborne fibers in excess of the permissible exposure limits. Work areas are to be adequately protected, through appropriate type enclosures, so as to ensure that no asbestos contaminated material will be permitted to leave the controlled area.
- f. **Personal Protective Equipment** - In instances where re-usable clothing is used, the following precautions must be followed:
  - g. Contaminated clothes must be appropriately bagged and labeled. Notification and transportation to authorized laundries and haulers.
  - h. All employees working in asbestos removal areas shall wear appropriate personal protective equipment.
  - i. **Cleanup** - There shall be no dry sweeping of asbestos material. Use floor coverings to prevent debris from falling to lower floors and to speed up house-keeping.
  - j. **Labeling and Waste Disposal** - Appropriately worded labels must be affixed to all materials, waste, debris, etc., containing asbestos friable materials. Asbestos waste and/or asbestos contaminated material must be collected and discarded in sealed, labeled, impervious containers by contractor.
- The following label content is acceptable to both the EPA and OSHA:  
**CAUTION**  
**CONTAINS ASBESTOS FIBERS**  
**AVOID CREATING DUST**  
**BREATHING ASBESTOS DUST MAY**  
**CAUSE SERIOUS BODILY HARM**
- Gilbane shall be provided with copies of all air monitoring reports and certified disposal receipts prior to final payment.

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## **ENVIRONMENTAL – LEAD**

### **Lead Painted Components**

- Lead based paint can possibly be identified on numerous surfaces throughout these facilities. In keeping with the requirements of the Occupational Safety & Health Administration's (OSHA's) Lead Exposure in the Construction Industry Standard (29 CFR 1926.62), every painted surface shall be considered a potential lead hazard.
- A potential source of lead emission is the disturbing of painted surfaces of structures and components within these facilities. Typical activities that would significantly disturb a painted surface include the following:
  - Removal of all or part of the paint by hand or power tools
  - Removal of all or part of the paint by blast cleaning
  - Removal of all or part of the paint by other means such as the use of chemical strippers or a heat gun

- Structural work to the surface such as welding, burning, cutting, or drilling
- Manual demolition of buildings, portions of buildings, or the building components.
- The primary consideration when specifying work methods shall be the requirement to protect workers from exposure to lead above the Permissible Exposure Limit (PEL). Further considerations when specifying work methods shall be the effort to reduce the release of lead into the air, water and soil, and to reduce to a minimum the generation of debris.
- At all times when activities which disturb paint are in process, the Site competent person for lead shall have unrestricted access to the work area for inspection, and shall have the authority to stop work when the control measures being utilized are not as specified in this section or the OSHA Standard, if the control measures are not adequately controlling exposures or if other hazards are identified which require work to be stopped.
- All air monitoring conducted by the Site competent person for lead or other qualified representative shall be performed in accordance with the OSHA Standard.
- Detailed and accurate records of all monitoring and other relevant data used in conducting employee exposure assessments shall be kept and maintained in accordance with the OSHA Standard.
- Signs shall be posted in each work area where work on painted surfaces disturbs the paint in such a way so as to expose personnel to lead contaminated dust, debris, or lead fumes. At minimum they shall read:

**WARNING**

**LEAD WORK AREA**

**POISON**

**NO SMOKING OR EATING**

- All worker protection requirements will, at minimum, meet the current OSHA Standard. These requirements include but are not limited to:
    - Signage, Barriers & Access
    - Exposure Monitoring
    - Respiratory Protection
    - Medical Surveillance & Records
    - Education & Training
    - Decontamination & Clearance
  - All work involving lead removal or re-coating shall be conducted in a manner that minimizes the release of lead and lead containing materials into the air, water, and soil.
  - All lead containing hazardous wastes that are generated shall be contained, collected, segregated, labeled and held at a location
  - Designated or approved by the Owner or Gilbane Building Co. pending the appropriate disposition.
  - Contractor shall provide for proper disposal of waste, including EPA identification number, notification, certification, manifest, etc.
  - All waste containers must be leak proof and capable of being securely covered.
  - All waste containers shall be clearly labeled with weather resistant labels using indelible ink
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to identify the type of waste they contain.

