ADDENDUM TO INSURANCE MANUAL

UNIVERSITY OF CALIFORNIA

UNIVERSITY CONTROLLED INSURANCE PROGRAM (UCIP)

NAME OF PROJECT

UCIP SAFETY STANDARDS MANUAL

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I. INTRODUCTION AND BASIC ELEMENTS

SAFETY PHILOSOPHY

The University of California (UC) is dedicated to the principle that a safe project is a successful and profitable project for all of our construction programs and our General Contractors. We are committed to the safety of our project workers, the surrounding campus, and the environment.

Safety is an integral component of the construction process, the other key components being production, quality, and sustainability. However, safety is a primary component of the success of this project.

Incident prevention contributes to the General Contractor's wellbeing by avoiding injury or illness to the General Contractor and its' Trade Partner's employees, improving productivity, contributing to quality, and reducing costs. The community also benefits directly from incident prevention efforts when potential damage to the environment or members of the community is effectively managed.

To say that all incidents can be prevented is a realistic goal, not just a theoretical objective. It is achievable by eliminating hazards and unsafe acts, and also by incorporating other measures such as safety representative controls, project leadership accountability, proper training, safe operating procedures and personal protective equipment (PPE).

In order for all UC UCIP Construction Program Employers to understand this safety philosophy and to meet its expectations, both general and specific training is required. That training is the responsibility of every level of supervision for each employer. Safety training and the prevention of incidents are logical and appropriate parts of how we expect the operations of each General Contractor and Trade Partner to be conducted.

SAFETY POLICY

The General Contractor is responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the contract and this manual their employees and their Trade Partners share in that responsibility as well. All project workers are expected to work safely and to contribute to the safety of others. In fact, this is an important condition of employment for everyone working on any UC project governed by the University-Controlled Insurance Program (UCIP).

PROGRAM OBJECTIVES

The construction safety standards ("Safety Standards") contained in this Manual have been designed to establish the minimum standards for which the General Contractor's and each Employer's Site-Specific Safety Program (SSSP) must meet or exceed.

The Safety Standards contained in this document were developed as minimum guidelines to assist the Employer to continually and cyclically seek improvement in the elimination or reduction of hazards and risk associated with the construction project. These minimum guidelines also assist the Employer's efforts to prevent incidents, ensure the safety of the general public, reduce worker injuries, prevent damage to property, promote efficiency, and effect savings by reduction of unplanned business interruption.

The University, its authorized representatives, and the UCIP Administrator will neither assume nor relieve any Employer of their direct responsibility for the safety and health of their Employees, the protection of visitors and the public, or the protection of equipment and property.

The University, through its UCIP Administrator and Safety Staff, will actively participate in making these Safety Standards effective by monitoring the efforts of the General Contractor and Trade Partners in performing the following tasks:

1. Providing a safe and healthy environment for site Employees during construction. These examples are not all inclusive. They are intended to exemplify the expected minimum safety system requirements during UCIP construction:
   1.1. New hire safety orientations to ensure employees can recognize hazards they are exposed to.
   1.2. Toolbox/tailgate safety meetings.
   1.3. Safety training, i.e., hazard communication, trenching and excavation, confined space, lockout/tagout, respiratory protection and respirator fit testing, etc.
   1.4. Mandatory personal protective equipment (PPE) programs.
   1.5. Injury reporting, record keeping, and maintaining up-to-date incident experience and trend analysis. Ensure strict conformance to the UCIP Claim Kit.
   1.6. Using Incident investigation information to correct deficiencies and eliminate additional losses.
   1.7. Implementing appropriate and effective Safety Management Systems
2. Using safety planning, such as Job Safety Analysis and Pre-Planning, as a tool to eliminate workplace injuries and property damage.
3. Conducting safety audits/inspections to identify, prioritize, and correct at risk conditions.
4. Protecting public and private property adjacent to all construction site work zones. Most projects are within or next to active University operations. Extra care and analysis is needed to ensure hazards to third parties are controlled.
5. Informing the UC Authorized Representative and UCIP Risk Consultant Staff of any visit from a regulatory agency such as OSHA, EPA or SCAQMD.
6. Educating and training Employees by implementing their respective safety programs.

CONFLICT BETWEEN CODES AND SAFETY STANDARDS

1. In the case of conflict between codes, Safety Standards, reference standards, drawings and other contract documents, the most stringent requirements shall govern.

2. Conflicts shall be brought to the attention of the UC Authorized Representative. UC reserves the right to issue a final determination for conflicts.

3. The General Contractor shall bid for the most stringent requirements.

II. PROJECT SAFETY STAFFING REQUIREMENTS AND RESPONSIBILITIES *

General Contractor safety professionals shall be identified in writing to the UC Authorized Representative prior to the commencement of work. The General Contractor shall submit the resume of the safety professional candidate to the UC Authorized Representative and UCIP Risk Consultant as identified in the UCIP Insurance Manual for review and approval. The written notification shall include confirmation from the General Contractor that the designated safety professional meets the below requirements. Alternate safety professionals will be assigned during the absence of the assigned safety professional as described below. The General Contractor shall notify UC Authorized Representative and UCIP Risk Consultant in writing when the safety professional will not be present on the project. This notification shall include the name and contact information of the alternate safety professional. UC Office of the President (UCOP) reserves the right to direct the removal and replacement of safety professionals. Competent Person duties and responsibilities as defined by OSHA, may not be delegated to safety professionals, these duties must be performed by production workers. The safety professional's role is to assess and ensure safety system implementation.

SAFETY PROFESSIONAL MINIMUM QUALIFICATION REQUIREMENTS

All safety professionals must meet these specific requirements in addition to the below:

1. Current First Aid and CPR training from a provider recognized by OSHA.
2. The ability to conduct effective Toolbox meetings and provide all necessary safety training.
3. Trained in emergency procedures.
4. Communicate effectively with the field staff and project leadership on relevant safety issues.

General Contractor Safety Manager (GCSM)

1. The GCSM shall have a minimum of five (5) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.
2. Certified CSP from the Board of Certified Safety Professionals, or CHST with at least 10 years of experience. Other equivalent certifications such as US Army Skill Identifier 6Q will be considered on a case-by-case basis and require prior approval by UC Authorized Representative and UCIP Risk Consultant. A formal interview may be required.
3. Ability to stop work in the event of workplace hazards until corrective actions have been implemented.
4. Ability to effectively implement: Federal and California regulations, best practice consensus standards (i.e., ANSI), and the UCIP Safety Standards Manual
5. Capable of writing a risk assessment using a 4 X 5 probability / severity risk matrix, communicate to foremen (front line leader) through the use of a risk assessment, efficiently put Foremen back in charge after an intervention, assess if Foremen are capable of performing these duties, and identifying workers who can perform this duty.
6. Capable of conducting detailed incident investigations and root cause analysis, deriving actionable lessons learned to effectively reduce risk, communicate these lessons learned to Superintendent staff, document the corrective actions implemented, and ensure that the new controls are maintained through periodic assessments

General Contractor Safety Coordinator (GCSC)

1. The GCSC shall have a minimum of three (3) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.
2. At minimum hold certification as CSP, ASP, or CHST by the Board of Certified Safety Professionals. Other certifications such as US Army Skill Identifier 6Q will be considered on a case-by-case basis and require prior approval by UC Authorized Representative and UCIP Risk Consultant. A formal interview may be required.
3. Have sufficient knowledge to recognize a hazard and the authority to correct hazards, demonstrated by identifying and controlling at risk conditions through the use their Superintendents/Foremen, and communicate through the use of risk assessments.
4. Have a working understanding of safety practices, OSHA regulations, and the UCIP program necessary to perform the responsibilities as a GCSC.

General Contractor Safety Representative (GCSR)

1. The GCSR shall have a minimum of 15 years of experience and be certified STS by the Board of Certified Professionals.
2. Hold an OSHA 30-hour card.
3. Have sufficient knowledge to recognize a hazard and the authority to correct hazards, demonstrated by identifying and controlling at risk conditions through the use their Superintendents/Foremen, and communicate through the use of risk assessments.
4. Have a working understanding of safety practices, OSHA regulations, and the UCIP program necessary to perform the responsibilities as a GCSR.

Trade Partner Safety Coordinator (TPSC)

1. The TPSC shall have a minimum of three (3) years of qualified project safety experience on large, similar type construction projects that is representative of the planned construction activities.
2. At minimum hold certification as CSP, ASP, or CHST by the Board of Certified Safety Professionals. Other certifications such as US Army Skill Identifier 6Q will be considered on a case-by-case basis and require prior approval by the UC Authorized Representative and UCIP Risk Consultant. A formal interview may be required.
3. Have sufficient knowledge to recognize hazards and the authority to correct hazards, demonstrated by identifying and controlling at risk conditions through the use their Superintendents/Foremen, and communicate through the use of risk assessments.
4. Have a working understanding of safety practices, OSHA regulations, and the UCIP program.

Trade Partner Safety Representative (TPSR)

1. The TPSR shall have a minimum of 10 years of experience and be certified STS by the Board of Certified Professionals.
2. Hold an OSHA 30-hour card.
3. Have sufficient knowledge to recognize a hazard and the authority to correct hazards, demonstrated by identifying and controlling at risk conditions through the use their Superintendents/Foremen, and communicate through the use of risk assessments.
4. Have a working understanding of safety practices, OSHA regulations, and the UCIP program.

SAFETY STAFFING REQUIREMENTS

Count all people on site including consultants and onsite office and administrative personnel.

GENERAL CONTRACTOR SAFETY STAFFING REQUIREMENTS

1. 1-50 persons on Site: GCSC assigned with at least 50% no other duties assigned. When GCSC is offsite, a GCSR will be assigned with no other duties assigned.
2. 51-100 persons on Site: GCSC assigned with no other duties assigned. When the GCSC is offsite a GCSR will be assigned with no other duties assigned.
3. 101-250 persons onsite: GCSM assigned with no other duties assigned
4. For each additional 1- 250 persons onsite (251-500 etc.): The General Contractor will add a GCSC with no other duties assigned. These additional positions can be shared with Trade Partners or retained with the General Contractor, see trade partner staffing requirements below.

GENERAL CONTRACTOR SAFETY RESPONSIBILITIES

1. The General Contractor shall be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the Contract for the on-site safety of their Employees and Trade Partners performing work for the benefit of this project. This includes responsibilities for vendors, delivery and transportation services, and service providers at the project location.
2. The General Contractor shall ensure that safety staffing requirements are maintained at all times.
3. Assure project-specific safety orientation sessions are conducted for workers who are new to the site, prior to their beginning work.
4. Conduct weekly toolbox safety meetings that include all workers on site.
5. Conduct weekly supervisory and management safety meetings.
6. Instruct and inform all supervisors, management, and employees on site regarding safety rules and regulations.
7. Instruct supervisors and employees in the proper use and care of personal protective equipment (PPE).
8. Instruct supervisors and employees concerning special procedures (e.g. confined space entry, trench shoring, lockout/tagout, fall protection, etc.)
9. Complete incident investigation reports in accordance with the UCIP Safety Standards Manual. Records are to be maintained at the site and distributed as described in this UCIP Safety Standards Manual. Electronic recodes are permitted however they must be accessible within 1 hour of request.
10. Conduct and document weekly (at minimum) project safety inspections. Documentation shall be created and maintained for corrective action taken to correct deficiencies identified during inspections. Records of inspections and corrections are to be maintained at the site and made available to the Owner's Authorized Representative or UCIP Risk Consultant Representative upon request.
11. Maintain training documentation. Records are to be maintained at the site available for review upon request.
12. Implement site-specific safety policies and procedures.
13. Ensure that required first aid supplies are adequate.
14. Coordinate transportation of Employees with minor injuries to the designated Medical Clinic
15. Inform the UC Authorized Representative and UCIP Risk Consultant informed of any safety related problems that have or may develop.
16. Maintain records in accordance with OSHA Recordkeeping requirements.
    a. The OSHA 300 Log for the General Contractor is to be available for review upon request by the UC Authorized Representative or UCIP Risk Consultant.
17. Review Loss Control Survey forms received from UCIP Risk Consultant that identifies safety non-compliance items.
    a. Disseminate the Loss Control Survey forms to Trade Partners if necessary.
    b. Ensure corrective action is taken.

