

# San Francisco Public Utilities Commission (SFPUC) Safety Approach

The San Francisco Public Utilities Commission (SFPUC) Construction “Safety Approach” applies to all personnel and companies contracted to work on any Project related to the SFPUC Infrastructure/Capital Improvement Programs (CIP). As part of the Safety Approach, all Parties are required to comply with the SFPUC construction contract safety requirements, the California Code of Regulations Title 8, and all applicable Federal and Local regulatory standards. If there is a conflict between any applicable safety standards, the most stringent shall apply.

The goal of the Safety Approach is to establish superior safety performance on **SFPUC Infrastructure/CIP** projects and to define roles, responsibilities, programs, policies and procedures to accomplish this goal. All Parties to this Approach shall implement measures to develop an acute awareness that shall promote error-free performance at the project worksites and facilitate achieving contract objectives in the safest manner possible. An additional safety goal is to construct each Project with ZERO incidents, totally free from accidents. This goal can only be achieved when everyone commits to error-free performance. The Commitment to achieve this goal will result in increased productivity and the prevention of job related losses.

The successful implementation of this Safety Approach involves safety awareness at all levels of program/project management. The emphasis of top-down support is the key to the development of a safety culture within the SFPUC Infrastructure/CIP projects. The primary participants in the Safety Approach are the construction general contractors including their subcontractors (collectively “GCs”), the Construction Management (CM) Firms, and City employees.

The following responsibilities of each participant to provide the basis for implementing and monitoring the key elements of the Safety Approach that will minimize incidents and maximize project quality and productivity:

## **Contractors:**

The GCs will have *full and total* responsibility for the construction means, methods, techniques and all construction site safety on the project. The GCs will:

- Commit to a serious, rigorous and persistent SFPUC Infrastructure/CIP Safety Approach.
- Develop a project safety plan that conforms to the requirements of the Safety Approach and all applicable laws, rules and regulations.
- Implement and administer the GCs’ safety plans in compliance with the SFPUC Safety rules, regulations and approach guidelines.
- Document that each employee has received and understands appropriate Project Site-Specific Orientation and Training and provides this documentation to the Resident Engineer (RE).

- Ensure that each employee is trained in proper work practices to perform his/her job safely and ensure that the required documentation is provided to the RE to verify this training.
- Verify that each employee understands the hazards related to the project and the applicable provisions of the emergency action and medical emergency plans.
- Ensure that all subcontractors comply with the requirement of the Safety Approach and the GCs' safety plans and take corrective actions to ensure this compliance requirement.
- Provide the Project with a person who is a "Qualified" safety professional and "competent person(s)" as defined in OSHA, and outlined in the project contract specifications.
- Provide, at a minimum, a weekly documented safety inspection of the construction activities in accordance with California Code of Regulations Title 8, Sections 1509 and 3203 (a) (4) (A) (B) (C), complete with corrective actions to the RE, if requested.
- Conduct daily documented inspections of the Project site with special emphasis on observing and correcting unsafe worker behavior and Project site conditions.
- Develop written Job Hazard Analysis (JHA) reports for Project high-hazard construction work activities and provide this written documentation to the RE prior to beginning work.
- Conduct, at a minimum, safety and health meetings every ten working days that are relevant to the specific types of work at the project site, which comply with California Code of Regulations Title 8, Sections 1509 and 3203 (a) (7) (A)-(F). The GC shall prepare documentation of meeting content and worker attendance and provide this documentation to the RE.
- Investigate all incidents, accidents and near misses involving all workers, visitors or equipment. The responsible RE shall be informed by the GC of all incidents at the time of occurrence, initial written incident reports shall be submitted to the RE within 24-hours of the occurrence with the final investigation reports submitted to the RE within 48-hours of the incident.
- Provide written project incident "Root Cause" and corrective action results to the RE within Ten (10) working days for review.
- Submit a monthly project statistical report to the RE. The statistical report shall include hours worked by the GC, "OSHA Recordable" Incidents and Incident Rate, "Lost Work Day Cases" and Incident Rate, Lost Work Days, and Days Away from Work (DAW) Rate "First Aid Cases" and "Property Damage" Incidents.

- Remove any workers and supervisors from the project site who violate the GC or Safety Approach rules and procedures.
- Ensure that GC and subcontractor supervisors understand and enforce safe work practices.
- Ensure that all “Personal Protective Equipment” is available and being used properly by project workers.
- Ensure that all construction equipment and motor vehicle certifications, inspections, repair and controls are in place and in compliance with project and regulatory requirements. Annual crane certification(s) and operator certifications shall be delivered to the RE prior to the crane(s) starting work on the Project.
- Ensure that lifting operations are in strict compliance with California Code of Regulations Title 8 and manufacturer’s specifications and limitations applicable to the operations of any and all cranes.
- Attend meetings (e.g., involving project IDLH, Safety Incidents, Stop Work) when requested and/or required by the SFPUC Infrastructure/CIP RE, which address project safety issues such as imminent hazards or shutdowns.
- Submit required safety plans, reports and training records to the RE for all projects hazardous materials work, such as but not limited to lead, asbestos, mold and contaminated soil.