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#### **ENVIRONMENTAL – ON-SITE HAZARDS**

- Material that is designated as a hazardous substance requires special attention by the Contractor and workers to minimize the exposure. A plan addressing the proper handling, storage and disposal of hazardous material must be developed. Gilbane and the Owner, must be immediately notified of any hazardous material leak or spill. Any Contractor-caused oil spills must be reported immediately to Gilbane.
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#### **ENVIRONMENTAL – SILICA**

- Contractors shall submit their silica protection program for review by Gilbane prior to the pre-construction conference. As a minimum the contractor's silica protection program shall comply with OSHA regulations and shall address the following items:
    - Statement of the contractor's commitment to prevent silicosis and to comply with OSHA's standards.
    - Description of air monitoring to determine the silica levels generated by tasks to provide a basis for:
      - Selecting engineering controls,
      - Selecting respiratory protection,
      - Selecting work practices to reduce dust, and
      - Determining if a medical surveillance program is necessary.
    - Description of engineering controls which are proposed for the project to eliminate or reduce the amount of silica in the air and the build-up of dust on equipment and surfaces.
    - Description of less hazardous materials than crystalline silica which are proposed for abrasive blasting and automatic blast cleaning machines or tools to be utilized.
    - Description of high-efficiency particulate air filter vacuums to be used by employees and work practices to vacuum, hose down, or wet clean work areas and equipment.
    - Description of warning signs and other barriers proposed to identify work areas where respirable silica may be present and to limit access to only authorized employees.
    - Description of personal protective equipment and clothing to be provided to employees and changing facilities if necessitated by the level of silica dust exposure.
    - Certification of training provided to employees about health effects of silica exposure, engineering controls and work practices that reduce dust, the importance of maintenance and good housekeeping, as well as the proper type and fitting of respirators; and include a statement that the employee is or is not enrolled in a medical surveillance program.
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#### **ENVIRONMENTAL – POWERED EQUIPMENT INSIDE ENCLOSED STRUCTURES**

- If internal combustion engines are used on powered equipment in enclosed areas, the contractor is responsible for monitoring the quality of breathing air for harmful contaminants and adequate oxygen and is responsible for providing adequate ventilation.
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#### **EXCAVATION**

- The contractor must designate a competent person trained in soil classification and the
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recognition of trenching and excavation hazards. This person must be on-site when excavating or trenching is being done.

- Appropriate documentation to meet the OSHA trenching and excavation standards is to be maintained on site.
  - Where protective systems as defined in 29 CFR 1926.650-652 are designed by a licensed Professional Engineer, who is not a regular Gilbane employee, the resulting design documents must be reviewed by Gilbane prior to the commencement of the work to assure that the documents set forth the accurate and complete assumptions (as set forth in the current, applicable contract specifications) upon which the design is based.
  - Prior to opening any excavation or trench an excavation permit from Gilbane is required. Contractor shall notify necessary personnel to determine whether under-ground installations; i.e. sewer, telephone, fuel, electric lines, etc., may be encountered and where they are located. Excavation permits shall be required on a daily basis while the excavation is open.
  - Trenches 4 feet and over in depth or presenting a hazard to the worker shall be shored or walls cut back to protect employees from cave-in.
  - All trenches and excavations shall be properly barricaded to prevent persons from walking into them.
  - When an excavation will remain open longer than one work shift, a barrier sufficient to protect people from falling into the excavation or erected at a minimum of 6-feet from the excavation in order to warn of the fall hazard must be erected and maintained for the time duration that the excavation remains open. **Caution tape is not a sufficient barrier.**
  - **All equipment with limited visibility to the rear must have back up alarms audible above the surrounding noise.**
  - Excavation contractors will provide a spill kit for use on site in the event of a hazardous material spill.
  - Drilled caissons will have fall protection provided both during and upon completion of the drilling by use of personal fall protection, guardrails or use of casing extending a minimum of 42 inches above the ground.
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#### **EYE AND FACE PROTECTION**