18. Respond in writing to response required observations noted on the SAF-1 form within 48 hours to UCIP Risk Consultant and others as required on this project.
19. The Employer shall comply with all applicable provisions of Federal, State, and local laws, ordinances, codes and regulations affecting safety and health, including but not limited to the OSHA Act, OSHA Standards, and UC Campus.
20. The General Contractor shall assure all employers are compliant with the Substance Abuse Prevention Program and the Return-to-Work provisions and guidelines are appropriately followed.
21. General Contractors will be required to implement their employer's Injury and Illness Prevention Program (IIPP) and the General Contractors Site-Specific Safety Plan for the project.
22. General Contractors are required to organize and hold a Site Safety Committee as outlined in the UCIP Program.
23. The General Contractor shall maintain a list of all Trade Partner Safety Managers and all General Contractor and Trade Partner Safety Representatives. This list shall be available for review upon request.
24. The General Contractor will be required to maintain a list of all "competent persons" for technical aspects for regulatory compliance and ensure they are present during work
25. The General Contractor shall develop an Emergency Action Plan (EAP), communicate and train all workers on site regarding the emergency procedures, post the plan on site in a conspicuous area, and periodically test the EAP as necessary to assure the effectiveness of the plan and the training of the employees.
26. The General Contractor has the responsibility to review, approve, and oversee the execution of any Risk Assessment / Job Hazard Analysis (JHA) required by all Employers on site in accordance with the UCIP Standards Manual and regulatory requirements.
27. The General Contractor shall oversee the Employers responsibilities to obtain permits required by regulations.
28. The General Contractor shall set up and maintain a central location for all Jobsite Postings as required by regulations and the UCIP Program.
29. The General Contractor shall oversee the Pre-shift meetings to assure they comply with the UCIP program.
30. The General Contractor shall develop and implement a Public Protection Plan as outlined in the UCIP Program.

TRADE PARTNER SAFETY STAFFING REQUIREMENTS

As noted above these positions may be retained by the GC if desired or delegated to the Trade Partners, assuming Trade Partner is agreeable.

1. 1-50 persons onsite: TPSR with 25% no other duties assigned
2. 51-100 persons on site: TPSC with no other duties assigned. When TPSC is offsite a TPSR will be assigned with no other duties assigned.

TRADE PARTNER SAFETY RESPONSIBILITIES

1. The Trade Partner shall be responsible for initiating, maintaining, supervising, and enforcing all safety precautions and programs in connection with the performance of the Contract for the on-site safety of their Employees and their Trade Partners performing work for the benefit of this project. This includes responsibilities for vendors, delivery and transportation services, and service providers at the project location
2. Trade Partners are responsible for initiating, maintaining, supervising and enforcing the safety requirements outlined by the UCIP Safety Standards Manual and the General Contractor's Site-Specific Safety Program (SSSP), even though the requirements may be above and beyond the Trade Partner's own safety policies and federal and state OSHA requirements.
3. The Trade Partner will ensure compliance with safety professional staffing requirements defined in this manual.
4. Document that all their employees on site have attend the project specific safety orientation conducted by the General Contractor prior to their beginning work.
5. Trade Partner shall attend a weekly toolbox meeting held by the General Contractor and conduct a separate work specific Toolbox meeting weekly.
6. Attend weekly supervisory and management safety meetings held by the General Contractor.
7. Instruct and inform all supervisors, management, and employees under their control regarding safety rules and regulations.
8. Assure all supervisors and employees are trained in the proper use and care of personal protective equipment (PPE), and comply with the PPE requirements set forth by the UCIP Safety Standards Manual.
9. Train all their supervisors and employees concerning special procedures (e.g., confined space entry, trench shoring, lockout/tagout, Fall Protection, etc.)
10. Complete incident investigation reports in accordance with the UCIP Insurance Manual and UCIP Safety Standards Manual. Records are to be maintained at the site and distributed as described in the UCIP Safety Standards Manual.
11. Attend the Incident review meeting as required by the UCIP Safety Standards Manual.
12. Conduct and document weekly (at minimum) project safety inspections. Documentation shall be created and maintained for corrective action taken to correct deficiencies identified during inspections. Records of inspections and corrections are to be maintained at the site and made available to the Owner's Authorized Representative or UCIP Risk Consultant Representative upon request.
13. Maintain training documentation. Records are to be maintained at the site available for review upon request.
14. Implement site-specific safety policies and procedures.
15. Ensure that required first aid supplies are adequate and the required number of trained First Aid / CPR trained workers are on site at all times as required by regulation.
16. Coordinate transportation of Employees with minor injuries to the designated Medical Clinic
17. Inform the General Contractor of any safety related problems that have or may develop.
18. Maintain records in accordance with OSHA Recordkeeping requirements.
    a. The OSHA 300 Log for the General Contractor is to be available for review upon request by the UC Authorized Representative or UCIP Risk Consultant.
19. Review Loss Control Survey forms received from General Contractor or UCIP Risk Consultant that identifies safety at risk condition items. Reply in writing to response required at risk conditions noted on SAF-1.

20. Trade Partner shall comply with all applicable provisions of Federal, State, and local laws, ordinances, codes and regulations affecting safety and health, including but not limited to the OSHA Act, OSHA Standards, and UC Campus.
21. The Trade Partner shall assure all their employers are compliant with the Substance Abuse Prevention Program and that the Return-to-Work provisions and guidelines are appropriately followed.
22. Trade Partners will be required to implement their employer's Injury and Illness Prevention Program (IIPP) and the General Contractors Site-Specific Safety Plan for the project.
23. Trade Partners are required to have their Trade Partner Safety Managers and Trade Partner Safety Representatives attend the Site Safety Committee meetings as outlined in the UCIP Program.
24. The Trade Partner shall maintain a list of all Trade Partner Safety Managers and Trade Partner Safety Representatives. This list shall be available for review upon request.
25. The Trade Partner will be required to maintain a list of all "competent persons" for technical aspects for regulatory compliance.
26. The Trade Partner shall develop, review with employees, and update as necessary a Job Hazard Analysis (JHA) as required by the UCIP Program.
27. The Trade Partner shall hold a Pre-shift meeting prior to commencement of work each day and include safety as a topic of discussion as required by the UCIP Program.
28. The Trade Partner is responsible to follow all site programs developed by the General Contractor in regard to both the site safety and public protection.

III. PROJECT SPECIFIC COMPONENTS OF THE UCIP RISK CONTROL PROGRAM

WORK ATTIRE / PROFESSIONAL DEMEANOR

The General Contractor shall require each Employee, agent, or Trade Partner to wear appropriate attire of a form in accordance with the provisions of the contract.

WORK ATTIRE

1. Employee dress should be neat in appearance and consistent with a professional atmosphere.
2. Shirts and long pants must be worn at all times on the site.
3. Sleeveless shirts and tank tops are not permitted.
4. Clothing should not be torn or frayed.
5. Clothing contaminated by oily, flammable, toxic or caustic materials should not be worn until properly cleaned.
6. Certain tasks may require the wearing of fire-resistant materials, such as Nomex®. In such circumstances, extremely flammable clothing material such as nylon should be discouraged.

FOOTWEAR

1. Tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material shall not be worn by General Contractor Employees on the job site.
2. Sturdy work boots with fire resistant material are required.

PROFESSIONAL DEMEANOR

1. Personal cellular telephone use is prohibited except during lunch and authorized breaks.
2. Equipment operators are prohibited from operating their equipment while conducting any (personal or business) cellular telephone conversation.
3. The use of headphones, ear buds, or other devices while working is prohibited.
4. The use of radios issued by employer may be permitted.
5. Smoking and vaping are prohibited on UC campuses.

CONTRACT PROGRESS MEETINGS

Following is a suggested agenda for the Safety and Loss Control component of the Progress Meeting. This agenda may be modified to reflect project needs.

1) General Contractor:
   a) Report of incidents involving the General Contractor or its' Trade Partners since the last progress meeting
      i) If the UCIP SAF-3 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the General Contractor at this meeting.
         (1) General Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence
   b) Report of injuries to Employees of the General Contractor or its' Trade Partners since the last meeting
      i) If the UCIP SAF-3 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the General Contractor at this meeting
         (1) General Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence
      ii) General Contractor shall report on the work status of each injured Employee until said Employee returns to full duty
   c) Report of near-miss incidents involving the General Contractor or its' Trade Partners since the last meeting

i) If the UCIP SAF-4 form has not been filed relevant to any incident discussed, it shall be distributed and discussed by the General Contractor at this meeting
   (1) General Contractor discussion is to include corrective or preventative action taken to prevent a reoccurrence

d) Provide a description of work activities until the next meeting, including anticipated Employee and public safety concerns and non-routine tasks/activities
   i) General Contractor is to report on pre-planning that has been done – i.e. steps that will be taken to minimize these hazards.
   ii) General Contractor is to be prepared to discuss pedestrian and vehicular traffic controls that will be employed.

e) Provide a brief description of activities anticipated for the next three weeks to identify potential concerns in advance to facilitate pre-planning by all parties
   i) A Job Safety Analysis (JSA) or Activity Hazard Analysis (AHA) may be requested from the General Contractor for future activities.

2) Owner / Authorized Representative:
   a) Reporting or discussion of any item(s) described herein.
   b) Any additional other topic(s)/item(s) not described herein.

GENERAL CONTRACTOR/TRADE PARTNER SAFETY NON-COMPLIANCE

1. UCIP Risk Consultant has the right to stop any work activity imminently dangerous to life or health until safety violations are corrected.
2. An initial violation by a General Contractor's/Trade Partner's Employee will result in a notification to the General Contractor's supervisory personnel and the UC Authorized Representative.

   2.1. A second violation may result in the UC Authorized Representative requiring the General Contractor Employee to be excluded from the site for a period designated by the Owner.

3. The removal procedure may be accelerated and/or expanded to include removal of a General Contractor's/Trade Partner's entire workforce by the UC Authorized Representative where the violation of safety regulations is widespread, or where the General Contractor/Trade Partner does not demonstrate good faith effort.
4. Employers that are unresponsive to safety issues or that have an unsatisfactory safety evaluation may be deemed ineligible to bid additional contracts for a period designated by the Owner.
5. Employers may report legitimate unsafe actions/activities of other General Contractors to the UC Authorized Representative or UCIP Risk Consultant.

EMERGENCY ACTION / EVACUATION PLAN

1. The General Contractor is responsible for the development of a project-wide emergency action plan that shall take into account probable and possible emergency situations.

