

CONSTRUCTION SITE SAFETY TASKS AND REQUIREMENTS

Site Safety Task	Primary Responsibility	Timing	eBuilder Process?	Notes
Contractor Pre-Work Evaluation Form	Contractor or CM/DB	Prior to construction start	Yes	Required for projects over \$500K. Contractor or FDC PM 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	SSSP required for all projects, and may be very simple plan for small projects. Contractor uploads SSSP to ebuilder for review comment by FDC PM, ORM and EHS. (Safety plan checklist provided on FOD Vendor Resource page for reference.)
Conduct Site Safety Audit	Contractor or CM/DB (Contractor performs audit, but PM initiates and is in attendance)	Project size and scope determines frequency, but at least once during construction.	No	At least one audit required for every project to ensure proper attention is being given to jobsite safety. 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	Required for all projects as applicable to project scope. 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	Required for all projects if an incident occurs. Contractor or PM begins this process in eBuilder and provides information pertaining to incident.

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

Note: The above Construction Site Safety processes are not required for WMC maintenance projects, however project managers should still hold contractors accountable to ensure a safe jobsite.