

**READ THIS FIRST**

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “[ ]” as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “[” character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine. Most paragraphs can be promoted (Shift) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to ‘format paint’ to reapply the format.

**GENERAL**

**1.01 CONTRACTOR FULLY 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 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 employees, 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 plan, 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 following, including all revisions, addendums, and amendments thereto:
  - 1. Port of Seattle Construction Safety & Health Manual
  - 2. Federal Occupational Safety and Health Act of 1970 (OSHA)
  - 3. Washington Industrial Safety Act of 1973 (WISHA)
  - 4. State of Washington, Office of the Governor Proclamations, including but not limited to:
    - a) Proclamation 20-25 “Stay Home – Stay Healthy”

Verify the correct references are included below based on the phase King County is operating under for COVID-19, edit the items in a.1, a.2, and 5.a) below as needed...

- 1) Addendum “Resuming Construction – Proclamation 20-25” dated May 15, 2020.
      - 2) [Phase 2 Construction COVID-19 Job Site Requirements updated July 2, 2020](#)
    - b) Proclamation 20–46 “High-Risk Employees – Workers’ Rights”
  5. Department of Labor and Industries Department of Occupational Safety & Health (DOSH) directives, including but not limited to:
    - a) DOSH Directive 1.70 “General Coronavirus Prevention Under Stay Home – Stay Healthy Order” updated May 15, 2020.
  6. The requirements of the following chapters of the Washington Administrative Code (WAC):
    - a) Chapter 296-24 WAC General Safety and Health Standards.
    - b) Chapter 296-62 WAC General Occupational Health Standards.
    - c) Chapter 296-155 WAC Safety Standards for Construction Work.
    - d) Chapter 296-800 WAC Safety & Health Core Rules
  7. Revised Code of Washington (RCW) 70.02 Health Care Information Access and Disclosure
  8. ANSI/ASSE Standards
  9. Americans with Disabilities Act (ADA)
  10. Center for Disease Control (CDC)
  11. Washington State Human Rights Commission (WSHRC)
  12. United States Equal Employment Opportunity Commission (EEOC)
- B. In addition, the Contractor shall comply with the following requirements when they are applicable:
1. Local Building, Construction, and Health Codes
  2. POS Fire Department Standards
  3. Latest FAA Advisory Circular regarding Operational Safety On Airports During Construction.
  4. NFPA 70E
  5. National Electrical Code

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

#### 1.03 DEFINITIONS

- A. Manager, Construction Safety Services

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, and such agents, including the Field Safety Manager, as authorized to act in his/her behalf.

**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.

**1.04 SUBMITTALS**

**A. Site Specific Safety Plan per paragraph 1.05.A**

**B. COVID-19 Site Specific Safety Plan per paragraph 1.05.A and 1.07.B.1.t.**

1. Submit completed template (provided as Appendix E to this specification) as cover sheet to the submittal.

2. Maximum file size is 10MB for attachments; limit of 2 attachments.

**C. Site Specific Chemical Exposure Plan prepared by a Certified Industrial Hygienist for any products containing isocyanates, methylene chloride, Hydrofluoric Acid, lead, silica, 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.**

**1.05 CONTRACTOR RESPONSIBILITIES**

**A. SITE SPECIFIC SAFETY PLAN including COVID-19 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 made in accordance with Section 01 32 19, Pre-Construction Submittals. An outline of the matters to be address in the Safety Plan is set forth in Appendix A to this Specification. 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. Delay in submitting a written safety plan will not constitute grounds for a contract schedule extension or delay claim.

2. The Port will not issue a Notice to Proceed (NTP), until the Safety Plan has been received and accepted by the Engineer and Manager of Construction Safety Services.

**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 and its Consultants and insurers (if applicable) in connection with all matters pertaining to safety.
9. Maintain an orientation program for new employees, including subcontractor employees, that includes at a minimum, a review of:
  - a) Potential hazards in the work areas
  - b) Required personal protective equipment and apparel
  - 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 a controlled substance or being under their influence.
  - d) Emergency procedures
10. Perform documented daily inspections of the project and provide in the Contractor Daily Report. Review and direct immediate action to correct any substandard safety conditions or practices, including those of any Subcontractor, regardless of classification.
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. Hold a minimum of one monthly all-hands safety meeting with its employees, and subcontractor employees - subcontractors at any tier. An agenda shall be prepared and distributed for this meeting. The meeting shall include a safety update, and pertinent safety information for upcoming work. The Contractor shall encourage input and involvement from the subcontractors.
13. Ensure prompt medical treatment is administered to any injured employee.
14. Undertake a complete investigation of all accidents and implement corrective action to prevent a recurrence.
15. Prepare and implement a site safety plan as set forth in Paragraph 1.05. A hereof.
16. Comply with the Administrative Procedures set forth in Paragraph 1.08 hereof.

17. Provide the Engineer and Manager of Construction Safety Services with copies of all DOSH citations immediately upon receipt.
18. Ensure that all of its subcontractors, suppliers, etc., are provided with a copy of this specification and are informed of their obligations regarding safety.
19. Ensure that all Contractor and subcontractor personnel at any tier have completed a one and one-half (1 ½) hour Port of Seattle Construction 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 borne by the Contractor.

**C. CONTRACTOR SAFETY REPRESENTATIVE(S) RESPONSIBILITIES:**

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. The individual(s) must be employed in a supervisory position, empowered by their employer to take corrective action; be present on the project while work is being performed; and spend the amount of time necessary to ensure the Contractor's compliance with safety requirements.
2. One or more individual(s) shall perform the safety representative duties, as defined below, including:
  - a) Fulltime Safety Professional or Site Safety Officer  
(see paragraph F. Determination)
  - b) COVID-19 Site Supervisor
3. Safety inspections shall be performed and documented for each shift worked, by the Contractor's safety representative(s).
4. The Contractor shall submit a resume of the experience and qualifications for the proposed Safety Representative(s) as part of the Safety Plan submittal. The Port will review the resumes and a personal interview may be required. The Port may reject anyone it deems "Not Qualified."
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:
  - a) Review all subcontractor and sub-tier contractor's Site Specific Safety Programs and Job Hazard Analysis (JHA) for compliance with applicable POS Construction Safety, State and Federal Standards and ensure that they receive a copy and are briefed on Document 01 35 29 Safety Management.
  - b) Perform a site-specific safety orientation for all employees, subcontractors and sub tier contractors 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 unsafe conditions