   1.1. Each Employer shall develop a written job-specific emergency action plan that shall take into account probable and possible emergency situations specific to their operations.

      1.1.1. This plan shall be shared with and coordinated with the General Contractor.

   1.2. The Plan shall be revised throughout the course of the project to reflect changed conditions.
   1.3. The Plan shall be maintained at the site, and available for review upon request.
   1.4. The General Contractor shall train all workers on the plan and their responsibilities under the plan.
   1.5. The General Contractor shall hold periodic drills to test the efficiency of the plan and correct any deficiencies that might hinder the success of the plan. The drills shall be documented.

CONTENTS

1. At minimum, the plan shall contain:

    1.1. Project site map
    1.2. Street map of immediate area showing Project location that clearly identifies one-way and dead-end streets.
    1.3. Building Plan, including a plan for each floor
    1.4. Emergency notification list
    1.5. Emergency notification procedures
    1.6. Evacuation procedures
    1.7. Evacuation route
    1.8. Evacuation refuge area
    1.9. How Employees will be trained on the contents of this plan
    1.10. Intervals for refresher training

EMERGENCY CONTACT LIST

1. The General Contractor shall provide the UC Authorized Representative and UCIP Risk Consultant with an Emergency Contact List.
2. This list shall include 24-hour contact information for key project personnel.
3. The General Contractor shall maintain this list throughout the duration of the contract and provide a revised copy to all parties when made necessary by changes to personnel or their contact information.

INCIDENT REVIEW MEETINGS

1. The General Contractor's safety professional shall adopt a practice of scheduling an Incident Review Meeting within 24 hours of the occurrence of an incident.
2. For the purposes of this section, "Incident" may be defined as any or all of the following: (As determined by owners authorized representatives.)

    2.1. Near-Miss Incident
    2.2. First-Aid Case
    2.3. Recordable Injury
    2.4. Lost-Time Injury
    2.5. Vehicular Incident
    2.6. General Liability / Third-Party Incident
    2.7. Incident review as determined by owner's representative.

3. The intent and purpose of this meeting is to interactively and cooperatively identify causal factors that had, or may have had, a role in the incident, and to identify corrective action(s) and practice(s) to implement to avoid potential reoccurrence of the incident. It is NOT a faultfinding or blame-finding event.

    3.1. Attendees should include:

    3.2. UC Authorized Representative
    3.3. GCPM
    3.4. GCPS
    3.5. GCSM
    3.6. TPSC (if applicable)
    3.7. UCIP Risk Consultant
    3.8. General Contractor / Trade Partner (Assistant) Superintendent(s) accountable via functional structure of the project for the incident

3.9. General Contractor / Trade Partner (General) Foreman / Foremen accountable via functional structure of the project for the incident
3.10. Craftsperson(s) involved with the incident. (Optional)

4. The incident review meeting shall be conducted by the General Contractor. The location of the meeting shall be in a setting that will not distract the focus of the meeting and will be conducive to allow free flow of thought and discussion i.e., meeting/ conference room. A site visit can be scheduled as part of the process to review the circumstances around the incident.

RISK ASSESSMENT

In principle, the risk assessment is a two-part process:

1. The Job Hazard Analysis (JHA) is a task/operation driven document to ensure that the job task or operation receives proper safety planning prior to beginning work. It is a written work plan that incorporates safety procedures into the work procedure. Refer to Section V for a recommended format and details. The JHA should cover the entire scope of work, however it is useful to break it down mirroring the GC Gantt chart for production planning. The JHA represents a global plan that gets updated upon cycle completion or major changes to scope.

2. A daily risk assessment (THA) that covers the daily site-specific at-risk conditions will be used. This daily THA should incorporate the JHA and use the "brief by exception concept" to focus mostly on the site-specific conditions affecting the work. Examples of this are: weather, laydown space, time to plan, 3rd party issues (students), change of condition, change of scope, new hires, workers without direct oversight, etc. Most General Contractors meet or exceed this standard. In such cases, please continue to use your existing systems and the names used to identify specific processes and forms. Otherwise use this process as a starting off point.

1. A Job Hazard Analysis (JHA) is to be developed by the Employer (or Employers) prior to commencement of work for the following activities:

   1.1 Upon arrival at the work site to cover all general activities normally encountered by the employer during performance of his work.
   1.2 Any significant activity identified by the employer, General Contractor, program management, UCIP Risk Consultant team and/or the Project Safety Committee.

2. Each crew shall review the JHA(s) applicable to their tasks to be conducted during their work shift prior to the start of each shift. Documentation of the review must be maintained on site by the Employer.

3. JHA's are to be completed by a supervisor familiar with the task to be performed.

4. When specific tasks require a JHA, the GCSC/TPSC shall facilitate the JHA process and document review of the JHA with the supervisor(s) in advance of the work shift.

5. To conduct a JHA utilizing the JHA form contained in Section V of these standards, follow these basic steps: Select the job to be analyzed. Use the following factors as a guide in selecting jobs to be analyzed, remembering that those with the worse incident experience shall be evaluated first.
   5.1. Frequency of incidents
   5.2. Disabling injuries
   5.3. Potential for service inquiry
   5.4. New operations/jobs

6. Break the job into successive steps. (Avoid making the breakdown too detailed or too general)
7. Identify the hazards and the potential incidents
8. Develop ways to eliminate hazards and prevent potential incidents.

9. Ensure the THA is present with the work crew to allow amendments to be made if the scope or work site changes. THAs shall be recorded at the project site made available upon request.

JOB SITE EMERGENCIES (FIRE, INCIDENTS, & MEDICAL EMERGENCIES)

1. All job site emergencies must be reported immediately to the General Contractor (if applicable), UC Authorized Representative and UCIP Risk Consultant.
2. Job Site Emergency Telephone Numbers shall be posted on the job site bulletin board.
3. A local street map clearly identifying the project and active entrances shall be maintained and posted on the job site bulletin board by the Emergency Telephone Numbers.
4. A sufficient number of Employees shall be trained in First Aid and CPR to provide for adequate coverage of the project.
5. An outside General Contractor or vendor is not permitted to be employed to perform first-aid treatment or medical treatment of an injured worker on site without the express authorization of the Owner or their authorized representative. This requirement does not apply to local city or county emergency services.

ORIENTATION

Orientations shall take place for all workers new to the site in a manner readily understandable to the individual Employee. Orientation content should be adjusted accordingly for workers transferred to the UC Project.

All orientations shall be documented. Records shall be maintained at the project available for review by the UC Authorized Representative and UCIP Risk Consultant upon request.

Topics may include, but are not limited to:

1. Type and history of the project, including Owner and final product
2. Explanation of Sponsor's Safety Philosophy
3. Sponsor's Safety Rules
4. Employer's Safety Rules (to include the Code of Safe Practices)
5. Sponsor's Site-Specific Safety Rules
6. Project map, including entrances, exits, and parking areas
7. Emergency procedures
8. Evacuation procedures
9. Fire protection and prevention procedures and practices – initial site-specific training
10. Incident reporting procedures
11. Near-miss Incident reporting procedures
12. Procedures to report unsafe acts and/or conditions
13. Location of First-Aid kits, clinic(s) and hospital
14. Location of project Bulletin Board
15. Day, time and location of Safety Meetings
16. Personal Protective Equipment (PPE) requirements, including how, when and where to obtain/replace
17. Project dress code
18. Hazard Communication training (site-specific)
19. Fall Protection – initial site-specific training
20. Confined Spaces – initial site-specific training
21. Electrical Safety – initial site-specific training
22. Ladder safety – initial site-specific training
23. Scaffold safety – initial site-specific training
24. Hot work safety – initial site-specific training
25. Control of hazardous energy (including Lockout-Tagout) – initial site-specific training
26. Site vehicle safety requirements
27. Housekeeping requirements

PERMITS

1. Unless otherwise relieved via contract provisions, each Employer shall obtain relevant permits and licenses pertinent to the safety of Employees and operations in compliance with all applicable legal requirements.
2. Permits shall be available for review at the job site upon request of the UC Authorized Representative or UCIP Risk Consultant.
3. General Contractors must obtain, and post Cal/OSHA Activity Permits for the following construction activities:

    3.1. Construction of trenches or excavations which are 5 feet or deeper and into which a person is required to descend.
    3.2. Construction of any building, structure, scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).
    3.3. Demolition of any building structure or dismantling of scaffolding or false work more than 3 stories high, or the equivalent height (36 feet).
    3.4. Erection or dismantling of vertical shoring systems more than 3 stories high, or the equivalent height (36 feet).
    3.5. Use of fixed or mobile tower cranes.

POSTING REQUIREMENTS

1. The General Contractor shall be required to construct a weatherproof job site bulletin board. Federal and State regulations require Employers to conspicuously display all required posters at locations where Employees report each day.
2. At minimum, the following items shall be posted:

    2.1. Industrial Welfare Commission's Order Regulating Wages, Hours, and Working Conditions
    2.2. Pay Day Notice
    2.3. OSHA "Job Safety and Health Protection"
    2.4. Employer's "Code of Safe Practices" / Safety Rules
    2.5. Discrimination in Employment is Prohibited by Law
    2.6. Sexual Harassment Poster
    2.7. Americans with Disabilities Act (ADA)
    2.8. Notice of Compensation Carrier
    2.9. Notice to Employees of Unemployment Insurance and Disability Insurance
    2.10. Cal/OSHA Operating Rules for Industrial Trucks
    2.11. Emergency Telephone Numbers

PRE-SHIFT CREW MEETINGS (PRODUCTION and SAFETY)

1. Each General Contractor and Trade Partner crew shall conduct a pre-shift production and safety meeting at the start of each shift.
2. Such meetings are to generally be five (5) to ten (10) minutes long, and are, at minimum, to focus on the following:
    2.1. Tasks for the shift
        2.1.1. Applicable Job Hazard Analysis
    2.2. Tools and equipment needed for those tasks
    2.3. Materials needed for those tasks
    2.4. Proper material handling techniques
    2.5. Safe work procedures to perform those tasks
    2.6. PPE needed to safety perform those tasks
    2.7. Review of recent incidents and near-misses
    2.8. Questions from the crew
3. These meetings shall be documented in the same manner as the weekly Safety Meeting.

PROJECT CONDUCT AND SITE SECURITY INFORMATION

EMPLOYEE CONDUCT

1. All project workers must maintain professional behavior at all times. Horseplay, fighting, sexual harassment, possession, or use of alcohol and/or unauthorized drugs, possession of firearms, gambling, unsafe conduct, and destructive or abusive behavior are not allowed and will result in disciplinary action, up to and including immediate removal of the worker and/or the worker(s) from the site.

NEWS MEDIA AND GENERAL CONTRACTOR CONDUCT

1. Employers and their employees shall refer questions from news media personnel (radio, television, newspaper) to the Owner's Authorized Representative.

2. Project accidents/incidents resulting in news media coverage (radio, television, newspaper) shall be immediately reported to the Owner's Authorized Representative.

CONSTRUCTION VEHICLE PARKING

1. Park in authorized areas only. Do not block or obstruct intersections, fire lanes and fire hydrants, traffic lanes, driveways or parking lot entrances. Offending vehicles may be towed without notice at the vehicle owner's expense.
2. Private vehicles are not permitted on the project except in authorized and designated parking areas as identified in the traffic control plan.

