***Template Intent:***

This template will:

Help identify and document Environmental, Health, and Safety issues and/or concerns in the project specifications/bidding process so that Contractors will be prepared to provide a specific **Site Specific Safety Plan**. The advantages are:

* Open communications between City representatives and Contractors regarding the potential safety hazards well in advance of job/task execution;
* Contractor will be informed of City’s Safety expectations; and
* Any associated costs for EHS compliance issues will be captured ahead.

**A Site Specific Safety Plan shall be completed for all field work performed.**

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| **Contractor Name:** |  | | |
| **Project:** |  | **Date Submitted:** |  |
| **Project Location:** |  | **Site Map Included:** |  |
| **Project Manager:** |  | **Phone:** |  |
| **Project Foreman:** |  | **Phone:** |  |
| **Competent Person:** |  | **Phone:** |  |
| **Project Safety Rep:** |  | **Phone:** |  |
| **Identify the Project’s Definable Work Activities.**  (i.e., Scope of Work, Equipment Utilized on the Project, Depth of Excavations/Trenches, Protective Systems to be Utilized, Existing Utilities within area, , Safety Equip Used, etc.) | | | |
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**\*\*\* Include Emergency Action Procedures and Site Map along with the Corporate Safety Program.**

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Compressed Gas:** | **N/A** | |  |
| Will cylinders be brought on site? |  |  |  |
| Are there plans for safe use and storage on site? |  |  |  |
| Will portable torch sets be required? (All gas cylinders and welding machines must be left outside of excavations and long enough leads provided.) |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Ladders:** | **N/A** | |  |
| Will ladders be required? (All ladders – min 300 lb. rating.) |  |  |  |
| The ladder chosen must be long enough to provide access to the work area without necessitating standing on the top two steps of a stepladder or the top three rungs of a straight ladder. |  |  |  |
| Will fall protection be required? List equipment to be used. |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Fall Protection, Leading Edge Work & Elevated Surfaces:** | **N/A** | |  |
| Has a Fall Protection Rescue Plan been developed? Attach and describe plan. |  |  |  |
| Will fall protection be required? 100% protection > 6 feet. |  |  |  |
| Are competent/qualified persons identified to perform system and equipment inspections, identify hazards, and anchor points as needed? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Cranes and Rigging:** | **N/A** | |  |
| Will crane operations be required? |  |  | Attach crane lift plan, operator, rigger and signaler verification of training. Provide 3rd party annual inspections. |
| Have all overhead lines been identified and the locations appropriately communicated? |  |  |  |
| Will any special lifting devices be needed? |  |  |  |
| Will any Critical Lifts take place? |  |  | Attach and describe Critical Lift Plan and activity. |
| Has all rigging equipment been inspected? |  |  |  |
| Is all equipment appropriate for the task(s)? |  |  |  |
| Have all required safety inspections been completed? |  |  | Inspection logs completed for equipment/lift devices. |
| Will traffic control be provided (pedestrian & vehicular)? |  |  | Attach flaggers’ names / training (2 minimum). |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Confined Spaces:** | **N/A** | |  |
| Will any confined space work be performed?  \*\*NOTE: Atmospheric testing must be conducted daily prior to entry into a Confined Space. |  |  |  |
| Will any Confined Space Entry permits be required? |  |  | All documentation shall be submitted to MSD Document Control **and** the MSD Safety Section via |
| Have affected personnel been trained for confined space entry? |  |  |  |
| What equipment will be provided for non-entry rescue? |  |  |  |
| Will external rescue team services to be used? Please specify the name of the provider. |  |  |  |
| Have all entry procedures been provided and documented? |  |  | Attach Confined Space Plan. |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Excavations (all soil will be classified as type C):** | **N/A** | |  |
| Will equipment to be brought on site? Please specify type. |  |  | Appropriate safety equipment (i.e. shoring, shielding, trench boxes, etc.) shall be provided to protect the employee(s) |
| Will any work activities involve excavations greater than four (**4**) feet? |  |  | Provide Competent Person(s) name(s), contact info and training verification. 3rd party certification preferred. |
| Will a trench box/shoring be needed? |  |  | Provide Tabulated Data / Engineering Specs. |
| Does fencing/barricade need to be installed? |  |  | Barricades, walkways, lighting and signs must be provided for the protection of the public before the start of excavation operations. Guardrails, fences or barricades will be provided adjacent to walkways, driveways and other pedestrian or vehicle thoroughfares. |
| Daily inspections of excavations, adjacent area and protective systems for evidence that result in cave-in, failure of protective systems, hazardous atmospheres or other hazardous conditions must be conducted before the start of work and as needed throughout the shift. Inspections must be documented. |  |  |  |
| What will be the **MAXIMUM** depth(s) of the excavation(s)/trench(s) be on this project? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Mobile Equipment / Powered Industrial Trucks / Lifts / Booms:** | **N/A** | |  |
| Will any mobile powered equipment be required? Type to be brought on site? |  |  | If yes, keep daily/shift inspection logs on the equipment. |
| Will you be using any special attachments? ex. jibs, man lifts, etc. |  |  |  |
| Are operators trained / certified for operations of equipment? |  |  |  |
| Is there a plan for fuel transfer/storage or battery changes? |  |  | Spill kit/containment pad required containing 80% equipment capacity. |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Caught-In / Struck-By Hazards:** | **N/A** | |  |
| Are employees familiar with pinching and crushing points? |  |  |  |
| Are employees aware of the hazards associated with overhead loads and swing radius? |  |  |  |
| Are all vehicles equipped with appropriate back-up alarms, horns and lights? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Hand and Power Tools:** | **N/A** | |  |
| Will all grinders, saws and similar equipment provided with appropriate safety guards? |  |  |  |
| Are power tools used with proper shields, guards, or attachments, as recommended by the manufacturer? |  |  |  |
| Power tools must be equipped with a constant-pressure switch or control that shuts off the power when pressure is released. |  |  |  |
| Will all cord-connected, electrically operated tools and equipment be properly grounded or of the approved double insulated type? |  |  |  |

