ADDENDUM TO INSURANCE MANUAL

UNIVERSITY OF CALIFORNIA

SAFETY STANDARDS MANUAL
UNIVERSITY CONTROLLED INSURANCE PROGRAM (UCIP)

UCIP SAFETY STANDARDS MANUAL

TABLE OF CONTENTS

I.

SAFETY PHILOSOPHY

The University of California (UC) is dedicated to the principle that a safe project is a successful and profitable project for all of our construction programs and our Contractors. We are committed to the safety of our project workers, the surrounding campus, and the environment.

Safety is an integral component of the construction process, the other key components being production and quality. However, safety is a primary component of the success of this project.

The Contractor is responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the contract. Their employees and their subcontractors share in that responsibility as well. All project workers are expected to work safely and to contribute to the safety of others. In fact, this is an important condition of employment for everyone working on any UC project governed by the University-Controlled Insurance Program (UCIP).

Incident prevention contributes to the Contractor's wellbeing by avoiding injury or illness to the Contractor and its' Subcontractor's employees, improving productivity, contributing to quality, and reducing costs. The community also benefits directly from incident prevention efforts when potential damage to the environment or members of the community is effectively managed.

To say that all incidents can be prevented is a realistic goal, not just a theoretical objective. It is achievable by eliminating hazards and unsafe acts, and also by incorporating other measures such as safety representative controls, project leadership accountability, proper training, safe operating procedures and personal protective equipment.

In order for all UC UCIP Construction Program Employers to understand this safety philosophy and to meet its expectations, both general and specific training is required. That training is the responsibility of every level of supervision for each employer. Safety training and the prevention of incidents are logical and appropriate parts of how we expect the operations of each Contractor and Subcontractor to be conducted.

PROGRAM OBJECTIVES

The construction safety standards ("Safety Standards") contained in this Manual have been designed to establish the minimum standards for which the Contractor's and each Employer's Site-Specific Safety Program must meet or exceed.

The Safety Standards contained in this document were developed as minimum guidelines to assist the Employer in the elimination or reduction of hazards and risk associated with the construction project. These minimum guidelines also assist the Employer's efforts to prevent incidents, ensure the safety of the general public, reduce worker injuries, prevent damage to property, promote efficiency, and effect savings by reduction of unplanned business interruption.

The University, its authorized representatives, and the UCIP Administrator will neither assume nor relieve any Employer of their direct responsibility for the safety and health of their Employees, the protection of visitors and the public, or the protection of equipment and property.

The University, through its UCIP Administrator and Safety Staff, will actively participate in making these Safety Standards effective by monitoring the efforts of the Contractor and Subcontractors in performing the following tasks:

1. Providing a safe and healthy environment for site Employees during construction. Examples of this include:
   1.1. New hire safety orientations.
   1.2. Toolbox/tailgate safety meetings.
   1.3. Safety training, i.e., hazard communication, trenching shoring, confined space, lockout/Tagout, respiratory protection and respirator fit testing, etc.
   1.4. Mandatory personal protective equipment (PPE) programs.
   1.5. Injury reporting, record keeping, and maintaining up-to-date incident experience and trend analysis.
   1.6. Using Incident investigation information to correct deficiencies and eliminate additional losses.
   1.7. Implementing appropriate and effective Safety Management Systems
2. Using safety planning, such as Job Safety Analysis and Pre-Planning, as a tool to eliminate workplace injuries and property damage.
3. Conducting safety audits/inspections to *identify, prioritize, and correct* non-compliance conditions.
4. Protecting public and private property adjacent to all construction site work zones.
5. Informing the Authorized Representative and UCIP Safety Staff of any visit from a regulatory agency such as OSHA, EPA or SCAQMD.
6. Educating and training Employees by implementing their respective safety programs.

CONFLICT BETWEEN CODES AND SAFETY STANDARDS

1. In the case of conflict between codes, Safety Standards, reference standards, drawings and other Contract Documents, the most stringent requirements shall govern.

2. Conflicts shall be brought to the attention of the Authorized Representative. UC reserves the right to issue a final determination for conflicts.

3. The Contractor shall bid for the most stringent requirements.

II. PROJECT SAFETY STAFFING REQUIREMENTS AND RESPONSIBILITIES

CONTRACTOR SAFETY STAFFING REQUIREMENTS- LESS THAN 100 WORKERS ON SITE

Contractors shall have a qualified Contractor Safety Representative (CSR) on site assigned to coordinate project safety regardless of staffing levels. Additional CSR personnel shall cover shift work and distinct work locations as required. The Contractor can delegate the CSR duties to an on-site Field Supervisor. CSR responsibilities cannot be delegated to an office or staff Employee.
All CSRs must meet the following requirements:

1. The CSR shall have a minimum of three (3) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.
2. Evidence of completing the OSHA 10 Hour Construction Outreach Training.
3. Current First Aid and CPR training from a provider recognized by OSHA.
4. The ability to conduct effective Toolbox meetings and provide basic safety training.
5. The CSR shall be trained in emergency procedures.
6. Have sufficient knowledge to recognize a hazard and the authority to correct hazards.
7. Have a working understanding of safety practices, OSHA regulations, and the UCIP program necessary to perform the responsibilities as a CSR.
8. Communicate effectively with the field staff and project leadership on relevant safety issues.

The CSR shall be identified in writing to the UC Authorized Representative prior to the commencement of work. The written notification shall include confirmation from the Contractor that the designated CSR meets the requirements as set forth above.
An Alternate Contractor Safety Representative (ACSR) meeting the same qualifications as the CSR shall be present when the CSR is not present at the project. The ACSR shall hold the same responsibilities as the CSR. ACSR duties may be assumed by a similarly qualified project Supervisor.
UC reserves the right to direct the removal and replacement of the CSR or ACSR, if necessary.

CONTRACTOR SAFETY STAFFING REQUIREMENTS-100 OR MORE WORKERS ON SITE

Contractors shall have a Contractor Safety Manager (CSM) assigned to the project a full time dedicated person to carry out the duties described in this document whenever the total number of workers on the site reaches 100.
A CSM shall be present at all times when work is taking place. If the Contractor has multiple distinct work locations within the scope of the UCIP, each location shall have a CSM present when work is taking place and the staffing level at that distinct location has 100 or more workers.
The full time CSM must meet the following requirements:

1. The CSM shall have a minimum of three (3) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.
2. Evidence of completing the OSHA 30 Hour Construction Outreach Training.
3. Current First Aid and CPR training from a provider recognized by OSHA.
4. The ability to conduct effective Toolbox meetings and provide all necessary safety training.
5. The CSM shall be trained in emergency procedures.
6. Ability to stop work in the event of workplace hazards until corrective actions have been implemented.
7. Understanding of the applicable Federal and Cal-OSHA regulations.
8. Capable of conducting detail incident investigations and root cause analysis.
9. Communicate effectively with the field staff and project leadership on relevant safety issues.
10. Have the knowledge, experience, and ability to effectively manage the site safety and follow the UCIP Safety Manual minimum requirements.

The CSM shall be identified in writing to the UC Authorized Representative prior to the total number of workers on site reaching 100 workers. The Contractor shall submit the resume of the CSM candidate to the UC Authorized Representative and UCIP Safety for review and approval.
An Alternate Contractor Safety Manager (ACSM) meeting the same qualifications as the CSM shall be present when the CSM is not present at the project. The ACSM shall hold the same responsibilities as the CSM. ACSM duties may be assumed by a similarly qualified project Supervisor.
The Contractor shall notify UC Authorized Representative in writing when the CSM will not be present on the project. This notification shall include the name of the ACSM
UC reserves the right to direct the removal and replacement of the CSM, if necessary.

SUBCONTRACTOR SAFETY STAFFING REQUIREMENTS- LESS THAN 50 WORKERS ON SITE

Subcontractors shall have a designated Subcontractor Safety Representative (SSR) assigned to the project at all times when subcontractor construction work is being performed regardless of staffing levels. Additional SSR personnel shall cover shift work and distinct work locations as required. The Subcontractor can delegate the SSR duties to an on-site Field Supervisor. SSR responsibilities cannot be delegated to an office or staff Employee.
The SSR must meet the following requirements:

1. The SSR shall have a minimum of three (3) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.

2. Evidence of completing the OSHA 10 Hour Construction Outreach Training within the last three years.
3. Current First Aid and CPR training from a provider recognized by OSHA.
4. The ability to conduct effective Toolbox meetings and provide basic safety training.
5. The SSR shall be trained in emergency procedures.
6. Have sufficient knowledge to recognize a hazard and the authority to correct hazards.
7. Have a working understanding of safety practices, OSHA regulations, and the UCIP program necessary to perform the responsibilities as a SSR.
8. Communicate effectively with the field staff and project leadership on relevant safety issues.

The SSR shall be identified in writing to the Contractor prior to the commencement of work. The written notification shall include confirmation from the Subcontractor that the designated SSR meets the requirements as set forth above.
An Alternate Subcontractor Safety Representative (ASSR) meeting the same qualifications as the SSR shall be present when the SSR is not present at the project. The ASSR shall hold the same responsibilities as the SSR. ASSR duties may be assumed by a similarly qualified project Supervisor.
The Contractor and UC reserve the right to direct the removal and replacement of the SSR or ASSR, if necessary.

SUBCONTRACTOR SAFETY STAFFING REQUIREMENTS- 50 OR MORE WORKERS ON SITE

Subcontractors shall have a Subcontractor Safety Manager (SSM) assigned to the project full time dedicated person to carry out the duties described in this document whenever their total number of workers on the site reaches 50.
A SSM shall be present at all times when work is taking place. If the Subcontractor has multiple distinct work locations within the scope of the UCIP, each location shall have a SSM present when work is taking place and the staffing level at that distinct location has 50 or more workers.
The full time SSM must meet the following requirements:

1. The SSM shall have a minimum of three (3) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.
2. Evidence of completing the OSHA 30 Hour Construction Outreach Training within the last three years.
3. Current First Aid and CPR training from a provider recognized by OSHA.
4. The ability to conduct effective Toolbox meetings and provide all necessary safety training.
5. The SSM shall be trained in emergency procedures.
6. Ability to stop work in the event of workplace hazards until corrective actions have been implemented.
7. Understanding of the applicable Federal and Cal-OSHA regulations.
8. Capable of conducting detail incident investigations and root cause analysis.
9. Communicate effectively with the field staff and project leadership on relevant safety issues.
10. Have the knowledge, experience, and ability to effectively manage the site safety and follow the UCIP Safety Manual minimum requirements.

The SSM shall be identified in writing to the Contractor before their workforce is expected to be at or above 50 workers under their contract. The Subcontractor shall submit the resume of the SSM candidate to the Contractor prior to the start of on-site work.
An Alternate Subcontractor Safety Manager (ASSM) meeting the same qualifications as the SSM shall be present when the SSM is not present at the project. The ASSM shall hold the same responsibilities as the SSM. ASSM duties may be assumed by a similarly qualified project Supervisor.

The Subcontractor shall notify Contractor in writing when the SSM will not be present on the project. This notification shall include the name of the ASSM.
The Contractor and UC reserve the right to direct the removal and replacement of the SSM if necessary

CONTRACTOR SAFETY RESPONSIBILITIES

1. The Contractor shall be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the Contract for the on-site safety of their Employees and Subcontractors performing work for the benefit of this project. This includes responsibilities for vendors, delivery and transportation services, and service providers at the project location.
2. A CSM or CSR shall be present at all times when work is taking place.
3. Assure project-specific safety orientation sessions are conducted for workers who are new to the site, prior to their beginning work.
4. Conduct weekly toolbox safety meetings that include all workers on site.
5. Conduct weekly supervisory and management safety meetings.
6. Instruct and inform all supervisors, management, and employees on site regarding safety rules and regulations.
7. Instruct supervisors and employees in the proper use and care of personal protective equipment (PPE).
8. Instruct supervisors and employees concerning special procedures (e.g. confined space entry, trench shoring, lockout/tagout, etc.)
9. Complete incident investigation reports in accordance with the UCIP Safety Manual. Records are to be maintained at the site, and distributed as described in this UCIP Safety Manual.
10. Conduct and document weekly (at minimum) project safety inspections. Documentation shall be created and maintained for corrective action taken to correct deficiencies identified during inspections. Records of inspections and corrections are to be maintained at the site and made available to the Owner's Authorized Representative or UCIP Safety Representative upon request.
11. Maintain training documentation. Records are to be maintained at the site available for review upon request.
12. Implement site-specific safety policies and procedures.
13. Ensure that required first aid supplies are adequate.
14. Coordinate transportation of Employees with minor injuries to the designated Medical Clinic
15. Inform the Authorized Representative and UCIP Safety informed of any safety related problems that have or may develop.
16. Maintain records in accordance with OSHA Recordkeeping requirements.
    a. The OSHA 300 Log for the Contractor is to be available for review upon request by the Authorized Representative or UCIP Safety.
17. Review Loss Control Survey forms received from UCIP Safety that identifies safety non-compliance items.
    a. Disseminate the Loss Control Survey forms to Subcontractors if necessary.
    b. Ensure corrective action is taken.
18. Return the completed Loss Control Corrective Action (SAF-2) form within 48 hours to UCIP Safety and others as required on this project.
19. The Employer shall comply with all applicable provisions of Federal, State, and local laws, ordinances, codes and regulations affecting safety and health, including but not limited to the OSHA Act, and OSHA Standards.
20. The Contractor shall assure all employers are compliant with the Substance Abuse Prevention Program and the Return-to-Work provisions and guidelines are appropriately followed.
21. Contractors will be required to implement their employer's Injury and Illness Prevention Program (IIPP) and the Contractors Site-Specific Safety Plan for the project.
22. Contractors are required to organize and hold a Site Safety Committee as outlined in the UCIP Program.
23. The Contractor shall maintain a list of all Subcontractor Safety Managers and all Contractor and Subcontractor Safety Representatives. This list shall be available for review upon request.
24. The Contractor will be required to maintain a list of all "competent persons" for technical aspects for regulatory compliance.

25. The Contractor shall develop an Emergency Action Plan (EAP), communicate and train all workers on site regarding the emergency procedures, post the plan on site in a conspicuous area, and periodically test the EAP as necessary to assure the effectiveness of the plan and the training of the employees.
26. The Contractor has the responsibility to review, approve, and oversee the execution of any Job Hazard Analysis (JHA) required by all Employers on site in accordance with the UCIP Standards and regulatory requirements.
27. The Contractor shall oversee the Employers responsibilities to obtain permits required by regulations.
28. The Contractor shall set up and maintain a central location for all Jobsite Postings as required by regulations and the UCIP Program.
29. The Contractor shall oversee the Pre-shift meetings to assure they comply with the UCIP program.
30. The Contractor shall develop and implement a Public Protection Plan as outlined in the UCIP Program.

SUBCONTRACTOR SAFETY RESPONSIBILITIES

1. The Subcontractor shall be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the Contract for the on-site safety of their Employees and their Subcontractors performing work for the benefit of this project. This includes responsibilities for vendors, delivery and transportation services, and service providers at the project location
2. Subcontractors are responsible for initiating, maintaining, supervising and enforcing the safety requirements outlined by the UCIP Safety Standards and the Contractor's Site-Specific Safety Program, even though the requirements may be above and beyond the Subcontractor's own safety policies and federal and state OSHA requirements.
3. An SSM or SSR shall be present at all times when work is taking place.
4. Document that all their employees on site have attend the project specific safety orientation conducted by the Contractor prior to their beginning work.
5. Subcontractor shall attend a weekly toolbox meeting held by the Contractor and conduct a separate work specific Toolbox meeting weekly.
6. Attend weekly supervisory and management safety meetings held by the Contractor.
7. Instruct and inform all supervisors, management, and employees under their control regarding safety rules and regulations.
8. Assure all supervisors and employees are trained in the proper use and care of personal protective equipment (PPE). And, all supervisors and employees comply with the PPE requirements set forth by the UCIP Safety Manual.
9. Train all their supervisors and employees concerning special procedures (e.g. confined space entry, trench shoring, lockout/Tagout, etc.)
10. Complete incident investigation reports in accordance with the Insurance Manual and Safety Standards. Records are to be maintained at the site, and distributed as described in these Safety Standards.
11. Attend the Incident review meeting as required by the UCIP Safety Manual.
12. Conduct and document weekly (at minimum) project safety inspections. Documentation shall be created and maintained for corrective action taken to correct deficiencies identified during inspections. Records of inspections and corrections are to be maintained at the site and made available to the Owner's Authorized Representative or UCIP Safety Representative upon request.
13. Maintain training documentation. Records are to be maintained at the site available for review upon request.
14. Implement site-specific safety policies and procedures.
15. Ensure that required first aid supplies are adequate and the required number of trained First Aid / CPR trained workers are on site at all times as required by regulation.
16. Coordinate transportation of Employees with minor injuries to the designated Medical Clinic

17. Inform the Contractor of any safety related problems that have or may develop.
18. Maintain records in accordance with OSHA Recordkeeping requirements.
    a. The OSHA 300 Log for the Contractor is to be available for review upon request by the Authorized Representative or UCIP Safety.
19. Review Loss Control Survey forms received from Contractor or UCIP Safety that identifies safety non-compliance items. Return the completed Loss Control Corrective Action (SAF-2) form within 48 hours to the Contractor or UCIP Safety as directed.
20. Subcontractor shall comply with all applicable provisions of Federal, State, and local laws, ordinances, codes and regulations affecting safety and health, including but not limited to the OSHA Act, and OSHA Standards.
21. The Subcontractor shall assure all their employers are compliant with the Substance Abuse Prevention Program and that the Return-to-Work provisions and guidelines are appropriately followed.
22. Subcontractors will be required to implement their employer's Injury and Illness Prevention Program (IIPP) and the Contractors Site-Specific Safety Plan for the project.
23. Subcontractors, at a minimum, are required to have their SSR and SSM attend the Site Safety Committee meetings as outlined in the UCIP Program.
24. The Subcontractor shall maintain a list of all Subcontractor Safety Managers and Subcontractor Safety Representatives. This list shall be available for review upon request.
25. The Subcontractor will be required to maintain a list of all "competent persons" for technical aspects for regulatory compliance.
26. The Subcontractor shall develop, review with employees, and update as necessary a Job Hazard Analysis as required by the UCIP Program.
27. The Subcontractor shall hold a Pre-shift meeting prior to commencement of work each day and include safety as a topic of discussion as required by the UCIP Program.
28. The Subcontractor is responsible to follow all site programs developed by the Contractor in regards to both the site safety and public protection.