IDENTIFICATION

1. All General Contractor Employee hard hats must display the General Contractor's name and or logo.
2. General Contractor equipment and vehicles entering and/or working at the site must have the company name/identification clearly displayed on the vehicle as required by the Special Conditions.

ASSIGNED WORK AREA

1. General Contractors and Trade Partners are confined to their assigned work areas.
2. Wandering throughout the site is strictly prohibited.

PROJECT PLANNING AND PROJECT MEETINGS

1. Safety and loss control activities are key elements in the success of this project.
2. Safety and loss control activities are to be integrated into the work plan such that safety is an integral component of the construction process, rather than treated as a separate activity.
3. There are five main elements to the planning and meeting component of the UCIP Risk Consultant Standards.

3.1. **Project Survey**: Prior to the start of work, the General Contractor shall conduct a physical survey of the job site. The General Contractor shall also review the plans and specifications.

3.2. **Construction Process Plan:** From the Project Survey, the General Contractor shall develop a written Construction Process Plan. The Construction Process Plan shall identify tasks and activities under four main categories:

3.2.1. Construction sequence and procedures
3.2.2. Temporary Structures / Shoring / Reshoring / Bracing / Retention Systems required
3.2.3. Critical Structures or Processes
3.2.4. Description of required tests and approvals

3.3. **Job Hazard Analysis (JHA):** may be pre-determined in part by reviewing the Construction Process Plan and Construction Schedule. The JHA should be prepared far enough in advance of the task or activity to ensure that changes or revisions will not affect the scheduled execution of the task or activity. JHA's are further discussed later in this section.

3.4. **Contract Progress Meetings**: These meetings are typically held on a weekly or bi-weekly basis and are typically chaired by the UC Authorized Representative. A sample minimum Safety and Loss Control Agenda is included in this section.

3.4.1. The General Contractor shall prepare a Risk Mitigation Three-Week Look-Ahead Schedule (form found as Appendix G) and submit same for review prior to each Contract Progress Meeting.

3.5. **Pre-Phase Planning Meetings:** Pre-phase meeting needs may be identified from the Construction Process Plan. A sample Pre-Planning Matrix is provided in the Appendices.

3.5.1. The General Contractor shall schedule the Pre-Phase Planning Meeting far enough in advance of the start of the relevant phase to ensure that changes or revisions to JHA's and coordination efforts will not affect the scheduled execution of the relevant phase of work.

3.5.2. The Pre-Phase Meeting shall include the UC Authorized Representative and UCIP Risk Consultant, as well as all General Contractors and Trade Partners involved in that phase of work. This meeting shall identify and address the safety and coordination issues of the relevant phase of work.

3.5.3. Pre-Phase Hazard Analysis' shall be prepared using the JHA form (or an acceptable equivalent); specific JHAs are to be prepared using the Pre-Phase Hazard Analysis as a guide.

3.5.4. Subsequent meetings may be required throughout the phase of work to maintain safety and coordination efforts.

PROJECT SAFETY COMMITTEE

1. The General Contractor's Project Manager shall serve as the Chair for the Project Safety Committee.
2. At minimum, the Committee shall include the GCSC, and the TPSC of each first-tier Trade Partner, the Construction Manager, UC Safety and UCIP Risk Consultant.
3. The Committee shall meet no less than once per calendar quarter, or as needed.

PUBLIC PROTECTION PLAN

1. The General Contractor shall develop a Public Protection Plan prior to the commencement of work. The Public Protection Plan shall be reviewed and revised as necessary throughout the project.

1.1. The Plan shall be in writing and available at the job site for review upon request.
1.2. For the purposes of this section, "Public" refers to parties not involved in the execution of work related to this construction project.

CONSIDERATIONS

1. The Public Protection Plan shall consider and include at minimum the following items as they apply to the project: (NOTE: this is neither intended nor represented to be a complete list.)

1.1. Noise
1.2. Dust, Fumes, Mists, Smoke, Vapors
1.3. Traffic hazards
1.4. Pedestrian hazards

1.5. Radiation (including lasers, x-rays, and welding rays)
1.6. Machinery and vehicles
1.7. Falling objects
1.8. Wind-borne objects
1.9. Security
1.10. Utilities
1.11. Hazardous Materials and Hazardous Substances (including use and storage)
1.12. Response to incidents involving the public
1.13. Public demonstrations or protests

COMPONENTS

1. The Public Protection Plan shall at minimum include the following components:

   1.1. Policy statement
   1.2. Assignment of responsibilities
   1.3. Identification of existing and predictable public concerns
   1.4. Provisions to monitor and inspect the implementation of the provisions of the Public Protection Plan
   1.5. Provisions for incident investigation
   1.6. Hazard abatement procedures

REPORTS AND FORMS

1. The General Contractor is responsible for ensuring that corrective action is taken when Loss Control Survey forms (SAF-1) are issued to the General Contractor. UCIP Risk Consultant response required at risk conditions, noted on SAF-1, must be replied to in writing within 48 hours.
2. Each Employer shall maintain copies of weekly toolbox safety meeting reports on site for review upon request by the UC Authorized Representative and/or UCIP Risk Consultant.
3. Each Employer shall maintain weekly project inspection reports and corresponding corrective action records on site for review upon request by the UC Authorized Representative and/or UCIP Risk Consultant.
4. The General Contractor will furnish the UCIP Risk Consultant and UC Authorized Representative with a copy of the completed SAF-3 and SAF-4 forms no later than 24 hours after knowledge of the incident or injury.

   4.1. NOTE: The forms do not constitute notice to the Carrier, and do not replace the Employer's First Report of Injury that must be filed with the UCIP Workers' Compensation Insurance Carrier by the Employer of the injured/ill Employee.

5. The General Contractor will facilitate the complete and timely reporting of all claims as required in the Incident/Accident Reporting Instructions (SAF-7).

RETURN TO WORK PROGRAM

Purpose:
This is to establish basic guidelines for an Early Return to Work (transitional duty) work assignment for injured workers. Each Employer shall have a written Early Return to Work Program that shall be implemented on this project unless specifically prohibited by the terms of a Collective Bargaining Agreement.

Definitions

1. ***Injured Worker –*** An injured Employee who has sustained a job-related injury or illness that results in a Workers' Compensation claim.
2. ***Transitional Duty Work*** – Temporary job that the injured worker can perform while recovering from the work-related injury or illness consistent with any physician specified activity limitations.

Transitional duty is the same thing as *Temporary Modified Duty.* The job may be limited to a specific time frame.

Benefits

1. Positively impacts the Employer's Experience Modification Rating (EMR) and contributes to reduced insurance premiums.
2. May eliminate the need for vocational rehabilitation.
3. Boosts Employee morale and demonstrates that the employer wants to cooperate with the injured worker.
4. A worker on transitional duty can be of value to an employer.

Fundamental Requirements

1. Construction employees who are disabled by an injury or illness suffered at work are entitled to receive workers' compensation payments including both the cost of medical treatment and replacement of lost wages during the period of their disability.
2. Employers shall implement an Early Return to Work Program that provides transitional jobs in certain specified instances. A transitional job is work, which requires the employee to observe specific limitations on physical activity.
3. A transitional duty assignment will not change a worker's benefits, coverage and premium amounts. Any injured worker will be considered for transitional work in compliance with the doctor's restrictions.

How to Identify Transitional Work

1. Review all job descriptions for modification.
2. Identify transitional work in each department.
3. Make sure transitional duties are within the physician's stated capabilities
4. Communicate with other departments to share transitional duty worker.

Examples of Modified (Transitional) Jobs

1. Flagging or directing traffic.
2. Monitoring quantity of export/import materials.
3. Monitoring safety requirements of co-workers.
4. Conducting safety meetings and training.
5. Delineating trenches, excavations, or danger areas.
6. Cross-training for another job or offsite training.
7. Assisting the estimating department by delivering estimates, blueprints, etc.
8. Assisting in warehouse or tool cribs.

SITE-SPECIFIC SAFETY PROGRAM (SSSP)

1. Each Employer shall have an effective and written SSSP in accordance with OSHA and the UC UCIP requirements. This SSSP shall also include, but not be limited to, the following site-specific components as they apply to the Employer's work:

    1.1. Safety and Health Policy Statement
    1.2. Assignment of accountability and responsibilities for key personnel responsible for implementation of the Safety Program
    1.3. Identification of Competent Persons and Qualified Persons
    1.4. Scope of Work Evaluation
    1.5. Hazard/Risk/Exposure Assessment
    1.6. Control Measures / Activity Hazard Analysis (AHA)
    1.7. Three Week Look Ahead Planning
    1.8. Procedures for effectively communicating safety and health matters to Employees
    1.9. Safety Incentive Program / Safety Recognition Program
    1.10. Progressive Disciplinary Action Program

1.11. Workplace Hazard Identification Inspection and Corrective Action Program
1.12. Safety Training Program (including provisions for Supervisory and Craft Employee training)
1.13. Project-specific Employee Safety Orientation Program
1.14. Provisions for maintaining orientation, training, inspection, corrective action and investigation records
1.15. Hazard Communication Program
1.15.1.1. To include Safety Data Sheets for all products at the site
1.16. Job Hazard Analysis Program
1.17. Emergency Response and Evacuation Plan
1.18. Fire Prevention Program
1.19. Hot Work Program
1.20. Drug Free Workplace / Substance Abuse Prevention Program
1.21. Incident Investigation Program
1.22. Near Miss Incident Investigation Program
1.23. Fall Prevention Program
1.23.1. Training and rescue shall be addressed in the Fall Protection Program
1.24. Scaffold Safety
1.24.1. Scaffold Inspection, Scaffold Erector Training, and Scaffold User Training shall be addressed in the Scaffold Safety Program
1.25. Confined Space Entry Program
1.26. Lockout/Tagout / Control of Hazardous Energy Program
1.27. Excavation Safety Program
1.28. Site Logistics Plan
1.29. Other written programs required by this and other contract documents or regulatory agencies
1.30. List of Attachments

2. The General Contractor shall submit to the UC Authorized Representative within 30 days of contract award an electronic copy of the General Contractor's SSSP for review.

2.1. The Program will be reviewed for compliance with the requirements of the UCIP Risk Consultant Standards and applicable sections of the Project Specifications.
2.2. The approval of the Program will be based solely on the content of the Program relative to conformance with the UCIP Risk Consultant Standards and Project Specifications. Receipt of program does not constitute approval.
2.3. Failure to attain approval of the Program prior to the scheduled commencement of contract work is not grounds for a time extension.
2.4. Upon approval of the Program for conformance to said requirements, the General Contractor shall submit two copies of the Program signed by the General Contractor's Owner or CEO to the UC Authorized Representative.

3. The General Contractor scope shall include these UCIP Risk Consultant Standards. This shall include all services required for the complete performance of the contract work in accordance with the requirements of the UCIP Risk Consultant Standards.
4. All General Contractor and Trade Partner Site Managers, Field Superintendents and Dedicated Safety Personnel shall complete an OSHA 10-Hour Construction Outreach Training Program or have Training and certification in the OSHA 500 Construction Outreach 10/30-hour Programs within the past 3 yrs. prior to mobilization. Applicable personnel assigned to the project after mobilization shall complete this training within 30 days of assignment.
5. All General Contractor and Trade Partner Employees shall receive a project site safety orientation that at minimum reviews the Project Safety Rules and regulations, and applicable Emergency and Evacuation Plans prior to their start of work.