- Appropriate eye protection meeting the requirements of ANSI Z87 (most recent version) with side shields are required to be worn in a manner to protect the eyes while in construction areas at all times.
  - In addition, approved eye and face protection is required as follows:
  - Goggles, welding hoods and shields, or face shields will be required to be properly worn at all times when in the area of operations, such as when welding, burning, grinding, chipping, chemical handling, corrosive liquids or molten materials, drilling, sawing, driving nails, power actuated tools, concrete pouring, tampers and gasoline fueled hand operated equipment (i.e. chain saws). This section will also apply to those employees of Contractors who are assisting any worker as an apprentice or helper.
  - Prescription glasses must meet the requirements of ANSI Z87 (most recent version), or be covered with over-the-glass safety glasses or face shield.
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### **FIRE PROTECTION**

- Contractor shall be responsible for fire protection in its work and operational areas, including offices, tool rooms, and storage areas twenty four (24) hours per day, seven days per week through the duration of this Contract.
  - The contractor, as required by OSHA and the local fire protection code, must provide appropriate fire suppression equipment.
  - The contractor for all Hot Work Operations will provide a fire watch and at least one fire extinguisher of appropriate size & type.
  - A minimum 20 pound multi-purpose ABC extinguishers are allowed on the project.
  - Only safety containers approved by UL and the local Fire Marshall, and properly labeled as to their contents, are to be used for handling and/or storage of flammable liquids in quantities more than one gallon.
  - All tarpaulins and plastic used for temporary covers shall be of fire resistant manufacture.
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### **HAND PROTECTION**

- **General requirements.** Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
  - **Selection.** Employers shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.
  - **Refer to Appendix B Hand Protection Reference for additional information**
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### **HAZARD COMMUNICATION PROGRAM**

- The Occupational Safety and Health Act (OSHA) requires that each employee potentially exposed to hazardous chemicals be advised of the potential hazards and how to guard against those hazards. Each contractor whose employees are potentially exposed to hazardous chemicals must develop a list of all such chemicals used on the project; gather material safety data sheets (MSDSs) for those materials; develop a labeling system for all materials; and train all potentially exposed personnel in the hazards and their controls for all listed compounds.
- These steps are outlined in detail in the following material.
- Employee training for this requirement will be documented and acknowledged by signatures following each session.

#### **Material Safety Data Sheets (MSDSs)**

- Every contractor will be responsible for development and maintenance of a list of hazardous chemicals utilized within the project operations and will be further responsible for obtaining and maintaining MSDSs for all such hazardous chemicals.
  - Employees will be allowed access to this information and the specific MSDSs for chemicals utilized in their work areas.
  - All questions relating to the program should be directed to the contractor's superintendent or
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safety representative.

- A copy of each MSDS will be delivered to Gilbane prior to work starting involving that substance.

#### **Employee Information and Training**

- All new and present employees will be given information regarding the requirements of the Chemical Hazard Communication Program; the hazardous chemicals present in their work place; and the physical and health risks of these chemicals. This requirement may be met through orientation sessions for new employees, and refreshers for all during toolbox talks. The information and training will also include the following elements:
  - The symptoms of overexposure to the chemicals.
  - How to determine the hazardous presence or release of a chemical in the work place.
  - Methods to reduce or prevent the exposure to hazardous chemicals, such as control procedures, work practices, or personal protective equipment.
  - Procedures to follow in the event of an exposure to hazardous chemicals. The location of the log containing the MSDSs, which apply to their work place and the location of the written Chemical Hazard Communication Program.
  - How to review MSDSs to obtain the hazard information for the chemical, and how to read the labels, which are required on the chemical containers. When a new hazardous chemical is obtained for use, each employee who could be exposed will be given the information and training as described above, and a copy of the MSDSs for the chemical will be obtained and distributed to those who actually use the chemical in the work place. The MSDSs will be available to all employees during each work shift.
- Proper disposal procedures of waste materials shall be enforced. Labeling of waste containers and disposal of all hazardous materials by a licensed disposal facility is required.

#### **Container Labeling**

- All chemical containers at the site must be clearly labeled as to the contents, the hazards involved, and the name and address of the manufacturer.
- All secondary containers of hazardous chemicals are to be clearly labeled with the same information as the original container.
- Each contractor's superintendent or safety representative shall perform the above responsibilities for all their materials.