III. PROJECT SPECIFIC COMPONENTS OF THE UCIP SAFETY PROGRAM

CLOTHING / PROFESSIONAL DEMEANOR

1. The Contractor shall require each Employee, agent, or Subcontractor to wear appropriate attire of a form in accordance with the provisions of the contract.

Clothing

1. Employee dress should be neat in appearance and consistent with a professional atmosphere.
2. Shirts and long pants must be worn at all times on the site.
3. Sleeveless shirts and tank tops are not permitted.
4. Clothing should not be torn or frayed.
5. Clothing contaminated by oily, flammable, toxic or caustic materials should not be worn until properly cleaned.
6. Certain tasks may require the wearing of fire-resistant materials, such as Nomex®. In such circumstances, extremely flammable clothing material such as nylon should be discouraged.

Shoes

1. Tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material shall not be worn by Contractor Employees on the job site. Sturdy work boots with fire resistant material are required.

Professional Demeanor

1. Personal cellular telephone use is prohibited except during lunch and authorized breaks.
2. Equipment operators are prohibited from operating their equipment while conducting any (personal or business) cellular telephone conversation.
3. The use of radios, headphones, ear buds, or other devices while working is prohibited.

CONTRACT PROGRESS MEETINGS

Following is a suggested agenda for the Safety and Loss Control component of the Progress Meeting. This agenda may be modified to reflect project needs.

1) Contractor:
   a) Report of incidents involving the Contractor or its' Subcontractors since the last progress meeting
      i) If the UCIP SAF-3 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the Contractor at this meeting.
         (1) Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence
   b) Report of injuries to Employees of the Contractor or its' Subcontractors since the last meeting
      i) If the UCIP SAF-3 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the Contractor at this meeting
         (1) Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence
      ii) Contractor shall report on the work status of each injured Employee until said Employee returns to full duty
   c) Report of near-miss incidents involving the Contractor or its' Subcontractors since the last meeting
      i) If the UCIP SAF-4 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the Contractor at this meeting
         (1) Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence
   d) Provide a description of work activities until the next meeting, including anticipated Employee and public safety concerns and non-routine tasks/activities
      i) Contractor is to report on pre-planning that has been done – i.e. steps that will be taken to minimize these hazards.
      ii) Contractor is to be prepared to discuss pedestrian and vehicular traffic controls that will be employed.
   e) Provide a brief description of activities anticipated for the next three weeks to identify potential concerns in advance to facilitate pre-planning by all parties
      i) A Job Safety Analysis or Activity Hazard Analysis may be requested from the Contractor for future activities

2) Owner / Authorized Representative:
   a) Reporting or discussion of any item(s) described herein.
   b) Any additional other topic(s)/item(s) not described herein.

CONTRACTOR/SUBCONTRACTOR SAFETY NON-COMPLIANCE

1. UCIP Safety has the right to stop any work activity imminently dangerous to life or health until safety violations are corrected.

2. An initial violation by a Contractor's/Subcontractor's Employee will result in a notification to the Contractor's supervisory personnel and the Authorized Representative.

    2.1. A second violation may result in the Authorized Representative requiring the Contractor Employee to be excluded from the site for a period designated by the Owner.

3. The removal procedure may be accelerated and/or expanded to include removal of a Contractor's/Subcontractor's entire workforce by the Authorized Representative where the violation of safety regulations is widespread, or where the Contractor/Subcontractor does not demonstrate good faith effort.
4. Employers that are unresponsive to safety issues or that have an unsatisfactory safety evaluation may be deemed ineligible to bid additional contracts for a period designated by the Owner.
5. Employers may report legitimate unsafe actions/activities of other contractors to the Authorized Representative or UCIP Safety.

EMERGENCY ACTION / EVACUATION PLAN

1. The Contractor is responsible for the development of a project-wide emergency action plan that shall take into account probable and possible emergency situations.

    1.1. Each Employer shall develop a written job-specific emergency action plan that shall take into account probable and possible emergency situations specific to their operations.

        1.1.1. This plan shall be shared with and coordinated with the Contractor.

    1.2. The Plan shall be revised throughout the course of the project to reflect changed conditions.
    1.3. The Plan shall be maintained at the site, and available for review upon request.
    1.4. The Contractor shall train all workers on the plan and their responsibilities under the plan.
    1.5. The Contractor shall hold periodic drills to test the efficiency of the plan and correct any deficiencies that might hinder the success of the plan. The drills shall be documented.

Contents

1. At minimum, the plan shall contain:

    1.1. Project site map
    1.2. Street map of immediate area showing Project location that clearly identifies one-way and dead-end streets.
    1.3. Building Plan, including a plan for each floor
    1.4. Emergency notification list
    1.5. Emergency notification procedures
    1.6. Evacuation procedures
    1.7. Evacuation route
    1.8. Evacuation refuge area
    1.9. How Employees will be trained on the contents of this plan
    1.10. Intervals for refresher training

Emergency Contact List

1. The Contractor shall provide the Authorized Representative and UCIP Safety with an Emergency Contact List.
2. This list shall include 24-hour contact information for key project personnel.

3. The Contractor shall maintain this list throughout the duration of the contract, and provide a revised copy to all parties when made necessary by changes to personnel or their contact information.

INCIDENT REVIEW MEETINGS

1. The Contractor's Safety Manager (CSM) shall adopt a practice of scheduling an Incident Review Meeting within 24 hours of the occurrence of an incident.
2. For the purposes of this section, "Incident" may be defined as any or all of the following: (As determined by owners authorized representatives.)

    2.1. Near-Miss Incident
    2.2. First-Aid Case
    2.3. Recordable Injury
    2.4. Lost-Time Injury
    2.5. Vehicular Incident
    2.6. General Liability / Third-Party Incident
    2.7. Incident review as determined by owner's representative.

3. The intent and purpose of this meeting is to interactively and cooperatively identify causal factors that had, or may have had, a role in the incident, and to identify corrective action(s) and practice(s) to implement to avoid potential reoccurrence of the incident. It is NOT a faultfinding or blame-finding event.
4. Attendees should include:

    4.1. Authorized Representative
    4.2. CPM
    4.3. CPS
    4.4. CSM / CSR
    4.5. SSR (if applicable)
    4.6. UCIP Safety
    4.7. Contractor / Subcontractor (Assistant) Superintendent(s) accountable via functional structure of the project for the incident
    4.8. Contractor / Subcontractor (General) Foreman / Foremen accountable via functional structure of the project for the incident
    4.9. Craftsperson(s) involved with the incident. (Optional)

5. The incident review meeting shall be conducted by the Contractor. The location of the meeting shall be in a setting that will not distract the focus of the meeting and will be conducive to allow free flow of thought and discussion i.e. meeting/ conference room. A site visit can be scheduled as part of the process to review the circumstances around the incident.

JOB HAZARD ANALYSIS

The JHA is a task/operation driven document to ensure that the job task or operation receives proper safety planning prior to beginning work. In actuality, the JHA is a written work plan that incorporates safety procedures into the work procedure. Refer to Section V for a recommended format and details.

1. A Job Hazard Analysis (JHA) is to be developed by the Employer (or Employers) prior to commencement of work for the following activities:

   1.1 Upon arrival at the work site to cover all general activities normally encountered by the employer during performance of his work.
   1.2 Any significant activity identified by the employer, contractor, program management, UCIP safety team and/or the Project Safety Committee.

2. Each crew shall review the JHA(s) applicable to their tasks to be conducted during their work shift prior to the start of each shift. Documentation of the review must be maintained on site by the Employer.
3. JHA's are to be completed by a supervisor familiar with the task to be performed.

   3.1. When specific tasks require a JHA, the CSM/CSR/SSR shall facilitate the JHA process and document review of the JHA with the supervisor(s) in advance of the work shift.

4. To conduct a JHA utilizing the JHA form contained in Section V of these standards, follow these basic steps:

   Select the job to be analyzed. Use the following factors as a guide in selecting jobs to be analyzed, remembering that those with the worst incident experience shall be evaluated first.

   - Frequency of incidents
   - Disabling injuries.
   - Potential for severe injury.
   - New operations/jobs.

   Break the job down into successive steps. (Avoid making the breakdown too detailed or too general)
   Identify the hazards and the potential incidents.
   Develop ways to eliminate hazards and prevent potential incidents.

JOB SITE EMERGENCIES (FIRE, INCIDENTS, & MEDICAL EMERGENCIES)

1. All job site emergencies must be reported immediately to the Contractor (if applicable), Authorized Representative and UCIP Safety.
2. Job Site Emergency Telephone Numbers shall be posted on the job site bulletin board.
3. A local street map clearly identifying the project and active entrances shall be maintained and posted on the job site bulletin board by the Emergency Telephone Numbers.
4. A sufficient number of Employees shall be trained in First Aid and CPR to provide for adequate coverage of the project.
5. An outside contractor or vendor is not permitted to be employed to perform first-aid treatment or medical treatment of an injured worker on site without the express authorization of the Owner or their authorized representative. This requirement does not apply to local city or county emergency services.

ORIENTATION

Orientations shall take place for all workers new to the site in a manner readily understandable to the individual Employee. Orientation content should be adjusted accordingly for workers transferred to the UC Project.

All orientations shall be documented. Records shall be maintained at the project available for review by the Authorized Representative and UCIP Safety upon request.

Topics may include, but are not limited to:

1. Type and history of the project, including Owner and final product
2. Explanation of Sponsor's Safety Philosophy
3. Sponsor's Safety Rules
4. Employer's Safety Rules (to include the Code of Safe Practices)
5. Sponsor's Site-Specific Safety Rules
6. Project map, including entrances, exits, and parking areas
7. Emergency procedures
8. Evacuation procedures
9. Fire protection and prevention procedures and practices – initial site-specific training
10. Incident reporting procedures
11. Near-miss Incident reporting procedures
12. Procedures to report unsafe acts and/or conditions
13. Location of First-Aid kits, clinic(s) and hospital
14. Location of project Bulletin Board
15. Day, time and location of Safety Meetings
16. Personal Protective Equipment requirements, including how, when and where to obtain/replace
17. Project dress code
18. Hazard Communication training (site-specific)
19. Fall Protection – initial site-specific training
20. Confined Spaces – initial site-specific training
21. Electrical Safety – initial site-specific training
22. Ladder safety – initial site-specific training
23. Scaffold safety – initial site-specific training
24. Hot work safety – initial site-specific training
25. Control of hazardous energy (including Lockout-Tagout) – initial site-specific training
26. Site vehicle safety requirements
27. Housekeeping requirements

PERMITS

1. Unless otherwise relieved via contract provisions, each Employer shall obtain relevant permits and licenses pertinent to the safety of Employees and operations in compliance with all applicable legal requirements..
2. Permits shall be available for review at the job site upon request of the Authorized Representative or UCIP Safety.
3. Contractors must obtain and post Cal/OSHA Activity Permits for the following construction activities:

    3.1. Construction of trenches or excavations which are 5 feet or deeper and into which a person is required to descend.
    3.2. Construction of any building, structure, scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).

3.3. Demolition of any building structure, or dismantling of scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).
3.4. Erection or dismantling of vertical shoring systems more than 3 stories high, or the equivalent height (36 feet).
3.5. Use of fixed or mobile tower cranes.

POSTING REQUIREMENTS

1. The Contractor shall be required to construct a weatherproof job site bulletin board. Federal and State regulations require Employers to conspicuously display all required posters at locations where Employees report each day.
2. At minimum, the following items shall be posted:

2.1. Industrial Welfare Commission's Order Regulating Wages, Hours, and Working Conditions
2.2. Pay Day Notice
2.3. OSHA "Job Safety and Health Protection"
2.4. Employer's "Code of Safe Practices" / Safety Rules
2.5. Discrimination in Employment is Prohibited by Law
2.6. Sexual Harassment Poster
2.7. Americans with Disabilities Act (ADA)
2.8. Notice of Compensation Carrier
2.9. Notice to Employees of Unemployment Insurance and Disability Insurance
2.10. Cal/OSHA Operating Rules for Industrial Trucks
2.11. Emergency Telephone Numbers

PRE-SHIFT CREW MEETINGS (PRODUCTION and SAFETY)

1. Each Contractor and Subcontractor crew shall conduct a pre-shift production and safety meeting at the start of each shift.
2. Such meetings are to generally be five (5) to ten (10) minutes long, and are, at minimum, to focus on the following:

2.1. Tasks for the shift

2.1.1. Applicable Job Hazard Analysis

2.2. Tools and equipment needed for those tasks
2.3. Materials needed for those tasks
2.4. Proper material handling techniques
2.5. Safe work procedures to perform those tasks
2.6. PPE needed to safety perform those tasks
2.7. Review of recent incidents and near-misses
2.8. Questions from the crew

3. These meetings shall be documented in the same manner as the weekly Safety Meeting.

PROJECT CONDUCT AND SITE SECURITY INFORMATION

EMPLOYEE CONDUCT

1. All project workers must maintain professional behavior at all times. Horseplay, fighting, sexual harassment, possession or use of alcohol and/or unauthorized drugs, possession of firearms, gambling, unsafe conduct, and destructive or abusive behavior are not allowed and will result in

disciplinary action, up to and including immediate removal of the worker and/or the worker(s) from the site.

NEWS MEDIA AND CONTRACTOR CONDUCT

1. Employers and their employees shall refer questions from news media personnel (radio, television, newspaper) to the Owner's Authorized Representative.

2. Project accidents/incidents resulting in news media coverage (radio, television, newspaper) shall be immediately reported to the Owner's Authorized Representative.

CONSTRUCTION VEHICLE PARKING

1. Park in authorized areas only. Do not block or obstruct intersections, fire lanes and fire hydrants, traffic lanes, driveways or parking lot entrances. Offending vehicles may be towed without notice at the vehicle owner's expense.
2. Private vehicles are not permitted on the project except in authorized and designated parking areas.

IDENTIFICATION

1. All Contractor Employee hard hats must display the Contractor's name and or logo.
2. Contractor equipment and vehicles entering and/or working at the site must have the company name/identification clearly displayed on the vehicle as required by the Special Conditions.

ASSIGNED WORK AREA

1. Contractors and Subcontractors are confined to their assigned work areas.
2. Wandering throughout the site is strictly prohibited.

PROJECT PLANNING AND PROJECT MEETINGS

1. Safety and loss control activities are key elements in the success of this project.
2. Safety and loss control activities are to be integrated into the work plan such that safety is an integral component of the construction process, rather than treated as a separate activity.
3. There are five main elements to the planning and meeting component of the UCIP Safety Standards.

    3.1. **Project Survey**: Prior to the start of work, the Contractor shall conduct a physical survey of the job site. The Contractor shall also review the plans and specifications.
    3.2. **Construction Process Plan:** From the Project Survey, the Contractor shall develop a written Construction Process Plan. The Construction Process Plan shall identify tasks and activities under four main categories:
        3.2.1. Construction sequence and procedures
        3.2.2. Temporary Structures / Shoring / Reshoring / Bracing / Retention Systems required
        3.2.3. Critical Structures or Processes
        3.2.4. Description of required tests and approvals

    3.3. **Job Hazard Analysis:** Job Hazard Analysis (JHAs) needs may be pre-determined in part by reviewing the Construction Process Plan and Construction Schedule. The JHA should be prepared far enough in advance of the task or activity to ensure that changes or revisions will not affect the scheduled execution of the task or activity. JHA's are further discussed later in this section.

3.4. **Contract Progress Meetings**: These meetings are typically held on a weekly or bi-weekly basis, and are typically chaired by the Authorized Representative. A sample minimum Safety and Loss Control Agenda is included in this section.

3.4.1. The Contractor shall prepare a Risk Mitigation Three-Week Look-Ahead Schedule (form found as Appendix G) and submit same for review prior to each Contract Progress Meeting.

3.5. **Pre-Phase Planning Meetings:** Pre-phase meeting needs may be identified from the Construction Process Plan. A sample Pre-Planning Matrix is provided in the Appendices.

3.5.1. The Contractor shall schedule the Pre-Phase Planning Meeting far enough in advance of the start of the relevant phase to ensure that changes or revisions to JHA's and coordination efforts will not affect the scheduled execution of the relevant phase of work.

3.5.2. The Pre-Phase Meeting shall include the Authorized Representative and UCIP Safety, as well as all Contractors and Subcontractors involved in that phase of work. This meeting shall identify and address the safety and coordination issues of the relevant phase of work.

3.5.3. Pre-Phase Hazard Analysis' shall be prepared using the JHA form (or an acceptable equivalent); specific JHAs are to be prepared using the Pre-Phase Hazard Analysis as a guide.