5.1. Vendors and visitors shall be provided with an orientation that is appropriate for their exposures during their time on site.
5.2. The General Contractor is to provide this orientation.

6. The General Contractor shall conduct monthly (at minimum) Project Safety Meetings with their Trade Partners to properly coordinate the work within the trades and resolve matters related to safety and health and project work. Minutes shall be kept of each meeting, including topics covered and attendees, and made available to the UC Authorized Representative or UCIP Risk Consultant upon request.

    6.1. The Owner reserves the right to request additional Project Safety Meetings be conducted by the General Contractor when requested by the UC Authorized Representative or UCIP Risk Consultant to address specific areas of concern.

7. The Employer shall conduct toolbox safety meetings with their Employees at least once a calendar week. Minutes of these toolbox meetings are to be prepared and maintained by the General Contractor, and available for review by the UC Authorized Representative or UCIP Risk Consultant, upon request.

    7.1. Meeting minutes shall contain the following:

        7.1.1. Employee names in a legible format
        7.1.2. Identifier for each Employee
        7.1.3. Employer name
        7.1.4. Date of meeting
        7.1.5. Description of meeting topics
        7.1.6. Name(s) of person(s) conducting the meeting

8. The General Contractor and Employer shall ensure that all personnel are properly trained and instructed for all jobs that require specific training and/or competency to meet all applicable OSHA regulations, state and federal law, and the requirements herein.
9. Each General Contractor and Trade Partner (via the General Contractor) shall submit to the UC Authorized Representative a list of (a) Competent Persons and Qualified Persons as applicable to the Employer's scope of work, and (b) First Aid / CPR trained personnel prior to starting work.

    9.1. Each list shall be clearly dated and updated as required throughout the contract period. Each time the list is updated, a copy shall be provided to the UC Authorized Representative.

10. Each Employer is responsible for handling, on a daily basis, rubbish and debris generated by its work. The General Contractor must keep the workplace clean.
11. The General Contractor is responsible for ensuring that corrective action is taken when *Loss Control Survey* forms are issued to the General Contractor.
12. The *Loss Control Corrective Action* form must be completed by the General Contractor and returned within 48 hours of receipt to UCIP Risk Consultant and others as required by these Safety Standards. Copies of these forms will be provided separately at the Pre-Construction Meeting.
13. The General Contractor will cooperate in inspections by OSHA and other regulatory agencies.
14. The cited Employer(s) shall submit copies of all regulatory agency citation(s) and notices to the General Contractor (if applicable), UC Authorized Representative, and UCIP Risk Consultant immediately upon receipt.

    14.1. The General Contractor shall ensure that the cited Employer posts copies of all citations as required by OSHA or the applicable regulatory agency.

SUBSTANCE ABUSE PREVENTION PHILOSOPHY

The construction industry is dangerous enough without adding the effects of drugs and alcohol to the project. Substance abuse can lead to personal injury, injury to others, damage to equipment/materials/vehicles/theft, etc. adding to the cost of the project and potentially ruining lives and families. A substance abuse prevention policy shall be implemented by all companies working on a UCIP project and enforced.

SUBSTANCE ABUSE PREVENTION

1.1. General Contractors and their sub-contractor trades shall implement a Substance Abuse Prevention Policy which utilizes a drug testing process and protocol in accordance with federal, state, local, licensing, certification, and their company policy.

1.2. General Contractors and their sub-contractors shall implement and enforce a policy that prohibits the possession, distribution, promotion, manufacture, sale, use or abuse of illegal and unauthorized drugs, drug paraphernalia, controlled substances and alcoholic beverages by personnel, agents or any person otherwise under the control of the employer, including personnel and agents of trade partners and consultants while on the work site, or while otherwise covered by the UCIP while working on the project. Furthermore, personnel shall be prohibited from reporting to the premises under the influence of drugs or alcohol.

1.3. The Substance Abuse Prevention Policy must apply to all personnel, including but not limited to regular, part-time, probationary, casual and contract personnel of the company, as well as personnel and agents of trade partners and consultants. The employer shall take whatever legally permissible steps are necessary or appropriate to enforce compliance with this and their company policy.

1.4. Personnel governed by this policy may possess a prescription medication in its original container and prescribed for current use of the person in possession by an authorized medical practitioner; provided that the employer provides a defined process to ensure that personnel taking prescription medicine inform their employer about potential side effects of medication which may affect the personnel's ability to work safely and the safety of others.

1.5. General Contractors and their subcontractor companies shall consult with their Human Recourses Department to ensure the Substance Abuse Policy/Drug Testing Requirements are enforced. Personnel who fail or refuse to take a drug and alcohol screen in accordance with the terms of the contract shall be removed from the project.

UCIP RISK CONSULTANT RESPONSIBILITIES

UCIP Risk Consultant is responsible for conducting loss control site visits to assess the General Contractor's and Tarde Partner's safety, health, and environmental compliance. UCIP Risk Consultant reports these findings to the UC Authorized Representative and the General Contractor for corrective action and enforcement actions. Responsibilities and duties of UCIP Risk Consultant may include, but are not limited to the following:

1. Keep apprised of new regulations and developments to assist in keeping the safety policies and procedures current and effective.
2. Compile, follow-up, and maintain safety performance statistics for the project. Communicate above information to the UC Authorized Representative and other Owner personnel to ensure they are informed and involved in the safety program.
3. Conduct job site safety surveys of General Contractors and Trade Partners activities to observe safety performance, make recommendations and document non-compliance items.
4. UCIP Risk Consultant will document non-compliance items, recommendations, and or comments on the *Loss Control Survey* form (SAF-1). UCIP Risk Consultant will submit copies of the completed *Loss Control Survey* forms (SAF-1) to the UC Authorized Representative and General Contractor. Any response required related to observed at risk conditions will be noted on SAF-1 upon submission to the General Contractor.

5. Review and communicate methods and procedures to the General Contractor's Safety Representative and the UC Authorized Representative to foster the highest level of incident prevention performance practicable.
6. Provide special consulting to the Owner, UC Authorized Representative, General Contractor and Trade Partners regarding problems and challenges that may arise on the project.
7. Conduct incident investigations if required.

    7.1. If performed, such reports shall not relieve the Owner, General Contractor, Employer, or Insurer of their obligation to perform their own investigation, or of any responsibility they have to complete and file notices, reports and forms in accordance with applicable regulatory requirements.
8. Review all General Contractor incident investigation reports to ensure thorough investigations were conducted and controls instituted to prevent future incidents or incidents.

VISITORS ON SITE

A visitor is considered any party not enrolled in UCIP, including but not limited to, material delivery drivers; individuals or organizations that have not been awarded a contract for the purpose of completing on-site construction activities. Any visitor who enters the site must:

1. Be escorted by the General Contractor or Trade Partner at all times while on site.
2. Wear the required PPE and work attire as described in Section IV.
3. Complete a sign-in/sign-out log when entering/exiting the premises (does not apply to material delivery drivers).
3. Follow all instructions given them during their visit and conduct themselves with the highest level of concern for their safety and the safety of others.
4. If their visit is more than one time, the visitor must attend the Site-Specific Site Orientation as required in Section III.

IV. GENERAL SAFETY STANDARDS

Following are the minimum safety requirements and guidelines for this project.

No attempt has been made to restate applicable OSHA, ANSI, NFPA, State/Federal Agency, or State and Local standards in their entirety. The General Contractor is reminded of its' responsibility to have at least one copy of all applicable OSHA Standards, as well as other Standards incorporated by reference into the OSHA Standards, available at the project for use and review.

In some instances, the UCIP General Contractor Safety Standards are more stringent than the applicable OSHA standards. In other instances, due to variables in State OSHA programs, the applicable State OSHA standards may be more stringent than the UCIP Risk Consultant Standards. The General Contractor is reminded that the most stringent requirement shall apply.

AIR TESTING EQUIPMENT

1. Approved air testing equipment shall be used to test utility holes, cable vaults, pits, confined spaces, and similar spaces for flammable, toxic, or oxygen deficient atmospheres. The exposing employer(s) is (are) responsible for the provision, maintenance, calibration, and testing of said equipment.
2. Air testing equipment shall be UL classified for use in Class I, Division 1, Groups A, B, C & D Division 1 hazardous locations as defined by the National Electrical Code.
3. Air testing equipment must be tested and calibrated as required by the manufacturer before each use.
4. Testing, calibration, use, and repairs shall be in accordance with the manufacturer's operating manual and instructions.
5. Prior to use, employees must be trained per manufacturer requirements on the use, limitations and alarm modes of each air-testing device that they use.
6. Air testing equipment must be fully functional and checked per manufacturer requirements prior to use.
7. Employees must immediately leave a work area whenever an equipment alarm sounds due to:
    - 7.1. Low or high oxygen level (acceptable range is 19.5% to 23% oxygen).
    - 7.2. Combustible gas detected above 10% Lower Explosive Limit (LEL).
    - 7.3. Set point for a toxic gas level is reached.
    - 7.4. Sensor failure
    - 7.5. Low battery alarm.
8. Equipment must be carried with the employee or placed immediately adjacent to the work area and set to operate in a continuous monitor mode.

ASBESTOS

1. Asbestos is to be handled only by qualified and certified employers and their personnel. Asbestos abatement activity by the General Contractors/Trade Partners must be approved in accordance with applicable State, Federal, and Local requirements. Certification permits shall be maintained on site and available at all times.
2. General Contractors must determine the existence of asbestos content in buildings/ building materials prior to any construction, remodeling, or demolition activities. A written asbestos abatement plan shall be maintained on site.
3. Upon discovery of any Asbestos Containing Materials (ACM) or Presumed Asbestos Containing Materials (PACM), General Contractor/Trade Partner shall stop work in such areas and notify the UC Authorized Representative.

4. The General Contractor/Trade Partner shall ensure employees are trained in asbestos awareness to identify ACM and PACM.
5. All asbestos abatement/removal work must follow all regulations of OSHA, the Environmental Protection Agency (EPA) or applicable state agency, and the applicable Air Quality Management District.

Note: Asbestos remediation activities are not covered by the UCIP.

BARRICADES

1. Barricades are required around excavations, holes or openings in floor or roof areas, edges of roofs and elevated platforms, around certain types of overhead work, and wherever necessary to warn or protect people against falling in, through or off. Barricades may also be used to isolate people (such as employees of other crews or employers, other project/Owner personnel, and the public) from work activities as required by the activity, potential hazards created by the activity, or the location of the activity.

    1.1 Barricades must be suitable for the area of use (i.e., blinker type barricade or protective barricade to provide physical protection from falling).

2. To ensure the safety of the general public, the employer shall provide and maintain adequate protection, such as chain link fences, gates and barricades, to separate work areas from areas outside job site limits.

    2.1. Barricades must be suitable for the area of use (i.e., blinker type barricade or protective barricade to provide physical protection from falling).
    2.2. Barricades/fences are to be placed around all construction trenches.
    2.3. Portable fencing shall be installed around construction work areas, General Contractor storage areas, and general contractor's heavy equipment if they are not otherwise protected within the confines of the project's perimeter barricade.
    2.4. Appropriate signage shall be placed to inform individuals where to detour if necessary.

