



# STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF  
**DESIGN + CONSTRUCTION**  
Division of Infrastructure  
Bureau of Construction

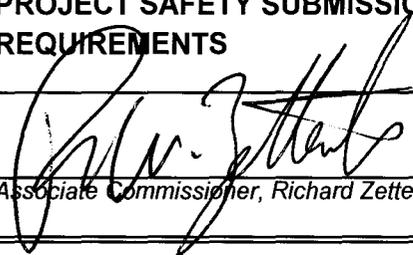
SCOP..... : 11 - 002G

CATEGORY.. : CONSTRUCTION  
Subcategory : CONSTRUCTION

**SUBJECT: PROJECT SAFETY SUBMISSION  
REQUIREMENTS**

Keywords ..... : Safety, Health, OSHA

**APPROVED:**

  
Associate Commissioner, Richard Zetterlund, P.E.

Supersedes..... : N/A

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Sheet..... : 1 of 1

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All Resident Engineers (RE) must familiarize themselves with the current safety related specifications and requirements. The general DDC Safety Requirements are contained in the contract Information for Bidders. Two main submittals are the contractor's Safety Program and Site Safety Plan which are detailed on the attached advisory issued by the DDC safety unit. This and other safety related requirements are available on DDC Intranet site under Site Safety. Definitions of some of the common safety related documentation to be submitted by the contractor are as follows:

**Safety Program** - Established by the Contractor that covers all operations of that Contractor and established the Contractor's overall safety policy, regulatory compliance plan and minimum safety standards.

**Site Safety Plan** - A site specific safety plan developed by the Contractor for a specific project. The site safety plan must identify hazards associated with the project, and include specific safety precautions and training appropriate and necessary to complete the work.

**JHA (Job Hazard Analysis)** - Part of the Site Safety plan, the JHA is used to identify expected job hazards and public safety risks and state the specific means and methods to reduce, control or eliminate those risks and hazards. The JHA must include how on-going evaluations of those risks and hazards will be carried out, including plans for periodic inspections to identify unsafe conditions, work practices and public safety hazards. A copy of the approved JHA is to be posted in the Engineer's Field Office.

**Confined Space Plan** - A written plan for entry into confined space to perform or inspect work.

**HAZCOM (Hazard Communication)** - Part of the site safety plan, this written program identifies the chemicals that workers may be exposed to and the protective measures including notification and training to be taken to prevent adverse effects from occurring.

**MSDS (Material Safety Data Sheet)** - Manufacturers of substance containing chemical are required by law to provide information regarding formulation of the product, how it will react in the environment, fire fighting information, personal protection equipment required, health effects, effects when mixed with other chemicals, proper cleanup methods and any other information that will impact on the safety and health of personnel who use those substance.

This policy is to be reviewed with the field staff at preconstruction and critical phase meetings.

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## DDC Intranet

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### **Safety Program and Site Specific Safety Plan Requirements**

*Safety Advisory #29*

The City of New York Department of Design and Construction Contractor Safety Management Policy & Program requires that within fifteen (15) days of issuance of the Notice to Proceed, or as otherwise directed, the Contractor shall submit the following: (1) Safety Program, and (2) Site Safety Plan. The Safety Program shall set forth the Contractor's overall safety policy, regulatory compliance plan and minimum safety standard, and the Site Safety Plan shall identify hazards associated with the project, and include specific safety precautions and training appropriate and necessary to complete the work. The Safety Program and the Site Safety Plan are subject to review and acceptance by the Construction Safety Unit prior to the commencement of work at the site. Failure by the contractor to submit an acceptable Site Safety Plan and Safety Program shall be grounds for default.