3.5.4. Subsequent meetings may be required throughout the phase of work to maintain safety and coordination efforts.

PROJECT SAFETY COMMITTEE

1. The Contractor's Project Manager shall serve as the Chair for the Project Safety Committee.
2. At minimum, the Committee shall include the CSM, CSR, and the SSR of each first-tier Subcontractor, the Construction Manager, UC Safety and UCIP Safety.
3. The Committee shall meet no less than once per calendar quarter, or as needed.

PUBLIC PROTECTION PLAN

1. The Contractor shall develop a Public Protection Plan prior to the commencement of work. The Public Protection Plan shall be reviewed and revised as necessary throughout the project.

1.1. The Plan shall be in writing and available at the job site for review upon request.

1.2. For the purposes of this section, "Public" refers to parties not involved in the execution of work related to this construction project.

Considerations

1. The Public Protection Plan shall consider and include at minimum the following items as they apply to the project: (NOTE: this is neither intended nor represented to be a complete list.)

1.3. Noise
1.4. Dust, Fumes, Mists, Smoke, Vapors
1.5. Traffic hazards
1.6. Pedestrian hazards
1.7. Radiation (including lasers, x-rays, and welding rays)
1.8. Machinery and vehicles
1.9. Falling objects
1.10. Wind-borne objects
1.11. Security

1.12. Utilities
1.13. Hazardous Materials and Hazardous Substances (including use and storage)
1.14. Response to incidents involving the public
1.15. Public demonstrations or protests

Components

1. The Public Protection Plan shall at minimum include the following components:

   1.1. Policy statement
   1.2. Assignment of responsibilities
   1.3. Identification of existing and predictable public concerns
   1.4. Provisions to monitor and inspect the implementation of the provisions of the Public Protection Plan
   1.5. Provisions for incident investigation
   1.6. Hazard abatement procedures

REPORTS AND FORMS

1. The Contractor is responsible for ensuring that corrective action is taken when Loss Control Survey forms (SAF-1) are issued to the Contractor. The *Loss Control Corrective Action Form (SAF-2)* must be completed by the Contractor and returned to the Authorized Representative and UCIP Safety, within 48 hours of receipt.
2. Each Employer shall maintain copies of weekly toolbox safety meeting reports on site for review upon request by the Authorized Representative and/or UCIP Safety.
3. Each Employer shall maintain weekly project inspection reports and corresponding corrective action records on site for review upon request by the Authorized Representative and/or UCIP Safety.
4. The Contractor will furnish the Willis UCIP Administrator, UCIP Safety and Authorized Representative with a copy of the completed (SAF-3 and SAF-4) forms no later than 24 hours after knowledge of the incident or injury.

   4.1. NOTE: The forms do not constitute notice to the Carrier, and do not replace the Employer's First Report of Injury that must be filed with the UCIP Workers' Compensation Insurance Carrier by the Employer of the injured/ill Employee.

RETURN TO WORK PROGRAM

Purpose:
This is to establish basic guidelines for an Early Return to Work (transitional duty) work assignment for injured workers. Each Employer shall have a written Early Return to Work Program that shall be implemented on this project unless specifically prohibited by the terms of a Collective Bargaining Agreement.

Definitions

1. ***Injured Worker –*** An injured Employee who has sustained a job related injury or illness that results in a Workers' Compensation claim.
2. ***Transitional Duty Work*** – Temporary job that the injured worker can perform while recovering from the work related injury or illness consistent with any physician specified activity limitations. *Transitional duty* is the same thing as *Temporary Modified Duty.* The job may be limited to a specific time frame.

Benefits

1. Positively impacts the Employer's Experience Modification Rating and contributes to reduced insurance premiums.
2. May eliminate the need for vocational rehabilitation.
3. Boosts Employee morale and demonstrates that the Employer wants to cooperate with the injured worker.
4. A worker on transitional duty can be of value to an Employer .

Fundamental Requirements

1. Construction Employees who are disabled by an injury or illness suffered at work are entitled to receive workers' compensation payments including both the cost of medical treatment and replacement of lost wages during the period of their disability.
2. Employers shall implement an Early Return to Work Program that provides transitional jobs in certain specified instances. A transitional job is work, which requires the Employee to observe specific limitations on physical activity.
3. A transitional duty assignment will not change a worker's benefits, coverage and premium amounts. Any injured worker will be considered for transitional work in compliance with the doctor's restrictions.

How to Identify Transitional Work

1. Review all job descriptions for modification.
2. Identify transitional work in each department.
3. Make sure transitional duties are within Employee's stated capabilities
4. Communicate with other departments to share transitional duty worker.

Examples of Modified (Transitional) Jobs

1. Flagging or directing traffic.
2. Monitoring quantity of export/import materials.
3. Monitoring safety requirements of co-workers.
4. Conducting safety meetings and training.
5. Delineating trenches, excavations or danger areas.
6. Cross-training for another job or offsite training.
7. Assisting the estimating department by delivering estimates, blue prints, etc.
8. Assisting in warehouse or tool cribs.

SITE-SPECIFIC SAFETY PROGRAM (SSSP)

1. Each Employer shall have an effective and written Site-Specific Safety Program in accordance with OSHA and the UC UCIP requirements. This Site-Specific Safety Program shall also include, but not be limited to, the following site-specific components as they apply to the Employer's work:

    1.1. Safety and Health Policy Statement
    1.2. Assignment of accountability and responsibilities for key personnel responsible for implementation of the Safety Program
    1.3. Identification of Competent Persons and Qualified Persons
    1.4. Scope of Work Evaluation
    1.5. Hazard/Risk/Exposure Assessment
    1.6. Control Measures / Activity Hazard Analysis
    1.7. Three Week Look Ahead Planning
    1.8. Procedures for effectively communicating safety and health matters to Employees
    1.9. Safety Incentive Program / Safety Recognition Program
    1.10. Progressive Disciplinary Action Program
    1.11. Workplace Hazard Identification Inspection and Corrective Action Program

1.12. Safety Training Program (including provisions for Supervisory and Craft Employee training)
1.13. Project-specific Employee Safety Orientation Program
1.14. Provisions for maintaining orientation, training, inspection, corrective action and investigation records
1.15. Hazard Communication Program
1.15.1.1. To include Material Safety Data Sheets for all products at the site
1.16. Job Hazard Analysis Program
1.17. Emergency Response and Evacuation Plan
1.18. Fire Prevention Program
1.19. Hot Work Program
1.20. Drug Free Workplace / Substance Abuse Prevention Program
1.21. Incident Investigation Program
1.22. Near Miss Incident Investigation Program
1.23. Fall Prevention Program
1.23.1. Training and rescue shall be addressed in the Fall Protection Program
1.24. Scaffold Safety
1.24.1. Scaffold Inspection, Scaffold Erector Training, and Scaffold User Training shall be addressed in the Scaffold Safety Program
1.25. Confined Space Entry Program
1.26. Lockout/Tagout / Control of Hazardous Energy Program
1.27. Excavation Safety Program
1.28. Site Logistics Plan
1.29. Other written programs required by this and other contract documents or regulatory agencies
1.30. List of Attachments

2. The Contractor shall submit to the Authorized Representative within 30 days of contract award an electronic copy of the Contractor's Site-Specific Safety Program ("Program") for review.

2.1. The Program will be reviewed for compliance with the requirements of the UCIP Safety Standards and applicable sections of the Project Specifications.
2.2. The approval of the Program will be based solely on the content of the Program relative to conformance with the UCIP Safety Standards and Project Specifications. Receipt of program does not constitute approval.
2.3. Failure to attain approval of the Program prior to the scheduled commencement of contract work is not grounds for a time extension.
2.4. Upon approval of the Program for conformance to said requirements, the Contractor shall submit two copies of the Program signed by the Contractor's Owner or CEO to the Authorized Representative.

3. The Contractor scope shall include these UCIP Safety Standards. This shall include all services required for the complete performance of the contract work in accordance with the requirements of the UCIP Safety Standards.
4. All Contractor and Subcontractor Site Managers, Field Superintendents and Dedicated Safety Personnel shall complete an OSHA 10-Hour Construction Outreach Training Program or have Training and certification in the OSHA 500 Construction Outreach 10/30 hour Programs within the past 3 yrs. prior to mobilization. Applicable personnel assigned to the project after mobilization shall complete this training within 30 days of assignment.
5. All Contractor and Subcontractor Employees shall receive a project site safety orientation that at minimum reviews the Project Safety Rules and regulations, and applicable Emergency and Evacuation Plans prior to their start of work.

5.1. Vendors and visitors shall be provided with an orientation that is appropriate for their exposures during their time on site.
5.2. The Contractor is to provide this orientation.

6. The Contractor shall conduct monthly (at minimum) Project Safety Meetings with their Subcontractors to properly coordinate the work within the trades and resolve matters related to safety and health and project work. Minutes shall be kept of each meeting, including topics covered and attendees, and made available to the Authorized Representative or UCIP Safety upon request.

    6.1. The Owner reserves the right to request additional Project Safety Meetings be conducted by the Contractor when requested by the Authorized Representative or UCIP Safety to address specific areas of concern.

7. The Employer shall conduct toolbox safety meetings with their Employees at least once a calendar week. Minutes of these toolbox meetings are to be prepared and maintained by the Contractor, and available for review by the Authorized Representative or UCIP Safety, upon request.

    7.1. Meeting minutes shall contain the following:

        7.1.1. Employee names in a legible format
        7.1.2. Identifier for each Employee
        7.1.3. Employer name
        7.1.4. Date of meeting
        7.1.5. Description of meeting topics
        7.1.6. Name(s) of person(s) conducting the meeting

8. The Contractor and Employer shall ensure that all personnel are properly trained and instructed for all jobs that require specific training and/or competency to meet all applicable OSHA regulations, state and federal law, and the requirements herein.
9. Each Contractor and Subcontractor (via the Contractor) shall submit to the Authorized Representative a list of (a) Competent Persons and Qualified Persons as applicable to the Employer's scope of work, and (b) First Aid / CPR trained personnel prior to starting work.

    9.1. Each list shall be clearly dated, and updated as required throughout the contract period. Each time the list is updated, a copy shall be provided to the Authorized Representative.

10. Each Employer is responsible for handling, on a daily basis, rubbish and debris generated by its work. The contractor must keep the work place clean.
11. The Contractor is responsible for ensuring that corrective action is taken when *Loss Control Survey* forms are issued to the Contractor.
12. The *Loss Control Corrective Action* form must be completed by the Contractor and returned within 48 hours of receipt to UCIP Safety and others as required by these Safety Standards. Copies of these forms will be provided separately at the Pre Construction Meeting.
13. The Contractor will cooperate in inspections by OSHA and other regulatory agencies.
14. The cited Employer(s) shall submit copies of all regulatory agency citation(s) and notices to the Contractor (if applicable), Authorized Representative and UCIP Safety immediately upon receipt.

    14.1. The Contractor shall ensure that the cited Employer posts copies of all citations as required by OSHA or the applicable regulatory agency.

SUBSTANCE ABUSE PREVENTION POLICY

1. PURPOSE

    1.1. In order to maintain a safe, healthful and efficient work environment, and to minimize absenteeism and tardiness, all Employers shall implement a Substance Abuse Prevention Policy that, at minimum, includes testing as prescribed by this section.

1.2. The Employer's program shall utilize a test procedure and protocol that mirrors or exceeds the Contractor's internal substance abuse testing parameters and protocols.

2. FUNDAMENTAL REQUIREMENTS

2.1. Employers shall implement and enforce a policy that prohibits the possession, distribution, promotion, manufacture, sale, use or abuse of illegal and unauthorized drugs, drug paraphernalia, controlled substances and alcoholic beverages by Employees, agents or any person otherwise under the control of the Employer, including Employees and agents of Subcontractors and consultants while on the work site, or while otherwise covered by the UCIP while working on the Project. Further, Employees shall be prohibited from reporting to the premises under the influence of drugs or alcohol.

2.2. The Policy must apply to all personnel, including but not limited to regular, part-time, probationary, casual and contract Employees of the company, as well as to Employees and agents of Subcontractors and consultants. The Employer shall take whatever legally permissible steps are necessary or appropriate to enforce compliance with this policy.

2.3. Employees governed by this policy may possess a prescription medication in its original container and prescribed for current use of the person in possession by an authorized medical practitioner; provided that the Employer provides a mechanism to ensure that Employees taking prescription medicine inform their Employer about potential side effects of medication which may affect the Employee's work ability (particularly their alertness and coordination), safety and the safety of others.

2.4. Any Employee covered under the UCIP shall be drug and alcohol tested in accordance with the provisions of the Employer's program:

2.4.1. When involved in any type of incident, whether injury or property damage was incurred or not. All injuries requiring medical attention will be subject to testing.

2.4.2. For reasonable suspicion of impairment which has been validated by a third party.

2.4.3. The cost of all testing will be the responsibility of the employer of the effected worker.

3. Any Employee who fails or refuses to take a drug and alcohol screen in accordance with the terms of the contract shall be removed from the project.

4. Items 2.4, 2.4.1, 2.4.2, and 3 are subject to the terms of any Project Labor Agreement.

UCIP SAFETY RESPONSIBILITIES

UCIP Safety is responsible for monitoring and evaluating the Contractor's safety, health, and environmental compliance. UCIP Safety reports these findings to the Authorized Representative and the Contractor for corrective action and enforcement actions. Responsibilities and duties of UCIP Safety may include, but are not limited to the following:

1. Compile, follow-up, and maintain safety performance statistics for the project.

1.1. Communicate above information to the Authorized Representative and other Owner personnel to ensure they are informed and involved in the safety program.

2. Keep apprised of new regulations and developments to assist in keeping the safety policies and procedures current and effective.

3. Conduct job site safety surveys of Contractors and Subcontractors activities to observe safety performance, make recommendations and document non-compliance items.

4. UCIP Safety will document non-compliance items, recommendations, and or comments on the *Loss Control Survey* form (SAF-1). UCIP Safety will submit copies of the completed *Loss Control Survey* forms (SAF-1) to the Authorized Representative and Contractor. The *Loss Control Corrective Action* form (SAF-2) will be submitted to the Contractor when a written response is required.
5. Review and communicate methods and procedures to the Contractor's Safety Representative and the Authorized Representative to foster the highest level of incident prevention performance possible.
6. Provide special consulting to the Owner, Authorized Representative, Contractor and Subcontractors regarding problems and challenges that may arise on the project.
7. Conduct incident investigations if required.

    7.1. If performed, such reports shall not relieve the Owner, Contractor, Employer, or Insurer of their obligation to perform their own investigation, or of any responsibility they have to complete and file notices, reports and forms in accordance with applicable regulatory requirements.

8. Review all Contractor incident investigation reports to ensure thorough investigations were conducted and controls instituted to prevent future incidents or incidents.
9. The following reports are to be completed by the UCIP Safety Representative:

    9.1. Report of Non-Compliance Items identified on Loss Control Surveys that have not been responded to
    9.2. Report of Non-Compliance Items identified on Loss Control Surveys that have been responded to, but have not been corrected
    9.3. Report of Non-Compliance Items identified on Loss Control Surveys that are repeat items (i.e. – the same item, or substantively similar item has been identified in the past, and has reoccurred)
    9.4. Report of incidents involving the Contractor or its' Subcontractors since the last progress meeting
    9.5. Report of injuries involving the Contractor or its' Subcontractors since the last progress meeting
    9.6. Report of Near-Miss Incidents involving the Contractor or its' Subcontractors since the last progress meeting
    9.7. Report of any existing or emerging trends in the Contractor's safety performance
    9.8. Report of future activities that require pre-planning

VISITORS ON SITE

A visitor is consider any individual who is not employed by the Contractor, CM Contractor, Design Build, Prime Trade Contractor, or any Subcontractor awarded a contract for the purpose of completing on-site construction activities. Any visitor who enters the site must:

1. Be escorted by the Contractor or Subcontractor at all times while on site.
2. Wear the required PPE and Clothing as described in Section IV.
3. Complete a sign-in/sign-out log when entering/exiting the premises.
4. Follow all instructions given them during their visit and conduct themselves with the highest level of concern for their safety and the safety of others.
5. If their visit is more than one time, the visitor must attend the Site Specific Site Orientation as required in Section III.

IV. GENERAL SAFETY STANDARDS

Following are the minimum safety requirements and guidelines for this project.

No attempt has been made to restate applicable OSHA, ANSI, NFPA, State/Federal Agency, or State and Local standards in their entirety. The Contractor is reminded of its' responsibility to have at least one copy of all applicable OSHA Standards, as well as other Standards incorporated by reference into the OSHA Standards, available at the project for use and review.

In some instances, the UCIP Contractor Safety Standards are more stringent than the applicable OSHA standards. In other instances due to variables in State OSHA programs, the applicable State OSHA standards may be more stringent than the UCIP Safety Standards. The Contractor is reminded that the most stringent requirement shall apply.