#### **Hazardous Non-Routine Tasks and Nearby Work**

- In the event an employee is assigned to perform, or is assigned to work in an area where a hazardous task, non-routine to their work, the employee will be given the additional information and training related to the hazardous chemicals which may be encountered in the non-routine task.
- The first-line foreman, contractor superintendent, or contractor safety representative will provide this information and training. The information will include the specific chemical hazards of the task, the controls and protective measures required, the types of personal protective equipment required, how to use the equipment, the nature of other work being performed in or near the non-routine task, and what emergency procedures are involved with the task.

#### **Demolition**

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- To the best of the Owner's knowledge, there is no asbestos, lead, polychlorinated biphenyl (PCB), or hazardous materials anywhere in the designated work areas. AIA-A201 Subparagraph 10.1.2 applies: Contractor shall stop the Work if material reasonably believed to be asbestos, lead, polychlorinated biphenyl (PCB), or hazardous materials is encountered in the Work area.

#### **Chemicals in Unlabeled Pipes, Vessels and Containers**

- To ensure that employees who work on unlabeled pipes, vessels or containers have been informed as to the hazardous materials contained within, the following policy has been established: Prior to starting work on unlabeled pipes, vessels or containers, employees are to contact their foreman for the following information:
  - Type of chemical in the pipe, vessel or container.
  - Potential hazards.
  - Safety precautions which should be taken.

#### **Audit and Review**

- It will be the responsibility of each contractor's superintendent and safety representative to review the entire Hazard Communication Program, and to revise and update the material contained herein to reflect all changes in the purchase, use, storage, and handling of hazardous chemicals at the project site.
- It will be the further responsibility of the superintendent and safety representative to periodically audit that procedures in the use of the hazardous chemicals meet the requirements as set forth in the MSDS's.

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#### **HAZARD ANALYSIS AND SAFETY TASK ASSIGNMENT (STA)/DAILY TASK PLAN**

- Prior to beginning work, each contractor shall prepare a hazard analysis that defines the activities to be performed and identifies the sequence of the work, the specific hazards, and the methods to be used to eliminate or minimize each hazard. The hazard analysis shall be submitted prior to, and will be reviewed during the pre-construction meeting by Gilbane, and the contractor's supervisors and safety representative. The hazard analysis shall be written in a form acceptable to Gilbane.
- Hazard Analysis shall be done when the scope of the work or conditions change.
- Each Contractor Foreman will inform their work crew of the Hazard Analysis for their work activity each day prior to start of work or when conditions change.
- Each contractor shall submit for review by Gilbane a site specific safety program which addresses all the elements of this safety plan as they will be implemented by the contractor, its contractors, vendors and suppliers. The hazard analysis will be included as an appendix to the contractor's site-specific safety program.
- Before work begins each day, each crew will fill out and review an STA. The STA is a short review of the work task to be performed that day, what equipment will be needed and how the work is to be done safely. It is to be reviewed and signed off by the contractor foreman over that crew.
- See Appendix F for a sample STA form.

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#### **HOUSEKEEPING**

- On a daily basis, all debris and scrap material shall be removed from the work area.

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- Debris and other loose materials shall not be allowed to accumulate in stairwells.
  - Containers shall be provided for the collection and separation of waste, trash, oily and used rags and other refuse. Metal (dumpster type) containers must be used and emptied promptly.
  - Garbage and other waste shall be disposed of at frequent or more regular intervals in a manner approved by Gilbane.
  - Contractor shall notify Gilbane of any hazardous waste it will generate during performance of the Work. Contractor has the direct responsibility of maintaining proper storage of these wastes while on site and will verify to Gilbane in writing that the wastes have been disposed of in a legal manner. A copy of the haulers manifest must be provided to Gilbane.
  - Contractor shall not pour, bury, burn, nor in any way dispose of a chemical on the work project site.
  - Contractor shall clear all combustible debris to a solid waste disposal project site properly licensed under the laws of the State having jurisdiction. NO OPEN BURNING OF DEBRIS, OR RUBBISH WILL BE PERMITTED ANYWHERE ON THE PROJECT SITE.
  - Materials and supplies shall be stored in locations, which will not block access-ways, and arranged to permit easy cleaning of the area. In areas where equipment might drip oil or cause other damage to the floor surface, a protective cover of heavy gauge, flame resistant, oil proof sheeting shall be provided between the equipment and the floor surface sheeting so that no oil or grease contacts the concrete. This requirement is applicable to both finished and unfinished floors.
  - All hoses, cables, extension cords, and similar materials shall be located, arranged and grouped so that they will not block any access-way and will permit easy cleaning and maintenance.
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#### **INCENTIVES AND AWARDS**