The Site Safety Plan shall apply to all Contractor and subcontractor operations, and shall have at a minimum, the following elements. Each element shall be described in a separate section in the written document. It may be necessary to modify the basic format for certain unique or high-risk projects (such as tunnels or high-rise construction). The basic elements are as follows:

1. **Responsibility and Organization:** Identify the person or persons with authority and responsibility for implementing the Site Safety Plan. Provide an organization chart and define levels of authority and responsibility. Identify the Competent Person, the Construction Superintendent (if required), the Job Safety Coordinator and the Qualified Person required for this project.
2. **Communication:** Establish a system for communicating with employees and subcontractors on matters relating to worker and public safety and health and environmental protection, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. An emergency response notification protocol is to be established that also includes after hours contact numbers. The plan must also include provisions for weekly safety meetings held by the Job Site Safety Coordinator.
3. **Job Hazard Assessment:** A written document submitted by the contractor, used to identify expected job hazards and public safety risks and state the specific means and methods to reduce, control or eliminate those hazards. This part of the Site Safety Plan must also include how on-going evaluations of those risks and hazards will be carried out, including plans for periodic inspections to identify unsafe conditions, work practices and public safety hazards.
4. **Accident/Exposure Investigation:** Establish a procedure to investigate and report occupational and public injury or illness, property damage, vehicle accidents or other mishaps.
5. **Hazard Correction:** Establish means, methods and/or procedures for correcting unsafe or unhealthy conditions that might be exposing both the public and workers to hazards. Corrective actions must be taken immediately when observed or discovered. Should an imminent hazard exist which cannot be immediately abated without endangering employees, the public and/or property, remove or restrict all exposed persons from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards. When corrective actions cannot be taken immediately, temporary measures should be taken until such time permanent measures are taken to eliminate the potential risks or hazard.

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6. Training: Describe site-specific hazard training programs. In addition to the required safety orientation, additional site specific training, in the form of required weekly safety meetings, will be required. Contractors must also initiate training when: a) new employees are hired; b) employees are given new job assignments for which training has not been previously received; c) new substances, processes, procedures or equipment are introduced that might represent a new public or worker hazard; d) the employee is made aware of a new or previously unrecognized hazard; e) new supervisors are assigned to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed; and f) after a jobsite incident or accident has occurred.

7. Recordkeeping: Establish procedures to maintain records of scheduled and periodic inspections, weekly safety meetings, and training records. Updated records shall be maintained at the jobsite, accessible to the Construction Safety Auditors and/or Quality Assurance Auditors/RE/CPM, and retained in accordance with DDC policy.

The most critical component of the Site Safety Plan is the Job Hazard Assessment section. This section must address specific hazards that are anticipated throughout the project. Each Site Safety Plan must address, at a minimum:

- Public and pedestrian safety
- Fall protection
- Electrical hazards
- Scaffolding
- Fire protection
- Emergency notification & response
- Housekeeping / debris removal
- Dust control

The following additional hazards must be addressed, if applicable, based on the contract safety specifications and/o the results of the JHA (the list is not all-inclusive):

- Basic Personal Protective Equipment
- Compressed Air
- Compressed Gas Cylinders
- Cranes, Derricks and Hoists
- Demolition
- Electrical safety

- Excavations and Trenching
- Fall Protection – Floor openings/Stairways
- Fall Protection – Guardrails Toe boards etc
- Fall Protection – Leading Edge
- Fall Protection – Personal Fall Protection Devices
- Fire Protection and Fire Prevention
- Hazard Communication (RIGHT TO KNOW)
- Hazardous Energy & Lock Out / Tag Out
- Housekeeping/ Sanitation
- Maintenance and Protection of Traffic (MPT)
- Man Lifts /Aerial Lifts
- Marine Operations
- Motor Vehicle Safety
- Overhead Power lines
- Permit Required Confined Space
- Portable Ladders
- Powered Actuated Tools
- Powered Material Handling Equipment
- Scaffolds – Mobile
- Scaffolds – Stationary
- Scaffolds – Suspended
- Slings
- Steel Erection
- Welding and Cutting (Hot Work)
- Airborne Contaminants – Particulates – General

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- Asbestos
- Blood borne Pathogens
- Hearing Protection
- Lead in Construction
- Mercury in Construction
- PCB's
- Respiratory Protection
- Silica
- Thermal Stress
- West Nile Virus
- Rodents and Vermin
- Noise Mitigation Plan
- Dust Mitigation Plan

Certain DDC programs, such as Job Order Contracting System (JOCS), may not necessarily require Site Safety Plans. The JOCS contractor will be required to submit a Safety Program. In addition, certain DDC Operating Units may establish program or client-specific safety requirements. The contractor's Site Safety Plan must address such program or client specific safety requirements.

*THINK SAFETY!*

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