AIR TESTING EQUIPMENT

1. Approved air testing equipment shall be used to test utility holes, cable vaults, pits, confined spaces and similar spaces for flammable, toxic, or oxygen deficient atmospheres. The exposing Employer(s) is (are) responsible for the provision, maintenance, calibration and testing of said equipment.
2. Air testing equipment shall be UL classified for use in Class I, Division 1, Groups A, B, C & D Division 1 hazardous locations as defined by the National Electrical Code.
3. Air testing equipment must be tested and calibrated as required by the manufacturer before each use.
4. Testing, calibration, use, and repairs shall be in accordance with the manufacturer's operating manual and instructions.
5. Prior to use, Employees must be trained per manufacturer requirements on the use, limitations and alarm modes of each air-testing device that they use.
6. Air testing equipment must be fully functional and checked per manufacturer requirements prior to use.
7. Employees must immediately leave a work area whenever an equipment alarm sounds due to:
    - 7.1. Low or high oxygen level (acceptable range is 19.5% to 23% oxygen).
    - 7.2. Combustible gas detected above 10% lower explosive limit (LEL).
    - 7.3. Set point for a toxic gas level is reached (e.g., 10 ppm hydrogen sulfide)
    - 7.4. Sensor failure
    - 7.5. Low battery alarm.
8. Equipment must be carried with the Employee or placed immediately adjacent to the work area and set to operate in a continuous monitor mode.

ASBESTOS

1. Asbestos is to be handled only by qualified and certified Employers and Employees.
    - 1.1. Abatement Contractors/Subcontractors must be approved in accordance with applicable State, Federal, and Local requirements to perform removal and disposal of asbestos containing material and encapsulation.
2. Contractors must determine the existence of asbestos content in buildings/ building materials PRIOR to any construction, remodeling, or demolition activities.
3. Upon discovery of any asbestos containing materials (ACM) or presumed asbestos containing materials (PACM), Contractor/Subcontractor shall stop work in such areas and notify the Authorized Representative.

4. The Contractor/Subcontractor shall ensure Employees are trained in asbestos awareness to identify ACM and PACM.
5. All asbestos abatement/removal work must follow all regulations of OSHA, the Environmental Protection Agency (EPA) or applicable state agency, and the applicable Air Quality Management District.

Note: Asbestos remediation activities are not covered by the UCIP.

BARRICADES

1. Barricades are required around excavations, holes or openings in floor or roof areas, edges of roofs and elevated platforms, around certain types of overhead work, and wherever necessary to warn or protect people against falling in, through or off. Barricades may also be used to isolate people (such as Employees of other crews or Employers, other project/Owner personnel, and the public) from work activities as required by the activity, potential hazards created by the activity, or the location of the activity.

   1.1 Barricades must be suitable for the area of use (i.e., blinker type barricade or protective barricade to provide physical protection from falling).

2. To ensure the safety of the general public, the Employer shall provide and maintain adequate protection, such as chain link fences, gates and barricades, to separate work areas from areas outside job site limits.

   2.1. Barricades must be suitable for the area of use (i.e., blinker type barricade or protective barricade to provide physical protection from falling).
   2.2. Barricades/fences are to be placed around all construction trenches.
   2.3. Portable fencing shall be installed around construction work areas, contractor storage areas, and contractor's heavy equipment if they are not otherwise protected within the confines of the Project's perimeter barricade.

Fencing

1. Chain link fencing shall be free from barbs, icicles (excess galvanizing material that may form sharp projections) or other projections that may cause injury.
2. Fencing must be in good repair and installed to ensure stability of the fencing from being knocked over by Employees, or the general public.
3. Portable fencing shall be installed/braced to prevent being blown over during windy conditions.
4. Base supports of portable fencing shall be installed/placed to eliminate tripping hazards when fencing is placed adjacent to sidewalks and walkways.
5. The Authorized Representative reserves the right to prohibit use of, temporary fence panel systems that require the use of a tubular or pedestal base support system that presents a potential trip hazard to pedestrians.

BURNING, WELDING AND HOT WORK

1. The Employer shall have a Hot Work Program for fire prevention during hot work activities.

   1.1. This Program shall meet or exceed the requirements of NFPA 51B-1999, "Standard for Fire Prevention during Welding, Cutting and Other Hot Work".

2. An approved fire extinguisher and/or other fire protection equipment are to be provided by the Employer for each hot work operation in accordance with OSHA and local Fire Marshal / Fire Code requirements.

3. The Employer shall procure and post all permits necessary for hot work as required by the Fire Marshal or Fire Code having jurisdiction over the project. The Contractor shall be provided with a copy of all such permits.
4. The Employer shall provide appropriate firefighting equipment for each hot work activity. This equipment shall be located on the same elevation(s) of the work and within 25 feet of the hot work activity.
5. When air monitoring is required, the Lower Explosive Limit must be non-detectable (0% LEL), prior to any type of burning, welding, or hot work being conducted by the Employer.

    5.1. Air monitoring will be required around or near any areas that may pose a potential fire or explosion threat from flammable or combustible vapors, for example.

Hot Work

1. Hot work includes, but is not limited to, the following activities: grinding, cutting, welding, brazing or soldering, heating, hot air welding or other operations that generate heat, flames, arcs, sparks or other sources of ignition.
2. Prior to performing hot work the Employer shall evaluate the following: type of hot work to be performed, site preparation, atmospheric conditions, use of appropriate personal protective equipment, and firefighting equipment.
3. Site preparation should include a survey for the following: combustible materials; hazards posed by heat transfer; flammable, corrosive, or toxic residues; equipment linings; appropriate lock/Tagout application; and housekeeping.
4. The Employer shall also evaluate the work area for the potential consequences of thermal conduction. Thermal conduction is the transfer of heat that could cause ignition by/through an object heated by the hot work operation.
5. A Hot Work Permit system shall be established and implemented in accordance with regulations. The permit system shall be in writing and documentation kept on site for review by the Owner's Authorized representative and the UCIP Safety representative.

COMPRESSED GAS CYLINDERS, GAS CUTTING AND WELDING

1. All cylinders must be secured and transported in an upright position at all times.
2. Oxygen and fuel gas cylinders must be:

    2.1. Separated at least 20 ft., or a 5 foot high barrier with a 1/2 hour fire rating when in storage, and

    2.2. Placed away from potential contact that may rupture the tanks.

3. Cylinder valves shall be turned to the off position if left inactive for 30 minutes or longer.
4. Cylinders designed for valve protection caps must have the valve protection caps installed when in storage or when being transported.
5. Cylinders, hoses, and fittings shall be checked for leaks and damage on a regular basis.
6. Cylinders must be labeled as to the nature of their contents per NFPA requirements and the OSHA Hazard Communication Standard.
7. Cylinders shall not be taken into confined spaces.
8. Cylinder storage areas shall have appropriate warning signage posted.
9. Appropriate fire-fighting equipment must be provided for each cylinder storage area.
10. Torches and hoses shall not be left connected to cylinders overnight.
11. Torches and hoses shall not be stored in unventilated gang boxes or storage containers.
12. Flashback arrestors and check valves shall be installed in accordance with manufacturer's instruction on all oxygen-fuel torch sets.

CONCRETE AND MASONRY CONSTRUCTION

Concrete Construction

1. The creating Employer must guard all protruding reinforcing steel to eliminate impalement hazards.

Structural Concrete

1. The Employer must not remove any forms or shoring until a determination has been made by the testing lab and structural Authorized Representative that the concrete has gained sufficient strength to support its own weight and that of superimposed loads.
2. The Employer must not place loads on any concrete structure until concrete has reached a compressive strength predetermined by the structural Authorized Representative of record.

    2.1. The Contractor shall be the point of contact for information regarding this item.

3. Where concrete shoring/reshoring is employed, a shoring/reshoring plan specific to the project shall be available for review at the project.

    3.1. Deviations from the shoring/reshoring plan will require the issuance of a new shoring/reshoring plan.

        3.1.1. The addition of superimposed loads on the floor (such as equipment and/or materials) not considered in the reshoring plan shall be construed as a deviation from the plan.

Pouring and Pumping Operations

1. Permanent and temporary power lines shall be identified prior to the start of a concrete pour. Appropriate safeguards shall be implemented for the pumping, pouring and finishing operations.
2. A site traffic control plan shall be established for concrete truck traffic. Trained spotters and Flaggers shall be used as necessary for worker and public safety.
3. Employees involved in pouring and finishing activities shall have appropriate personal protection equipment, including gloves, mud boots, and eye protection.
4. Concrete truck washout areas shall be in an area acceptable to the Owner, and located out of vehicular and pedestrian travel areas.
5. Diapers or the equivalent shall be provided for the pump and concrete trucks when the truck to pump transfer occurs in a public street or other public area.
6. A site logistics plan shall be prepared for each pump location, and shall include provisions for concrete truck traffic routing and control, as well as pedestrian traffic routing and control (if applicable).

Masonry Construction

1. Masonry walls shall be braced and/or supported as required by OSHA and/or local requirements.

Clear Zone

1. Unauthorized personnel shall be prohibited from entering the work area. A clear zone includes the area behind the work structure and below any scaffolding used to gain height to the work.

Cutting, Grinding and Profiling

1. Dry cutting, grinding, and profiling of concrete or masonry shall be prohibited except in instances where it is determined in a manner consistent with applicable safety and health standards that the use of water in the cutting, grinding or profiling is not feasible.
2. If it is determined that the use of water is infeasible:

    2.1. The Employer shall use work practice controls to control the dust, such as a vacuum with a high efficiency particulate air filter (HEPA), or other dust control system;

    2.2. Any dry cutting which occurs shall be done in a designated area away from other Employees if possible; and

        2.2.1. The Employer shall provide affected Employees with appropriate respiratory protection as part of a respiratory protection program in accordance with applicable OSHA standards.

CONFINED SPACE ENTRY

1. The Employer must abide by the applicable OSHA standards for all confined space entry operations and furnish all appropriate personnel, equipment, and support.
2. Employer personnel must be trained in the hazards of confined space work, including operating and rescue procedures, the use of respiratory equipment, and instructions as to the hazards they may encounter.
3. The Employer shall develop a written, understandable confined space operating and rescue procedure. This procedure must be made available to all affected Employees.
4. The Employer is required to provide all necessary entry-rescue equipment required for all entries into confined spaces (tripod, full body harness and lifeline or equivalent, etc.) as required by the applicable Standard. Wrist straps may be used in designated areas instead of a full body harness.
5. Prior to entry into a confined space, the Employer shall ensure all lines that may convey flammable, injurious, or incapacitating substances into the space are disconnected, blinded, or blocked off by other positive means in accordance with Lockout/Tagout regulations.
6. Prior to entry into confined space, the Employer shall test the air with an appropriate device or method for: (1) Oxygen content, (2) Flammable gases and vapors, and (3) Potential toxic air contaminants. A written record shall be made and kept at the work site.
7. The confined space shall be emptied, flushed, or otherwise purged of flammable or injurious substances to the extent feasible.

    7.1. The Employer is required to provide the proper ventilation equipment.

8. Whenever an atmosphere free of dangerous air contamination and/or oxygen deficiency cannot be ensured, the Employer shall provide approved respiratory equipment to affected Employees, who are involved in a comprehensive respiratory protection program in accordance with applicable OSHA standards.
9. Where a Standby Employee is required, the Standby Employee must have a valid certificate in First Aid and CPR training from the American Red Cross, or equivalent training verified by documentary evidence.
10. Visual contact or two-way radio communication must be available at all times.

    10.1. If radios are selected for communication, the Employer shall provide the radios.

11. The Employer must establish a means of communication with outside Emergency Services.

CONNECTIONS TO UTILITIES

1. The Contractor shall not, or allow any Subcontractor to, make any temporary service connections to electrical, water, air or steam utilities without approval of the Owner.

2. Temporary connections shall comply with all applicable Federal, State, and local regulations.
3. Temporary connections shall be inspected on a regular basis.

CRANES, BOOM TRUCKS AND RIGGING

The term crane as used in this section shall be construed to include boom trucks and similar truck-mounted cranes.

1. Cranes and derricks exceeding three tons rated capacity shall not be used in lifting service until an approved certifying agent has certified the equipment.

    1.1. Current annual and quadrennial (where required) inspection certificates shall be maintained on each crane.

        1.1.1. Cranes that do not have such evidence of inspection shall not be permitted to operate on the project.

    1.2. Current daily and periodic inspection records shall be maintained on each crane.

2. An approved certifying agent shall re-inspect any crane that is involved in any incident or is damaged during set-up or operation, and a new certificate of inspection issued prior to being returned to service.
3. Only Employees authorized by the Contractor and trained, or known to be qualified, in the safe operation of cranes or hoisting apparatus shall be permitted to operate such equipment.

    3.1. Where required, Operators shall have valid evidence of current Licensing or Certification in accordance with State and Local requirements.

    3.2. Operators not having such evidence where required shall not be permitted to operate applicable machinery (except under terms and conditions prescribed for Trainees by applicable regulations).

4. All mobile cranes having either a maximum rated boom length exceeding 200 feet or a maximum rated capacity exceeding 50 tons shall be equipped with a load indicating device or a load movement device.
5. Cranes shall be equipped with a boom angle or a boom radius indicator and clearly legible load chart in clear view from the Operator's position.
6. An effective, audible warning and operating signal device (such as a horn) shall be provided on the outside of the crane. The controls shall be in easy reach of the Operator.
7. When required by the manufacturer's or certifying agent's instructions, outriggers shall be set so that wheels or crawler tracks within the boundary of the outriggers shall be relieved of all weight by the outrigger jacks or blocking.
8. Plates, pads or mats shall be used under the outriggers or crawlers of all cranes when a lift exceeds 75% of the capacity of the crane as it is configured for that lift. The plates, pads, or mats shall be of suitable material and size to support the crane on the surface that it is set up on.
9. The Employer shall ensure that a qualified person visually inspects the crane, derrick, or hoist's controls, rigging and operating mechanism prior to the first operation of any work shift. Records of daily inspections by the Operator or other qualified person shall be maintained on the crane, and must be available for review upon request.
10. Adjustments and repairs to the crane shall only be made by a qualified person.
11. A fire extinguisher of not less than 10-B:C rating shall be kept in serviceable condition and readily accessible to the Operator.
12. Operations shall be conducted and the job controlled in a manner to prevent loads from being passed directly over workers, occupied workspaces, occupied passageways, or public spaces.

13. A qualified signal person shall be provided when the point of operation is not in full and direct view of the Operator unless a signaling or control device is provided. Only one person shall be permitted to give signals to the Operator.

    13.1. Any Employee involved in the operation may give a "stop" signal if such a signal is warranted.

14. A legible chart depicting and explaining the system of crane signals used shall be conspicuously posted in the vicinity of the hoisting operation.
15. All loads shall be rigged by an identified, qualified, and authorized Rigger.
16. No Employee shall be permitted to ride on loads, hooks, or slings of any derrick, hoist, or crane.
17. Swing radius protection shall be provided where a rotating crane is positioned to operate in areas where persons may be caught between rotating parts and fixed objects or non-rotating crane components.
18. Tag lines, restraint lines, or guide ropes shall be used on all loads except where their use presents a greater hazard. Such lines or ropes should be insulated to prevent shock, and shall not contain knots or splices that may snag on an object.
19. Cranes, hoists, or derricks shall not be left unattended while the load is suspended unless the load is over water, a barricaded area, or is blocked up or otherwise supported.
20. Before leaving the crane unattended, the Operator shall:

    20.1. Land or properly secure any attached load

    20.2. Disengage clutch (if applicable)

    20.3. Set travel, swing, boom brakes, and other locking devices unless otherwise specified by the certifying agents

    20.4. Put controls in the "off" position

    20.5. Stop the engine

    20.6. Secure the crane against accidental travel

21. In all operations where the weight of the load being handled is unknown and may approach the rated capacity, a qualified person shall determine the magnitude of the load unless the crane is equipped with a load-indicating device.
22. The Contractor shall provide a qualified person to direct the lift. The qualified person shall see that:

    22.1. The crane is properly leveled for the work being performed and blocked where necessary.

    22.2. The load is well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.

23. A designated person shall monitor the clearance between crane booms, load lines, and loads, and power lines and alert the Operator when necessary.
24. For power lines rated 50k V, or less, minimum clearance between the lines and any part of the crane or load is 10 feet. For power lines rated over 50k V, minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for every 1k V over 50k V.

Rigging, Slings and Hooks

1. Hoisting hooks shall be of the safety latch-type.
2. Crane hooks with cracks or with deformation of throat opening more than 15 percent in excess of normal opening or more than 10-degree twist from plane of unbent hook shall be removed from service.

3. Ropes shall be inspected for proper lubrication, excessive wear, broken strands, and proper weaving.
4. In order to determine proper time for replacement, a continuing inspection record shall be maintained for hoisting ropes. Conditions such as the following shall be reason for replacement:

    4.1. In running ropes, 6 randomly distributed broken wires in one rope lay, or 3 broken wires in one strand in one lay.

    4.2. Wear of 1/3 the diameter of outside individual wires.

    4.3. Kinking, crushing, bird caging, or other damage resulting in distortion of the rope structure.

    4.4. In stranding ropes, more than 2 broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.

    4.5. Reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear of outside wires.

5. Fixtures are usually attached to wire rope by the use of wire rope clips. The clips must be attached with the inside curve of the U-bolt against the dead, or short end of the wire rope, and flat clip (saddle) against the live, or long end of the wire rope.
6. Each day before being used, wire rope slings, alloy steel chain slings, metal mesh slings, and natural and synthetic fiber rope slings, and all fastenings and attachments shall be inspected for damage or defects by a qualified person.
7. Slings shall have permanently affixed tags stating the following:

    7.1. Manufacturer's name or trademark

    7.2. Rated capacity

CRITICAL LIFTS (CRANES, BOOM TRUCKS, DERRICKS, ETC.)