- Safety awareness and recognition campaigns during construction will include the posting of banners, posters and signs emphasizing safety awareness, the proper use of safety equipment and safe work practices.
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#### **INSPECTION AND AUDITING**

##### **Purpose and Scope**

- To establish a basic inspection/audit program for the elimination of unsafe practices by employees and to establish a hazard free work environment for all employees on the project.

##### **Objectives**

- To reaffirm the Trade Contractor's basic responsibility for the actions of the employees as originally assigned under the General Provision of the Occupational Safety and Health Act of 1970 (revised). The exercise of these responsibilities by all project trade contractors will be the effective deterrent to accidents arising from unsafe practices and physical conditions, that will materially enhance the construction efficiency of this project.

##### **Procedures**

- Control will be achieved only when each trade contractor fulfills their contractual and statutory responsibilities and applies all practical steps to maintain safe and healthful work
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practices and conditions.

#### **Project Controls**

- Continued monitoring/audit of the performance of the Contractor and their supervision under this section will be made by Gilbane. Contractors will be notified of any unsafe practices observed. The Contractor's safety supervisor, the Project Safety representative and the Construction Manager's field staff shall utilize the "Construction Safety Survey".

#### **Supervisory Control**

##### **Contractor**

- Each Contractor will be responsible for conducting continuous daily surveys of their operations to insure they are aware of the probable sources of potential injury or loss due to unsafe acts of procedures.

##### **Planning**

- Contractors must extensively plan the procedures to be followed for each operation using Hazard Analysis procedures and submit such plans to Gilbane.
- Personnel chosen to perform any such planned operation shall be thoroughly briefed in all aspects of the procedure, including emergency actions to be taken in the event of a mishap.

##### **Inspections**

- In addition to inspections conducted by Gilbane, Insurance Representatives, and each Contractor, construction activities are subject to periodic inspection by OSHA Compliance Officers.
- **Each Contractor is required to notify Gilbane in writing prior to starting work if they, by their Company policy, they will require a warrant for OSHA to inspect their work. Gilbane does not require a warrant.**
- Contractors shall forward copies of any and all inspection reports and/or citations received by the Contractor from OSHA to Gilbane. All information will remain confidential.
- In the event a OSHA Compliance Officer visits the site, he/she will be directed to the Gilbane office. The appropriate Contractors will then be notified so that an Opening Conference may be conducted. Gilbane will organize an inspection party, consisting of both employer and employee representatives.

##### **Notification of Hazards**

- Each Contractor shall notify Gilbane verbally or in writing of the existence of any hazardous conditions, property, or equipment at the work site, which are not under the Contractor's control. However, it is the Contractor's responsibility to take all necessary precautions against injury until corrected by the responsible party.

##### **Equipment and Facilities**

- All Contractors operating equipment and facilities used shall be, inspected, and maintained as directed by this manual; as dictated by the applicable Federal and State safety and health regulations. In the event of conflict, the more stringent requirement will take precedence.

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#### **LINE BREAK**

- Policy - Any entry into an operating Process System under installation, testing, or operating
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conditions is subject to the procedures for “line breaking”.

- All employees are to be informed of the inherent dangers of working on operating process systems.
- Entries can be made only with approval of the Owner and Gilbane.
- Added hazard potential exists when cooling occurs, vacuums, which may be holding liquids in pockets often break without warning and liquid is released to run to the lowest point. Plugs (particularly solidified process materials) can move and release materials after the first connection has been broken.
- The Owner and Gilbane must agree on the location of first breaks
- All systems must be considered as having the potential to discharge contained energy/material from open ends of lines or broken flanges at any time even after the line has been drained and vented.
- Cautions
- No Contractor may enter an operating piping system or equipment until the requirements of this procedure are met. Systems activated for testing purposes fall under this procedure.
- Under no circumstances will any line/system be violated other than via the lock and tag procedure.