FENCING

1. Chain link fencing shall be free from barbs, icicles (excess galvanizing material that may form sharp projections) or other projections that may cause injury.
2. Fencing must be in good repair and installed to ensure stability of the fencing from being knocked over by employees, or the general public.
3. Portable fencing shall be installed/braced to prevent being blown over during windy conditions.
4. Base supports of portable fencing shall be installed/placed to eliminate tripping hazards when fencing is placed adjacent to sidewalks and walkways.
5. The UC Authorized Representative reserves the right to prohibit use of, temporary fence panel systems that require the use of a tubular or pedestal base support system that presents a potential trip hazard to pedestrians.
6. Appropriate signage warning of on hazards shall be present.
7. Site perimeter access points/gates must be closed and locked when not in use. When access points/gates are in use flaggers must be present to ensure the safety of 3rd parties who are exposed to project traffic. *

BURNING, WELDING AND HOT WORK

1. The Employer shall have a Hot Work Program for fire prevention during hot work activities.

    1.1. This Program shall meet or exceed the requirements of NFPA 51B-2019, "Standard for Fire Prevention during Welding, Cutting and Other Hot Work".

2. An approved fire extinguisher and/or other fire protection equipment are to be provided by the employer for each hot work operation in accordance with OSHA and campus Fire Marshal / Fire Code requirements.
3. Employers shall ensure debris and waste are stored in a way to prevent combustion.
4. When air monitoring is required, the Lower Explosive Limit (LEL) must be non-detectable (0% LEL), prior to any type of burning, welding, or hot work being conducted by the employer.

    4.1. Air monitoring will be required around or near any areas that may pose a potential fire or explosion threat from flammable or combustible vapors, for example.

HOT WORK

1. Hot work includes, but is not limited to, the following activities: grinding, cutting, welding, brazing or soldering, heating, hot air welding or other operations that generate heat, flames, arcs, sparks or other sources of ignition.
2. The employer shall procure and post all permits necessary for hot work as required by the Fire Marshal and/or Fire Code having jurisdiction over the project. The General Contractor shall be provided with a copy of all such permits.
3. The Employer shall provide appropriate firefighting equipment for each hot work activity. This equipment shall be located on the same elevation(s) of the work and within 25 feet of the hot work activity.*
4. Prior to performing hot work, the employer shall evaluate the following: type of hot work to be performed, site preparation, atmospheric conditions, use of appropriate personal protective equipment (PPE), and firefighting equipment.
5. Site preparation should include a survey for the following: combustible materials; hazards posed by heat transfer; flammable, corrosive, or toxic residues; equipment linings; appropriate lock/tagout application; and housekeeping.
6. The Employer shall also evaluate the work area for the potential consequences of thermal conduction. Thermal conduction is the transfer of heat that could cause ignition by/through an object heated by the hot work operation.
7. A Hot Work Permit system shall be established and implemented in accordance with regulations. The permit system shall be in writing and documentation kept on site for review by the Owner's Authorized Representative and the UCIP Risk Consultant representative.
8. A fire watch must be in place while any non-electrical hot work is conducted. The designated fire watch shall be declared on the Hot Work Permit when the form is submitted. The fire watch must remain in the work area for 30 minutes after the work has been completed. Combustibles within 35 feet of the work area should either be removed or covered with fire resistive protection (i.e. fire blankets, etc.) prior to commencement of the hot work. Do not allow open flame or sparks to hit hoses, regulators, cylinders or other combustible material.

WELDING

1. Ensure welding equipment is installed properly, grounded and in good working condition. Make sure all associated electrical connections are tight and insulated.
2. Do not use cables with frayed, cracked or bare spots in the insulation.
3. Always wear protective clothing suitable for the task. Non-FR rated clothing shall not be exposed while welding. Always wear proper ANSI Certified PPE: eye protection when welding, brazing, soldering, or flame cutting; hard hats shall be worn with a welding helmet attachment; and others as applicable.
4. Safety glasses shall be immediately applied once welding helmet has been removed.
5. Use mechanical exhaust ventilation at the point of welding when welding lead, cadmium, chromium, manganese, brass, bronze, zinc or galvanized metals. These metals are highly toxic and their fumes should not be inhaled.

COMPRESSED GAS CYLINDERS

1. All cylinders must be secured and transported in an upright position at all times.
2. Oxygen and fuel gas cylinders must be:

    2.1. Separated at least 20 ft., or a 5-foot-high barrier with a 1/2 hour fire rating when in storage, and

    2.2. Placed away from potential contact that may rupture the tanks.

3. Cylinder valves shall be turned to the off position if left inactive for 30 minutes or longer.
4. Cylinders designed for valve protection caps must have the valve protection caps installed when in storage or when being transported.
5. Cylinders, hoses, and fittings shall be checked for leaks and damage on a daily basis.
6. Cylinders must be labeled as to the nature of their contents per NFPA requirements and the OSHA Hazard Communication Standard.
7. Cylinders shall not be taken into confined spaces.
8. Cylinder storage areas shall have appropriate warning signage posted.
9. Appropriate fire-fighting equipment must be provided for each cylinder storage area.
10. Torches and hoses shall not be left connected to cylinders overnight.
11. Torches and hoses shall not be stored in unventilated gang boxes or storage containers.
12. Flashback arrestors and check valves shall be installed in accordance with manufacturer's instruction on all oxygen-fuel torch sets.

CONCRETE AND MASONRY CONSTRUCTION

CONCRETE CONSTRUCTION

1. The creating employer must guard all protruding reinforcing steel to eliminate impalement hazards.

STRUCTURAL CONCRETE

1. The employer must not remove any forms or shoring until a determination has been made by the testing lab and Structural Authorized Representative that the concrete has gained sufficient strength to support its own weight and that of superimposed loads.
2. The employer must not place loads on any concrete structure until concrete has reached a compressive strength predetermined by the Structural Authorized Representative of Record.

    2.1. The General Contractor shall be the point of contact for information regarding this item.

3. Where concrete shoring/reshoring is employed, a shoring/reshoring plan specific to the project shall be available for review at the project.

    3.1. Deviations from the shoring/reshoring plan will require the issuance of a new shoring/reshoring plan.

    3.1.1. The addition of superimposed loads on the floor (such as equipment and/or materials) not considered in the reshoring plan shall be a deviation from the plan.

POURING AND PUMPING OPERATIONS

1. Permanent and temporary power lines shall be identified prior to the start of a concrete pour. Appropriate safeguards shall be implemented for the pumping, pouring and finishing operations.
2. A site traffic control plan shall be established for concrete truck traffic. Trained spotters and flaggers shall be used as necessary for worker and public safety.
3. Employees involved in pouring and finishing activities shall have appropriate personal protection equipment, including gloves, mud boots, and eye protection, that shall prevent concrete splatter contact with exposed skin.

4. Concrete truck washout areas shall be in an area acceptable to the Owner and located out of vehicular and pedestrian travel areas.
5. Diapers or the equivalent shall be provided for the pump and concrete trucks when the truck to pump transfer occurs in a public street or other public area.
6. A site logistics plan shall be prepared for each pump location and shall include provisions for concrete truck traffic routing and control, as well as pedestrian traffic routing and control (if applicable).

MASONRY CONSTRUCTION

1. Masonry walls shall be braced and/or supported as required by OSHA and/or local requirements.
2. Unauthorized personnel shall be prohibited from entering the work area. A Controlled Access Zone (CAZ) must be in place and includes the area behind the work structure and below any scaffolding used to gain height to the work.
3. Masonry blocks may not be used in any type of scaffolding or elevated platform.

CONFINED SPACE ENTRY

1. The Employer must meet or exceed OSHA standards and this document for all confined space entry operations and furnish all personnel, equipment, and support.
2. Employer personnel must be trained in the hazards of confined space work, including operating and rescue procedures, the use of respiratory equipment, and instructions as to the hazards they may encounter, and communication requirements. A Competent Person must be present during all confined space entries.
3. The Employer shall develop a written, understandable confined space operating and rescue procedure. This procedure must be made available to all affected Employees. Non-entry rescue must be implemented unless a rescue entry team is present at the confined space entry site. Exceptions to this must be requested in writing to the UC Authorized representative and UCIP Risk Consultant 2 weeks prior to entry. *
4. Written notification to the UC Authorized representative and UCIP Risk Consultant of confined space entry operations that plan to utilize a standby entry rescue person or team is required 2 weeks prior to the entry. *
5. Prior to entry into a confined space, the Employer shall ensure all lines that may convey flammable, injurious, or incapacitating substances into the space are disconnected, blinded, or blocked off by other positive means in accordance with Lockout/Tagout regulations.
6. Prior to entry into confined space, the Employer shall test the air with an appropriate device or method for: (1) Oxygen content, (2) Flammable gases and vapors, and (3) Potential toxic air contaminants. A written record shall be kept at the entry site.
7. Confined space entries into excavations have potentially hazardous atmospheres. Continuous ventilation providing at least 3 air exchanges per hour must be implemented. Ventilation must have positive and negative pressure creating airflow across the workers breathing zone. Increased ventilation may be required depending on hazards present (i.e. welding operations and soil contaminants).

8. Whenever an atmosphere free of dangerous air contamination and/or oxygen deficiency cannot be ensured, the Employer shall provide approved respiratory equipment to affected Employees, who are involved in a comprehensive respiratory protection program in accordance with applicable OSHA standards.
9. Visual contact or two-way radio communication must be available at all times.

CONNECTIONS TO UTILITIES

1. The General Contractor shall not, or allow any Trade Partner to, make any temporary service connections to electrical, water, air or steam utilities without approval of the Owner.
2. Temporary connections shall comply with all applicable Federal, State, and local regulations.
3. Temporary connections shall be inspected on a regular basis.

CRANES, BOOM TRUCKS AND RIGGING

The term crane as used in this section shall be construed to include boom trucks and similar truck-mounted cranes.

1. Cranes and derricks exceeding one ton rated capacity shall not be used in lifting service until an approved certifying agent has certified the equipment.
    1.1. Current annual and quadrennial (where required) inspection certificates shall be maintained on each crane.
        1.1.1. Cranes that do not have such evidence of inspection shall not be permitted to operate on the project.
    1.2. Current daily and periodic inspection records shall be maintained on each crane.
2. An approved certifying agent shall re-inspect any crane that is involved in any incident or is damaged during set-up or operation, and a new certificate of inspection issued prior to being returned to service.
3. A qualified person shall visually inspect the crane's or derrick's controls, rigging and operating mechanism prior to the first operation on any work shift. Any unsafe conditions disclosed by the inspection shall be corrected promptly. Defective components of equipment which create an imminent safety hazard shall be replaced, repaired, or adjusted prior to use.
4. Only Employees authorized by the General Contractor and trained, or known to be qualified, in the safe operation of cranes or hoisting apparatus shall be permitted to operate such equipment.
    4.1. Where required, operators shall have valid evidence of current Licensing or Certification in accordance with State and Local requirements.
    4.2. Operators not having such evidence where required shall not be permitted to operate applicable machinery (except under terms and conditions prescribed for Trainees by applicable regulations).
5. All mobile cranes having either a maximum rated boom length exceeding 200 feet or a maximum rated capacity exceeding 50 tons shall be equipped with a load indicating device or a load movement device.
6. Cranes shall be equipped with a boom angle or a boom radius indicator and clearly legible load chart in clear view from the operator’s position.
7. An effective, audible warning and operating signal device (such as a horn) shall be provided on the outside of the crane. The controls shall be in easy reach of the operator.
8. When required by the manufacturer’s or certifying agent’s instructions, outriggers shall be set so that wheels or crawler tracks within the boundary of the outriggers shall be relieved of all weight by the outrigger jacks or blocking.
9. Plates, pads, mats and/or cribbing shall always be used under the outriggers or crawlers of all cranes as it is configured for that lift. The plates, pads, mats and/or cribbing shall be of suitable material and size to support the crane on the surface that it is set up on. Plates, pads mats and/or cribbing shall limit the damage to property underneath the outriggers or crawlers if applicable.
10. The Employer shall ensure that a qualified person visually inspects the crane, derrick, or hoist’s controls, rigging and operating mechanism prior to the first operation of any work shift. Records of daily inspections by the operator or other qualified person shall be maintained on the crane and must be available for review upon request.
11. Adjustments and repairs to the crane shall only be made by a qualified person.