- and/or practices, and take the appropriate corrective action when required.
- d) Immediately report all injuries of personnel, vehicles, “Near Miss” incidents and property damage to Engineer and Manager, Construction Safety Services and insure immediate corrective action is taken. Assist in the preparation of all accident investigations and ensure reports are submitted within 24-hours.
  - e) Immediately report all confirmed positive COVID-19 diagnosis of personnel to Engineer and Manager, Construction Safety Services. Report shall be made by telephone. If unable to reach (talk to) the Engineer or Manager, Construction Safety Services, a telephone call shall be placed in the following order until a person is reached:
    - 1) Tim Mitchell, POS Health and Safety, 206-890-5924
    - 2) Teresa Cummins, POS Health and Safety, 206-715-9291
  - f) 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 Engineer or included with Contractors Daily Report.
  - g) Be responsible for the control, availability, and use of necessary safety equipment, including personal protective equipment and apparel for the employees.
  - h) Shall attend a monthly safety committee meeting scheduled by the Manager of Construction Safety Services to discuss and resolve relevant issues related to safety and health on Port of Seattle projects.
6. The COVID-19 Site Supervisor shall be an individual assigned to prevent the spread of COVID-19 and keeping all persons on site safe.
- a) Shall be present on the project while work is being performed.
  - b) This person is a single source of COVID-19 training, information and immediate on-site response available for all workers, suppliers and subcontractors to reach out to for direction. Among other tasks and responsibilities deemed by the Contractor to be appropriate for this individual, the COVID-19 Site Supervisor shall prepare and enforce procedures for the following:
    - 1) Monitor the health of employees and enforce the COVID-19 job site safety plan
    - 2) Worker health screening as required by DOSH
    - 3) Daily attendance log of all workers and visitors
    - 4) Time-based disinfection of frequently touched surfaces
    - 5) Alerting workers when someone departs while feeling ill

- 6) Alerting workers if someone tests positive
- 7) Setting up cleaning and disinfection routines for areas where the sick individual(s) were performing their work
- 8) Placing information posters
- 9) Handing out flyers when necessary at entrances to job sites
- 10) Walking sites and instructing workers on safe practices at the moment unsafe behavior is observed
- 11) Answering questions
- 12) Providing guidance about federal worker assistance programs
- 13) All other duties deemed necessary by the Contractor whose duty it is to coordinate, manage, and enforce the site work in an efficient and timely way and to keep workers safe
- 14) Provide the Port a written report of COVID-19 related activities and inspections by day to be transmitted as a separate report attached to the Contractor's Daily Report.

**D. FOREMAN SAFETY RESPONSIBILITIES:**

1. Foremen are key individuals in an effective safety program. Their proactive efforts toward accident prevention on their daily assignments help determine the degree of safety that exists on the job. A foreman's safety responsibilities include the following as a minimum:
  - a) Inspect his/her assigned job areas to ensure that unsafe acts or conditions are identified and corrected
  - b) Ensure that health and safety requirements are adhered to and enforced
  - c) Provide and require the use of proper personnel protective equipment and suitable tools for the job
  - d) Set a good example for his/her crew in the matter of safety
  - e) Ensure that orderliness and good housekeeping are maintained
  - f) See that his/her assigned crew is properly instructed in the safe work practices when assigned to job tasks
  - g) Investigate all accidents that occur in areas under their direction to determine facts necessary for corrective actions
  - h) Promptly assist in the completion of accident reports per contract requirements
  - i) Conduct weekly toolbox safety meetings with personnel to discuss unsafe work practices and conditions identified
  - j) Review accident investigations and corrective actions implemented

- k) Encourage personnel to make suggestions regarding safety and to pass these on to supervision
- l) Ensure that prompt first aid is administered

**E. QUALIFICATIONS**

1. Fulltime Safety Professional qualifications include:
  - a) Shall have no other duties.
  - b) Must be employed in a supervisory position, empowered by their employer to take corrective action.
  - c) 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.
  - d) Be knowledgeable concerning all federal, state, and Port of Seattle regulations applicable to construction safety.
  - 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) Have successfully completed the OSHA 500 Safety and Health Course. This requirement may be waived in lieu of a safety and health degree or professional safety certification.
  - g) Training and current certification for CPR and First Aid is preferred.
  - h) Be capable of performing accident investigations and developing a concise report.
  - i) Is proficient in the development and presentation of “tool box” meetings and safety training.
2. Site Safety Officer qualifications include:
  - 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. Safety duties shall take priority over other collateral duties.
  - b) Must be employed in a supervisory position, empowered by their employer to take corrective action.
  - c) Possess a minimum 5 years progressive experience in their trade.
  - d) Be knowledgeable concerning all federal, state, and Port of Seattle regulations applicable to safety.
  - e) Have successfully completed the OSHA 30-hour Safety & Health Course.
  - f) 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.
- g) Be trained in, and possess current certification for CPR and First Aid.
  - h) Possess verifiable training and be capable of performing accident investigations and developing a concise report.
  - i) Possess verifiable training in the development and presentation of “tool box” meetings and safety training.
3. COVID-19 Prevention Officer qualifications include:
- a) [This can be a collateral duty position held by a supervisor. COVID-19 duties shall take priority over all other duties.] or [Shall have no other duties.]
  - b) Must be employed in a supervisory position, empowered by their employer to take corrective action.
  - c) Must have a full understanding of the State and Federal guidelines and directives that pertain to prevention of COVID-19 and reporting per RCW 70.02.
  - d) Must have the ability to fully implement and monitor contractors COVID-19 preventive measures.
  - e) Proficient in the development and presentation of meetings and health and safety training related to COVID-19.

**F. 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 75 employees (including Subcontractors employees) on any shift, a second Fulltime Safety Professional shall be required.
- 4. Every project shall have a COVID-19 Site Supervisor.
- 5. 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.
- 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 Engineer and Manager of Construction Safety

Services when this person(s) 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.

**G. 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 Engineer, and Manager of Construction Safety Services or others as necessary. The Engineer 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 Engineer and Manager of Construction Safety Services.

**H. ON SITE FIRST AID**

1. This section is designed to assure that all employees in this state are afforded quick and effective first-aid attention in the event of an on the job injury. To achieve this purpose the presence of personnel trained in first-aid procedures at or near those places where employees are working is required. Compliance with the provisions of this section may require the presence of more than one first-aid trained person.
  - a) Each employer must have available at all worksites, where a crew is present, a person or persons holding a valid first-aid certificate.
  - b) All crew leaders, supervisors or persons in direct charge of one or more employees must have a valid first-aid certificate.
  - c) For the purposes of this section, a crew means a group of two or more employees working at any worksite.

Additionally, the Contractor shall:

- d) 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.

