



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SUBJECT: SITE SAFETY POLICY**

**SCOP..... : 02 -016G**

**CATEGORY.... : ADMINISTRATIVE**  
**Subcategory : SAFETY**

Keywords ..... SAFETY, DANGEROUS  
CONDITION

Supersedes... : N/A

Supplements.... : 00-008G, 02-014G

Sheet..... : 1 of 1

Issue Date..... : October 22, 2002

**APPROVED:**

*Assistant Commissioner - William F. Lipski, P.E.*

DDC' s Site Safety Policy (attached) requires all jobsite personnel (Contractors, Consultants, and DDC staff) to take responsibility for immediately correcting imminently dangerous conditions whenever they are discovered. Please ensure that all DDC field staff, Consultants and Contractors are provided with the attached policy and that it is reviewed at all preconstruction meetings.



City of New York Department of Design and Construction

## Memo

**From:** Holden, Kenneth (via e-mail)  
**Sent:** October 01, 2002 3:25 PM  
**To:** T\_EXEC; T\_HAZMAT; T\_QUALAS; T\_SITE; T\_SITE\_SAFETY; T\_SUBSUR; T\_TOPO;  
Structures; INFRAS  
**Subject:** Site Safety Policy

I am committed to ensuring site safety and environmental responsibility at every project managed by DDC. To that end I am establishing a policy whereby all jobsite personnel -- construction managers, contractors, consultants, and DDC staff -- must take responsibility for immediately correcting imminently dangerous conditions whenever they are discovered. Such conditions may include, but are not necessarily restricted to:

- Any condition that puts a member of the general public at risk for immediate harm, such as material stored on a parapet, open trenches and excavations that are not barricaded or chemical spills or releases;
- Any condition that puts the contracting workforce at risk for immediate harm, such as work from elevated platforms and scaffolds without fall protection, unshored trenches or hazardous electrical installations; or
- Any condition that could result in a catastrophic structural failure or substantial damage to property or infrastructure including environmental releases.

DDC's Environmental Health and Safety Services Bureau routinely audits construction sites. Should EHSSB discover such imminently dangerous conditions, they have been directed to take whatever action is needed to see that such conditions are rectified immediately or to shut down the dangerous activity, and, if necessary, the entire project. All DDC staff, including resident engineers, engineers in charge and construction project managers, are required to cooperate fully with the EHSS staff as they carry out their duties. **Please inform all construction managers, consultants and contractors of this policy and let them know that I expect them to cooperate with DDC and immediately correct imminently dangerous conditions.**