

University Construction Site Safety Guidelines

Overview

The goal of this initiative:

- To provide structured and consistent guidelines to improve the level of safety on campus construction sites.
- To better integrate Facilities Design & Construction (FDC) processes with Office of Risk Management (ORM) and Environmental Health & Safety (EHS) to create a more comprehensive safety program on all of our projects.
- To provide processes and tools available for use by FDC staff, external contractors and consultants.

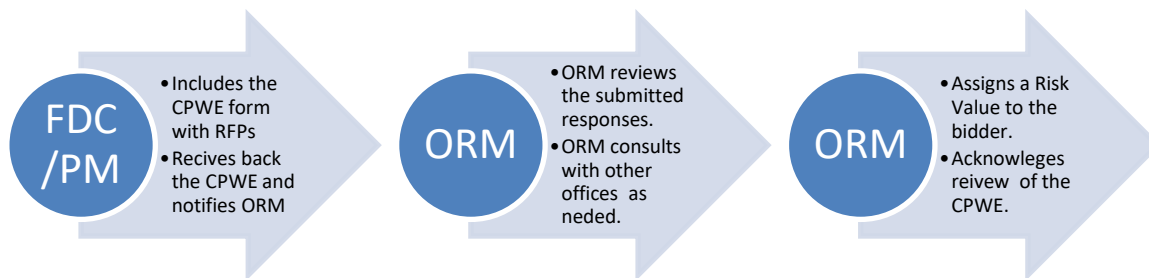
The implementation includes the following:

- Require Contractor Pre-Work Evaluation (CPWE) form to be submitted by construction team.
- Require an approved Site Specific Safety Plan (SSSP) for every project.
 - Checklist of typical documents to be included in the safety plan.
 - Ensure inclusion of required subcontractor safety plans.
- Conduct site safety activity coordination as appropriate for the project scope.
- Perform periodic project safety audit.
- Defined reporting process for serious Incidents/Accidents
- Update Building Design Standards (Appendix V, Safety Health & Environment)

Contractor Pre-Work Evaluation

The University values the responsible and conscientious work of all contractors performing services. Safety management systems, loss prevention protocols, and environmental stewardship all play an important role. To this end, the Office of Risk Management will conduct a CPWE to assess the safety structure and history of bidding contractors prior to award. Construction Manager and Design Build teams submit the CPWE form during the Request For Proposal process. General Contractors submit the CPWE form with their bidder's qualification documentation. A copy of the CPWE form can be accessed here:

<https://fod.osu.edu/resources>, under the section titled "Construction Site Safety Requirements."



Assessment Process for Contractor Pre-Work Evaluation

- FDC PM / CM coordinates with ORM to conduct a Contractor Pre-Work Evaluation
- Construction Team completes and submits the CPWE form to FDC PM who forwards to ORM
- ORM conducts independent assessment of the metrics and responses and may consult with EHS, Legal Affairs or other industry sources.
- ORM provides a response to FDC PM regarding the acceptability or other standing of the Construction Team based on the CPWE

Note: This process will be incorporated into the eBuilder system in late Spring 2021 so all will be accomplished electronically within the project management software.

Site Specific Safety Plan (SSSP)

Every project will be required to have an approved Site Specific Safety Plan.

- List of Critical Safety Plans and Documents

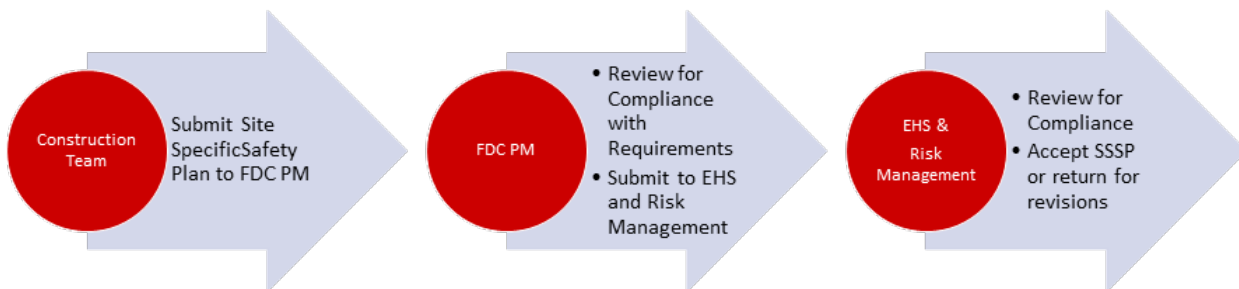
Because each project is somewhat unique in terms of scope and associated safety planning, a safety plan checklist was developed to provide a strong reference for FDC PMs to review with the contractors to ensure all needed plans have been incorporated into the SSSP. A copy of this checklist can be accessed here: <https://fod.osu.edu/resources>, under the section titled "Construction Site Safety Requirements."

