

CONSTRUCTION SITE SAFETY TASKS AND REQUIREMENTS

<u>Task</u>	<u>Responsibility</u>	<u>Timing</u>	<u>eBuilder Process?</u>	<u>Notes</u>
Contractor Pre-Work Evaluation Form	Contractor or CM/DB	Prior to construction start	Yes	Contractor submits completed form to PM who then uploads to ebuilder for ORM to review and comment. (CPWE Form available on FOD Vendor Resource page.)
Site Specific Safety Plan	Contractor or CM/DB	Prior to construction start	Yes	Contractor submits SSSP to PM who then uploads to ebuilder for ORM and EHS to review and comment. (Safety plan checklist provided on FOD Vendor Resource page for reference.)
Conduct Site Safety Audit	Contractor or CM/DB	Project size determines frequency, but at least once during construction.	No	PM to file copy of completed audit in project file. (Audit form template on FOD Vendor Resource page for reference; contractor may use their own form if PM approves.)
Safety Activity Coordination	Contractor or CM/DB	Occurs prior to major activities.	No	This is a pre-installation meeting to discuss safety requirements before a major activity begins on site. (Checklist tool on FOD Vendor Resource page for reference.)
Incident Report	Contractor or CM/DB	As needed.	Yes	Contractor begins this process in eBuilder and provides information pertaining to incident.

Note: See *FOD Vendor Resource Page* for forms, checklists and guidelines:
<https://fod.osu.edu/resources>, under the section titled "Construction Site Safety Requirements."

Acronyms:
 CPWE - Contractor Pre-Work Evaluation
 SSSP - Site Specific Safety Plan
 ORM - Office of Risk Management
 EHS - Environmental Health & Safety