12. A fire extinguisher of not less than 10-B:C rating shall be kept in serviceable condition and readily accessible to the operator.
13. Operations shall be conducted and controlled in a manner to prevent loads from being passed directly over workers, occupied workspaces, occupied passageways, or potentially occupied public spaces. No one shall work and/or stand under a suspended load.
14. A crane's load should never be hoisted, lowered, or swung over any occupied building. If a load must travel over an occupied building the top two floors where the load will travel must be vacated, or overhead protection with a design live load of 300 psf is provided, or another equally effective means.
15. The General Contractor shall ensure floors are vacated
16. A qualified signal person shall be provided when the point of operation is not in full and direct view of the operator unless a signaling or control device is provided. Only one person shall be permitted to give signals to the operator.

    16.1. Any Employee involved in the operation may give a "stop" signal if such a signal is warranted.

17. A legible chart depicting and explaining the system of crane signals used shall be conspicuously posted in the vicinity of the hoisting operation.
18. All loads shall be rigged by an identified, qualified, and authorized Rigger.
19. No Employee shall be permitted to ride on loads, hooks, or slings of any derrick, hoist, or crane.
20. Swing radius protection shall be provided where a rotating crane is positioned to operate in areas where persons may be caught between rotating parts and fixed objects or non-rotating crane components.
21. Tag lines, restraint lines, or guide ropes shall be used on all loads except where their use presents a greater hazard. Such lines or ropes should be insulated to prevent shock, and shall not contain knots or splices that may snag on an object.
22. All lifts shall identify variable conditions that may affect the safety of the lift including but not limited to weather conditions and distance of power lines. *
23. When the load is on the hook, full control shall be maintained. The use of personal electronic devices is strictly prohibited.
24. Cranes, hoists, or derricks shall not be left unattended while the load is suspended. All lifts shall be initiated with the intent of full completion.
25. Suspending working gear (such as slings, spreader bars, ladders, and welding machines) is allowed if the weight of the gear is negligible relative to the lifting capacity of the crane and the gear is suspended over an area other than an entrance or exit.
26. Before leaving the crane unattended, the operator shall:

    26.1. Land or properly secure any attached load
    26.2. Disengage clutch (if applicable)
    26.3. Set travel, swing, boom brakes, and other locking devices unless otherwise specified by the certifying agents
    26.4. Put controls in the "off" position
    26.5. Stop the engine
    26.6. Secure the crane against any accidental movement

27. In all operations where the weight of the load being handled is unknown and may approach the rated capacity, a qualified person shall determine the magnitude of the load unless the crane is equipped with a load-indicating device.
28. The General Contractor shall provide a qualified person to direct the lift. The qualified person shall see that:

    28.1. The crane is properly leveled for the work being performed and blocked where necessary.
    28.2. The load is well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.

29. A designated person shall monitor the clearance between crane booms, load lines, and loads, and power lines and alert the operator when necessary.
30. For power lines rated 50k V, or less, minimum clearance between the lines and any part of the crane or load is 10 feet. For power lines rated over 50k V, minimum clearance between the lines and any part of the crane or load shall be 10 feet plus 0.4 inch for every 1k V over 50k V.

31. Operators shall wear full PPE unless in a fully enclosed cab. Operators shall fully comply with jobsite requirements when they have exited the cab.
32. Operator cab windows shall exhibit no cracks, breaks, or other deficiencies that may obstruct or impair the operator's view.

RIGGING, SLINGS AND HOOKS

1. Hoisting hooks shall utilize a functional self-closing latch.
2. Crane hooks with cracks, nicks, gouges and or pitting shall be removed from service immediately.
3. Crane hooks with deformations of throat opening causing an increase of 5% not to exceed ¼ (quarter) inch (6 mm) or as recommended by the manufacturer or more than 10-degree twist from plane of unbent hook shall be removed from service.
4. Ropes shall be inspected for proper lubrication, excessive wear, broken strands, and proper weaving.
5. In order to determine proper time for replacement, a continuing inspection record shall be maintained for hoisting ropes. Conditions such as the following shall be reason for replacement:

5.1. In running ropes, 6 randomly distributed broken wires in one rope lay, or 3 broken wires in one strand in one lay.

5.2. Wear of 1/3 the diameter of outside individual wires.

5.3. Kinking, crushing, bird caging, or other damage resulting in distortion of the rope structure.

5.4. In stranding ropes, more than 2 broken wires in one lay in sections beyond end connections or more than one broken wire at an end connection.

5.5. Reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear of outside wires.

6. Fixtures are usually attached to wire rope by the use of wire rope clips. The clips must be attached with the inside curve of the U-bolt against the dead, or short end of the wire rope, and flat clip (saddle) against the live, or long end of the wire rope.
7. Each day before being used, wire rope slings, alloy steel chain slings, metal mesh slings, and natural and synthetic fiber rope slings, and all fastenings and attachments shall be inspected for damage or defects by a qualified person.
8. Slings shall have permanently affixed tags stating the following:

8.1. Manufacturer’s name or trademark

8.2. Rated capacity

PRE-LIFT PLAN AND PRE-LIFT MEETING *

Any tasks involving the use of a crane shall have a pre-lift plan prepared and reviewed prior to job-start. Information to be included, but not limited to, in a plan is outlined below:

1. Make, model and capacity of crane.
2. Exact size and weight of the loads to be lifted and description of rigging.
   2.1. Include crane & rigging components that would add to the weight.
   2.2. Include information on any ancillary components or equipment that would add to the weight.
3. Load chart for the crane.
4. Diagram showing crane position and location around buildings, height of lift, the load radius, and boom length and angle for the entire range of the lift.
5. Safety Plan (also include other relevant information related to the lift).
   5.1. Evacuation plan for areas under the lift zone and barricading plan.
   5.2. Environmental conditions under which lift operations are to be stopped.
6. Crane certification documentation.
7. Copy of daily inspection checklist that will be used for the job.
8. Ground conditions, outrigger or crawler track requirements, and adequacy of mats, steel plates, or cribbing to assure for stability.

9. Inspection of work site for powerlines, equipment/system hazards, and underground utilities, adequate footings, not endangered by excavations or unstable soil conditions; sufficient space for outriggers so they will not intrude into roadways and other access routes; barricading of the danger zone.

Conditions may can change from the pre-planning stage to when the crane is ready to perform work on site. Thus, the contractor performing the lifting operation must hold a pre-lift meeting to ensure that all hazards have been controlled and all inspections have been completed for each day the crane is in operation. All affected personnel at the site on the day of the lift must attend. The pre-lift meeting shall include, but not limited to:

1. Completed daily inspection checklist.
2. Evaluation of current weather conditions and determination of limits (i.e. high wind conditions).
3. A walk around inspection must be conducted prior to the lift to ensure that the machine is in proper working order.
4. A copy of their crane operator's license available for review.
5. Ensure that inspection and maintenance records are available and verify that the appropriate operator's manual and load charts for the particular crane in use are available.
6. Ensure that the crane operator set the crane up level and in a position for safe rotation and operation.
7. Ensure the outriggers, where applicable, are extended and being used in accordance with manufacturer's recommendations. Ensure the surface below outriggers is protected.
8. Establish signaling plans and assignment of personnel authorized to signal crane movement.
9. Use of the two-block system.
10. Ensure all clearance requirements are met working around or near electrical power lines.

CRITICAL LIFTS (CRANES, BOOM TRUCKS, DERRICKS, ETC.)

1. A Critical Lift Plan shall be prepared for all lifts that:

    1.1. Exceed 75% of the lifting device's capacity as configured for that lift; or
    1.2. Is deemed a critical lift by the Owner, UC Authorized Representative, or UCIP Risk Consultant by reason of potential negative consequences to safety, structure, or schedule; or
    1.3. Involve two or more cranes or lifting devices, or
    1.4. When sustained wind speed exceeds 25 miles per hour and gusts more than 35 miles per hour.

2. A qualified person shall prepare the Critical Lift Plan. The qualified person preparing the plan may be the crane operator, lift supervisor, or rigger. The crane operator, lift supervisor, and rigger shall participate in the preparation of the plan. The plan shall be documented, and a copy provided to the General Contractor, the UC Authorized Representative and UCIP Risk Consultant two weeks prior to the lift. The plan shall be reviewed by, and signed by, all personnel involved with the lift.

    2.1. The plan shall specify the exact size and weight of the load to be lifted and all crane and rigging components that add to the weight. The manufacturer's maximum load limits for the entire range of the lift as listed in the load charts shall also be specified.
    2.2. The plan shall specify the lift geometry and procedures, including the crane position, height of the lift, the load radius, and the boom length and angle, for the entire range of the lift.
    2.3. The plan shall designate the crane Operator, lift supervisor, and rigger, and state their qualifications.
    2.4. The plan will include a rigging plan that shoes the lift points and describes rigging procedures and hardware requirements.
    2.5. The plan will describe the ground conditions, outrigger, or crawler track requirements, and, if necessary, the design of mats, necessary to achieve a level, stable foundation of sufficient bearing capacity for the lift.
        2.5.1. For floating cranes or derricks, the plan shall describe the operating base (platform) condition and any potential list.

2.6. The plan will list environmental conditions under which lift operations are to be stopped.
2.7. The plan will specify coordination and communication requirements for the lift operation.
2.8. For tandem or tailing crane lifts, the plan will specify the make and model of the cranes, the line, boom and swing speeds, and requirements for an equalizer beam.

CUT STATIONS

1. Cut stations must be used. No cutting of material on the body, ground or deck is permitted.
2. When generating steel sparks cut stations must incorporate a mount for an appropriate fire extinguisher, and a back stop to arrest sparks. Hot work permit(s) must be present at the cut station.

DEMOLITION

1. Utility companies shall be notified, and all utility service shut off, capped, or otherwise controlled, at the building or curb line before starting demolition. The General Contractor is responsible to verify that these actions have been taken.
   1.1. The General Contractor shall develop an Emergency Call List for all known utility owners prior to the start of demolition activities.
   1.2. A site plan shall be marked up to show the locations of known utilities, and the nearest identified shut-off valves/controls. This plan shall be available in the General Contractor's Site Office. The UC Authorized Representative shall be provided with a copy. UCIP Risk Consultant should be provided with a copy.

