

DIVISION 0 - BIDDING REQUIREMENTS, CONTRACT FORMS AND CONDITIONS OF THE CONTRACT

Document 00860 - Safety Management

**1.01 CONTRACTOR FULL RESPONSIBLE FOR SAFETY**

- A. The Contractor assumes full and sole responsibility for and shall comply with all laws, regulations ordinances, and governmental orders pertaining to safety in the performance of this Contract. The Contractor shall conduct all operations under this Contract so as to offer the least possible obstruction and inconvenience to the Port, its tenants, the public, and abutting property owners. The Contractor shall be responsible for employing adequate safety measures and taking all other actions reasonably necessary to protect the life, health, and safety of the public and to protect adjacent and Port-owned property in connection with the performance of the Work.
- B. The Contractor shall have the sole responsibility for the safety, efficiency and adequacy of the Contractor's plant, appliances and methods, and for any damage or injury resulting from their failure, or improper maintenance, use or operation. The Contractor shall be solely and completely responsible for the conditions of the Project Site, including safety of all persons and property in performance of the Work. This requirement shall apply continuously, and is not limited to normal working hours. Nothing the Port may do, or fail to do, with respect to safety in the performance of the Work shall relieve Contractor of this responsibility.

**1.02 REFERENCES**

- A. The Contractor shall comply with the provisions found in the Capital Improvement Program's Construction Safety & Health Manual, the Federal Occupational Safety and Health Act of 1970 (OSHA), including all revisions and amendments thereto; the provisions of the Washington Industrial Safety Act of 1973 (WISHA); and the requirements of the following chapters of the Washington Administrative Code:
  - 1. Chapter 296-24 WAC General Safety and Health Standards
  - 2. Chapter 296-62 WAC Occupational Health Standards
  - 3. Chapter 296-155 WAC Safety Standards for Construction Work
  - 4. Chapter 296-800 WAC Core Safety & Health Standards
  - 5. ANSI/ASSE Standards
- B. In addition, the Contractor shall comply with the following requirements when they are applicable:
  - 1. Local Building and Construction Codes
  - 2. POS Fire Department Standards
  - 3. NFPA 70E
  - 4. National Electrical Code
  - 5. FAA Circular, Latest FAA Advisory Circular regarding Operational Safety On Airports During Construction.

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NOTE: In cases of conflict between different safety regulations, the more stringent regulation shall apply.

**1.03 DEFINITIONS**

- A. **PROGRAM SAFETY DIRECTOR (PSD)**  
An employee of the Port or designated consultant who is responsible for the day-to-day management of the Port of Seattle's Construction Safety Program.
- B. **FIELD SAFETY MANAGER**  
An employee of the Port or designated consultant who conducts and monitors jobsite inspections and verifies Contractor compliance with identified corrective actions.
- C. **CONTRACTOR**  
Normally the General Contractor hired by the Tenant. However in the case where a Tenant directly hires more than one Contractor to be on site at one time, the responsibility of the Contractor shall apply to the Tenant as well as the contractors on site.

**1.04 RELATED SECTIONS**

- A. Section 01140 – Operational Safety on Airports
- B. Section 01305 – Pre-Construction Submittals
- C. Section 01330 – Submittals
- D. Section 01500 – Temporary Facilities and Controls
- E. Section 01567 – Airport Personnel Identification/Access Control
- F. Section 01570 – Traffic Control
- G. Section 01740 – Cleaning
- H. Section 02111 – Soil Handling in Contaminated Areas
- I. Section 02220 – Site Demolition

**1.05 SUBMITTALS**

- A. The Contractor shall submit the following information as found in paragraph 1.06 A

**1.06 CONTRACTOR RESPONSIBILITIES**

- A. **SITE SPECIFIC SAFETY PLAN**
  - 1. The Contractor shall submit, for the Port's review and comment, a Site-Specific Safety Plan in connection with the Work. The submittal shall be accepted prior to the commencement of construction activities. Contents of the Contractor's Site Specific Safety Plan will be determined after a review of the completed Site Specific Safety Plan Worksheet by the TCI and the Manager Construction Safety Services. Final review of the worksheet will determine to what extent the Contractor must address items set forth in Appendix A, or if Job Hazard

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Analysis (JHA) or Task Plans will suffice. An outline of the matters to be addressed in the Safety Plan is set forth in Appendix A to this Division.

2. The Port's review of, or comment on, the Safety Plan shall not, in any way, relieve the Contractor of any responsibility or liability for the Safety Plan.
3. The Port will not allow construction, until the Safety Plan has been received and accepted by the TCI and Program Safety Director.

**B. GENERAL OBLIGATIONS**

The Contractor is responsible for accident prevention and job site safety. This responsibility cannot be delegated to subcontractors, suppliers, the Port, or other persons. To this end, the Contractor shall:

1. Promote a safe and healthy work environment.
2. Provide an accident prevention program.
3. Promote training programs to improve the skill and competency of all employees in the field of occupational safety and health.
4. Instruct all employees of safe work methods and practices when assigning work.
5. Ensure that employees have and use the proper protective equipment and tools for the job.
6. Ensure that all heavy equipment operators (i.e. cranes, loaders and forklifts) are properly qualified and trained on the specific piece of equipment in use.
7. Plan and execute all work to comply with the stated objectives and safety requirements contained in the contract provisions, Federal, State, local laws and regulations, and industry standards.
8. Cooperate fully with the Port, its Consultants and insurers (if applicable) in connection with all matters pertaining to safety.
9. Maintain an orientation program for new employees that includes at a minimum, a review of:
  - a. Potential hazards in the work areas
  - b. Required personal protective equipment and apparel

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- c. The following prohibited conduct shall result in the immediate removal from the project: gambling, fighting or horseplay, possession of firearms, alcohol or illegal use, possession or sale of controlled substance, or being under their influence.
  - d. Emergency procedures
- 10. Perform daily inspections of the project, documented on the Construction Safety Inspection Report (Appendix D), review and direct immediate action to correct, any substandard safety conditions or practices, including those of any Subcontractor, regardless of classification. The Contractor shall specifically respond in writing to any substandard safety conditions or practices identified by the Port or its designated Representative and insurers (if applicable).
- 11. Hold a minimum of one weekly scheduled safety meetings with its employees. Such meetings shall include a discussion of all observed unsafe work practices or conditions, a review of the accident experience and all corrective actions. The Contractor shall encourage safety suggestions from employees.
- 12. Ensure prompt medical treatment is administered to any injured employee.
- 13. Undertake a complete investigation of all accidents and implement corrective action to prevent a recurrence.
- 14. Prepare and implement site safety plan as set forth in Paragraph 1.06.A hereof.
- 15. Comply with the Administrative Procedures set forth in Paragraph 1.09 hereof.
- 16. Provide the TCI and Program Safety Director with copies of all WISHA citations immediately upon receipt.
- 17. Ensure that all of its Subcontractors, suppliers, etc., are provided with a copy of this specification and are informed of their obligations regarding safety.
- 18. Ensure that all Contractor and Subcontractor personnel at any tier have completed the Port of Seattle Safety Orientation to be held by the Port of Seattle at a time and location to be specified by the Port, prior to commencing work. The time expended and any associated costs such as travel time, parking, and other expenses are to be born by the Contractor.

C. CONTRACTOR SAFETY REPRESENTATIVE

- 1. It is recognized that the responsibility for safety lies with the Contractor. Each Contractor shall appoint an individual(s) responsible for safety on each contract. This individual(s) must be employed in a supervisory position, empowered by their employer to take corrective action; be present on the

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project while work is being performed; and spend the amount of time necessary to ensure the Contractor's compliance with safety requirements.

2. A safety inspection shall be performed and documented for each shift worked by the Contractor's Safety Representative.
3. The Contractor shall submit a resume of the experience and qualifications for the proposed Safety Representative(s) as part of the Safety Plan submittal. Please refer to part (D. Definitions), subparagraphs 1 and 2 below. The Port will review the resumes and a personal interview may be required. The Port may reject anyone it deems "Not Qualified".

D. DEFINITIONS:

1. Fulltime Safety Professional qualifications include:
  - a. Shall have no other duties.
  - b. An individual possessing a minimum of five years progressive experience managing safety programs on large construction projects comparable to this contract in scope and complexity.
  - c. Be knowledgeable concerning all federal, state, and Capital Improvement Program regulations applicable to construction safety.
  - d. Possess "Competent Person" certification in construction safety disciplines related to the work performed and possess verifiable training. This individual shall also be responsible for identifying "Competent Persons" required by State and Federal safety standards for which they are not certified.
  - e. Have successfully completed the OSHA 500 Safety & Health Course. This requirement may be waived in lieu of a safety and health degree or professional safety certification.
  - f. Training and current certification for CPR and First Aid is preferred.
  - g. Be capable of performing accident investigations and developing a concise report.
  - h. Is proficient in the development and presentation of "tool box" meetings and safety training.
2. Site Safety Officer qualifications include:

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- a. An individual assigned to perform safety functions on any contract not requiring a Fulltime Safety Professional. This can be a collateral duty position held by a supervisor.
- b. Possess a minimum 5 years progressive experience in their trade.
- c. Be knowledgeable concerning all federal, state, and CIP regulations applicable to safety.
- d. Have successfully completed the OSHA 10-hour Safety & Health Course.
- e. Possess "Competent Person" certification in construction safety disciplines related to the work performed and possess verifiable training. This individual shall also be responsible for identifying "Competent Persons" required by State and Federal safety standards for which they are not certified.
- f. Be trained in, and possess current certification for CPR and First Aid.
- g. Possess verifiable training and be capable of performing accident investigations and developing a concise report.
- h. Possess verifiable training in the development and presentation of "tool box" meetings and safety training.

E. DETERMINATION

1. When the number of personnel on any shift is under 40 (including Subcontractor employees), the Contractor's safety representative will meet the definition of "Site Safety Officer" as defined above for each shift.
2. For Contractors with a total of 40 or more personnel (including Subcontractor employees) on any shift, a Fulltime Safety Professional as defined above, shall be required for each shift.
3. For each additional individual 75 employees (including Subcontractor employees) on any shift, a second Fulltime Safety Professional shall be required.
4. At the Port's discretion, the requirements for Contractor Safety personnel can be reviewed and action taken to decrease or increase the number of individuals.
5. The Contractor Safety Officer/Professional(s) shall be primarily responsible for ensuring Contractor's compliance with the safety requirements provided in this Division. Without limiting the generality of the foregoing, the Contractor Safety Officer/Professional(s) shall:

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- a. Review all subcontractor and sub-tier contractor's Site Specific Safety Programs and Job Hazard Analysis (JHA) for compliance with applicable Capital Improvement Project, State and Federal Standards and ensure that they receive a copy and are briefed on Document 00860 – Safety Management.
  - b. Perform or ensure that all subcontractors and sub tier contractors employees have received a site specific safety orientation prior to beginning work. This is in addition to the Port's safety orientation.
  - c. Perform daily safety inspections of the Contractor and Subcontractor's project to evaluate the project for eliminate unsafe conditions and/or practices, and take the appropriate corrective action when required.
  - d. Immediately report all injuries of personnel, vehicle accidents, near miss incidents and property damage and insure immediate corrective action is taken. Assist in the preparation of all accident investigations and reporting procedures and ensure reports are submitted within 24-hours.
  - e. Ensure meaningful, weekly safety meetings are held for all on-site employees. Provide the job foremen with appropriate training materials to conduct weekly "tool box" safety meetings and attend safety meetings to evaluate their effectiveness. Maintain documentation of topics discussed and attendees, with copies submitted to the TCI or included with Contractors Daily Construction Report.
  - f. Be responsible for the control, availability, and use of necessary safety equipment, including personal protective equipment and apparel for the employees.
  - g. Shall attend a monthly safety committee meeting scheduled by the Program Safety Director to discuss and resolve relevant issues related to safety and health.
6. Contractor Safety Officer/Professional(s) not performing their duties in accordance with this Document, shall be replaced at the Port's discretion by an individual meeting the requirements of this section. In addition, the Contractor Safety Officer/Professional(s) may not be removed from this contract or replaced without the Port's advanced written approval. The Contractor shall notify the TCI and Program Safety Director when this person cannot be on duty while work is being performed and shall submit the name(s) and qualifications of the individual assigned to perform said duties.

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F. ACCIDENT PREVENTION

1. The Contractor has the responsibility to correct hazardous conditions and practices. When more than one Contractor is working within a given job site, any project management personnel shall have the authority to take action to prevent physical harm or significant property damage. If it is determined there is "Imminent Danger" the Contractor shall:
  - a. Take immediate action to remove workers from the hazard and stabilize or stop work until corrective actions can be implemented to eliminate the hazard.
  - b. Immediately identify and implement corrective action to eliminate the hazard.
  - c. Immediately notify the TCI, the Program Safety Director, or others as necessary. The TCI will notify the proper authorities if the damage cannot be promptly corrected and could develop into an emergency.
  - d. Each worker shall immediately report any condition suspected to be unsafe or unhealthy to their job foreman or safety representative. If there is no resolution of the concern at that level, the employee shall report the concern to the TCI and the Program Safety Director.

G. ON SITE FIRST AID

1. At least one person shall be available at the work site at all times to render first aid. This person must have a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent verifiable training program. A minimum ratio of one such qualified person for every 25 employees shall be maintained throughout the project. Additionally, the Contractor shall:
  - a. Post emergency procedures which shall include telephone numbers and locations of facilities including, but not limited to, hospitals, physicians, police, fire and emergency medical services, in conspicuous locations at the job site and at all telephone locations.
  - b. Provide in a readily accessible location, first-aid supplies of sufficient size and number to handle common first-aid incidents.
  - c. Identify personnel qualified to render first aid with suitable emblems affixed to the rear of their hard hats for identification.
  - d. Regularly discuss actions to be taken during emergencies with the Contractor's supervisory personnel and at "tool box" safety meetings.

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**1.07 PORT OF SEATTLE'S RIGHTS**

**A. INSPECTIONS/INVESTIGATIONS**

1. The Port may, in any reasonable manner, observe and inspect the Contractor's safety and accident prevention procedures for all activities and personnel working at the construction sites, including the Contractor, Subcontractors, visitors, and materials or equipment suppliers. This specifically includes, but it not limited to, the right to attend all safety meetings.
2. The Port shall receive copies of any daily Construction Safety Inspection Reports (Appendix D) completed by the Contractor or anyone performing work for, on behalf of or under the Contractor.
3. The Port shall receive written copies of accident or incident reports completed by the Contractor within 24-hours of occurrence, using the accident investigation reports found in the Capital Improvement Program's Construction Safety & Health Manual. This reporting shall include but not be limited to those reports prepared pursuant to OSHA and/or WISHA regulations.
4. The Port may, in any reasonable manner, observe or participate in any accident investigation conducted by the Contractor or anyone performing work for, on behalf of or under the Contractor. The Port may also, at its sole discretion and in any reasonable manner, undertake its own accident investigation.

**B. CORRECTIVE ACTIONS/STOP-WORK**

1. The Port shall have the right to require the Contractor to address unsafe working conditions, including taking corrective action when unsafe working conditions are observed (i.e. lack of good housekeeping practices, use of equipment in obviously poor condition, failure to adhere to statutory construction regulations, etc.).
2. The Port shall have the right to require the removal from the work site of any person, property or equipment that, in the Port's opinion, is deemed unsafe.
3. The Port shall have the right to require that the Contractor to immediately cease any action and/or stop the Work (or any portion thereof) in the event that any condition exists that, in the Port's opinion, constitutes and Imminent Danger or Serious harm.
4. The Port shall have the right to suspend the Work (or ay portion thereof) pending the completion of any accident/incident investigation, whether undertaken by Contractor, the Port or others.

**C. PORT'S ACTION/INACTION DOES NOT RELIEVE CONTRACTOR**

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1. Nothing the Port may do, or fail to do, with respect to safety in the performance of the Work shall relieve the Contractor of its responsibility to comply strictly with this Division and all standards referenced in Section 1.02 of this document.

D. PORT OF SEATTLE INCLUDES CONSULTANTS

1. As used in Document 00860, the terms “Port of Seattle” and “Port” specifically includes the Port’s designated consultants, and insurers (if applicable).

**1.08 PORT MANDATED MINIMUM SAFETY REQUIREMENTS**

- A. Prior to Notice to Proceed (NTP), the Contractor’s Project Manager and Safety Representative shall meet with the TCI and the Program Safety Director to review and discuss the safety requirements of this contract.

B. SPECIFIC SAFETY PROVISIONS

1. In addition to Federal, State, and Local regulations pertaining to operations and safety, the Contractor shall adhere to the following Port mandated safety requirements:
  - a. AOA Operation: Ensure compliance with Section 01140 – Operational Safety on Airports During Construction.
  - b. Asbestos and Contractor Personnel Asbestos Training: Ensure that all workers have received the initial and annual Asbestos Awareness training prior to the start of work.
  - c. Entry into Confined Spaces: Work on this project may require entry into confined spaces as defined by WAC 296-809. The Contractor shall read and follow the requirements of the Port of Seattle’s Confined Space Entry Program, as found in the Capital Improvement Program Safety and Health Manual. The Contractor’s Confined Space Entry Program must meet or exceed these requirements.
    1. The Contractor shall provide the TCI a copy of its Confined Space Entry Program as part of the Contractor’s Safety Plan Submittal. As part of the submittal, the Contractor shall complete the “Confined Space Entry Program Certificate” (Appendix B).
    2. Should the Contractor employ Subcontractors to work in confined spaces, it shall be the Contractor’s responsibility to submit the required documentation for each Subcontractor.

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3. No work shall be allowed to start in a confined space until the required submittals have been made. In the event the Contractor does not comply with these regulations, ACCESS WILL BE DENIED and the TCI notified. Delays caused by failure to submit the required documentation shall not be considered a reason for extension of contract time.

As part of this submittal, the Contractor shall complete the Confined Space Entry Program Certificate (Appendix B).

- d. Electrical – Safe Clearance Procedures
  1. Entry into High Voltage Areas: Work on this project may require entry into manholes, vaults, electrical rooms or other High Voltage Areas.
  2. In the event entry is required, the Contractor is obligated to identify any High Voltage areas that may be involved in the project and immediately notify the TCI if they have not been properly identified. Before entry into a High Voltage work area the Contractor shall notify the TCI and contact the STIA Electrical Shop at (206) 433-5311.
  3. Should the Contractor employ Subcontractors to work in confined spaces, it shall be the Contractor’s responsibility to submit the required documentation for each Subcontractor.
- e. Fire Prevention: The Contractor shall ensure that the fire prevention measures on-site are in accordance with OSHA, WISHA and NFPA standards. OSHA approved safety cans shall be used for flammable and combustible liquids. Signs and fire extinguishers shall be provided where required.
- f. Traffic Control: Ensure compliance with Section 01570 – Traffic Control.
- g. Foreign Objects Debris (FOD): Ensure compliance with Section 01140 – Operational Safety on Airports.
- h. Hazardous Materials: Ensure compliance with Section 01631 – Pollution Prevention Planning and Execution.
- j. Open Flame Devices: Prohibit the use of unapproved fuel-burning types of lanterns, torches, flares or other open-flame devices on airport property.
- k. Hot Work Permit: Open Flame Welding and spark producing equipment and task require the Contractor to secure a “Hot Work

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Permit” from the Port of Seattle Fire Department in accordance with Document 00800, Article SC-04.11.

- l. Liquid Propane Storage and use: below grade is prohibited by the Port of Seattle Fire Department.
- m. Excavating & Trenching: Coordination with the TCI shall be required for work performed on the site.
- n. Construction activities that pose a potential risk of exposure to contaminated soil (such as excavations) shall be supervised by personnel who both have both a current 40-hour Hazardous Waste Supervisor’s certification. These individuals shall be able to identify the potential need for upgrading the level of health and safety protection. All personnel working in direct contact with contaminated soil shall have a current 40-hour Hazardous Waste Certification and medical monitoring, as required in Standards for General Safety & Health, WAC Chapter 296-843 and in accordance with OSHA regulations. The plan shall also include emergency procedures and medical treatment, fire protection, Job Hazard Analysis (JHA), and PPE requirements.

The Contractor is responsible for soil sampling and air monitoring to determine hazards and exposures to their employees.

- o. Safety plan shall include requirements for daily stretching and flexing of on-site personnel.
- p. Individuals who operate hoisting equipment, including but not limited to cranes, boom trucks, forklifts so configured, shall possess certification from the National Commission for the Certification of Crane Operators (NCCO). A copy of the certification(s) shall be submitted in accordance with Section 01305 – Pre-Construction Submittals.
- q. Work Glove Policy: To reduce the possibility of hand injuries the Contractor shall implement a policy that requires the use of gloves for all personnel under their control. It is the responsibility of the Contractor to supply the proper gloves for the task.
- r. Chemical Exposure Plan: The Contractor shall submit a Chemical Exposure Plan for any products containing isocyanates, methylene chloride, lead, silica, hydrofluoric acid and processes involving floor sealers, traffic coatings, terrazzo sealers or specialty paints. The plan shall include employee exposure control methods, isolation methods to prevent spread of chemicals outside the work area and safeguarding of the public.

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- s. Protection of the Public: The Contractor shall submit a plan for the protection of the public on or adjacent to construction and demolition operations.

C. DISCIPLINARY ACTION MATRIX

1. **Defining The “Plan”**

- The object of this matrix is to consistently and effectively control safety hazards such as unsafe acts and unsafe conditions that lead to injuries of employees, the general public, or that cause property damage.
- The matrix also provides a basis for the Contractor’s program by standardizing how safety infractions committed by those employees will be handled.
- *All* employees of the Contractor, subcontractor, sub-tier contractor, vendor, or tenant are covered under this matrix regardless of classification.
- Damage to equipment or property due to unsafe act or using damaged equipment.
- Listed are the minimum requirements for discipline. The contractor has the right to incorporate more stringent procedures from their corporate policy into this matrix. The Contractor shall not submit two Disciplinary Action Programs.
- Individuals observed by the Contractor’s management shall be disciplined under this matrix.
- Individuals observed by the Port of Seattle management shall also be subject to disciplinary action. POS management shall immediately contact the Contractor’s management or provide written information to the Contractor’s management as to violation, time, date, employer, and employee.
- The Contractor’s Safety Manager shall perform the act of documenting and distributing the “Written Violation Notice”.

2. **DEFINING “VIOLATION”**

- Violations are defined as:
- “General Violations” are considered to be those infractions that may not cause serious injury or illness to an individual but are still violations of written safety policies and procedures. Examples include housekeeping, unregulated ACM incidents, property damage, mushroomed tools, etc. “General Violations” do not necessarily require a written warning unless they become classified as a “Repeat Violation”.
- “Serious Violations” are those violations that if left uncorrected could cause serious injury or illness to an individual. Examples include employees exposed to fall or impalement hazards or serious bodily harm.
- “Imminent Danger” are violations/situations that will most likely cause permanent disability or death to an individual. Examples can include falls, electrical, and trenching hazards or unsafe equipment.
- “Repeat Violations” are situations that arise as a result of a previously identified infraction not being abated in the time frame required or numerous

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violations of the same classification. “Repeat Violations” can also be defined as a situation where one supervisor has multiple employees working under their direction who are in violation of a written Federal, State, project, or company policy.

- Violations are not limited to the examples listed above.
- **NOTE:** An “employee” may be removed from POS projects at any time for a safety violation that endangers his life or the life of a fellow employee.

**3. Defining “Employee”**

- As mentioned earlier, *all* employees of the Contractor, subcontractor, vendor, or tenant are included in this program.
- Job title classifications can include but are not limited to trades person, foreman, supervisor, superintendent, etc.
- Any person(s) directly reprimanded for their own actions or inactions, regardless of their position shall be reprimanded as a “Worker”.

**4. Defining the “Procedure”**

- Individuals observed committing infractions of written Federal, State, project, or company safety policies shall be brought to the attention of the Contractor’s management.
- The Contractor shall in a timely manner, notify the identified employee(s) that they are in violation of written safety rules or procedures and shall abate the hazard.
- In the event of “Imminent Danger” or a “Serious Violation”, the Contractor or POS shall immediately notify and remove the employee(s) from the hazardous situation.
- The Contractor shall provide timely written warning to the identified individual(s), as well as the direct supervisor and superintendent of that individual(s). The supervisor’s names shall be recorded on the “Written Violation Notice”.
- To discourage “Repeat Violations” or supervisor apathy, the supervision is subject to disciplinary action as stated in the matrix.
- The Contractor shall utilize the “Written Violation Notice” provided in this section.

**5. Defining the “Results”**

- Personnel (including supervisors) receiving a Written Violation Notice shall be retrained in the appropriate standard or procedures. Said training shall be documented in writing and submitted to the TCI.
- Written Violation Notices received will remain in force for the duration of the project.
- Removal from the project of an “employee” for a minimum of 3 working days.
- Removal of an “employee” from any Port of Seattle project for one year.
- Written notice sent to the appropriate corporate president.
- Copies of all “Written Violation Notices” are to be submitted to the TCI with a copy forwarded to the Program Safety Director within 24-hours of issuance of notice.

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DISCIPLINARY ACTION MATRIX

<b>Focus Point /Incident</b>	<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>NOTES</b>
WORKER	Verbal & Written Notice	3 Days Off	Removed From POS Projects For One Year	
WORKER'S DIRECT FOREMEN	Written Notice	Written Notice	3 Days Off	3 Worker Lay-offs = Removal From POS Projects For One Year
WORKER'S DIRECT SUPERINTENDENT	Written Notice	Written Notice	Written Notice to Sub/Prime Superintendent and President of Sub/Company	3 Worker Lay-offs = 3 Days Off For Superintendent
PRIME CONTRACTOR'S SUPERINTENDENT	Written Notice	Written Notice	Written Notice to President of Prime Company	3 Worker Lay-offs = 3 Days Off For Superintendent+

+ Document 00860 – Safety Management, 1.07/B, this individual may also be removed from the project.

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**DISCIPLINARY ACTION MATRIX**

**WRITTEN VIOLATION NOTICE**

**PROJECT NAME:** \_\_\_\_\_ **PROJECT #:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**EMPLOYEE BEING REPRIMANDED:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**VIOLATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TASK BEING PERFORMED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CORRECTIVE ACTION/TRAINING REQUIRED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**FOREMAN:** \_\_\_\_\_ **SS #:** \_\_\_\_\_

**SUPERINTENDENT:** \_\_\_\_\_ **SS #:** \_\_\_\_\_

**GC SUPERINTENDENT:** \_\_\_\_\_ **SS #:** \_\_\_\_\_

**FIRST NOTICE:** \_\_\_\_\_ **SECOND NOTICE:** \_\_\_\_\_ **THIRD NOTICE:** \_\_\_\_\_

**EMPLOYEE LAY-OFF OR REMOVAL REQUIRED (YES/NO):** \_\_\_\_\_

**WRITTEN NOTICE TO COMPANY PRESIDENT REQUIRED (YES/NO):** \_\_\_\_\_

**ISSUED BY:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

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D. SAFETY PERFORMANCE

If the Contractor experiences ongoing safety concerns such as a Lost Work Day Case or Recordable Incident Rate greater than the Bureau of Labor Statistics National Average for Construction, experiences repeated violations of safety & health rules and regulations or “Imminent Danger” situations, or fails to abate violations in a timely manner, the Contractor shall be subject to the following action at the Port’s discretion:

1. Removal and replacement of management personnel.
2. Submitting a written Safety Recovery plan to the TCI and Program Safety Director detailing what changes will be made to their safety program and a timeline as to when the changes will be implemented.
3. Hiring an independent safety consultant who shall audit the Contractor’s procedures and operations. The consultant shall compile a plan detailing what changes the Contractor shall implement. This report shall be submitted to the TCI, Construction Manager, and Program Safety Director.
4. Notwithstanding paragraph 1.06(B) 9(c); the Disciplinary Action Matrix, above in 1.08(C), shall be used for determining the appropriate corrective action.
5. Conduct a “Safety Stand Down” (suspend all work or any portion thereof) in accordance with the provisions of the General Conditions, Article G-10.04. Suspended work shall not be allowed to resume until the Contractor has completed the following actions for review and acceptance by the TCI.
  - a. Hazardous conditions leading up to the Safety Stand Down shall be abated.
  - b. Training of such type and duration shall be conducted to educate personnel on the awareness of, identification of, and correction of hazards leading up to the stand down.
  - c. Document the completion of items a. and b. above.

E. TOUR GUIDELINES

1. It is imperative that the highest degree of protection is afforded to all individuals touring any Port construction site. The following guidelines have been prepared as general instructions for the organization, direction and safe conduct of such tours:
  - a. Escorted Visitors: While on the job site, non-construction personnel or groups shall be accompanied at all times by an authorized representative, the TCI, the Contractor or other designee familiar with the job site.

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- b. Notification and Tours: Personnel tours including technical inspections need to be cleared through the TCI, allowing maximum advance notice. The TCI shall be consulted to coordinate the tour plan, identify specific rules, and to ensure necessary safety precautions are taken.
- c. Safety Enforcement: Before entering a job site, all visitors must be informed regarding the need for careful, orderly conduct and notified of any special hazards that may be encountered.
- d. Personal Protective Equipment: All visitors and tour groups must comply with proper dress, footwear, personal protective equipment or other safety requirements deemed appropriate.

**1.09 CONTRACTOR ADMINISTRATIVE PROCEDURES**

**A. PROJECT SAFETY INSPECTIONS**

- 1. Unsafe conditions or acts having the potential to cause bodily injury or property damage are classified as either “Imminent Danger” or “Serious”. In either case, action shall be taken immediately to correct the situation. Any item(s) that cannot be corrected immediately are required to be abated within 24-hours of notification. In the interim, other steps shall be taken to insure the safety of employees or the public.
- 2. The Port’s Construction Safety Inspection Report is required for recording any unsafe conditions or acts noted (see Appendix D). This Report shall be used by anyone performing a documented inspection of a project site. The following instructions apply to the use of this form:
  - a. Detailed information: The information at the top of the form is required and shall be completed by the individual conducting the inspection.
  - b. Item Number: Number each item beginning with 001.
  - c. Print legibly using a ballpoint pen.
  - d. Safety Violation: Provide specific information such as “9 ft section of top rail broken at the Smith Avenue escalator entrance, repair.” Give the exact location of the violation.
  - e. Reference: The individual conducting the inspection shall document the proper safety regulations.
  - f. Contractor’s Corrective Action: The Contractor shall note the action taken to abate the violation. If an item is abated immediately, it will be so noted on the report.

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- g. Date Corrected: The Contractor, upon abatement shall enter the date in the appropriate column.
- h. Report Prepared By: The person conducting the inspection shall sign and date the form.
- i. Submittal Procedure:
  - 1. A copy of the inspection form shall be submitted to the Contractor's Project Manager or Designated Representative. This will be accomplished by leaving a copy with the Contractor upon completion of the inspection and again through e-mail from the Port's Safety Department. Copies will also be routed to the TCI via e-mail.
  - 2. When corrective action has been completed, the Contractor's Project Manager or Designee will sign and date a copy of the form (electronic or hard), forwarding it to the TCI.
  - 3. A member of the TCI's staff will review the form and follow-up to insure that the "Contractor's Corrective Action" has been addressed, initialing each item corrected.
  - 4. The TCI will discuss the noted violations at the weekly Contractor progress meeting.
- j. The signed copy of the form (electronic or hard) shall be returned to the Program Safety Director within five working days.

**B. ACCIDENT INVESTIGATION AND REPORTING PROCEDURES**

- 1. All accidents and incidents occurring from operations or work performed under the contract shall be reported, verified, investigated, and analyzed as prescribed by the Capital Improvement Program's Safety & Health Manual. Contractors and other individuals involved in the work shall instruct employees and other personnel to follow these procedures if someone is injured.
  - a. Seek medical assistance for anyone injured! The injured person's supervisor will see that first-aid is administered.
  - b. When a serious accident or emergency occurs/exists, secure the incident area tightly and quickly except for rescue and emergency personnel.
  - c. Send individuals as required, to assist or direct any emergency personnel arriving on the site.
  - d. The accident scene shall not be disturbed until released by the Port of Seattle Incident Command or the Program Safety Director, except for circumstances where "Imminent Danger" exists to those performing any emergency services.

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- e. *Immediately* notify the TCI and Program Safety Director (or designee) regarding any accident or injury requiring more than First-Aid treatment, accidents or hazards resulting in a fatality, any injury for which an ambulance is called, any injury to head or neck, any possible injury to the back or spinal cord, any unconscious employee, possible blindness, amputation of limbs, heart attack or stroke, the hospitalization of one or more people, or any equipment or property damage estimated in excess of \$1,000.
- f. Washington State Department of Labor and Industries must be notified immediately by the Contractor in the event of an accident involving the death of an employee or serious injury to three or more workers.
- g. Employees must report all injuries or occupational-related illnesses as soon as possible to their employer or immediate supervisor.
- h. A detailed written report, identifying causes and recommending corrective action, must be submitted to the TCI and Program Safety Director within 24 hours. No supervisor may decline to accept a report of an injury from a subordinate.
- i. Within 48-hours of a Recordable or Lost Work Day Case Injury occurring the Contractor shall meet with the TCI. The meeting shall discuss the status of the injured employee, the root cause of the incident, corrective action implemented, the Job Hazard Analysis, and retraining of the employee and supervisor.
- j. Report all accident exposures and near miss incidents that occur on the job site. The records are to be maintained and submitted to the TCI, Program Safety Director, or other designated authority upon request and shall include but not limited to:
  - 1. First-Aid injuries not reported on the OSHA 300 Form.
  - 2. The Contractor's OSHA 300 Form.
- l. All questions from the media regarding any incident occurring on site shall be referred to the Port's Public Affairs Manager via the TCI.



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7. **Responsibilities:** Acknowledgment that the Contractor is totally responsible for compliance with OSHA, WISHA, FAA, Port or other applicable rules and orders. Additionally, the plan will require a place of employment that is free of unsanitary or hazardous conditions that would harm an employee's health or safety.
8. **Safety Inspections:** Detailed information concerning how daily safety inspections will be conducted, and their documentation.
9. **Safety Personnel:** State the name of the Contractor's Safety Representative(s), their experience and qualifications. Training in the OSHA 500, 10-hour Safety and Health Course. Indicate their authority to take the appropriate measures to eliminate hazards or stop work until hazardous conditions are corrected.
10. **Safety Requirements, Electrical:** Testing, inspection and repair of electrical equipment, GFCI Program, lockout/tagout procedures, how existing circuits will be located and the installation of electrical circuits in accordance with the National Electric Code or Port Mandated Requirements.
11. **Safety Requirements, Equipment:** Operation, inspection, and maintenance for trucks and heavy equipment such as backhoes, dozers, motor graders, elevating work platforms, powered industrial trucks, and hand and power tools.
12. **Safety Requirements, Ladders:** Types of ladders for specific uses and their training requirements.
13. **Site Layout:** A layout drawing of the site indicating access roads, fire and ambulance lanes, location of first aid stations, location of required alarm systems, location of offices, parking for private vehicles and equipment, and storage of all flammable and/or combustible liquids, gases, or other hazardous materials.
14. **Storage:** Requirements for storage of flammable and combustible liquids or gases.
15. **Field Sanitation:** Provisions for toilet and hand washing facilities, including the frequency at which they will be cleaned and maintained.

**B. SPECIAL PROVISIONS**

Depending on the type of construction, additional items must be incorporated into the Contractor's Safety Plan.

1. **Confined Space Entry:** Procedures for confined space entry and work operations in and around confined spaces (including elevator shafts) as well as emergency measures. When entry is to be made into a Permit Required Confined Space the Port of Seattle Fire Department shall be contacted. These procedures must meet or exceed the Port Of Seattle requirements found in the Capital Improvement Program's Safety & Health Manual.
2. **Steel Erection:** These requirements shall meet or exceed the guidelines of Chapter 296-155 WAC Subpart P and shall include: pre-planning, hoisting

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- operations, fall protection procedures, overhead protection and Site-Specific Erection Plan.
3. **Cranes:** Use of cranes or derricks and the testing and inspection thereof, including hooks, latches, wire rope, operator certification, boom stops, load charts, wind speed warning devices, fire extinguishers, crane operation signals, suspended work platforms and pre-lift planning.
  4. **Excavations:** Excavation plans must indicate sloping, documented daily inspections, shoring, barricading, excavation access, fall protection, and excavated material storage.
  5. **Fall Protection:** How 100% protection will be maintained, identify the use of personal fall arrest equipment, fall protection systems, and fall protection work plans for heights 4 feet. NOTE: The Monitor System is prohibited!
  6. **Formwork:** Submittal of formwork and false work drawings for review and approval to the TCI.
  7. **Hazard Communication Program:** including MSDS, their location, Master List of Chemicals, Personal Protective Equipment, Training, Labeling, and MSDS review and special procedures for use of sealers and specialty paints.
  8. **Interruption of Fire/Security Systems:** Plans shall include measures and/or procedures to provide interim fire and security protection to facilities or areas affected by interruptions. These include automatic detection devices and alarms, automatic sprinkler systems, fire pumps, fire hydrants, applicable water supplies and reservoirs.
  9. **Lockout/Tagout:** Procedures for lockout/tagout of energy sources during work operations.
  10. **Scaffolding:** “Use” tag system, planking, guardrails, toe boards, anchor points, fall protection, access points, and inspections of.
  11. **Fire Protection Plan:** To include, Hot Work Permits, welding, shields, fire extinguishers, ventilation, PPE, fire watches and cylinder storage.
  12. **Work Adjacent To Occupied Spaces:** Procedures for ensuring occupants of spaces adjoining, above and below construction areas will be protected from hazards created by construction, including but not limited to, falling debris, equipment noise, and penetration of partitions, ceilings, and floors.
  13. **Competent Persons:** Where regulatory requirements (WISHA) specify the use of Competent Persons, the Contractor shall submit in writing the names of those persons, their area of competency and applicable experience/training documentation.
  14. **Energized Electrical Work Plan:** Submit detailed procedures for working on and guarding of energized equipment, baggage handling systems, or conducting system outages.
  15. **Health Considerations:** The Contractor shall submit a plan that addresses safety & health procedures for working in contact with contaminated soils. This plan shall be revised and resubmitted in the event that conditions

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encountered during the work are different than those initially planned for. It shall also include:

- a. Identification and evaluation of the hazards and risks associated with each work task
  - b. The names and qualifications of each contractor's representative(s) in charge of the work and present at the project when pipeline removal is performed.
  - c. Identification of supervisory personnel and alternative responsibilities for site safety/response operations.
  - d. Determine levels of personnel protection to be worn for various site operations.
  - e. List equipment with adequate nomenclature by item that will be used at the job site and the date and location where the TCI can inspect this equipment.
  - f. Establishment of emergency procedures, such as: escape routes, fire protection, signals for withdrawing work parties from the site, emergency communications, wind indicators, including facility notification.
  - g. Identification and arrangements with the nearest medical facility for emergency medical care of both routine-type injuries and toxicological problems. Submit the name, location, and telephone number of this facility.
16. **Conveyor Safety Policy:** To include procedures for deactivation of conveyor systems, lockout/tagout of systems, working around operating conveyors and required Port of Seattle conveyor safety training.
17. **STS Tunnel Access Procedures:** What procedures employees will follow if work requires access into the STS system.
18. **Demolition:** The Contractor shall submit a plan to include how they will safely demolish existing structures, ensure security, safe guard employees and the public from falling material, electrical hazards and air quality issues. An Engineering Survey performed and signed by a Qualified Person shall be included.
19. **Public Protection Plan:** The actions the Contractor will take to protect the public while performing construction or demolition on the project.

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SITE SPECIFIC SAFETY PLAN WORKSHEET

1. Project Name: \_\_\_\_\_  
Project Number: \_\_\_\_\_

2. What is the Scope of Work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Who is in Charge? (What is the Chain of Command? If person is unavailable, who would be in charge? Credentials, First Aid, Safety?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Who do you report hazards, concerns, injuries?

\_\_\_\_\_

5. What will be the peak total number of employees working on the project?

\_\_\_\_\_

6. Which trades will be working on the project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What is the duration of this project? \_\_\_\_\_

8. Will the Scope of Work consist of the following tasks? (check all that apply)

<input type="checkbox"/>	Interface with the public	<input type="checkbox"/>	Trenching or Excavation
<input type="checkbox"/>	Traffic control	<input type="checkbox"/>	Confined Space Entry
<input type="checkbox"/>	Welding or Cutting	<input type="checkbox"/>	Heavy Equipment
<input type="checkbox"/>	Grinding or Chipping	<input type="checkbox"/>	Flammable or Combustible material
<input type="checkbox"/>	Carpentry	<input type="checkbox"/>	Steel Erection
<input type="checkbox"/>	Painting	<input type="checkbox"/>	Ladder or Scaffold work
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Roofing

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	Energized Electrical		Regulated Materials
	Use of a Crane/Boom/Hoisting device		Hazardous Materials
	Work from heights of 6' or greater		Conveyors

9. Other considerations:

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10. What type of safety coverage is required on this project?

- Collateral Duty \_\_\_\_\_
- Fulltime Representative \_\_\_\_\_

11. Description of the emergency action plan:

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12. Pre-work meeting to be completed with minutes and sign-in by \_\_\_\_\_

13. Safety meetings are held on \_\_\_\_\_.

14. Safety inspections are completed on a weekly basis by \_\_\_\_\_

15. Typical hazards to be encountered (should be in form of JHA):

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16. List of Chemicals (Material Safety Data Sheets available):

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17. Personal Protective Equipment provided according to task (should be in form of PPE assessment): \_\_\_\_\_

\_\_\_\_\_

18. Description of public protection measures (including work outside barricaded areas):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Employee Disciplinary for non-compliance with set forth safety policies and procedures will be consistent Port of Seattle's disciplinary action matrix as described within your safety orientation.

20. Location of the Master Accident Prevention Program is available by contacting

\_\_\_\_\_ at \_\_\_\_\_.

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Contractor Signature

Date

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Program Safety Director Signature

Date

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**APPENDIX B  
CONTRACTOR CONFINED SPACE ENTRY PROGRAM CERTIFICATE**

I hereby certify that the attached Confined Space Entry Program meets or exceeds the requirements of WISHA standards WAC 296-809 and the Port Of Seattle's Confined Space Entry Program.

My employees will utilize the Port of Seattle's Confined Space Entry Permit. They will complete all other sections of the permit that are appropriate for the confined space being entered.

My employees will be informed that they must coordinate their confined space entry procedures with other Contractors and POS employees working in or around the confined space. If entering into a Permit Required Confined Space, we will first contact the Port of Seattle Fire Department, notifying them of the specific location and activity to be performed.

My employees, who will be acting as authorized entrants, attendants, entry supervisors, and air testers have been trained in accordance with the WISHA procedures and will be made aware of all of the POS procedures for entering confined spaces.

After the confined space entry project is complete my employees will contact the Port of Seattle Fire Department and advise them that operations have ceased. They will make the TCI and Construction Safety aware of any new hazards confronted or created during entry operations.

A copy of finalized permit with all attachments will be provided to the TCI at the end of each project.

Contractor's Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Port of Seattle TCI: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C Construction Safety Program Organization Chart