- e) Provide in a readily accessible location, first-aid supplies of sufficient size and number to handle common first-aid incidents.
- f) Identify personnel qualified to render first aid with suitable emblems affixed to the rear of their hard hats for identification.
- g) Regularly discuss actions to be taken during emergencies with the Contractor's supervisory personnel and at "tool box" safety meetings.

#### **1.06 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 is not limited to, the right to attend all safety meetings.
- 2. 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 Port of Seattle Construction Safety & Health Manual or contractor equivalent. This reporting shall include but not be limited to those reports prepared pursuant to OSHA and/or DOSH regulations.
- 3. 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 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 an imminent danger or serious harm.
- 4. The Port shall have the right to suspend the Work (or any 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**

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'S ACTION/INACTION NO BASIS FOR ADJUSTMENT
  1. The Port's exercise of any rights under this Paragraph 1.06 shall not be a basis for any adjustment in the Contract Price or Time.
- E. PORT OF SEATTLE INCLUDES CONSULTANTS
  1. As used in Document 01 35 29 the terms "Port of Seattle" and "Port" specifically includes the Port's designated consultants.

#### **1.07 PORT MANDATED SAFETY REQUIREMENTS**

- A. Prior to Notice to Proceed (NTP), the Contractor's Project Manager and Safety Representative shall meet with the Engineer and Manager of Construction Safety Services 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) Asbestos and Contractor Personnel Asbestos Training: Ensure that all Certified Asbestos workers have current certifications, and ensure that all other site workers, including subcontractors, have received the initial and annual Asbestos Awareness training prior to the start of work.
    - b) 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 Port of Seattle Construction Safety and Health Manual. The Contractor's Confined Space Entry Program must meet or exceed these requirements.
      - 1) The Contractor shall provide the Engineer a copy of its Confined Space Entry Program as part of the Contractor's Safety Plan Submittal. As part of this 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.
      - 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 Engineer notified. Delays caused by failure to submit the required

documentation shall not be considered a reason for extension of contract time.

- c) 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 Engineer if they have not been properly identified. Before entry into a High Voltage work area the Contractor shall notify the Engineer and contact STIA Electrical Shop at (206) 787-5311(Airport) or the Seaport Electrical Shop at (206) 787-3350.
- d) Fire Prevention: The Contractor shall ensure that fire prevention measures on-site are in accordance with OSHA, DOSH, NFPA and POS standards. Approved safety cans shall be used for flammable and combustible liquids. Signs and fire extinguishers shall be provided where required.
- e) Traffic Control: Ensure compliance with Section 01 55 26 Traffic Control.
- f) Hazardous Materials: Ensure compliance with Section 01 57 23 Pollution Prevention Planning and Execution.
- g) Open Flame Devices: Prohibit the use of unapproved fuel-burning types of lanterns, torches, flares or other open-flame devices on Port property.
- h) Hot Work Permit:
  - 1) Seaport: Open Flame Welding and spark producing equipment and tasks require the Contractor to implement a formal "Hot Work Permit" Program outlined in the Port of Seattle Construction Safety and Health Manual. Cutting and Welding tasks also require the Contractor to secure a "Hot Work Permit" from the Seattle Fire Department in accordance with Supplementary Conditions 00 80 00 Article SC-04.12 Permits, Licenses, Fees and Notices.
  - 2) Airport: Open Flame Welding and spark producing equipment and tasks require the Contractor to secure a "Hot Work Permit" from the Port Of Seattle Fire Department in accordance with Supplementary Conditions 00 80 00 Article SC-04.12 Permits, Licenses, Fees and Notices
- i) Liquid propane storage and use below grade is prohibited.
- j) Excavating & Trenching: Coordination with the Engineer shall be required for work performed on the site.
- k) Construction activities that pose a potential risk of exposure to contaminated soil (such as excavations) shall be supervised by personnel who have both a current 40-hour Hazardous Waste

certification, and an 8-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 Hazardous Waste Operations, Chapter 296-843 WAC 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.

- l) The Contractor is responsible for soil sampling and air monitoring to determine hazards and exposures to their employees.
- m) Safety plan shall include guidelines for the protection of construction-related workers against occupational musculoskeletal injury risk factors arising from operations connected with the construction, maintenance and repair, and demolition of structures, using a hierarchy of controls. Manual Material Handling, Body Positioning and Dynamic Stretching shall be addressed. Contractors will need to consult with their Safety Professionals to determine which tasks require an ergonomics prevention program and which selection of controls are needed to minimize injury.
- n) As defined in WAC 296-155 – Part L, individuals involved in operating hoisting equipment, including but not limited to cranes, boom trucks, and forklifts so configured, shall possess recognized certification. Additionally, qualified riggers and signal persons shall also possess recognized certifications. Copies of the certification(s) shall be submitted in accordance with Section 01 32 19 Pre-Construction Submittals.
- o) Personal Protective Equipment Policy: To reduce the possibility of injuries, the Contractor shall implement a policy that requires 100% use of hardhats, safety glasses, and gloves for all personnel under their control (except when inconsistent with a reasonable site accommodation that complies with applicable L&I, worker safety, and jobsite safety laws and regulations). It is the responsibility of the Contractor to supply the proper personal protective equipment for the task.
- p) Reasonable Site Accommodations
  - 1) Contractors shall provide reasonable site accommodation(s) for personnel, including Port forces, that cannot wear required Construction Site PPE due to disability or religious beliefs. Reasonable notice will be provided by the Engineer to coordinate site visits for individuals requiring an accommodation.
  - 2) The Contractor shall cooperate and coordinate an alternate site PPE policy to accommodate non-construction job duties by Port forces or Tenants within the work area, as directed by the Engineer.

- 3) These accommodations may include but are not limited to: providing access to the job site when no construction work is being performed and no construction hazards are present, and providing construction free corridors and work spaces free of all recognized construction hazards.
- q) Protection of the Public: The Contractor shall submit a plan for the protection of the public on or adjacent to construction and demolition operations. This plan shall include, but not be limited to, barricades, fencing, and signage. "Public" is defined as anyone not associated with the project - general public, POS and tenant employees.
- r) At the Port's request, provide safety awareness training for Contractor supervisory personnel and Port management in one or more of the following: cranes & rigging, electrical, fall protection, trenching & excavation, steel erection, heavy equipment, public protection.
- s) Foreign Objects Debris (FOD): Ensure compliance with Section 01 35 13.13 Operational Safety on Airports During Construction.
- t) COVID-19 Prevention: The Contractor shall submit a plan to address the site-specific application of the Governor's Proclamation 20-25, including all revisions, addendums, and amendments thereto, and the DOSH Directive 1.70 as a separate submittal. The Contractor shall provide the following COVID-19 safety measures:
  - 1) Hand Washing Facilities
    - i. The Contractor shall ensure facilities for frequent handwashing are readily available, including hot and cold (or tepid) running water and soap, of sufficient quantity for the workers on site and to minimize distance traveled.
    - ii. If public facilities are not available in sufficient quantity for use by workers, Contractor provided Hand Washing Stations shall either be pre-fabricated models or fabricated by the Contractor.

**C. DISCIPLINARY ACTION MATRIX:**

- 1. Defining "The Plan"
  - a) 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.
  - b) The matrix also provides a basis for the Contractor's program by standardizing how safety infractions committed by those employees will be handled.
  - c) All employees of the Contractor, subcontractor, sub tier contractor, vendor, or tenant are covered under this matrix regardless of classification.

- d) Damage to equipment or property due to unsafe act or using damaged equipment.
  - e) 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.
  - f) Individuals observed by the Contractor's management shall be disciplined under this matrix.
  - g) 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.
  - h) The Contractor's Safety Manager shall perform the act of documenting and distributing the "Written Violation Notice."
2. Defining "Violation"
- a) Violations are defined as:
  - b) "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 "Repeat Violations."
  - c) "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.
  - d) "Imminent Danger" are violations/situations that will most likely cause permanent disability or death to an individual. Examples can include falls, electrical, or trenching hazards and unsafe equipment.
  - e) "Repeat Violations" are situations that arise as a result of a previously identified infraction not being abated in the time frame required or numerous 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.
  - f) Violations are not limited to the examples listed above.
- NOTE: An "employee" may be removed from the project at any time for a safety violation that endangers his life or the life of a fellow employee.
3. Defining "Employee"
- a) As mentioned earlier, all employees of the Contractor, subcontractor, vendor, or tenant are included in this program.



- b) Job title classifications can include but are not limited to trades person, foreman, supervisor, superintendent, etc.
  - c) 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”
- a) Individuals observed committing infractions of written Federal, State, site, or company safety policies shall be brought to the attention of the Contractor’s management.
  - b) 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.
  - c) 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.
  - d) 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.”
  - e) To discourage “Repeat Violations” or supervisor apathy, the supervision is subject to disciplinary action as stated in the matrix.
  - f) The Contractor shall utilize the “Written Violation Notice” provided in this section.
5. Defining the “Results”
- a) 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 Engineer.
  - b) Written Violation Notices received will remain in force for the duration of the project.
  - c) Removal from the project of an “employee” for a minimum of 3 working days.
  - d) Removal of an “employee” from any Port of Seattle project for one year.
  - e) Written notice sent to the appropriate corporate president.
  - f) Copies of all “written violation notices” are to be submitted to the Engineer with a copy forwarded to the Manager of Construction Safety Services within 24-hours of issuance of notice.

**DISCIPLINARY ACTION MATRIX**

| <b>FOCUS POINT<br/>/INCIDENT</b>     | <b>1<sup>ST</sup><br/>VIOLATION</b> | <b>2<sup>ND</sup><br/>VIOLATION</b> | <b>3<sup>RD</sup><br/>VIOLATION</b>   | <b>NOTES</b>   |
|--------------------------------------|-------------------------------------|-------------------------------------|---|--|
| Worker                               | Verbal &<br>Written<br>Notice       | 3 Days Off                          | Removed From POS Projects<br>For One Year                                     |  |
| Worker's Direct<br>Foremen           | Written<br>Notice                   | Written<br>Notice                   | 3 Days Off  | 3 Worker Lay-offs =<br>Removal From POS<br>Projects For One Year |
| Worker's Direct<br>Superintendent    | Written<br>Notice                   | Written<br>Notice                   | Written Notice to Sub/Prime<br>Superintendent and<br>President of Sub/Company | 3 Worker Lay-offs = 3<br>Days Off For<br>Superintendent          |
| Prime Contractor's<br>Superintendent | Written<br>Notice                   | Written<br>Notice                   | Written Notice to President<br>of Prime Company                               | 3 Worker Lay-offs = 3<br>Days Off For<br>Superintendent*         |

\*Document 01 35 29 - Safety Management, this individual may also be removed from the project.

## DISCIPLINARY ACTION MATRIX

### WRITTEN VIOLATION NOTICE

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

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

EMPLOYEE BEING REPRIMANDED \_\_\_\_\_

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

VIOLATION:

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---

TASK BEING PERFORMED:

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CORRECTIVE ACTION/TRAINING REQUIRED:

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---

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

FOREMAN: \_\_\_\_\_

SUPERINTENDANT: \_\_\_\_\_

GC SUPERINTENDANT: \_\_\_\_\_

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: \_\_\_\_\_

**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 Ports discretion:

1. Removal and replacement of management personnel.
2. Submit a written Safety Recovery plan to the Engineer and Manager of Construction Safety Services 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 Engineer, Construction Manager, and Manager of Construction Safety Services.
4. Notwithstanding 01 35 29 paragraph 1.05 (B)(9)(c), Disciplinary Action Matrix, above in 1.07 (C)(2), 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 00 70 00, Article G-10-04 Port’s Right to Stop the Work for Contractor Non-Performance. Suspended work shall not be allowed to resume until the Contractor has completed the following actions for review and acceptance by the Engineer:
  - 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 Engineer, the Contractor or other designee familiar with the job site.
  - b) Notification and Tours: Personnel tours including technical inspections need to be cleared through the Engineer, allowing maximum advance notice. The Engineer 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.

#### 1.08 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 Construction Safety Inspection Report (CSIR) will be used by the Port Construction Safety Management as the field report for recording the Safety Manager’s observations in Section One (see Appendix D).

The following instructions apply to the use of this form:

- a) Contractor’s Corrective Action (Section Two): The Contractor shall note the action taken to abate the observation. If an item is abated immediately, it will be so noted in Section One by the Port Safety Manager.
- b) Date Corrected: The Contractor, upon completion, shall enter the date in the appropriate column.
- c) Submittal Procedure:
  - 1) Projects utilizing CMS will use this system to transmit the CSIR Form between the Port and the Contractor until the observation is satisfactorily resolved.
    - i. Email will be used on projects not utilizing CMS
  - 2) When corrective action has been completed, the Contractor’s Project Manager or Designee will electronically sign and date the form and return it to the Engineer.
  - 3) The Engineer will review the form and follow-up to ensure the “Contractor’s Corrective Action” has been addressed, verifying each item corrected.
  - 4) The Engineer will discuss the noted observations at the Weekly Contractor Progress Meeting.
  - 5) The completed CSIR form shall be returned to the Manager of Construction Safety Services 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 Port of Seattle Construction 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 Incident Command or Manager of Construction Safety Services, except for circumstances where "Imminent Danger" exists to those performing any emergency services.
- e) Immediately notify the Engineer and Manager of Construction Safety Services regarding any accident or injury requiring more than First Aid treatment, any third-party incident, or any equipment or property damage estimate in excess of \$1,000. Notify the Engineer and Manager of Construction Safety Services of all other incidents including near miss incidents as soon as possible following the event.
- f) Washington State Department of Labor and Industries must be notified immediately by the Contractor in the event of an accident involving the death or hospital admission of any employee.
- 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 Engineer and Manager, Construction Safety Services 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, incident involving 3<sup>rd</sup> party, or property damage incident, the Contractor shall meet with the Engineer and Manager of Construction Safety Services. 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. These records are to be maintained and submitted to the Engineer or other designated authority upon request and shall include but not be limited to:
  - 1) First-aid injuries not reported on the OSHA No. 300 Form.
  - 2) The Contractor's OSHA 300 Form.

- k) The above information shall be provided only to authorized personnel including the Engineer and Manager of Construction Safety Services.
- l) All questions from the media regarding any incident occurring on site shall be referred to the Port's Public Affairs Manager via the Engineer.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

Depending on the size and complexity of the project, choose one option below for M&P. Delete options not used.

4.01 GENERAL

- A. No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the Schedule of Unit prices bid for the Project.

[or]

The two options below will require additions to the Bid Form (COVID-19 Safety Allowance (unit = FA) and/or COVID-19 Site Supervisor (unit = Weekly).

4.01 MEASUREMENT

- A. "COVID-19 Safety Allowance" will be limited to the COVID-19 Site Supervisor and Hand Washing Stations described in this specification and approved by the Engineer; and all additional work directed by the Engineer in writing. Measurement will be on a Force Account basis in accordance with Document 00 70 00 – General Conditions, Paragraph G-08.06. An estimated amount has been entered in the Schedule of Unit Prices.
- B. No separate measurement will be made for all other Work required by this section.

4.02 PAYMENT

- A. Payment for "COVID-19 Safety Allowance" as stated in the Schedule of Unit Prices will be made on a Force Account basis in accordance with Document 00 70 00 – General Conditions, Paragraph G-08.05 and shall be full compensation for COVID-19 safety measures identified in 4.01.A above.
- B. No separate payment will be made for all other Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in, the payments made for the applicable bid items in the Schedule of Unit Prices bid for the Project.

[or]

**4.01 MEASUREMENT**

- A. “COVID-19 Site Supervisor” will be measured by each one-week (Sunday thru Saturday) duration.
- B. “COVID-19 Safety Allowance” will be limited to the Hand Washing Stations described in this specification and approved by the Engineer; and all additional work directed by the Engineer in writing. Measurement will be on a Force Account basis in accordance with Document 00 70 00 – General Conditions, Paragraph G-08.06. An estimated amount has been entered in the Schedule of Unit Prices.
- C. No separate measurement will be made for all other Work required by this section.

**4.02 PAYMENT**

- A. Payment for “COVID-19 Site Supervisor” will be made at the contract price per one-week duration as stated in the Schedule of Unit Prices. Payment shall be full compensation for designated supervisor(s) to perform all COVID-19 related responsibilities as specified.
- B. Payment for “COVID-19 Safety Allowance” as stated in the Schedule of Unit Prices will be made on a Force Account basis in accordance with Document 00 70 00 – General Conditions, Paragraph G-08.05 and shall be full compensation for COVID-19 safety measures identified in 4.01.A above.
- C. No separate payment will be made for all other Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in, the payments made for the applicable bid items in the Schedule of Unit Prices bid for the Project.

|                 |
|-----------------|
| End of Document |
|-----------------|



## APPENDIX A

### SAMPLE CONTRACTOR'S SAFETY PLAN

The Contractor is responsible for reviewing the requirements found and referenced in this Document, the Contract, the Port of Seattle Construction Safety & Health Manual as a minimum, and incorporating any additional specific or unique safety requirements into their written plan. The Contractor's Safety Plan shall include but not be limited to the following guidelines:

#### A. GENERAL PROVISIONS

1. **Compliance:** Provisions for accident investigations and reporting, formal incident review, reporting, corrective action and disciplinary action procedures meeting the minimum Port of Seattle requirements.
2. **Job Hazard Analysis (JHA):** The Contractor shall complete detailed, written Job Hazard Analysis for the work to be performed, identifying hazards that may exist or be created, outline the equipment to be used, and what procedures and/or safety equipment will be used to eliminate or reduce those hazards. The Contractor shall use the form provided in the Port of Seattle's Construction Safety & Health Manual or contractor equivalent. Supplemental Daily Pre-Task Plans are strongly encouraged.
3. **Medical Treatment:** Provide medical treatment in compliance with Federal, State and local requirements. Names of individuals CPR and First Aid trained.
4. **Site Specific Emergency Procedures:** As related to injuries, weather or emergencies at an active POS facility including pre-determined sites for assembly and measures for accounting of employees shall be included. Emergency numbers shall be posted at the given work area(s):

|   |                |
|---|----------------|
| Fire or Ambulance from a non-Port hard-line phone | 911            |
| Fire or Police from a Port hard-line phone        | 9911           |
| Fire or Police Emergency (Airport)                | (206) 787-5380 |
| Fire (Seaport)                                    | 911            |
| Police (Seaport)                                  | (206) 787-5380 |
5. **DOSH/OSHA Requirements and Personal Protection:** Safety and health provisions for providing adequate lighting, ventilation, hearing conservation, CO monitoring, and housekeeping. A written Personal Protective Equipment Assessment for head, face, eye, hand and torso protection shall be included.
  - a) **COVID-19:** Plan shall address site specific application of the Governor's Proclamation 20-25, including all revisions, addendums, and amendments thereto, and the DOSH Directive 1.70.
6. **Personnel Instruction:** The Contractor must identify the greatest number of employees to be working at any one time during peak construction periods, the company policies for initial safety indoctrination of all

employees, and company plans for continued safety education for all employees, including: weekly safety meetings, POS Safety Orientation, Ergonomics, Asbestos Awareness training, and English as a second language.

7. **Responsibilities:** Acknowledgment that the Contractor is totally responsible for compliance with OSHA, DOSH, 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 safety inspections will be conducted, their frequency, and their documentation.
9. **Safety Personnel:** State the name of the Contractor's Safety Representative(s), their experience and qualifications (i.e. Training in the OSHA 500 (or equivalent), 30-hour or 10-hour) 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, documented daily inspection, and maintenance for trucks and heavy equipment such as backhoes, dozers, motor graders, elevated work platforms, powered industrial trucks, and all 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. These procedures must meet or exceed the Port of Seattle requirements found in the Port of Seattle Construction Safety & Health Manual. Prior to daily entry, prime/general contractor shall be notified.

- a) **Airport:** . When entry is to be made into a Permit Required Confined Space the Port of Seattle Fire Department Emergency Dispatch shall be contacted prior to entry and at completion of shift.
2. **Respiratory Protection Plan**
  - a) Submit a letter signed by the Contractor stating that all employees or agents required to wear a negative pressure or supplied air respirator have been medically evaluated in accordance with WAC 296-842.
  - b) Submit National Institute for Occupational Safety and Health (NIOSH) certification for all respiratory protective devices utilized on site, including a list of approved components (parts) for each type of respirator that may potentially be used on the project.
  - c) Submit a letter signed by the Contractor stating that respirator fit testing is current for all Contractor employees and agents who wear negative pressure or supplied air respirators. This fit testing shall be in accordance with quantitative procedures as detailed in WAC 296-842 and 296-62-07715.
  - d) Respiratory protection requirements for work impacting the following regulated materials:
    - 1) Fugitive and silica dust (see Section 02 87 00)
3. **Steel Erection:** These requirements shall meet or exceed the guidelines of Chapter 296-155 WAC Part P, and shall include: pre-planning, hoisting operations, fall protection procedures, overhead protection and Site-Specific Erection Plan.
4. **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 platform pre-lift planning, and critical lift plans.
5. **Excavations:** Excavation plans must indicate sloping, documented daily inspections, shoring, barricading, excavation access, *fall protection*, and excavated material storage.
6. **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*.
7. **Formwork:** Submittal of formwork and false work drawings for review and approval to the Engineer.
8. **Hazard Communication Program:** Including SDS, their location, Master List of Chemicals, Personal Protective Equipment, Training, Labeling, and SDS review and special procedures for sealers, coatings or specialty paints.
9. **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.

10. **Lock-out/Tag-out:** Procedures for lock-out/tag-out of energy sources during work operations. The Contractor shall include as part of the Lock-out/Tag-out program protocol for *Clearance Orders and Switching Orders* on electrical and mechanical systems.
11. **Scaffolding:** Red/Yellow/Green “Use” tag system, planking, guardrails, toe boards, anchor points, fall protection, access points, and inspections of.
12. **Fire Protection:** Including Hot Work Permits, Welding, shields, fire extinguishers, ventilation, PPE, fire watch and cylinder storage.
13. **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.
14. **Competent Persons:** Where regulatory requirements (DOSH) 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.
15. **Energized Electrical Work Plan:** Submit detailed procedures for working on and guarding of energized equipment or conducting system outages.
16. **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 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 Engineer 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.

17. **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.
18. **STS Tunnel Access Procedures:** What procedures employees will follow if work requires access into the STS system.
19. **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.
20. **Public Protection Plan:** The actions the Contractor will take to protect the public while performing construction or demolition on the project. The plan shall include, but not be limited to, barricades, fencing, and signage. "Public" is defined as anyone not associated with the project - general public, POS and tenant employees.

DIVISION 1 – GENERAL REQUIREMENTS  
Section 01 35 29 - Safety Management

|   |                                      |                 |  |  |   |
|---|--------------------------------------|-----------------|--|--|---|
|  | <b>JOB HAZARD ANALYSIS WORKSHEET</b> |                 |  | <b>Site Specific Plan Addendum</b>                             |   |
|   |                                      |                 |  | Person in Charge*<br>for Reporting<br>Hazards and<br>Injuries: |   |
| Location/address:   |                                      |                 |  | Phone Number:  |   |
| Title of Job/Operation:   |                                      | Date:           |  | * requires OSHA 10 & complete documented daily inspections     |   |
|   |                                      |                 |  | Day of Safety<br>Meetings:                                     |   |
|   |                                      | Work Order #:   |  | Emergency action<br>plan                                       | Call Fire Dept 787-5380 on airport<br>grounds. 911 everywhere else. For<br>large scale emergency meet at: |
| Analysis Made By:   |                                      | Contact person: |  |  |   |
| Analysis Reviewed By:   |                                      | Phone Number:   |  |  |   |
| Location of Master<br>Prevention Program:   |                                      |                 |  |  |   |
| Sequence of Basic Job Steps   | Potential Hazards/Ergonomics         |                 | Recommended Safe Job Procedures and Required PPE |  |   |
|   |                                      |                 |  |  |   |
|   |                                      |                 |  |  |   |
|   |                                      |                 |  |  |   |
|   |                                      |                 |  |  |   |
|   |                                      |                 |  |  |   |
|   |                                      |                 |  |  |   |
|   |                                      |                 |  |  |   |
| Supervisor Signature:   |                                      |                 | Received by RE/CM:                               |  |   |

**DIVISION 1 – GENERAL REQUIREMENTS**  
**Section 01 35 29 - Safety Management**

|  |   |  |           |
|--|---|--|-----------|
| Will the Scope of Work consist of the following tasks? (check all that apply)  |   | (a) List Chemicals to be used on the project.<br>Material Safety Data Sheets attached <input type="checkbox"/> Yes <input type="checkbox"/> No *Physical MSDS must be on-site. |           |
| Traffic control*   | Confined Space Entry*                             |  |           |
| Welding, Cutting, Grinding*  | Heavy Equipment                                   |  |           |
| Trenching or Excavation*   | Flammable or Combustible materials <sup>(a)</sup> |  |           |
| Carpentry  | Steel Erection*                                   |  |           |
| Painting, Staining, Sealant <sup>*(a)</sup>  | Ladder or Scaffold work                           |  |           |
| Demolition (Structural)*   | Roofing   |  |           |
| Energized Electrical*  | Regulated Materials                               |  |           |
| Use of a Crane/Boom/Hoisting device*   | Hazardous Materials                               |  |           |
| Work from heights of 6' or greater*  | Conveyors*  |  |           |
| * Requires additional paperwork – checklists, plans, permits, shut-down notice, etc.   |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
| Description of public protection measures ("Public" is defined as anyone not associated with the project - general public, POS, Tenant, and Airline Employees):  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
| 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 site-specific safety plan and site-specific orientation. |   |  |           |
| Sign Up  |   |  |           |
| Print Name   | Signature   | Print Name   | Signature |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |
|  |   |  |           |

## APPENDIX B

### CONTRACTOR CONFINED SPACE ENTRY PROGRAM CERTIFICATE

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

My employees will utilize the Port of Seattle (POS) confined space entry permit(s). 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. On Airport projects, 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 DOSH 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 make the Engineer and Construction Safety aware of any new hazards confronted or created during entry operations. On Airport projects, my employees will contact the Port of Seattle Fire Department and advise them that operations have ceased.

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

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

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

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

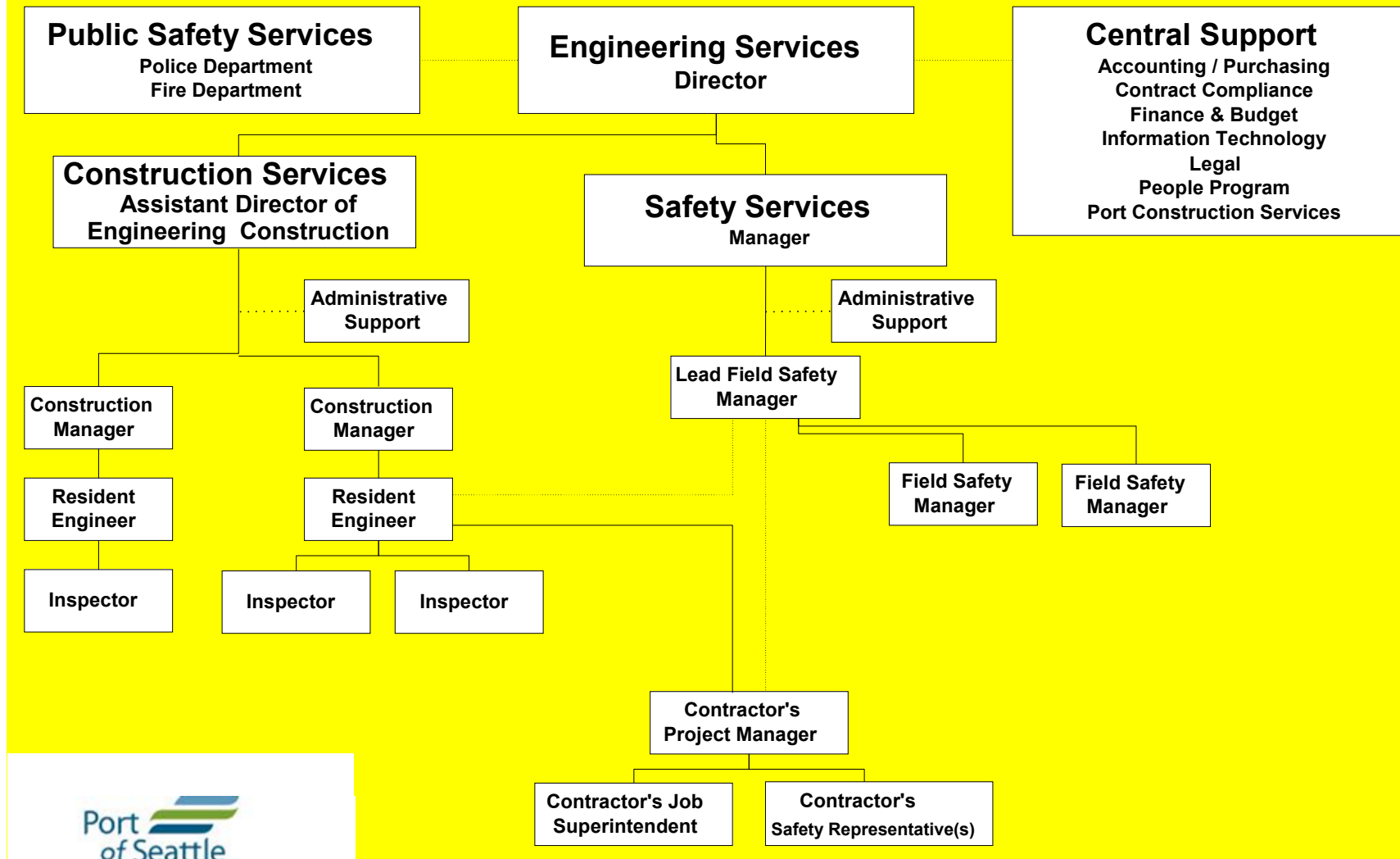
Port of Seattle Resident Engineer: \_\_\_\_\_

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



# Appendix C

## Construction Safety Program Organization Chart



## Appendix D



# Construction Safety Inspection Report

|                            |  |
|----------------------------|--|
| <b>General</b>             |  |
| CSIR Number:               |  |
| Date of Observation(s):    |  |
| Contractor Name:           |  |
| Accompanied By:            |  |
| CSIR Prepared By:          |  |
| Contractor Representative: |  |
| <b>Observation</b>         |  |
| Item No:                   |  |
| Prime/Subcontractor:       |  |
| Category:                  |  |
| Safety Observation:        |  |
| Reference:                 |  |
| <b>Attachments</b>         |  |

|  |  |
|--|--|
| Contractors<br>Corrective Action<br>Taken: |  |
| Date Item<br>Corrected:                    |  |
| Inspector<br>Comments:                     |  |
| Inspector Date:                            |  |
| Safety Comments:                           |  |
| Safety Date:                               |  |

|  |  |
|--|--|
| Contractors<br>Corrective Action<br>Taken: |  |
| Date Item<br>Corrected:                    |  |
| Inspector<br>Comments:                     |  |
| Inspector Date:                            |  |
| Safety Comments:                           |  |
| Safety Date:                               |  |

|  |  |  |  |                    |
|--|--|--|--|--------------------|
| APPENDIX E   |  |  |  | Updated 8/26/20    |
| <p align="center"><b>Contractor COVID 19 PHASE 2 Safety Program Evaluation Criteria Contractor</b></p> <p align="center"><b>Please Include This Spread Sheet with COVID19 Phase 2 Plan Submittal</b></p> <p align="center"><b>Please Submit COVID- 19 Plan on a Maximum of 2 Attachments, Maximum File Size 10 MB.</b></p> |  |  |  |                    |
| Contractor   |  | Date   |  | Review Revisions # |
| Contract Type  |  | Project Name   |  |                    |
| Contract Number  |  | Project (WP) Number  |  |                    |
| Contract Administrator   |  | Port PM or Port RE   |  |                    |
| References-Governor's Proclamation, CDC, OSHA, DOSH, AGC, NABTU and Port Guidelines/ Recommendations   |  |  |  |                    |
| ITEM   | PHASE 2 PROGRAM ELEMENT EVALUATED  | Reference Location and Page Number<br>(Contractor to Complete) | SPECIAL CONDITIONS /NOTES                          |                    |
| COVID-19 Site Supervisor   | 1. A site-specific COVID-19 Supervisor shall be designated by the contractor at every job site to monitor the health of employees and enforce the COVID-19 job site safety plan. A designated COVID-19 Supervisor must be present at all times during construction activities, except on single-family residential job sites with 6 or fewer people on the site. The name and contact information for the site specific COVID-19 Supervisor must be clearly displayed on all jobsite COVID-19 required postings.   |  | Work is not being performed in a residential home. |                    |
| COVID-19 Safety Training   | 2. A Safety Stand-Down/toolbox talk/tailgate training must be conducted on all job sites on the first day of returning to work, and weekly thereafter, to explain the protective measures in place for all workers. Social distancing must be maintained at all gatherings.  |  |  |                    |
| COVID-19 Safety Training   | 3. Attendance will be communicated verbally and the trainer will sign in each attendee.  |  |  |                    |
| Social Distancing  | 4. Social distancing of at least 6 feet of separation must be maintained by every person on the worksite at all possible times. In instances where the 6 feet separation cannot be maintained, the Job Hazard Analysis shall be thoroughly reviewed by all workers performing the work prior to commencing those tasks.  |  |  |                    |
| Social Distancing  | 5. Gatherings of any size must be precluded by taking breaks and lunch in shifts. Any time two or more persons must meet, ensure minimum 6 feet of separation.   |  |  |                    |
| Social Distancing  | 6. Identify "choke points" and "high-risk areas" on job sites where workers typically congregate and control them so social distancing is always maintained.   |  |  |                    |
| Social Distancing  | 7. Minimize interactions when picking up or delivering equipment or materials, ensure minimum 6-foot separation.   |  |  |                    |
| Personal Protective Equipment (PPE) – Employer Provided  | 8. Appropriate eye protection for all hazards must be worn at all times by every employee while on the worksite.   |  |  |                    |
| Personal Protective Equipment (PPE) – Employer Provided  | 9. Provide personal protective equipment (PPE) such as gloves, goggles, face shields and face masks as appropriate or required to employees for the activity being performed. Cloth facial coverings must be worn by every employee not working alone (with no chance of human interaction) on the jobsite unless their exposure dictates a higher level of protection under Department of Labor & Industries safety and health rules and guidance. If appropriate PPE cannot be provided, the work is not authorized to commence, recommence, or the site must be shut down.                    |  |  |                    |
| Sanitation and Cleanliness   | 10. Hand-washing stations, with soap and running water, shall be abundantly provided on all job sites for frequent handwashing. When running water is not available, portable washing stations, with soap, are required.   |  |  |                    |
| Sanitation and Cleanliness   | 11. Workers should be encouraged to leave their workstations to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.  |  |  |                    |
| Sanitation and Cleanliness   | 12. Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol can also be used, but are not a replacement for the water requirement.  |  |  |                    |
| Sanitation and Cleanliness   | 13. Post, in areas visible to all workers, required hygienic practices, including not to touch face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol; cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC). |  |  |                    |

|                            |   |     |  |
|----------------------------|---|-----|--|
| Sanitation and Cleanliness | 14. Make disinfectants available to workers throughout the worksite and ensure cleaning supplies are frequently replenished.  |     |  |
| Sanitation and Cleanliness | 15. Frequently clean and disinfect high-touch surfaces on job sites and in offices, such as shared tools, machines, vehicles and other equipment, handrails, doorknobs, and portable toilets. If these areas cannot be cleaned and disinfected frequently, the jobsite shall be shut down until such measures can be achieved and maintained.   |     |  |
| Sanitation and Cleanliness | 16. Shared tools and other equipment must be wipe sanitized between users.  |     |  |
| Sanitation and Cleanliness | 17. When the worksite is an occupied home, workers should sanitize work areas upon arrival, throughout the workday and immediately before they leave, and occupants should keep a personal distance of at least 10 feet.  | N/A | Work is not being performed in a residential home. |
| Sanitation and Cleanliness | 18. If an employee reports feeling sick and goes home, the area where that person worked should be immediately disinfected.   |     |  |
| Employee Health/Symptoms   | 19. Create policies which encourage workers to stay home or leave the worksite when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform their employer.   |     |  |
| Employee Health/Symptoms   | 20. Have employees inform their supervisors if they have sick family member at home with COVID-19. If an employee has a family member sick with COVID-19, that employee must follow the isolation/quarantine requirements as established by the State Department of Health.   |     |  |
| Employee Health/Symptoms   | 21. Screen all workers at the beginning of their day by asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.   |     |  |
| Employee Health/Symptoms   | 22. Ask employees to take their temperature at home prior to arriving at work or take their temperature when they arrive. Thermometers used shall be 'no touch' or 'no contact' to the greatest extent possible. If a 'no touch' or 'no contact' thermometer is not available, the thermometer must be properly sanitized between each use. Any worker with a temperature of 100.4°F or higher is considered to have a fever and must be sent home.   |     |  |
| Employee Health/Symptoms   | 23. Instruct workers to report to their supervisor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during a shift, the worker should be immediately sent home. If symptoms develop while the worker is not working, the worker should not return to work until they have been evaluated by a healthcare provider.   |     |  |
| Employee Health/Symptoms   | 24. Failure of employees to comply will result in employees being sent home during the emergency actions. For example, if an employee refuses to wear the appropriate facial covering they would be sent home.  |     |  |
| Employee Health/Symptoms   | 25. Any worker performing construction craft work in Washington from any state that is not contiguous to Washington must self-quarantine for 14 days to become eligible to work on a job site in Washington. As an alternative to the quarantine provisions of this section, any worker performing construction craft work entering the state from a non-contiguous state, shall be considered eligible for work upon receipt of negative test results for COVID-19 administered within Washington State. If the individual leaves Washington State and returns to perform additional work, they must be retested and receive another negative result before resuming work. |     |  |
| Employee Health/Symptoms   | 26. If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.   |     |  |
| Port of Seattle Reporting  | 27. Port of Seattle Positive Covid-19 Case Reporting Requirements per 1.05.C.5.e...Immediately report all confirmed positive COVID-19 diagnosis of personnel to Engineer and Manager, Construction Safety Services (Bruce Gamble, 206-457-6756). Report shall be made by telephone. If unable to reach (talk to) the Engineer or Manager, Construction Safety Services, a telephone call shall be placed in the following order until a person is reached:<br>1) Tim Mitchell, POS Health and Safety, 206-890-5924<br>2) Teresa Cummins, POS Health and Safety, 206-715-9291  |     |  |