1. A Critical Lift Plan shall be prepared for all lifts that:

    1.1. Exceed 75% of the lifting device's capacity as configured for that lift; or

    1.2. Is deemed a critical lift by the Owner or Authorized Representative by reason of potential negative consequences to safety, structure, or schedule; or

    1.3. Involve two or more cranes or lifting devices.

2. A qualified person shall prepare the Critical Lift Plan. The qualified person preparing the plan may be the crane Operator, lift supervisor, or rigger. The crane Operator, lift supervisor, and rigger shall participate in the preparation of the plan. The plan shall be documented, and a copy provided to the Contractor and the Authorized Representative. The plan shall be reviewed by, and signed by, all personnel involved with the lift.

    2.1. The plan shall specify the exact size and weight of the load to be lifted and all crane and rigging components that add to the weight. The manufacturer's maximum load limits for the entire range of the lift as listed in the load charts shall also be specified.

    2.2. The plan shall specify the lift geometry and procedures, including the crane position, height of the lift, the load radius, and the boom length and angle, for the entire range of the lift.

    2.3. The plan shall designate the crane Operator, lift supervisor, and rigger, and state their qualifications.

    2.4. The plan will include a rigging plan that shoes the lift points and describes rigging procedures and hardware requirements.

    2.5. The plan will describe the ground conditions, outrigger or crawler track requirements, and, if necessary, the design of mats, necessary to achieve a level, stable foundation of sufficient bearing capacity for the lift.

2.5.1. For floating cranes or derricks, the plan shall describe the operating base (platform) condition and any potential list.

2.6. The plan will list environmental conditions under which lift operations are to be stopped.

2.7. The plan will specify coordination and communication requirements for the lift operation.

2.8. For tandem or tailing crane lifts, the plan will specify the make and model of the cranes, the line, boom and swing speeds, and requirements for an equalizer beam.

DEMOLITION

1. Utility companies shall be notified and all utility service shut off, capped, or otherwise controlled, at the building or curb line before starting demolition. The Contractor is responsible to verify that these actions have been taken.

    1.1. The Contractor shall develop an Emergency Call List for all known utility owners prior to the start of demolition activities.

    1.2. A site plan shall be marked up to show the locations of known utilities, and the nearest identified shut-off valves/controls. This plan shall be available in the Contractor's Site Office. The Authorized Representative shall be provided with a copy. UCIP Safety should be provided with a copy.

2. Existing alarm systems shall be identified and taken out of service prior to commencing demolition operations. Alarm services shall be notified that the alarm will be taken out of service before taking the system out of service.
3. The Contractor shall determine if any type of hazardous chemicals, gases, explosives, flammable materials, or similarly dangerous substances have been used in any pipes, tanks, or other equipment on the property.
4. When the presence of hazardous substances is apparent or suspected, testing and purging shall be performed and the hazard eliminated prior to demolition.
5. Pipe-covering insulation, steel beam and column fire protection, and HVAC duct shall be surveyed for asbestos.
6. During demolition, continuing inspections shall be made as the work progresses to detect hazards resulting from weakened, load burdened, or deteriorated floors or walls or loosened materials

    6.1. The Contractor and Employer shall ensure that floor load limits are not exceeded during demolition operations.

    6.2. Disperse demolition equipment throughout the structure and remove demolished materials to prevent excessive loads on supporting walls, floors or framing.

7. Adequate dust control measures shall be provided during demolition, stockpiling and loading operations.
8. Walking across exposed floor joists, steel beams, or girders is prohibited.
9. The Contractor and Employer shall ensure safe passage of persons around the area of demolition. Conduct operations to prevent damage to adjacent buildings, structures, other facilities, and people.
10. Provide interior and exterior shoring, bracing, or supports to prevent movement, settlement or collapse of structures to be demolished, and to adjacent facilities.
11. Demolish concrete and masonry in sections. Use bracing and shoring to prevent collapse.

ELECTRICAL

1. All temporary power panels shall have covers installed at all times by the Employer.

    1.1. All circuits must be clearly labeled

2. The Contractor is to supply ground fault circuit interrupters ("GFCI") for all temporary electrical wiring cords and equipment.

    2.1. Ground Fault Circuit Interrupters shall be tested in accordance with manufacturer's requirements. Logs shall be maintained of all such testing
    2.2. Certain Ground Fault Circuit Interrupters have an automatic reset feature. Such GFCIs are not permitted on this project

3. Temporary lighting shall not be suspended by its' extension/power cord.
4. Temporary lighting must be equipped with guards to prevent contact with the bulb.
5. Extension cords must be at minimum 12 gauge, three-wire cords.
6. Power tools must be double insulated or grounded properly, and inspected prior to use.
7. The Employer must properly Tagout and/or lockout any equipment within the Employer's responsibility. Control of the lock and/or tag is also the Employer's responsibility.
8. The Contractor shall coordinate instances that require multi-Employer lockout/Tagout activities.
9. Ground pins shall not be removed from electrical cords.
10. Damaged or defective tools and cords shall be removed from service.

ELEVATING WORK PLATFORMS AND AERIAL DEVICES

1. Only authorized and trained personnel shall operate an aerial device or elevating work platform.
2. Boom, basket, platform load limits specified by the manufacturer shall not be exceeded.
3. Employees shall not sit or climb on the edge of the basket or platform or use planks, ladders, guardrails or other devices to gain greater height.
4. Employees shall not work off of elevated work platforms or aerial devices when exposed to high winds.

Aerial Devices

1. An aerial device is any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel.
2. Belting off to an adjacent pole, structure, or equipment while working from an aerial device is not permitted.
3. Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine that such controls are in safe working condition.
4. Aerial baskets or platforms shall not be supported by adjacent structures when workers are on the platform or in the baskets while in an elevated position.
5. An Employee, while in an elevated aerial device shall be secured to the identified anchorage point through the use of a full body harness and lanyard for fall protection.

Elevating Work Platforms

1. An elevating work platform is a device designed to elevate a platform in a substantially vertical axis. (Vertical Tower, Scissor-Lift)
2. The top railing shall be 42 inches high, plus or minus 3 inches, with a midrail at the half-height point. Where the guardrail is less than 39 inches high, an approved personal fall protection system shall be used.
3. Powered elevating work platforms shall have both upper and lower control devices. Controls shall be plainly marked as to their function and guarded to prevent accidental operation.
4. An emergency stopping device shall be provided at the upper controls of elevating work platforms.

5. Ladders or other objects shall not be placed on top of units to gain greater height.

ENVIRONMENTAL CONTROLS

1. Spills of hazardous materials (including cutting oil, fuel, solvents, antifreeze etc.) must be reported immediately to the appropriate regulatory agencies and to the Authorized Representative. The party responsible for the spill is responsible for cleanup costs.
2. Cutting equipment must have secondary containment (drip pans, sandboxes).
3. Drums, jugs and other containers must have secondary containment.
4. All containers must be maintained in good condition, and must be appropriate for the materials to be stored in them.
5. All containers must be labeled with their contents and precautions for use.
6. Containers containing hazardous waste must be labeled "Hazardous Waste" in addition to listing their contents on the label.
7. Weekly inspections of the Project must be performed by the Contractor to assure compliance with this section.
8. The Creating Employer and Contractor are responsible for proper disposal of its hazardous wastes.

    8.1. A copy of the completed Uniform Hazardous Waste Manifest must be provided to the Contractor (if applicable). Authorized Representative and UCIP Safety.

EQUIPMENT/TOOLS

1. Contractor equipment and tools must be in proper working condition and routinely (i.e. daily or prior to use) inspected for defects.
2. Any equipment or tool found to be damaged or defective must be removed from service and repaired before it can be returned to service.
3. Manufacturer's instructions shall be followed with respect to equipment/tool operation and training requirements.
4. Equipment is not to be used with loads that exceed the recommended rated capacity.
5. The Employer is to use only their equipment and tools, and not those of other Employers, unless Employees are properly trained, authorized, and permission granted for tool and equipment use.
6. Tools and equipment are to be used for their designated purpose.
7. Tools and equipment are to be used only by trained and authorized Employees.
8. Proper guards or shields must be installed on all power tools before use.

    8.1. All guards must be manufactured by and/or approved by the manufacturer for that particular piece of equipment.

9. The practice of "wedging or pegging" guards on circular saws or other equipment, rendering them non-functional, is not permitted.
10. No internal combustion vehicle or machinery is to be operated inside structures unless proper engineering controls have been implemented to minimize carbon monoxide levels.

    10.1. In such cases where vehicles or machinery are operated inside structures, carbon monoxide levels shall be monitored as often as required to ensure a safe work environment.

11. All material handling equipment must have an audible backup alarm.
12. Tools and equipment must be properly stored, secured and located away from unauthorized access.
13. For pneumatic power tools, all air hoses exceeding ½ inch inside diameter shall have a safety device (commonly known as an "OSHA valve" or "safety check valve) at the source of air supply or branch line origin (such as a manifold) to reduce pressure in case of hose failure.

EXCAVATIONS

1. The Contractor shall obtain an activity permit for excavations when required by the owner or local or state law.
2. Trenching or excavating activities must be under the supervision of a Competent Person.
3. The Contractor's materials for the protection of personnel (i.e., bracing, shoring, shielding, and trench boxes) must be in good condition and of proper dimensions/materials.
4. Excavations must be inspected at least daily by the Competent Person.
5. The Contractor's Competent Person must determine the soil classification (Type A, B, or C) to determine the appropriate type of protective system required for the excavation.
6. Excavated soils, materials or equipment are to be kept at least two feet from the edge of the excavation.
7. The Contractor must provide appropriate barricades to protect people from falling into the trench (lighted barricades must be provided at night).
8. Ladders or other means of egress must be provided by the Contractor for access and spaced within 25 feet of any worker inside the excavation when the depth of the excavation exceeds 4 feet (48").
9. Walkways are to be provided over any excavation or trench point that Employees may need to cross. Walkway must have handrails, midrails, and toeboards.
10. Where pedestrian traffic must be accommodated over excavations, suitable non-skid plates or other suitable material capable of withstanding at least twice the maximum intended load must be provided to serve as a pedestrian runway for safe passage.

    10.1. The edges of the runway shall be tapered to minimize trip hazards. In the alternative, the approach to the runway shall be tapered with a suitable and durable material or the runway set into the surface to minimize trip hazards.

11. Rescue equipment must be provided by the Contractor (full body harness and lifeline, breathing apparatus, basket stretcher, etc.) when hazardous atmospheric conditions are expected to exist.
12. Contractor must follow all regulations as outlined in the project Safety Standards, the Contract Documents, Federal and State OSHA regulations, and local requirements pertaining to trenching and excavating activities.

FALL PROTECTION

1. All trades will follow the Cal OSHA's fall protection requirement where workers will be protected from all falls at a height of 7.5 feet or more by protective systems including fall arrest and restraint systems.
2. Where a fall hazard exists, efforts must be made to eliminate the hazard; provide protection against the hazard; or establish alternative methods to control/monitor the hazard.
3. Rescue shall be addressed in the Employer's fall protection policies and fall protection training.

Training and Retraining

4. Employers are required to provide training for any Employee who might be exposed to a fall hazard prior to the exposure or upon hiring. Documentation shall be maintained and available for review upon request.
5. Training must include an explanation of the company's fall protection policies and safe work practices with general instructions and precautions; specific instruction where required; hazard identification and correction; selection and proper use of protective devices; and maintenance of equipment. Instruction should also include correct procedures for inspecting, erecting, disassembling, and maintaining fall protection systems used; and the Employee's role in fall prevention and protection
6. Retraining. When the Employer has reason to believe that any affected Employee who has already been trained does not have the understanding and skill required by this section, the Employer shall

retrain each such Employee. Circumstances where retraining is required include, but are not limited to, situations where:

6.1. Changes in the workplace render previous training obsolete; or
6.2. Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
6.3. Inadequacies in an affected Employee's knowledge or use of fall protection systems or equipment indicate that the Employee has not retained the requisite understanding or skill.

Methods of Fall Protection

6.4. Methods of fall protection include:

6.4.1. Guardrails and toeboards
6.4.2. Covers for floor and roof openings, pits, trap-doors, and temporary floor openings.
6.4.3. Personal Fall Arrest Systems.
6.4.4. Personal Fall Restraint Systems.
6.4.5. Positioning Device Systems.
6.4.6. Safety Nets.
6.4.7. Scaffold Platforms.
6.4.8. Roof Warning Lines.

6.5. Fall Protection Plans, Controlled Access Zones, Safety Monitor Systems and Controlled Decking Zones require the approval of the Contractor for their use.

7. The only allowable type of body restraint system allowed will be a full body harness with a lifeline, and lanyard. Safety belts are not permitted for fall arrest or fall restraint.
8. All personal fall arrest, personal fall restraint and positioning device systems shall be labeled as meeting the requirements contained in ANSI A10.14-1991.
9. Personal Fall Arrest Systems shall (a) limit the fall distance to a maximum of 6 feet and (b) prohibit the Employee from contacting a lower level or structural element.

9.1. Where practicable, the anchor end of the lanyard shall be secured at a level not lower than the Employee's waist.

10. Lifelines and anchorages shall be capable of supporting a minimum dead weight of 5,000 pounds.
11. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
12. Anchorages used for attachment of personal fall arrest equipment:

12.1. Shall be independent of any anchorage being used to support or suspend platforms, and
12.2. Capable of supporting at least 5,000 pounds per Employee, or
12.3. Part of a complete personal fall protection system used under the supervision of a qualified person that maintains a safety factor of at least two (2).

13. The use of non-locking snap hooks is prohibited.
14. Body belts shall not be used for fall protection or fall restraint.

Positioning Device Systems

15. Positioning devices shall be rigged such that an Employee cannot free fall more than 2 feet.
16. Positioning device systems shall be inspected prior to each use.
17. Anchorage points for positioning device systems shall be capable of supporting two times the intended load or 3,000 pounds, whichever is greater.

Personal Fall Restraint

18. A Personal Fall Restraint System shall not allow the Employee to fall.
19. Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load.
20. Personal Fall Restraint protection shall be rigged to allow the movement of Employees only as far as the sides of the working level or working area.

FIRE PROTECTION AND PREVENTION

1. The Contractor must develop a fire protection program to be followed throughout all phases of construction.

    1.1. The program shall include the most stringent of OSHA, local Fire Marshal, and/or local Fire Code requirements.

2. Firefighting equipment must be conspicuously located or conspicuously marked.
3. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of floor and fraction thereof. Where the floor is less than 3, 000 square feet at least one fire extinguisher is required.
4. The clear and unobstructed travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 75 feet.
5. In multi-story buildings, at least one fire extinguisher shall be provided on each floor and located adjacent to the stairway.
6. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids are stored.
7. Portable fire extinguishers shall be fully charged, inspected monthly and serviced annually.
8. Storage of more than 25 gallons of flammable liquids shall be in a NFPA approved storage cabinet. Not more than 120 gallons of Class I, II, or IIIA liquids may be stored in a storage cabinet.
9. A fire extinguisher, rated not less than 20-B, shall be located outside of, but not more than 10 feet from the door opening of storage rooms.
10. A portable fire extinguisher rated at least 10B:C shall be kept near operations where fuel gas cylinders/bottles are being used.
11. Portable fire extinguisher shall be readily available for use where temporary heating devices are used.
12. The Owner maintains a Smoke/Tobacco-Free policy on all UC campuses including construction projects. All contractors, subcontractors, vendors, and suppliers are expected to adhere to this policy.

FIRST AID

1. Each Employer shall ensure the availability of a suitable number of appropriately trained persons to render First Aid and CPR.
2. Field Supervisors and Safety Representatives must be trained in First Aid and CPR.

    2.1. Evidence of training shall be available for review upon request.

3. Each Employer shall provide at least one appropriately sized and stocked first-aid kit in a weatherproof container.

    3.1. The first-aid kit shall be inspected regularly to ensure that the expended items are promptly replaced.
4. Eye wash capabilities shall be provided by the exposing Employer as required by the MSDS for products used at the job site.

5. Each Contractor and Subcontractor shall submit (via the Contractor) to the Authorized Representative a list of First Aid / CPR trained personnel prior to starting work.

    5.1. Each list shall be clearly dated, and updated as required throughout the duration of the contract period. Each time the list is updated, a copy shall be provided to the Authorized Representative.

FLAMMABLES AND COMBUSTIBLES

1. The Employer is required to supply extinguisher, fire blankets, and other sufficient fire protection devices for the immediate work area where flammable and combustible material is stored or used. All fire extinguishers must be provided by the Contractor and rated at a minimum of 2A, 20BC.

    1.1. Fire extinguishers shall be checked to verify that they are fully charged.

2. All Employer supplied flammable liquids must be stored in approved safety containers.

    2.1. All containers must be properly labeled and stored when not in use.
    2.2. Only approved metal safety cans will be allowed for flammable storage.

3. The Employer shall identify non-compatible materials in advance, and provide for separate storage as required.
4. Storage in excess of 25 gallons of flammable liquids or 60 gallons of combustible liquids shall be within cabinets constructed to the requirements of NFPA 30.
5. All outside storage areas must be at least 20 feet from any building.
6. For roof work:

    6.1. No more than a one-day supply of flammables may be placed on the roof during working hours.
    6.2. All flammables must be removed from the roof at the end of each workday by the Contractor.
    6.3. At least two extinguishers appropriate for the type and quality of flammable materials present must be provided if flammables are present.

7. All Contractor-supplied flammable and combustible materials must be kept away from sparks, heaters, and any other heat source.

FORKLIFTS (INDUSTRIAL TRUCKS AND TRACTORS)

1. Only drivers authorized by the Employer and trained in the safe operations of industrial trucks shall be permitted to operate forklifts.
2. Operator training and posting of information regarding forklift operations shall be in accordance with applicable OSHA Standards.
3. The Employer shall certify that each Operator has been trained and evaluated.
4. All forklifts and industrial trucks and tractors shall be equipped with an audible back-up alarm which can be normally clearly heard from a distance of 200 feet

    4.1. In congested areas or areas with high ambient noise which obscures the audible alarm, a signal person in clear view of the operator shall direct the backing operation.

5. The rated capacity of all industrial trucks and industrial tractors shall be displayed at all times on the vehicle in such a manner that it is readily visible to the Operator.

6. Every industrial truck and tractor shall be equipped with operable brakes, a parking brake, and a horn.
7. Seat belts shall be provided on industrial trucks and tractors where rollover protection is installed. Employees shall be instructed in their use.
8. No riders shall be permitted on vehicles unless the vehicles are equipped with adequate riding facilities.
9. Employees shall not ride on, or be elevated on the forks of lift trucks.
10. Industrial trucks may be used to elevate Employees in accordance with applicable OSHA Standards and manufacturer's recommendations using appropriate personnel platforms.
11. Employees shall not be allowed to stand, pass, or work under the elevated portion of an industrial truck, loaded or empty.
12. Drivers shall check the vehicle at least once per shift. Attention shall be given to tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system (forks, chains, cable and limit switches).
13. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times.
14. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
15. Grades shall be ascended or descended slowly.
16. The forks shall always be carried as low as possible, consistent with safe operation.
17. When leaving a vehicle unattended, the power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position.
18. Forklifts (Industrial Trucks and Tractors) shall not be loaded in excess of their rated capacity.

HAZARD COMMUNICATION

1. The Contractor shall maintain (a) a copy of all Material Safety Data Sheets, and (b) a chemical inventory list, for all hazardous substances used at the jobsite by their firm, as well as for all hazardous substances used at the jobsite by all Subcontractors regardless of tier.

    1.1. The location of the Project's Material Safety Data Sheets and chemical inventory list shall be communicated to the Authorized Representative and UCIP Safety.

2. In accordance with the provisions of the Hazard Communication Standard, each Employer must have a comprehensive written Hazard Communication Program which includes:

    2.1. A list of hazardous substances known to be on site.
    2.2. Methods the Employer will use to inform Employees of the hazards of non-routine tasks.
    2.3. On Multi- Employer job sites, the program shall include the methods Employer s will use to inform other Employers of any precautionary measures to protect their Employees.
    2.4. The methods used to provide other Employer (s) with access to Material Safety Data Sheets.
    2.5. The methods the Employer will use to inform the other Employer (s) of the labeling system in use.

3. The Contractor must submit a copy of its Hazard Communication Program to the Authorized Representative upon request.
4. Each Employer must have a job site binder which contains the following items:

    4.1. A comprehensive written Hazard Communication Policy.
    4.2. A chemical inventory listing all hazardous materials brought onto or used on the project site by the Employer.
    4.3. Material Safety Data Sheets (MSDS's) for all hazardous materials used on the project site.

5. The Employer shall ensure that all Employees have received training in the safe use of hazardous materials; and that Employees are able to read and understand the information on Material Safety Data Sheets. The training shall include at least:

    5.1. Methods and observations that may be used to detect the presence or release of a hazardous chemical.
    5.2. The physical and health hazards of the chemicals used in the work area.
    5.3. Measures Employees can take to protect themselves from the hazards.
    5.4. Details of the hazard communication program, including the labeling systems and the use of MSDS.

6. The Employer shall ensure that all containers used on the construction site are properly labeled as to their contents, including gas and diesel containers.
7. The Employer will provide a Material Safety Data Sheet (MSDS) for any hazardous substance that will be used on the job site to the Contractor prior to its use.

HEATERS, PORTABLE

1. All heaters must be Factory Mutual and/or Underwriters Laboratory approved.
2. The Employer must notify the Contractor to review and approve all liquid/gas fueled Contractor heaters brought onto the site prior to use.

    2.1. The use of liquid/gas fueled heaters inside of buildings requires Contractor approval.

3. Tent Heater use requirements:

    3.1. Use only in tents made of fire resistant material.
    3.2. Avoid contact with heating elements or other hot parts.
    3.3. Keep flammable materials and clothing away from hot equipment.
    3.4. Never use heaters in a utility hole or in a tent that covers a utility hole.
    3.5. Ensure adequate ventilation is provided when using a tent.
    3.6. Secure a fire extinguisher within the tent in an accessible location.

4. Whenever heaters are used inside a building, the Contractor is required to periodically test the atmosphere to assure that there is no toxic atmosphere created by the system that might harm workers.
5. A fire extinguisher shall be maintained near the heater for emergency use.

HEAVY EQUIPMENT/MATERIAL HANDLING AND EARTHMOVING EQUIPMENT

1. Equipment shall be maintained in good working order. All vital parts such as motors, chassis, blades, blade holders, tracks, drives, hydraulic and pneumatic mechanisms, and transmissions must be inspected each day.
2. Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition.
3. All vehicles, or combination of vehicles, shall have brake lights in operable condition.
4. All vehicles shall be equipped with an adequate audible warning device (horn) at the Operator's station.
5. All vehicles must have a back-up alarm that is normally audible for a distance of 200 feet.

    5.1. In congested areas or areas with high ambient noise which obscures the audible alarm, a signal person in clear view of the operator shall direct the backing operation.

6. All vehicles with cabs shall be equipped with windshields and powered wipers.
7. Vehicles operating in areas or conditions that causes fogging or frosting of windshields shall be equipped with operable defogging or defrosting devices.
8. Cracked or broken windshields shall be promptly replaced.
9. Windshields and mirrors shall be kept clean such that vision is not compromised or obstructed.
10. Seat belts with approved proper anchorage points shall be installed in all haulage, earth moving, and material handling heavy equipment.
11. The Employer shall ensure Employee use of seat belts on motor vehicles.
12. Trucks with dump bodies shall be equipped with positive means of support, permanently attached, to prevent accidental lowering of the body while maintenance or inspection work is being done.
13. Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with a latch or other device that will prevent accidental starting or tripping of the mechanism.
14. Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the Operator will be in the clear.
15. All rubber-tired motor vehicle equipment shall be equipped with fenders.
16. All vehicles in use shall be checked at the beginning of each shift for defects in:

    16.1. Service brakes, trailer brake connections, parking brake system, and emergency stopping system (brakes).
    16.2. Tires, horn, steering mechanism, seat belts, operating controls and safety devices.
    16.3. Lights, reflectors, windshield wipers, defrosters, and fire extinguishers.

17. Vehicles and equipment shall be inspected daily and documented.
18. Before starting a job, the Operator shall be given instructions regarding the work to be done.
19. Before starting the motor, the Operator shall check to make sure that all operating controls are in the neutral position.
20. Before starting the equipment, or moving the equipment after re-entering the cab, the Operator shall walk entirely around the equipment to make sure no other personnel, equipment or material will be struck.
21. Contractor shall ensure that Operators of heavy equipment wear appropriate hearing protection devices.
22. At no time shall a piece of equipment be left unattended while the motor is running, especially if the machine is on an inclined surface or on loose material.
23. Block or chock wheels when parking on inclines.
24. Machines shall be operated at speeds and in a manner consistent with conditions on the project.
25. No person other than the Operator shall ride on equipment.
26. During refueling operations equipment motors shall be turned off. Smoking is prohibited during refueling.
27. If possible, equipment shall be driven entirely off the roadway at night.
28. Unattended equipment must be left in a secure area not accessible to members of the public or unauthorized third parties.

    28.1. Keys shall be removed from unattended equipment.

29. Spotters and/or Flaggers must be used when equipment Operator's view is obstructed whether moving forward or backward.

HORIZONTAL BORING / PIPE JACKING

1. Prior to boring/jacking operations the Employer must contact the regional *One Call Notification System* to ensure all owners of underground facilities in the area of are notified to mark their utility locations.
2. The Employer shall locate all buried utilities before commencing boring/jacking operations.
3. Open a guide hole (bore slot) over any existing utility that is in line with the bore shot.

4. Excavate bore slot, bell hole and guide holes as necessary.
5. If resistance is encountered during the boring/jacking operation, cease the boring operation immediately and excavate at the point of resistance to determine necessary action.
6. The Operator must be trained in the use of the boring/jacking machine.
7. At least two crewmembers must operate the bore motor at all times.
8. Stay clear of rotating bore pipe and the rotating head of boring machine. Loose clothing, long hair, or gloves can cause injury if caught in rotating bore pipe.
9. Only one crewmember shall transmit signals to the Operator.
10. Do not hold rotating bore pipe with hands or feet.
11. Operate the boring machine only at slow RPM's when used to connect or disconnect bore pipe.

HOUSEKEEPING

1. All construction materials must be stored in an orderly manner.
2. All exits and access ways must be kept unobstructed.
3. All work areas must be cleaned and free of debris.
4. Puncture hazards (nails, staples, fasteners, etc.) created by stripped formwork, scrap lumber, pallets, shipping materials, etc. shall be eliminated or controlled by the creating Employer.
5. Metal containers with covers must be provided for disposal of oily and paint soaked rags.
6. Maintain all exits.
7. Emergency exits must be available.

    7.1. Panic hardware, where present, must remain unobstructed.

8. Walkways and sidewalks must be kept free of construction materials, debris, dirt, tools and extension cords.
9. Where steel plates are used to bridge excavations or other similar type construction activities in walkways or sidewalks, the leading edges of the steel plates must be tapered or feathered with temporary asphalt or other suitable materials to prevent trip hazards.

LADDERS

1. Type II (Commercial) and Type III (Household) ladders are prohibited.
2. The Employer shall provide a training program for each Employee using ladders and stairways, as necessary. The program shall enable each Employee to recognize hazards related to ladders and stairways, and shall train each Employee in the procedures to be followed to minimize these hazards.

    2.1. Retraining shall be provided for each Employee as necessary so that the Employee maintains the understanding and knowledge acquired through compliance with this section.]

3. Broken or defective ladders must be immediately removed from service.
4. Employees must maintain a 3-point contact while climbing ladders.
5. Job-Made ladders shall be constructed in accordance with OSHA provisions.
6. All types of ladders must be inspected at least daily for:

    6.1. Cracks, splits, splinters, and decay.
    6.2. Protruding nails and loose rivets.
    6.3. Loose, bent or broken braces, tie rods, guide irons, locks, pulleys and strand hooks.
    6.4. Broken, worn or defective spurs and pads.

Extension Ladders

1. Portable ladder feet shall be placed on a substantial base.
2. Straight and extension ladders must be tied off or secured to prevent displacement.

3. Metal ladders must not be used near energized equipment.
4. No more than one Employee is allowed on a ladder.
5. Ladders are not to be used for skids, braces, workbenches, or any other purpose other than climbing.
6. All straight and extension ladders must be equipped with nonskid safety feet.
7. Ladders must extend no less than 36 inches above the landing.
8. Ladders shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

Step Ladders

1. Stepladders must be fully open and the spreader set in the open and locked position.
2. Do not climb, stand or sit on the top two rungs.
3. Do not lean a stepladder against a wall in the unopened position.
4. Always ascend and descend facing the ladder.
5. Do not exceed the designated weight capacity.

LEAD

1. The Contractor shall identify any Lead Based Paint (LBP) within the proposed scope of work PRIOR to any construction, remodeling, or demolition activities.
2. The Contractor shall identify any sheet lead, such as in laboratories, x-ray facilities, and prior to commencing demolition or construction activities.
3. The Contractor shall arrange for disposal of the hazardous waste stream (e.g., paint chips), through an approved waste disposal facility and obtain the EPA Hazardous Waste Generator Identification number.
4. All Employees and supervisors who perform lead abatement work shall have a current training certificate by an approved trainer.

Note: Lead remediation activities are not covered by the UCIP.

LIQUIDS - CORROSIVE ACIDS AND CAUSTICS

1. Do not store, handle, apply or use acids or caustics until a proper procedure has been established.
2. Never add water to acid - if dilution is needed, add acid to water.
3. Emergency eyewash and/or shower facilities must be immediately available to any person working with acids and caustics.
4. Proper personal protection must include a face shield, apron, gloves and sleeve lets as well as any other equipment deemed necessary by the MSDS or manufacturer's usage instructions.

LOCKOUT - TAGOUT / CONTROL OF HAZARDOUS ENERGY

1. The Employer must have a written Lock-out/Tagout program for the control of hazardous energy that meets or exceeds the OSHA standards.
2. Equipment, energized systems, and pressurized systems shall be completely de-energized before beginning the Lock-out/Tagout procedure and subsequent cleaning, servicing, or adjusting operations.
3. Moveable parts shall be mechanically blocked or locked out prior to cleaning, servicing, or adjusting operations.
4. Equipment that has lockable controls or that is readily adaptable to lockable controls shall be locked out or positively sealed in the *off* position.
5. Accident prevention signs or tags shall be placed on the controls of equipment, machines, and prime movers during repair work.
6. All Employers must affix their own lock/tag.

7. Locks and/or tags must be removed at the end of the job by the originator. Never remove another person's tag or lock to operate a switch, valve, or device.

LOCATING UNDERGROUND UTILITIES BEFORE EXCAVATING

1. The Employer must locate buried utilities before digging.

    1.1. Prior to excavation, all known owners of underground facilities in the area shall be notified by calling the regional One Call Notification System.

2. The nearest shut off valve or control point for known utilities shall be identified on a site plan to be maintained by the Contractor.
3. The Employer shall check the entire job site for visual signs of substructures. This includes such items as manhole covers, water meter boxes, ditch lines, pavement patches, previous location marks, pole risers, and the obvious absence of overhead utilities.
4. The Employer must expose substructures by hand after locations are determined.
5. The Employer shall be careful not to damage the utility substructure by scraping, hammering, or other forms of excavation or locating efforts.
6. The Employer shall be aware of the possibility of joint use of an excavation/trench for power, telephone, gas, fiber optics, cable, etc.

MOTOR VEHICLES

1. All Employees driving job site motor vehicles shall have a valid driver's license for the state in which the Employee resides and for the class vehicle driven.
2. Drivers of vehicles over 26,000 pounds GVW are required by Federal and State Departments of Transportation regulations to possess a Commercial Driver's License (CDL).
3. Drivers on the project site shall obey all street and highway speed and traffic laws.
4. Drivers shall check the mechanical condition of their vehicles at least daily.
5. Drivers are required to observe the "right of way" rule. Yield to other drivers whose driving actions demand the right-of-way.
6. Drive defensively. Anticipate what the other driver may do. Leave yourself an out.
7. Drivers shall keep a distance of AT LEAST one vehicle length for each 10 miles of speed between their vehicle and the vehicle in front of them.
8. Employees driving and riding in Contractor vehicles must wear seat belts.
9. Block or chock vehicle wheels when parking on inclines.
10. All passengers in motor vehicles must be seated and within the confines of the vehicle.
11. The site speed limit is 5 mph. Obey all traffic signs.
12. All vehicles must be shut off when unoccupied.
13. Pedestrians have the right of way.
14. Parking shall be in specified areas only. Do not block entrances and do not park in reserved spaces.
15. The Contractor is responsible for the stability of any material being hauled.
16. No workers are allowed to ride in the open bed of a pickup truck.
17. Unauthorized passengers shall not be transported in any vehicle or on any equipment at any time.

OVERHEAD UTILITIES

1. The Contractor shall identify all overhead utilities prior to the start of any work.
2. The Contractor shall identify the voltage carried by each power line, and identify the minimum required clearances prior to commencing work in the vicinity of the line.

    2.1. Identifications of all lines and minimum clearances shall be documented on a site plan that is made available to all Employees, Subcontractors, vendors and suppliers.

2.2. This site plan shall include identification of all lines that are within 42 feet of the perimeter of the site.
2.3. Temporary utilities shall be added to the site plan as required.

3. Proper distances must be maintained from all overhead power lines, such as by the use of a signal person.

3.1. A minimum clearance distance of 10 (ten) feet shall be maintained by apparatus or equipment from power lines of 50Kva or less.

PERSONAL PROTECTIVE EQUIPMENT

1. The Employer shall ensure that Employees are trained in the proper use, care and sanitation, and limitations of Personal Protective Equipment (PPE) in accordance with applicable OSHA Standards and manufacturer's instructions and recommendations.
2. Employers are required to assess the workplace to determine if hazards that require the use of personal protective equipment are present or are likely to be present.
3. Employers must select and have affected Employees use properly fitted personal protective equipment (PPE) suitable for protection from existing hazards.
4. Employees must wear hard hats complying with or exceeding the requirements of ANSI Z89.1-1986 while on the job site.

4.1. "Cowboy" and similar novelty hard hats are not permitted.

5. Each Employer is responsible to supply required personal protective equipment to their Employees.
6. All visitors must wear hardhats, safety vests, safety glasses, and appropriate shoes and clothing while on site. See Visitors Section at the end of Section III.
7. Safety glasses shall be worn by all personnel at all times while on the project.

7.1. All safety glasses, goggles, and face shields must meet or exceed the requirements of ANSI Z87.1-1989.
7.2. The addition of side shields to prescription safety glasses is not permitted unless they meet the ANSI standards.
7.3. Safety eyewear manufactured to meet or exceed the requirements of ANSI Z87.1-2003 must provide High Impact protection.