**Additional Focus Areas:**

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Personal Protective Equipment:** | **N/A** | |  |
| What type of PPE will be used for this project? |  |  |  |
| Will any special PPE be required, i.e. respirators? What type? |  |  | Attach Respiratory Protection Plan if required. |
| Have portable eye wash stations been set up on the jobsite? |  |  |  |
| Has personnel received training for special PPE requirements? NOTE: Hi Vis (yellow shirt) clothing is required. |  |  |  |
| Is there verification of medical respiratory protection clearance submitted / attached? |  |  |  |
| Will respirators be worn on a voluntary use? (Half mask, paper, etc.) |  |  | Attach Appendix D for each employee. |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Signs, Signals and Barricades:** | **N/A** | |  |
| Describe site control measures, especially in high public areas such as playgrounds, parks, etc. |  |  |  |
| Will perimeter barricades be used? |  |  |  |
| Will any caution/danger signs be needed? |  |  |  |
| Will flammable gas/liquid labels be needed? Will material labels be needed? GHS |  |  |  |
| Will traffic control be provided? |  |  | Attach flaggers’ names / training (2 minimum). Include Traffic Control Plan. |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Additional Work Permits:** | **N/A** | |  |
| Will any utility interruption permits be required? |  |  |  |
| Will Hot Work (welding/cutting/grinding/ soldering/electrical) permits be required? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **HAZCOM:** | **N/A** | |  |
| Are all employees trained in Hazard Communication / GHS? |  |  |  |
| Are all MSDS/SDS provided to MSD and a copy easy to obtain at job site? |  |  | Provide MSD with a Chemical Inventory of all chemicals to be utilized onsite and maintain master copy at the job site. |
| Are employees trained to handle/use specific materials? |  |  |  |
| Does storage and use meet all MSD, NFPA, Federal and State Regulations? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Hot Work:** | **N/A** | |  |
| Are hot work activities to be performed? (Any flame or spark producing task.) Briefly describe. |  |  |  |
| Will any special PPE be required? |  |  |  |
| Will fire blankets/protective shields/screens be required? |  |  |  |
| Are fire watch personnel current with actual training? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Flammable Gases / Liquids:** | **N/A** | |  |
| Will any flammable gases and/or liquids be used? |  |  |  |
| Have provisions for their storage been made? |  |  |  |
| Will appropriate containers be utilized? Safety cans are required. |  |  |  |
| Are secondary containment and spill kits required? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Emergency Preparedness:** | **N/A** | |  |
| Have the appropriate number of fire extinguishers been identified? Inspections will be performed monthly. |  |  |  |
| Have emergency phone numbers been identified? |  |  |  |
| Have adequate security measures been identified? |  |  |  |
| Has an emergency evacuation plan been developed? |  |  |  |
| Will emergency responders have easy access if needed? |  |  |  |

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| **Subject** | **Required** | | **Specific & detailed information / description required for all questions.** |
| **Yes** | **No** |
| **Housekeeping and Waste Management:** | **N/A** | |  |
| All projects are to be maintained clean, sanitary and orderly. |  |  |  |
| Is there a plan for waste disposal in place? |  |  |  |
| Are all characterization, containerization, segregation, storage and disposal requirements understood? |  |  | All combustible scrap, debris and waste shall be stored safely and removed promptly. |
| Is there a plan for water/wastewater discharges in place? Describe or attach plan. |  |  |  |
| Is there a spill plan in place? |  |  | Spill kits will be on site. |

| **COMPETENT PERSON DESIGNATION** | | | | | | |
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| An evaluation has determined that the person named below has knowledge of the systems, equipment, conditions and procedures, proper use, inspection, manufacturer’s recommendations and instructions, and maintenance for the activities designated below. Consequently, this person has been designated as a “Competent Person” per OSHA guidelines and delegated the responsibility and authority for coordinating activities and operations covered by the designation(s). | | | | | | |
| Company: | | | | | | |
| Name: | | | | |  | |
| **Competent Person Designation(s)** | | | | | | |
|  | Check as appropriate: | Excavation, Trenching and Shoring | | | | |
|  | Demolition | Scaffolds | | | | |
|  | Lead Abatement | Fall Protection | | | | |
|  | Aerial Lift Trainer | Asbestos | | | | |
|  | Ladder | Steel Erection | | | | |
|  | Other: | | | | | |
| **Credentials Reviewed and Verified for Designation** | | | | | | |
|  | Formal Training (describe, with year completed): | | | | | |
|  | Years of Experience (give number of years): | |  | | | |
|  | Union Apprenticeship | |  | | | |
|  | Informal Training (describe): | |  | | | |
|  | On-The-Job Performance (OJT, OJE) | |  | | | |
| Signatures: | | | | | | |
| Competent Person | | | |  | | Date |
| Foreman/General Foreman/Superintendent/Supervisor | | | |  | | Date |

**COMPETENT PERSON DESIGNATION FORM INSTRUCTIONS**

Read the statement at the top of the Competent Person Designation Form.

**Employee Information:**

Company: Write the name of the company.

Name: Print the employee’s full name.

**Competent Person Designation(s):**

Check the box to indicate which area the employee is being designated as a “Competent Person.” (More than one box may be checked.)

**Credentials Reviewed and Verified for Designation:**

**(Completion of this section is mandatory. Be as detailed as possible – list specifics.)**

* Review and verify the credentials of the employee.
* List any applicable formal training in the space provided.
* List the number of years of experience the employee has relevant to the Competent Person designations marked above.
* Check the appropriate box if the employee has completed a union apprenticeship.
* List any applicable informal training.
* Check the appropriate box if the designation is based on “On-The-Job” Performance.

**Standards and Practices Training:** **(Completion of this section is mandatory.)**

* Ensure the employee has read the relevant standards and practices governing the designations marked in the sections above.
* Ensure the employee fully understands the roles, responsibilities and authority he/she will be expected to execute.
* Check the box indicating which standards and practices the employee read during the designation process.

**Signatures:**

* The Competent Person must sign and date the form accepting the responsibilities associated with the designations.
* The employee’s foreman, general foremen, or superintendent should sign and date the form acknowledging the designation.
* The area construction manager must sign and date the form.

**BACKGROUND**

1. Competent Person is a specifically defined designation from the federal OSHA standards, and MUST NOT BE CONFUSED with a person who is competent (proficient and/or trained) to perform a job/activity.
2. Competent Persons must be designated for the following tasks/activities:

* Excavation, Trenching and Shoring
* Scaffold Erection and Inspection
* Lead Abatement
* Ladder Inspection (portable)
* Safety Monitor (roof)
* Demolition (large scale)
* Aerial Lift Trainer
* Asbestos Abatement
* Steel Erection
* Fall Protection - Use Trainer
* Fall Protection - Equipment Inspection and Trainer

1. A Competent Person designation is predicated on an individual being exceptionally well qualified in his/her subject area, and NOT SIMPLY training, education, experience, or on-the-job training in/of themselves.
2. A Competent Person must demonstrate he/she is (a) highly knowledgeable on the subject and (b) capable of using consistently good judgment in carrying out the appointed responsibilities in the subject area; one may be competent, and not be a Competent Person.
3. We should LIMIT THE NUMBER of Competent Persons to no more than three per craft, per subject area, per project – less if possible/appropriate. An exception may be in the subject areas such as excavation, trenching and shoring, and scaffold inspection.
4. In most cases, a Competent Person should be considered Competent from one project to another.