- Requirement for additional (subcontractor) safety programs

Because contractors are currently required to include the work of subcontractors in the SSSP, and to clarify the need for a comprehensive safety plan, The SSSP shall cover ALL scopes of work performed under the project contract including any scopes of work that are subcontracted to others.

- Approval Process for Site Specific Safety Plan

In order to assure each project has the appropriate safety program in place, the following process has been developed for review and acknowledgement of each SSSP.



- Construction Team submits SSSP to FDC PM at least 10 days prior to construction start
- FDC PM reviews for completeness and provides comments back
- Construction Team makes necessary adjustment and resubmits
- FDC PM submits to ORM and EHS for their review/comment
- Construction Team makes necessary adjustment and submits final plan for acceptance
- FDC PM submits final SSSP to ORM and EHS and generates acceptance letter to Construction Team

FDC PM leads safety focused discussion during kickoff meeting prior to start of construction:

- Larger projects – dedicated separate meeting
- Smaller projects – agenda item during preconstruction meeting
- Under \$200K projects – discussion with DB or GC about FDC safety guidelines

Note: This process will be incorporated into the eBuilder system in late Spring 2021 so all will be accomplished electronically within the project management software.

Site Safety Activity Coordination

As projects progress, it is important to continually review and coordinate the safety of the job site. The FDC PM will coordinate with Construction Team to have safety focused discussions. Specific OSU subject matter experts will be invited as required (i.e. EHS, Public Safety, TTM, Engie, etc.) to ensure the Construction Team understands OSU parameters and requirements. For smaller projects, this can be a dedicated agenda item that is part of the weekly progress meetings. For larger projects, this may need to be a meeting dedicated solely to plan for certain activities. These safety-focused meetings may vary in frequency depending upon the scope and active work on a project but should include safety items both inside and outside the construction boundary. To ensure the critical items are reviewed and discussed each week, a checklist has been developed to assist the review of upcoming activities on the job site. This checklist can be accessed here: <https://fod.osu.edu/resources>, under the section titled "Construction Site Safety Requirements."

Periodic Project Safety Audit

To assure compliance with the approved Site-Specific Safety Plan, the FDC PM / CM will periodically require an audit to be performed of the project activities. The number and frequency of these audits will be dependent on the size, complexity, and duration of the project, but must be completed at least once for each project during the construction activities. While it is impossible to develop a "one size fits all" a template has been developed to provide a comprehensive set of criteria for the PM / CM to use while evaluating the audit completed by the Construction Team. A copy of this template can be accessed here: <https://fod.osu.edu/resources>, under the section titled "Construction Site Safety Requirements."

Reporting Process for Serious Incidents/Accidents

Construction Teams shall report all work-related injuries, illnesses, property damage, and environmental release incidents, to ORM within 24 hours of the occurrence, specifically:

- An OSHA recordable, including any incident resulting in a disability or lost time;
- Participant seeks medical attention (OSU Student Health Services, health care provider, urgent care center, or hospital emergency department);
- Emergency Service response is called.
- Any property damage event resulting in a loss to the university.
- Any significant release of hazardous materials into the worksite.

Incident/Accident report is provided to ORM as follows:

- Contractor notifies FDC PM immediately and PM promptly notifies Director of Projects and FDC AVP
- Contractor fills out their incident form and submits to FDC PM
- FDC PM sends to ORM
- ORM receives and reviews incident and may follow up with Contractor for more detail as required.
- ORM provides recommended action as warranted.

Note: This process will be incorporated into the eBuilder system in late Spring 2021 so all will be accomplished electronically within the project management software.

Updates to Building Design Standards, Appendix V

To incorporate best practices for construction site safety on University projects, updates have been made in the Building Design Standards, Appendix V Safety Health & Environment to reflect the information provided in this document and additional referenced information provided here: <https://fod.osu.edu/resources>, under the section titled "Construction Site Safety Requirements."