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#### **LOCKOUT/TAGOUT PROCEDURES**

- The contractor must adhere and strictly follow either the Project Lockout and Tagout requirements, the owner’s requirements or the contractors own requirements, whichever is the most stringent.
- Electrical work (e.g. tie-ins, panel maintenance) shall be conducted only on de-energized (locked out and tagged out) systems. All circuit disconnects must be locked in the open position or otherwise appropriately identified with affixed tags stating "DANGER - DO NOT ENERGIZE" or other equivalent wording prior to working on the system or equipment. Employees are not permitted to work on any energized circuits unless conditions mandate and written approval is obtained from the Regional Safety Manager. The pre-task planning for all work on energized systems must be submitted for review. Additionally, work practices must conform to all applicable owner, state and federal requirements including the NEC and the most recent version of NFPA 70E.

#### **Lockout Devices**

- Only individually keyed padlocks shall be used. Padlocks are to be painted per the craft color code for easier detection and craft identification.
- A lockout device of the standard scissor type that will allow the placing of more than one padlock is required, when more than one individual is working on a circuit or mechanical process.
- A piece of chain or cable may be necessary to complete a lockout on some valves or controls and shall be used wherever needed.

#### **Danger Tags**

'Danger Tags' are not 'Danger Signs', and shall not be used where a sign is needed.

Two standardized Danger Tags shall be used on this project. They are described as follows:

"DANGER - DO NOT USE": This tag must be attached to each padlock on a lockout.

"UNSAFE - DO NOT USE": This tag does not require an attachment to a padlock, but may be used if needed. This tag shall be used to identify tools, equipment, vehicles, etc.

#### **Procedure**

If device, valve, switch, or piece of equipment is locked out, a "Danger Tag" shall be attached.

**No device, valve, switch or piece of equipment shall be operated with a "Danger Tag" and/or lockout attached regardless of circumstances!!!**

- Systems consisting of electrical components will be checked, locked and tagged first by electrical craft employee working on the circuit. The electrical craft will be the first lock on, and the last lock off.
- Where placing of lock is not feasible, the circuit conductor will be disconnected from the breaker and tagged out.
- The panel cover must be of the type that will cover all breakers when closed and must be equipped with a hasp in order to secure a lock to prevent the panel door from being opened.
- If panel cover is of a type that cannot be locked closed, a cover must be secured over the panel cover and be locked closed and tagged while any work is being performed on any of those circuits.
- If the above cannot be accomplished, each circuit will be tagged out as prescribed and an electrician will stand by the panel board to prevent breakers from being tampered with. This physical presence will continue daily until the work is complete.
- All "Danger Tags" must be dated and signed. Also on tag, must be the intended work and equipment for which tag has been placed.
- If employees of more than one craft or crew are to work on a system, circuit, machinery, or component, the supervisor from that craft shall place his individual lock and tag; and verify that the system, circuit, machinery or component being tagged, is indeed the system that is to be worked on.
- Only the person that placed the lock and tag shall remove it without special authorization from the Project Manager, Construction Manager or Craft Superintendent.
- Padlocks, Lockout Devices and "Danger Tags" shall be made available as specified above.
- Padlocks shall be color coded for craft identification and shall only be used by that craft for lockout purposes, i.e. valves, switches, electrical components, etc.
- Padlocks shall be issued from the contractor responsible where a sign in/out log will be maintained. Locks and tags shall be issued to the foremen or supervisor responsible for the craft performing the work. The contractor of each craft discipline will be responsible for assuring all padlocks are personally identified, that will be used for lock and tag purposes. The Contractor Superintendent(s) will be responsible for ordering their own craft's padlock. A master key will also be provided.
- Any employee(s) or person(s) found to have removed another's lock and/or tag will be subject to disciplinary action up to and including dismissal from the project.

#### **Special Situations**

- When due to the nature of work, a supervisor who has employees assigned to work on systems that are between construction and client turnover that is to be locked and tagged out in order to perform work, the below shall be applied: