

Contractor Employee Safety and Health Program (Effective the March 19, 2010 letting)

At the preconstruction meeting, the Contractor shall submit to the Project Supervisor written certification of an Employee Safety and Health Program (ESHP) developed by a safety professional with a minimum of 30 hours OSHA Construction Training. The certification letter shall include the following:

1. Certification that the ESHP meets or exceeds all Federal, State, and local safety and health standards.
2. Qualifications of safety professional responsible for developing and maintaining the ESHP.
3. Chief Safety Personnel- Management-level personnel responsible for managing and implementing the ESHP for the company. Include the name and 24/7 contact information.
4. On-Site Safety Personnel - Supervisory-level personnel responsible for implementing and monitoring the ESHP. Include 24/7 contact information.
5. Traffic Control Coordinator. Include the name and 24/7 contact information.
6. Prime contractor shall insure all sub-contractors have a safety program. The Prime Contractor is responsible for work site safety. The Prime contractor is responsible for conducting all operations so as to protect the workers engaged in duties connected with the work.

The ESHP is a living document and shall be updated as needed. The Contractor shall maintain an original copy at the company's headquarters and shall provide to the Department upon request. Certification of an ESHP will be required before any work can begin.

The ESHP shall at a minimum include the following:

1. **Description.** Describe in detail how the ESHP is implemented and monitored. Provide guidelines for protecting personnel from hazards associated with project operations and activities. Establish the policies and procedures for safety practices that are necessary for the work to be in compliance with the requirements of TOSHA, the MUTCD and other State and Federal regulatory agencies with jurisdiction, rules, regulations, standards, or guidelines in effect at the time the work is in progress.
2. **Certification, Responsibility, and Identification of Personnel.** Identify the safety professional responsible for developing the ESHP and provide that person's qualifications for developing the ESHP. Qualifications should include but not limited to: education, training, certifications, and experience in developing this type of ESHP.

- a. Provide a certification, executed by the safety professional that developed the ESHP, stating that the safety program complies with the rules, regulations, standards, and guidelines in effect at the time the work is in progress, of TOSHA, the MUTCD and other applicable Federal, State, and local regulatory agencies having jurisdiction.
 - b. Identify the Chief Safety Personnel and designate the On-Site Safety Personnel at supervisory-level responsible for implementing and monitoring the ESHP and having the authority to take prompt corrective measures to eliminate hazards, including the authority to stop work. Include documentation of training provided to the On-Site Safety Personnel.
 - c. For work that requires a competent person as defined by TOSHA, ensure that the On-Site Safety Personnel is capable of identifying existing and predictable hazards and has the authority to take prompt corrective measures to eliminate the hazards, including the authority to stop work. Include documentation of the qualifications of such competent persons identified, including certifications received.
 - d. For work that requires flagging, all flaggers will have proof they have completed an approved Flagging Course.
3. **Elements of the Program.** Include information and procedures for the following elements:
- a. **Chain of Command.** Include the responsibilities of the management, supervisors, safety personnel, and employees.
 - b. **Traffic Control Coordinator.** Include the name and 24/7 contact information. Ensure that the traffic control coordinator meets the requirements specified in the MUTCD and holds a Work Zone Safety Supervisor certificate (ATSSA, NHI, UT).
 - c. **Chief Safety Personnel.** The Chief Safety Personnel shall have a minimum of 10 hours OSHA Construction training and the authority to make immediate decisions concerning safety and health, including the authority to stop work. Include the name and 24/7 contact information. Ensure that the Chief Safety Officer meets the requirements specified in TOSHA.
 - d. **On-site Safety Personnel.** The On-Site Safety Personnel shall have a minimum of 10 hours OSHA Construction training and the authority to make immediate decisions concerning safety and health. Include the name and 24/7 contact information. Ensure that the On-Site Safety Personnel meets the requirements specified in TOSHA.
 - e. **Emergency Procedures.** Provide guidelines for handling emergencies, including emergency action plans for incidents involving a worker's death or serious injury, property damage, fires, explosions, and severe weather. Include the 24/7 emergency contact information of the Contractor's personnel responsible for handling emergencies.

- f. **Local Emergency Telephone Numbers.** Include police, fire, and medical numbers. This item will be in the project specific copy to be kept at each worksite.
- g. **Training Topics.** Include regulatory and jobsite safety meetings.
- h. **Contractor's Safety Rules.** Include employee safety, housekeeping procedures and personal protective equipment requirements.
- i. **Employee Disciplinary Policy as related to safety issues.** Documentation shall be maintained at the contractor's headquarters.
- j. **Work-Site Safety Checklists.** Include project safety-planning, emergency plans and procedures, documentation, and protective materials and equipment. Define procedures for routine work site inspections and correcting hazards reported by employees.
- k. **Personnel Injuries.** Record all work-site accidents including cause and correction and provide to the department upon request.
- l. **Hazard Communication Program.** Provide the following:
 - 1. The location of and instructions for understanding the MSDS. Ensure that the location and instruction are available to anyone within the project Limits.
 - 2. The person responsible for the hazard communication program and the method of informing personnel of the hazardous communication program. Attendance sheets of hazard communication meetings shall be maintained.
 - 3. Provide employees a procedure for reporting and recording safety and health concerns to the On-Site Safety Personnel and the Chief Safety Personnel who have the authority to make immediate corrections.
 - 4. When performing work that generates airborne crystalline silica or lead, include engineering and work practice controls to limit exposure levels to at or below the permissible exposure limit according to TOSHA. Ensure that the program includes employee training and respiratory protection measures according to TOSHA and control of the area when the permissible exposure limit is exceeded. Provide a trained and competent person, according to TOSHA, within the Project Limits at all times when performing work that produces airborne crystalline silica or lead.
- m. **Additional Requirements.** Provide additional procedures for Project specific topics including but not limited to:
 - 1. Compressed gas cylinders.
 - 2. Confined spaces.
 - 3. Cranes.
 - 4. Electrical.
 - 5. Equipment operators.
 - 6. Fall protection.
 - 7. Hand and power tools.

8. Hearing conservation.
9. Highway safety. See supplement specification 700SS
10. Lead.
11. Lock out/tag out.
12. Materials handling, storage, use, and disposal.
13. Night work.
14. Personal protective equipment.
15. Project entry and exit.
16. Respiratory protection.
17. Sanitation.
18. Signs, signals, and barricades.
19. Subcontractors.
20. Trenching.
21. Flagging.

The Contractor is responsible for implementing, monitoring, updating, and revising the ESHP. If an incident occurs that requires hospitalization, or TOSHA Citation to be submitted, notification of the incident shall be sent to the Project Supervisor and forwarded to the Regional Safety Coordinator.

On-call guardrail, sweeping, on-call striping/retracing, litter removal, tree services, mowing, and work performed at Welcome Centers and Rest Stops, will be considered Maintenance Contracts. The Maintenance Contractor, while performing the above listed projects, will have a Safety and Health Program, a Work Zone Traffic Control Supervisor and a Safety Manager. . Certification of an ESHP will be required before any work can begin. The certification letter shall include the following items and names (with 24/7 contact numbers) for:

- Safety and Health Program developed by a safety professional with a minimum of 30 hours OSHA Construction Training. This plan will cover the unique and specific hazards posed by the intended work including a Hazard Communication Program as defined as above.
- Traffic Control and Safety Supervisor to ensure that the traffic control meets the requirements specified in the MUTCD and holds a Work Zone Safety Supervisor certificate (ATSSA, NHI, UT); also have a minimum of 10 hours OSHA Construction training. This employee must have the authority to make immediate decisions concerning safety and health, including the authority to stop work.