8. Respiratory, hearing, face, skin, and hand protection are required for any applicable areas and operations on the job site.
9. Employees who are required to wear respiratory protection must receive a medical assessment of their physical ability to wear the equipment, be properly fit tested, and be trained in the use, care, maintenance, and limitations of the respiratory device.
10. Tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material shall not be worn by Contractor Employees on the job site. Sturdy work boots with fire resistant material are required.
11. High visibility vest are required by all employees at all times.

POWDER-ACTUATED TOOLS

1. Powder-actuated tools must meet or exceed the requirements of ANSI A10-3.1977.
2. Only trained workers holding a valid Operator's card can use a powder-actuated tool.
3. Containers for powder-actuated tools must be lockable and bear the label POWDER-ACTUATED TOOL on the outside. The container must be kept under lock and key storage.
4. The following must be provided with each tool:

4.1. Operating and service manuals.
4.2. Power load chart.
4.3. Inspection-Service record.
4.4. Repair and servicing tools.

5. Eye or face protection is required for Operators and assistants.
6. Tools must be inspected prior to use. Defective tools must not be used.
7. Powder-actuated tools must not be left unattended.
8. Powder-actuated tools must be unloaded if work is interrupted. Tools must not be loaded until ready for use.
9. On misfire, the tool must be held in place for 30 seconds.
10. Misfires shall be placed in a can of water.
11. Different power loads must be kept in separate compartments.
12. Warning signs must be posted bearing the words: "POWDER-ACTUATED TOOLS IN USE" within 50 feet of the point of use.

SANITATION

1. The Contractor must provide in a clean and sanitary condition:

   1.1. All potable water for drinking,
   1.2. Adequate toilet facilities,
   1.3. Hand wash facilities as required by the Material Safety Data Sheet or state standards
   1.4. Appropriate containers for disposal of garbage,
   1.5. Any necessary insect control for items 1.1 to 1.4 of this subsection.

2. A minimum of one separate toilet facility shall be provided for each 20 Employees or fraction thereof of each sex.
3. Toilet facilities shall be kept clean, maintained in good working order, designed and maintained in a manner that will assure privacy, and provided with an adequate supply of toilet paper.

SCAFFOLDS

1. Scaffolds shall be erected, moved, dismantled or altered only under the supervision and direction of a Competent Person qualified in scaffold erection, moving, dismantling or alteration.
2. The Employer shall have a Competent Person determine the feasibility and safety of providing fall protection for Employees erecting or dismantling supported scaffolds. Fall protection is required for Employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.
3. The Employer shall have each Employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following topics, as applicable:

   3.1. The nature of any electrical hazards, fall hazards, and falling object hazards in the work area,
   3.2. The correct procedures for dealing with electrical hazards
   3.3. The correct procedures for erecting, maintaining, and dismantling the fall protection and falling object protection systems being used
   3.4. The proper use of the scaffold, including the proper handling of materials on the scaffold
   3.5. The maximum intended load and the load-carrying capacities of the scaffold
   3.6. Any other pertinent procedures or safety requirements

4. The Employer shall have each Employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold trained by a Competent Person to recognize any hazards associated with the work in question. The training shall include the following topics, as applicable:

    4.1. The nature of scaffold hazards
    4.2. The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting and maintaining the type of scaffold in question
    4.3. The design criteria, maximum intended load-carrying capacity, and intended use of the scaffold
    4.4. Any other pertinent procedures or safety requirements

5. When the Employer has reason to believe that an Employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the Employer shall retrain each such Employee so that the requisite proficiency is regained.
6. Handrails, midrails and toeboards are required on all scaffolds sides over 7.5 feet high.

    6.1. If the guardrail system is incomplete or missing, personal fall protection is required.

7. A ladder or other acceptable means for access must be provided.
8. Wheels must be locked on rolling scaffolds before use.

    8.1. There is no riding of manually propelled scaffolds.

9. All connections, including casters, on rolling scaffolds shall be pinned.
10. The Contractor must keep the platform load within the safe platform work load limit.
11. Scaffolds must be erected level on a firm base. When the scaffold is resting on earth or other such material, the uprights shall rest on and be secured to the equivalent of a 2-inch by 10-inch by 10-inch wood base.
12. Suspended scaffolds must have adequate anchorage points. Occupants shall have a full body harness, lifeline and deceleration device that must be attached to a separate anchorage point than that of the scaffold prior to stepping out onto any suspended scaffold.
13. Scaffold planks must be laid tight and secured to prevent movement. Planks must overlap between 6 and 12 inches over the scaffold supports.
14. A stair tower or built-in stair/ladder system shall be provided for access to all scaffolds four frames or more in height.
15. Ladder-Jack scaffolds are not permitted to be used on site.

STEEL ERECTION

1. No building, structure, or part thereof, or any temporary support shall be loaded in excess of its designed capacity.
2. Trusses and beams shall be braced laterally and progressively during construction to prevent buckling or overturning.
3. During placing of structural members, the load shall not be released from the hoisting line until the members are secured with not less than two bolts drawn up wrench tight.
4. Where skeleton steel is being erected, a tightly planked and substantial floor shall be maintained within two stories or 30 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed.
5. When connecting beams at the periphery or interior of a building or structure where the fall distance is greater than seven and a one-half (7.5) feet, the Connector shall be provided with and use appropriate personal fall protection equipment in accordance with OSHA requirements.

    5.1. Connector means an Employee who, working with hoisting equipment, is placing and connecting beams or other structural members.

6. When performing work other than connecting, Employees shall be provided and use personal fall protection equipment in accordance with OSHA requirements where the fall distance is greater than seven and one-half (7.5) feet.
7. Open web steel joists shall not be placed on any structural steel framework unless such framework is safely bolted or welded.
8. Containers shall be provided for storing or carrying rivets, bolts, and drift pins, and secured against accidental displacement when aloft.
9. When bolts or drift pins are being knocked out, means shall be provided to keep them from falling.
10. Impact wrenches shall be provided with a locking device for retaining the socket.
11. Connections of equipment used in plumbing-up shall be properly secured.
12. Turnbuckles shall be secured to prevent unwinding while under stress.
13. Plumbing-up guys shall be removed only under the supervision of a Competent Person.
14. Employees working above grade or any surface and exposed to protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement by the use of guardrails, or approved fall protection systems, or protective covers.
15. Exposed edges of all temporary planked or temporary metal decked floors at the periphery of the building, or at interior openings, such as stairways and elevator shafts shall be protected by a single 3/8-inch minimum diameter wire rope located between 42 and 45 inches above design finish floor height. Midrail protection shall be installed at the completion of the installation of decking.
16. Employees shall be trained in accordance with applicable OSHA standards and project-specific requirements.

TAR AND MELTING POTS

1. Any melting chamber must be vented and must have a working thermometer.
2. No melting pots or tar kettles may be located on roof surfaces. All melting pots must be on the ground outside, and at least 25 feet from any building.
3. Pipelines shall be adequately braced or supported to prevent collapse.
4. Barricades must be provided when hot liquids are present overhead on a roof or upper floor.
5. Buckets containing hot asphalt or pitch shall not be carried on ladders.
6. A fire extinguisher shall be kept near each kettle in use. Extinguisher capacity shall be at least:

    6.1. Less than 150 gallon kettle – 8:B.C.
    6.2. 150 to 350 gallon kettle – 16:B.C.
    6.3. Larger than 350 gallon kettle – 20:B.C.

7. At a minimum, an 8:BC fire extinguisher shall be kept near each kettle in use.
8. Kettle and tanker pumps shall be provided with a means of stopping the flow of hot asphalt or pitch manually from the rooftop in emergencies.
9. Pumper pipelines shall be securely fastened at rooftop and shall not be supported by ladders used for access.

WARNING SIGNS

1. The Contractor shall post site access and warning signage, including emergency contact information, in accordance with applicable requirements.
2. Project Employees shall obey all warning signs.
3. Signage shall be maintained in legible condition, and cleaned or replaced as necessary to maintain legibility.
4. All Contractor-installed warning signs, signals and barricades must be removed when the hazard no longer exists.

    4.1. The Contractor shall monitor conditions to ensure timely and accurate removal of these devices.

WORK ZONE TRAFFIC CONTROL

1. The Employer shall establish work area protection zones necessary to protect Employees and the public when work is performed in areas where pedestrians or vehicles have access.
2. All Employees in work zones shall wear Class II (for Class I and Class II exposures) or Class III reflectorized garments in accordance with the requirements of the MUTCD.
3. Traffic control shall be established in compliance with the U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), State and local traffic control regulations, the WATCH Handbook (where referenced by contract), or other contract-referenced documents/standards.

4. The Employer shall establish Work Area Protection in consideration of the location of the worksite, pedestrian and traffic conditions, and the time of day (daylight or dark).
5. The Employer shall ensure adequate protection to passing vehicles on a roadway by providing a Flagger when barricades, signs and signals may be insufficient.
6. When placing or removing Work Area Protection, the Employee shall:

    6.1. Be consistently alert to traffic conditions.
    6.2. Face oncoming traffic.
    6.3. Wear proper personal protection (e.g. traffic warning vest, hard hat, eye protection).

7. Place the initial warning sign (e.g., Construction Ahead) first and remove last.
8. Work zone sites must be made safe for pedestrians by using:

    8.1. Rope or vinyl warning tape.
    8.2. Fencing or other barricades.
    8.3. Cones and signs.
    8.4. Pedestrian crossings (designated and painted).
    8.5. Other appropriate means, methods and devices.

9. All night work requires adequate illumination to light the work area and warn public vehicular traffic. For night work, the illumination used to light the work area shall be aimed such that it does not create glare for, or blind, the public driving through the work zone.
10. The Employer shall ensure adequate protection to passing vehicles on a roadway by providing a Flagger when barricades, signs and signals may be insufficient.

Flagging Operations

1. Flagging Operations shall be conducted in accordance with the following unless a more specific standard applies:

    1.1. Flaggers shall be trained in the proper fundamentals of flagging (signaling) traffic before being assigned as Flaggers.
    1.2. The Flagger must be protected and the motorist forewarned by use of advance warning signs and cones.
    1.3. Use cones before the Flaggers position to mark the traffic lane.
    1.4. The use of high visibility orange vests shall be required to all Flaggers.
    1.5. During the hours of darkness the Flaggers shall be outfitted with a reflectorized garment, and the Flagger's position shall be illuminated.
    1.6. To Stop Traffic - The Flagger shall face traffic and hold the stop paddle in a vertical position at arm's length.
    1.7. When It Is Safe For Traffic To Proceed - The Flagger shall stand parallel to the traffic movement, and with the slow paddle held in a vertical position at arm's length.
    1.8. Flags shall be a minimum of 18" x 18" in size, and orange in color.

Plate Bridging

1. Trenches, excavations, or other surface openings or significant depressions must be covered with a bridge plate to permit safe and unobstructed flow of traffic.
2. Bridging plates must be secured from movement by a holding device(s) such as cleats, angles, bolts, tack welding, etc.
3. Bridging plates should be installed to produce a minimum amount of noise.
4. Bridging plates must extend a minimum of one foot beyond the edges, with pavement materials feathering the edges for a reasonably smooth transition.
5. Advance warning signs shall be posted when steel plates are used in a travel path.

V. FORMS, REPORTS AND DISTRIBUTION INSTRUCTIONS

This section illustrates the forms that will be used on this project.

Electronic copies of the SAF-02, SAF-03, SAF-04, SAF-06, and SAF-07 forms will be provided to the Contractor prior to the start of the project.

Owner reserves the right to change, modify, or substitute these forms.

Loss Control Survey Form ***(SAF-1)***

Loss Control Corrective Action Form ***(SAF-2)***

Environmental Health & Safety Investigation Report ***(SAF-3)***

Near-Miss Accident/Incident Report ***(SAF-4)***

Job Safety Analysis Form ***(SAF-5)***

Monthly Non-Compliance Item Summary ***(SAF-6)***

Incident / Accident Reporting Instructions ***(SAF-7)***

Loss Control Survey Form (SAF-1)

The Loss Control Survey is completed by UCIP Safety to document non-compliance items observed on or related to the project. The Loss Control Survey is distributed to the General Contractor, Owner, and Owner's Agent / Representative.

Loss Control Surveys are not prepared for individual subcontractors – all surveys on a contract package will be issued to the General Contractor.

SAF-1

Auditor:
Contractor:

University of California
LOSS CONTROL SURVEY

(enter specific project name)
Contract Number:
Survey Date:

Hazard Classification / Rating		Contractor / Subcontractor										Non-Compliance Items		
Class A Hazard: A condition or practice with substantial probability of serious injury, death, loss of body parts, permanent disability, extensive loss of body parts, permanent disability, extensive loss of structure, equipment or material. **Class B Hazard:** A condition or practice likely to cause serious injury or illness resulting in temporary disability or property damage that is disruptive but not extensive. **Class C Hazard:** A condition specifically determined not be of a serious nature, but has a relationship to safety. A condition likely to cause only minor injury or non disruptive property damage.												Project Superintendent(s) are responsible to implement corrective measures and advise Project Manager with the status/completion within 48 hours of the survey. **Contractor's Action Codes** **NR** = No Response required. Contractor corrected Hazard during survey. **R** = Response required. Contractor required to submit Corrective Action Form.		
												Number and Describe Each Item	HAZ. RATING A/B/C	CON. ACT. CODE
P. P. E.	P.P.E. - Body Parts													
	Respiratory Protection / Equipment													
Postings	OSHA Poster / Permits, Workers' Comp., Etc.													
Positions & Actions of People	Striking Against-Struck By / Ergonomics													
	Fall Potential / Elevated Work													
	Danger Area / Unsafe Act / Horseplay													
Tools And Equipment	Right Tool / Used Correctly / In Safe Condition													
	Heavy Construction Equipment / Vehicles													
General Project Conditions	First Aid, Emergency Procedures													
	Hazard Communication / MSDS / Labeling													
	Safety Training / Tailgate Meetings													
	OSHA Competent / Qualified Person Cert.													
	Fire Protection and Prevention													
	Hot Work - Cutting, Heating and Welding													
	Comp.Gasses / Flammables / Combustibles													
	Housekeeping / Sanitation / Drinking Water													
	Guardrails - Stairs, Ramps, FloorHoles, Etc.													
	Ladders, Ramps and Runways													
	Scaffolds-Planks, Rails, Bracing, Mud Sills, Etc.													
	Forklifts / Aerial Devices / Elevating Platforms													
	Cranes / Hoisting / Rigging / Inspections / Certs.													
	Erection of Structures													
	Confined Spaces - Testing, Ventilation, Etc.													
	Excavations - Shoring, Sloping, Shields, Etc.													
	Traffic Control / Flagging - Vehicle & Pedestrian													
Electrical	Grounding / GFI / Cords / Plugs / Switches / Etc.													
	High and Low Voltage - Minimum Clearances													
Environmental	Environmental Action Plan / Spill Containment													
Builder's Risk	Protection of Materials/Structure/Security													
Other	Specify:													

"Our Loss Control Survey is intended to assist you in your loss control activities. However, no responsibility is assumed for the discovery and elimination of all potential causes of loss, code violations, or exceptions to good practice and does not relieve you of any of your responsibilities to identify and correct any unsafe practices or conditions on the premises and its operations. We do not assume any liability because of conducting such survey."

Some Loss Control Surveys will require a written response by the General Contractor to demonstrate and document corrective action on the part of the General Contractor or its' subcontractors. Such surveys have an "R" in the Response required column beside a non-compliance item. Items identified with an "R" require a response using the SAF-2 Form that will be provided by UCIP Safety. Items identified with an "NR" do not require a written response.

Loss Control Corrective Action Form (SAF-2)

The Loss Control Corrective Action Form is provided to the Contractor with the SAF-1 when the Loss Control Survey requires written evidence of correction to be provided by the Contractor.

The Contractor is to complete the form in its entirety and return the form to the designated recipients for this project within 48 hours of receipt for correction of the items noted on the Loss Control Survey and provision of the written response to the Loss Control Survey.

University of California

Project Name: University of California
Contract Number: -
Contractor: 0

Survey Date:
Auditor: 0

INSTRUCTIONS: (1) Enter Company Name, (2) Enter Item Number From Loss Control Survey, (3) Enter Date Corrected, (4) Supervisor's Sign-off, (5) Supervisor's Phone Number, (6) Briefly State Corrective Action Taken, (7) Distribute Form as directed below.

(1) Company Name	(2) Item #	(3) Date Corrected	(4) Supervisor Sign-off	(5) Phone #	(6) State Corrective Action Taken

Environmental Health & Safety Investigation Report (SAF-3)

The Environmental Safety & Health Investigation Report is to be completed by the Contractor for all applicable incidents within 24 hours of the incident.

If the incident involves a subcontractor, both the Contractor and Subcontractor are to provide independent, completed reports.

If the incident requires a Root Cause Analysis to be performed, the SAF-3 is considered to be a preliminary report for initial notification purposes.

SAF-3

University of California

ENVIRONMENTAL HEALTH AND SAFETY INCIDENT INVESTIGATION REPORT

IDENTIFYING INFORMATION

Company			Project:	
General Contractor			Contract Number:	
Location Of Incident			Date Of Incident	Time / Date of Report

☐ Injury Or Illness ☐ Property Damage ☐ Environmental Incident

Injured's Name		Property Damaged	Type Of Incident: ☐ Haz Mat Spill ☐ Transportation ☐ Water Quality ☐ Tank Leak ☐ Waste Handling/Disposal ☐ IAQ ☐ Fire/Smoke ☐ Other
Job Title	Time in Position	Nature of Damage/Loss	
Nature of Injury/Illness	Part Of Body	Cost Estimated / Actual	Cost Estimated / Actual
Activity Being Performed		Object, Equipment, Substance Inflicting Damage	Nature of Damage/Loss
Object, Equipment, Substance Inflicting Harm		Person in Control of Activity at Time of Occurrence	Task/Activity Being Performed At Time of Occurrence

Severity of the Injury (check all that apply)
☐ Fatality ☐ Lost Workdays ☐ Restricted Duty ☐ OSHA Recordable
☐ Medical Treatment ☐ First Aid ☐ Other

DESCRIPTION

Describe How the Incident Occurred

CAUSE ANALYSIS

Describe The Events And Conditions That Contributed To The Accident

ACTION PLAN

What Corrective Actions Have Been Or Will Be Taken to Prevent Similar Occurrences? (include estimated time lines for completion)

REGULATORY

Has There Been Contact With A Government Agency Regarding This Incident? (if yes, describe)

Documentation Attached (list):	Prepared By:
	Title:
	Employer:
	Phone No.

SAF-3 REV 10/06

Near-Miss Incident Report (SAF-4)

The Near-Miss Incident Report is to be completed by the (Sub) Contractor for all applicable incidents within 24 hours.

If the incident involves a Subcontractor, both the Contractor and Subcontractor are to provide independent, completed reports.

SAF-4

University Of California UCIP PROJECT
NEAR-MISS INJURY / INCIDENT REPORT

Use this form to report near-miss accidents/incidents which could have, but did not, cause injuries or property loss on the job site. It may also be used to track potentially hazardous conditions which could cause an incident. Submit a copy to the OSR, OAR and to OCIP Safety.

Contractor Name:	Project Name:
Contract Number:	**General Contractor (if applicable):**

Date of Near Miss Incident:	Time of Incident:	

Location of the near-miss accident/incident (include address of the facility and location within the facility):

Description of near-miss accident/incident or condition that exists:

Recommendation for eliminating or reducing the potential hazard:

Actions taken to correct the potential problem:

Reported by:	Title:
Telephone number:	**Date of Report:**

SAF-4 REV 1/99

Job Safety Analysis Form (SAF-5)

The Job Safety Analysis is to be completed by the Contractor for all hazardous activities, whenever a pre-task analysis is required by regulation, and whenever the Contractor, Owner's Authorized Representative, or UCIP Safety Representative determines that one is necessary in order to assure a written evaluation of the hazards is necessary to help eliminate the hazards of the work.

The Owner, OAR, or UCIP Safety may also require the completion of a Job Safety Analysis for any task.

The Owner, OAR and/or UCIP Safety will not approve a Job Safety Analysis for the Contractor or Subcontractor. These parties may review the Job Safety Analysis in an effort to contribute to project safety, and may request copies be provided for evaluation prior to the start of an activity.

This form may be reproduced as necessary to complete the Analysis – that only one page is provided in this section is not to imply that any or all Job Safety Analysis can be completed using one page.

Basic instructions for completing the Job Safety Analysis are found in Section III. For additional information, please contact UCIP Safety.

SAF-5

JOB SAFETY ANALYSIS	JOB OR TASK: *University of California*		DATE: PAGE ___ OF ___
INSTRUCTIONS ON REVERSE SIDE	JSA NO. ____ ☐ NEW ☐ REVISED	SUPERVISOR:	ANALYSIS BY:
COMPANY/ORGANIZATION:	PROJECT:	LOCATION:	REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:

#	SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE

Monthly Non-Compliance Item Summary (SAF-6)

The Monthly Non-Compliance Item Summary is prepared by UCIP Safety at the end of each month to provide project safety compliance information to the Owner and OAR.

This report will list the General/Prime Contractor and all Subcontractors working under that General/Prime Contractor. The report will identify the number of non-compliance observations by category for the report period.

The SAF-6 is distributed to the Owner and OAR by the UCIP Safety Representative..

SAF-6

Non-Compliance Item Summary by Contractor-Project Cummulative Totals thru (MONTH/YEAR)

INSERT CAMPUS LOGO AND PROJECT *Project Cummulative Totals*	P.P.E. - Body Parts	Respiratory Protection / Equipment	OSHA Poster / Permits, Workers' Comp., Etc.	Striking Against-rebar cap	Fall Potential / Elevated Work	Danger Area / Unsafe Act / Horseplay	Right Tool / Used Correctly / In Safe Condition	Heavy Construction Equipment / Vehicles	First Aid, Emergency Procedures	Hazard Communication / MSDS / Labeling	Safety Training / Tailgate Meetings	OSHA Competent / Qualified Person Cert.	Fire Protection and Prevention	Hot Work - Cutting, Heating and Welding	Combustible gas, flammables	Housekeeping / Sanitation / Drinking Water	Guardrails - Stairs, Ramps, Floor Holes, Etc.	Ladders, Ramps and Runways	Scaffolds-Planks, Rails, Bracing, Mud Sills, Etc.	Forklifts / Aerial Devices / Elevating Platforms	Cranes / Hoisting / Rigging / Inspections / Certs.	Erection of Structures	Confined Spaces - Testing, Ventilation, Etc.	Excavations - Shoring, Sloping, Shields, Etc.	Traffic Control / Flagging - Vehicle & Pedestrian	Grounding / GFI / Cords / Plugs / Switches / Etc.	High and Low Voltage - Minimum Clearances	Environmental Action Plan / Spill Containment	Protection of Materials/Structure/Security	Powered Actuated Tools	Specify; Tempoary Lighting	Totals
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Project to Date Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Incident / Accident Reporting Instructions (SAF 7)

REGENTS OF THE UNIVERSITY OF CALIFORNIA
UNIVERSITY CONTROLLED INSURANCE PROGRAM
ACCIDENT/INCIDENT REPORTING PROCEDURES

ALL SUBCONTRACTORS OF ANY TIER ARE REQUIRED TO:

1. REPORT AND INVESTIGATE ALL ACCIDENTS IMMEDIATELY TO THEIR SUPERVISOR AND THE JOBSITE SAFETY REPRESENTATIVE.
2. If the injury is of an emergency nature and transportation is needed, call **911**. Should the employee require medical treatment of a non-emergency nature, provide the employee with the ***Treatment Authorization Form*** and transport the employee to the designated occupational facility. Do not leave the injured worker unattended.

Medical Treatment Facilities and Locations:

Clinic	(Clinic Name)	(Address)	(Phone #)	(Hours of Operation)
Hospital	(Hospital Name)	(Address)	(Phone#)	(Hours of Operation)

3. For all Medical Recordable Claims that are not considered First Aid by the treating facility or fit within the definition of First Aid as defined by Title 8, Section 14300.7, complete the following:

   3a. ***Employer's Report of Occupational Injury or Illness*** (form 5020 attached).
   3b. Provide the injured employee with the ***Employee's Claim for Workers' Compensation Benefits*** (form DWC-1 attached) to complete and return to the employer. As an alternative, if you cannot personally provide the DWC-1 form to the injured worker, mail it to the employee within one business day of your knowledge of the claim as the employer.
   When the employee returns the ***Employee's Claim for Workers' Compensation Benefits*** (DWC-1) form, complete the employer section. Separate and distribute copies as indicated on the bottom of each copy.
   3c. Provide the injured employee a copy of the brochures, "Facts about Workers Compensation" and "Facts for Injured Workers".

4. For First Aid Claims only that are not considered a Medical Recordable Claim as defined by Title 8, Section 14300.7, complete the following.

   4a. ***Employer's Report of Occupational Injury or Illness*** (form 5020 attached).

5. Within 12 hours, report all claims (First Aid and Medical) to the insurance carrier, Zurich NA.

   5a. To report claims call **1-877-928-4531.** This reporting number is available 24 hours, seven days a week. Request that Zurich provide a copy of the completed form to the respective contractor.
   If you prefer to fax your injury to Zurich, please fax completed Form 5020 and fax to Zurich at (877) 962-2567. Reference "New Claim (Indicate Medical or First Aid – UCIP and Project Name").
   5b. **If the injury is considered a Medical Claim (not First aid),** notify Zurich at the time of reporting the claim that the injury is a "Medical Claim".
   5c. **If the injury was a First Aid injury (not considered a Medical Recordable Claim),** notify Zurich at the time of reporting that the claim is a "Notice Only" or "Let Rest" report.
   Note: When the injury is First Aid only, notify the clinic to send all bills for treatment to the employer.

6. Upon notification of an injury or potential claim regardless of whether it is a First Aid or Medical, immediately contact:

6a. Designated Project Safety Manager – (Insert the Name and Phone#).
6b. The UCIP Safety Representative- Steve Hooper (530) 770-1552 (Northern California) or Craig Hudson (Southern California) (951) 256-7595.

7. Information and follow-up on specific claims may be obtained via the following parties:

Zurich - Workers' Compensation Claims
Workers' Compensation Claims:
1400 American Lane, Schaumburg, IL 60196
Tel: (877) 928-4531
Fax: (877) 962-2567
Reference: UCIP and Project Name

8. The UCIP Incident review meeting and the other incident documentation:

8a. The General Contractor is required under the UCIP Safety Manual to setup an incident review meeting within **24 hours** of the incident. **See the UCIP Safety Manual for details regarding the Incident Review Meeting and required attendees.**
8b. The employer of the injured employee is to complete an **"Environmental Health and Safety Incident Investigation Report" within 24 hours** of the Incident and forward a copy to the UCIP Safety Representative -Steve Hooper (Northern California) at steven.hooper@willis.com or Craig Hudson (Southern California) at craig.hudson@ willis.com and a copy to the General Contractor's Safety Representative.
8c. A copy of the injured workers "Status Report" obtained from the treating facility is to be forwarded to the UCIP Safety Representative- Steve Hooper (Northern California) at steven.hooper@willis.com or Craig Hudson (Southern California) at craig.hudson@ willis.com and the General Contractor's Safety Representative. **Note: For privacy reasons, please black out all personal information on the form except the name of the injured worker prior to sending this document.**
8d. All employers are to maintain their own OSHA 300 logs as required by regulation. In addition to the OSHA 300 log, employers are to maintain a First Aid log or Incident log indicating the name of the injured worker, date of injury, description of the injury, cause of injury, type of injury, and status of injury. The log is to be made available for review at the request of the UCIP Safety Representative.

9. Refusal for Medical Treatment by the Injured Employee:

9a. Complete all documentation as described in #3 or # 4 above depending on the classification of injury.
9b. Have the injured worker sign the "Acknowledgement of Refusal for Medical Treatment".
9c. Call the injury into Zurich Insurance at described in #5 above. **Notify Zurich the injured employee has refused treatment and has signed a Refusal for Medical Treatment and that the claim will be a "Notice Only" report.**
9d. Provide notification as described in #6 above.
9e. Set up an incident review meeting as described in #8 above.

10. Near-Miss Reports and Documentation:

10a. Complete the "Environmental Health and Safety Incident Investigation Report".
10b. Notify the party described in #6 above.
10c. If the incident is of a serious nature that could have resulted in a serious injury to a worker or if the General Contractor, employer, Owner's Authorized Representative, or UCIP Safety Representative believes that an incident review meeting is necessary, an incident review meeting will be setup as described in #8 above.

11. Any questions regarding the Incident/Accident Procedures should be referred to Steve Hooper, Willis Insurance Services, the UCIP Safety Representative for Northern California at (530) 392-2265 steven.hooper@willis.com or Craig Hudson, Willis Insurance Services, the UCIP Safety Representative for Southern California at (951) 256-7595 craig.hudson@willis.com .

VI. APPENDICES

DEFINITIONS

The following titles and acronyms may not reflect the actual titles and acronyms in use by all entities on this project and do not have any force or effect beyond their use in the Safety Standards. Due to such differences in nomenclature among Owners and Contractors, the following are used throughout the UCIP Safety Standards Manual to establish the functional framework for the UCIP Safety Program.

Authorized Representative. (In reference to an employee's assignment) Selected by the employer for that purpose.

Competent Person. One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

Contractor. The term "Contractor" means the person or firm identified as the Contractor, CM/Contractor, Design Builder, or Prime Trade Contractor in the Agreement, and is referred to throughout the Contract Documents as if singular in number.

Contractor's Project Manager (CPM). The senior on-site management person for the Contractor with responsibility for execution of the contract, including compliance with the UCIP Safety Standards. In some cases, the actual on-site representative may be a Superintendent or a Foreman. In such cases, this is the applicable person when the CPM is referenced. The CPM is responsible for the ongoing implementation and enforcement of the Contractor's Site-Specific Safety Program.

Contractor's Project Superintendent (CPS). The senior on-site Superintendent for the Contractor with responsibility for execution of the contract, including compliance with the UCIP Safety Standards. In some cases, the actual on-site representative may be an Assistant Superintendent or a Foreman. In such cases, this is the applicable person when the CPS is referenced. The CPS is responsible for and accountable for the ongoing implementation and enforcement of the Contractor's Site Specific Safety Program (SSSP).

Contractor's Safety Manager (CSM). Contractor Employee dedicated to the responsibility of implementing the Contractor's Safety Program and/or Injury and Illness Prevention Program, including ongoing identification and correction of hazards.

Contractor's Safety Representative (CSR). Contractor Employee assigned the responsibility of implementing the Contractor's Safety program and/or Injury and Illness Prevention Program, including ongoing identification and correction of hazards.

Employee. Person employed by an Employer as defined by this section.

Employer. Firm or entity that has Employees working on site and is enrolled in the UCIP program. The term Employer includes the Contractor and Subcontractors of all tiers. For the purposes of the Safety Standards, vendors, suppliers, and service providers on the project for the furtherance of the project are covered by this definition and are subject to the provisions of the Safety Standards even though they are not controlled by the UCIP.

OSHA. OSHA as used in the context of these Safety Standards refers to the State or Federal agency with jurisdiction over workplace occupational safety and health at the project site.

Owner. University of California

Owner's Authorized Representative. The Owner's Employee or agent with overall responsibility for the project and/or UCIP.

Qualified Person. A person designated by the employer who by possession of a recognized degree, certificate

license, or professional standing, or who, by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the project.

Site-Specific Safety Program (SSSP). The Employer's Site-Specific Safety Program prepared in accordance with the requirements of this document and the Contract.

Subcontractor. Firm or other entity awarded work by a Contractor on a particular construction project. Subcontractor as used herein shall apply to all tiers of Subcontractors, as well as vendors and service providers performing work for the benefit of the Contractor. For the purposes of the UCIP Safety Standards, vendors, suppliers, and service providers on the project for the furtherance of the project are covered by this definition and are subject to the provisions of the UCIP Safety Standards even though they may not be enrolled in the UCIP.

Subcontractor's Project Manager (SPM). The senior on-site management person for the Subcontractor with responsibility for execution of the contract, including compliance with the UCIP Safety Standards. In some cases, the actual on-site representative may be a Superintendent or a Foreman. In such cases, this is the applicable person when the SPM is referenced. The SPM is responsible for and accountable for the ongoing implementation and enforcement of the Subcontractor's Site Specific Safety Program.

Subcontractor's Project Superintendent (SPS). The senior on-site management person for the Subcontractor with responsibility for execution of the contract, including compliance with the Safety Standards. In some cases, the actual on-site representative may be an Assistant Superintendent or a Foreman. In such cases, this is the applicable person when the SPS is referenced. The SPS is responsible for and accountable for the ongoing implementation and enforcement of the Subcontractor's Site Specific Safety Program.

Subcontractor Safety Representative (SSR). Subcontractor Employee assigned the responsibility of implementing the Contractor's Injury and Illness Prevention Program, including ongoing identification and correction of hazards.

UCIP Safety. Willis, Insurance Carrier representative(s) responsible for monitoring, evaluating and coordinating the Contractor's safety, health, and environmental compliance.

University Controlled Insurance Program (UCIP). Owner's (UC) wrap-up insurance program which provides insurance coverage for eligible and enrolled owner's representatives, Contractors, and Subcontractors of any tier, working on the UC UCIP project sites. The Owner identifies program participants and participants must enroll in the program.

Willis Insurance Services (Willis). The party responsible for brokering and administering the UCIP Insurance Program and developing and monitoring compliance with the UCIP Safety Standards.

ACRONYMS

Following is a list of acronyms used in this document.

ACM	Asbestos Containing Material
AHA	Activity Hazard Analysis
ANSI	American National Standards Institute
CDL	Commercial Driver's License
CPM	Contractor's Project Manager
CPR	Cardio Pulmonary Resuscitation
CPS	Contractor's Project Superintendent
CSM	Contractor's Safety Manager
CSR	Contractor's Safety Representative
EPA	Environmental Protection Agency
GVW	Gross Vehicle Weight
HEPA	High Efficiency Particulate Air
JHA	Job Hazard Analysis
LBP	Lead Based Paint
LEL	Lower Explosive Limit
MSDS	Material Safety Data Sheet
MUTCD	Manual on Uniform Traffic Control Devices
NFPA	National Fire Protection Association
NOTAM	Notice to Airmen
OAR	Owner's Authorized Representative
UCIP	Owner-Controlled Insurance Program
OSHA	Cal/OSHA and/or Federal OSHA (refer to context)
PACM	Presumed Asbestos Containing Material
PPE	Personal Protective Equipment
SPM	Subcontractor's Project Manager
SPS	Subcontractor's Project Superintendent
SSR	Subcontractor's Safety Representative
SSSP	Site-Specific Safety Program
UL	Underwriters Laboratories ®
UCIP	University-Controlled Insurance program
USDOT	United States Department of Transportation
WATCH	Work Area Traffic Control Handbook