### **Construction Management Firms:**

The Construction Management (CM) Firms will be responsible for monitoring the GCs’ compliance with the SFPUC Safety Approach as it relates to their projects as follows:

- Commit to a serious, rigorous and persistent SFPUC Safety Approach.
- Require GCs to report safety performance and issues within their area of responsibility at weekly construction meetings.
- Advise and take action as necessary to correct any observed project safety hazards that pose an imminent danger to life or health.
- Maintain and enforce GC incident notification requirements associated with timely reporting of all project incidents and/or injuries.
- Maintain and enforce requirements for the GC to prepare and submit written Incident Investigation reports per the Safety Approach.
- Maintain and enforce the timely submission of GC JHA reports, weekly safety audits, worker safety training documentation, OSHA safety permits, engineered shoring plans, crane inspections or any other project safety documentation requirements.
- Notify the Construction Management Bureau (CMB) Safety Manager of

all incidents and accidents.

In addition, the CM firms will have full and total responsibility for the safety of their own employees and their subcontractors on their projects and will develop project-specific safety plans for review by the CMB Safety Manager. Related duties and responsibilities include:

- Ensure that all CM supervisory staff attends the Project Site-Specific Safety Orientation Training.
- Ensure that the CM staff and CM subcontractors understand and comply with the Safety Approach.
- Ensure that all “Personal Protective Equipment” is available and being used properly by CM employees and subcontractors.

CM firms shall be fully aware of the applicable health and safety requirements in the construction industry and in the performance of their work with the SFPUC. Consultant personnel shall possess the necessary health and safety training in order to perform their work and shall provide documentation of such training when requested by the SFPUC. The requisite training and documentation shall be done at the Consultant’s own expense without reimbursement from the SFPUC.

### **CMB Construction Manager:**

The CMB Construction Manager will be responsible for the implementation and monitoring of the Safety Approach by all project participants. Specific duties and responsibilities are as follows:

- Commit to a serious, rigorous and persistent SFPUC Safety Approach.
- Conduct a documented Pre-Construction Safety Review meeting with the CM team and the GCs performing the work. Site-Specific Safety Plan requirements and hazard assessment observations shall be reviewed.
- When in attendance, review project site safety information at the SFPUC Infrastructure/CIP project progress meetings.
- Provide timely information to SFPUC Infrastructure/CIP Management regarding project safety issues.
- Provide timely information to SFPUC Infrastructure/CIP Management regarding project injury or incidents.
- Monitor CM team and GC incidents and injuries on the job site and ensure that required incident reports are completed in efficient and timely manner and submitted to SFPUC Infrastructure/CIP Management.
- Investigate and provide a follow-up report to SFPUC Infrastructure/CIP Management regarding any project where an RE issues a “Stop Work”

directive due to safety issues or imminent danger to life or health.

- Advise and take action as necessary to correct any observed project safety hazards that pose an imminent danger to life or health.
- Attend and provide overview of SFPUC Safety Approach at pre-bid, pre-construction and pre-mobilization meetings.
- Visit SFPUC Infrastructure/CIP construction projects periodically as necessary (frequency to be determined by the nature of the project) to carry out the duties and responsibilities set forth in the SFPUC Safety Approach.
- Provide consultation to Construction Managers and REs managing construction projects on safety regulations.
- Provide safety coordination with the SFPUC Health and Safety Program.
- Provide safety consultation to RE and his/her team.
- Support SFPUC Infrastructure/CIP in safety inspections (OSHA, APCD, etc.) conducted by regulatory agencies on project sites.
- Provide safety consultation services to the RE. In addition, the CMB Safety Manager will provide:
  - Follow-up Injury/Incident Investigations Oversight
  - Regulatory and Contract/Specification document review
  - Safety Coordination with SFPUC Health & Safety Program

### **SFPUC Infrastructure/CIP:**

As the Project Owner, the SFPUC Infrastructure/CIP staff will determine the overall approach to safety for the SFPUC Infrastructure/CIP Projects, approve the overall approach to safety management to authorize the resources necessary to effectively implement the Safety Approach, ensure contractual documents define the requirements for conformance to the Safety Approach, and be responsible for establishing and maintaining the project support necessary for City staff working on the project sites. In addition, the SFPUC Infrastructure/CIP staff and other City staff will:

- Commit to a serious, rigorous and persistent SFPUC Safety Approach.
- Provide the CMB Safety Manager with specific SFPUC Infrastructure/CIP facility/operation safety requirements (e.g., hazardous materials, restricted areas, etc.) that could affect the construction project.
- Ensure pre-existing, site-specific safety hazards are identified in the construction contracts.
- Ensure that the requirements for the Safety Approach are included in

each SFPUC Infrastructure/CIP construction contract.

- Attend Project Safety Pre-Bid, Pre-Construction and Pre-Mobilization meetings as part of the Safety Approach requirements.
- If providing any of the Construction Management position on a project, initiate the responsibilities identified for SFPUC Infrastructure/CIP Construction Management Firms section in this Safety Approach.
- If providing CM staff to a project managed by a CM Firm, collaborate with the CM Firm in the development of the Project Safety Plan for the CM team.
- Advise and take action as necessary to correct any observed safety hazards that pose an imminent danger to life or health.
- Ensure that City staff has required “Personal Protective Equipment” and that it is being utilized properly.
- Collect data for incorporation into the Monthly Safety Statistical Reports.
- Ensure compliance with all SFPUC safety requirements as mandated by Federal, State and Local laws, rules, regulations and policies as they apply to SFPUC Infrastructure/CIP Projects.