2. Existing alarm systems shall be identified and taken out of service prior to commencing demolition operations. Alarm services shall be notified that the alarm will be taken out of service before taking the system out of service.
3. The General Contractor shall determine if any type of hazardous chemicals, gases, explosives, flammable materials, or similarly dangerous substances have been used in any pipes, tanks, or other equipment on the property.
4. When the presence of hazardous substances is apparent or suspected, testing and purging shall be performed, and the hazard eliminated prior to demolition.
5. Pipe-covering insulation, steel beam and column fire protection, and HVAC duct shall be surveyed for asbestos.
6. During demolition, continuing inspections shall be made as the work progresses to detect hazards resulting from weakened, load burdened, or deteriorated floors or walls or loosened materials

   6.1. The General Contractor and Employer shall ensure that floor load limits are not exceeded during demolition operations.
   6.2. Disperse demolition equipment throughout the structure and remove demolished materials to prevent excessive loads on supporting walls, floors or framing.

7. Adequate dust control measures shall be provided during demolition, stockpiling and loading operations.
8. Walking across exposed floor joists, steel beams, or girders is prohibited.
9. The General Contractor and Employer shall ensure safe passage of persons around the area of demolition. Conduct operations to prevent damage to adjacent buildings, structures, other facilities, and people.
10. Provide interior and exterior shoring, bracing, or supports to prevent movement, settlement or collapse of structures to be demolished, and to adjacent facilities.
11. Demolish concrete and masonry in sections. Use bracing and shoring to prevent collapse.

ELECTRICAL

1. All temporary power panels shall have covers installed at all times by the Employer.

1.1. All circuits must be clearly labeled

2. The General Contractor is to supply Ground Fault Circuit Interrupters ("GFCI") for all temporary electrical wiring cords and equipment.

   2.1. GFCIs shall be tested in accordance with manufacturer's requirements. Logs shall be maintained of all such testing
   2.2. Certain GCFIs have an automatic reset feature. Such GFCIs are not permitted on this project

3. Temporary lighting shall not be suspended by its' extension/power cord.
4. Temporary lighting must be equipped with guards to prevent contact with the bulb.
5. Temporary lighting shall utilize LEDs. *
6. Extension cords must be at minimum 12 gauge, three-wire cords.
7. The Employer must properly Lockout and then Tagout any equipment within the Employer's responsibility. Control of the lock and/or tag is also the Employer's responsibility.
8. The General Contractor shall coordinate instances that require multi-Employer Lockout/Tagout activities.
9. Ground pins shall not be removed from electrical cords.
10. Damaged or defective tools and cords shall be removed from service.

ARIEL DEVICES AND ELEVATING WORK PLATFORMS

1. Only authorized and trained personnel shall operate an aerial device or elevating work platform.
2. Boom, basket, platform load limits specified by the manufacturer shall not be exceeded.
3. Employees shall not sit or climb on the edge of the basket or platform or use planks, ladders, guardrails, or other devices to gain greater height.
4. Employees shall not work off of elevated work platforms or aerial devices when exposed to high winds.

AERIAL DEVICES

1. An aerial device is any vehicle-mounted or self-propelled device, telescoping extensible or articulating, or both, which is primarily designed to position personnel.
2. Belting off to an adjacent pole, structure, or equipment while working from an aerial device is not permitted.
3. Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine that such controls are in safe working condition.
4. Aerial baskets or platforms shall not be supported by adjacent structures when workers are on the platform or in the baskets while in an elevated position.
5. An Employee, while in an elevated aerial device shall be secured to the identified anchorage point through the use of a full body harness and lanyard for fall protection.

ELEVATING WORK PLATFORMS

1. An elevating work platform is a device designed to elevate a platform in a substantially vertical axis. (Vertical Tower, Scissor-Lift)
2. The top railing shall be 42 inches high, plus or minus 3 inches, with a midrail at the half-height point. Where the guardrail is less than 39 inches high, an approved personal fall protection system shall be used. The access gate must be made of tube metal (no chains). *
3. Powered elevating work platforms shall have both upper and lower control devices. Controls shall be plainly marked as to their function and guarded on all sides of the joystick to prevent accidental operation.
4. An emergency stopping device shall be provided at the upper controls of elevating work platforms.
5. Ladders or other objects shall not be placed on top of units to gain greater height.

ENVIRONMENTAL CONTROLS

1. Spills of hazardous materials (including cutting oil, fuel, solvents, antifreeze etc.) must be reported immediately to the appropriate regulatory agencies and to the UC Authorized Representative. The party responsible for the spill is responsible for cleanup costs.
2. Cutting equipment must have secondary containment (drip pans, sandboxes).
3. Drums, jugs and other containers must have secondary containment.
4. All containers must be maintained in good condition and must be appropriate for the materials to be stored in them.
5. All containers must be labeled with their contents and precautions for use.
6. Containers containing hazardous waste must be labeled "Hazardous Waste" in addition to listing their contents on the label.
7. Weekly inspections of the Project must be performed by the General Contractor to assure compliance with this section.
8. The creating employer and General Contractor are responsible for proper disposal of its hazardous wastes.

    8.1. A copy of the completed Uniform Hazardous Waste Manifest shall be available to the General Contractor (if applicable), UC Authorized Representative and UCIP Risk Consultant.

EQUIPMENT/TOOLS

1. General Contractor equipment and tools must be in proper working condition and routinely (i.e. daily or prior to use) inspected for defects.
2. Any equipment or tool found to be damaged or defective must be removed from service and repaired before it can be returned to service.
3. Manufacturer's instructions shall be followed with respect to equipment/tool operation and training requirements.
4. Equipment is not to be used with loads that exceed the recommended rated capacity.
5. The employer is to use only their equipment and tools, and not those of other Employers, unless Employees are properly trained, authorized, and permission granted for tool and equipment use.
6. Tools and equipment are to be used for their designated purpose.
7. Tools and equipment are to be used only by trained and authorized Employees.
8. Proper guards or shields must be maintained on all power tools before use.

    8.1. All guards must be manufactured by and/or approved by the manufacturer for that particular piece of equipment.

9. The practice of "wedging or pegging" guards on circular saws or other equipment, rendering them non-functional, is not permitted.
10. No internal combustion vehicle or machinery is to be operated inside structures unless proper engineering controls have been implemented to minimize carbon monoxide levels.

    10.1. In such cases where vehicles or machinery are operated inside structures, carbon monoxide levels shall be monitored as often as required to ensure a safe work environment.
11. All material handling equipment must have an audible backup alarm.
12. Tools and equipment must be properly stored, secured and located away from unauthorized access.
13. For pneumatic power tools, all air hoses exceeding ½ inch inside diameter shall have a safety device (commonly known as an "OSHA valve" or "safety check valve) at the source of air supply or branch line origin (such as a manifold) to reduce pressure in case of hose failure.

EXCAVATING AND TRENCHING

1. The General Contractor must follow all regulations as outlined in the project Safety Standards, the Contract Documents, Federal and State OSHA regulations, and local requirements pertaining to trenching and excavating activities.
2. Trenching or excavating activities must be under the supervision of a Competent Person.

3. The estimated location of utility installations, such as sewer, telephone, fuel, electric, waterlines, or any other underground installations that reasonably may be expected to be encountered during excavation work, shall be determined prior to opening an excavation.
4. The General Contactor shall ensure an 8-1-1 dig ticket is produced with ample time for utility companies to notify if their facilities may be impacted by the project scope. Documentation of the attempt to contact all associated utilities must be retained.
5. Locate markings shall be clearly visible and maintained.
6. Excavations must be inspected at a minimum, daily, if not more often, by the Competent Person.
7. Soils, materials, and/or equipment are to be kept a minimum of two feet from the edge of the excavation and beyond a 1.5:1 ratio slope from the bottom of the excavation, unless following an engineered plan.
8. The General Contractor must provide appropriate barricades to protect people from falling into the trench (lighted barricades must be provided at night).
9. Ladders or other means of egress must be provided by the General Contractor for access and spaced within 25 feet of any worker inside the excavation when the depth of the excavation exceeds 4 feet.
10. Secured walkways shall be provided over any excavation or trench point in which workers may need to cross. Walkway must have handrails, mid rails, and toe boards.

Pedestrian traffic must be accommodated over excavations with non-skid plates or other material capable of withstanding at least twice the maximum intended load. Ensuring edges are tapered to minimize trip hazards.

11. When an excavation or trench reaches the conditions of a permittable confined space, reference the Confined Space Entry section of this manual.

FALL PROTECTION

1. Per ANSI Z359.2-2023, analysis of the hierarchy of controls shall be documented. The use of fall arrest PPE shall be a documented last resort control for fall hazards. Use of elimination, substitution, and engineering controls shall be considered first. GC Safety will maintain an analysis of the hierarchy of controls to support this decision. This analysis must be current and present on site at all times workers are using fall arrest PPE.
2. If using administrative controls, red rope warning lines will be installed at 15 feet from edge with signs that read “Authorized Personnel Only, 100% Fall Protection Required”, and the Name and phone number of the controlling superintendent.
3. When fall arrest PPE is used GC safety will keep a current and vetted log of competent person fall protection on site. All workers using fall arrest PPE must have a Competent Person in fall protection present at the work location.
4. GC and all trade partners will follow the most recent Cal OSHA and ANSI Z359 fall protection requirements when exposed to fall of 6 feet or greater.
5. Workers who climb structure will tie in no higher than 4 feet and maintain 100% tie off until they descend below 4 feet.
6. Rescue shall be addressed in the Employer’s fall protection policies and fall protection training. At all times when fall protection PPE is in use, rescue means and methods will be present at the immediate work site location.
7. Fall arrest PPE will be inspected daily, by serial number, and an inspection log will be kept on site. Accompanying equipment manuals will be kept on site. The inspection logs, and manuals will be available for review within one hour upon request.
8. GC’s will manage their sites with zero tolerance to non-compliance of the above. Minimum administrative actions will include: 1st Verbal, 2nd written with 3 day suspension, 3rd termination from job site for 6 months.
9. GC’s will ensure that an incentive program is implemented which workers earn for compliance with items 1 – 8 above.

TRAINING AND RETRAINING

10. Workers using fall arrest PPE must have proof of equipment specific training including access to equipment manuals. Training records must be available for review at the job site within one hour of request.

11. Training must include an explanation of the company's fall protection policies and safe work practices with general instructions and precautions; specific instruction where required; hazard identification and correction; selection and proper use of protective devices; and maintenance of equipment. Instruction should also include correct procedures for inspecting, erecting, disassembling, and maintaining fall protection systems used, and the Employee's role in fall prevention and protection.

12. Retraining. When the Employer has reason to believe that any affected Employee who has already been trained does not have the understanding and skill required by this section, the Employer shall retrain each such Employee. Circumstances where retraining is required include, but are not limited to, situations where:

    12.1. Changes in the workplace render previous training obsolete; or
    12.2. Changes in the types of fall protection systems or equipment to be used render previous training obsolete; or
    12.3. Inadequacies in an affected Employee's knowledge or use of fall protection systems or equipment indicate that the Employee has not retained the requisite understanding or skill.

METHODS OF FALL PROTECTION

    12.4. Methods of fall protection include:

        12.4.1. Guardrails and toeboards
        12.4.2. Covers for floor and roof openings, pits, trapdoors, and temporary floor openings.
        12.4.3. Personal Fall Arrest Systems.
        12.4.4. Personal Fall Restraint Systems.
        12.4.5. Positioning Device Systems.
        12.4.6. Safety Nets.
        12.4.7. Scaffold Platforms.
        12.4.8. Roof Warning Lines.

    12.5. Fall Protection Plans, Controlled Access Zones, Safety Monitor Systems and Controlled Decking Zones require the approval of the General Contractor for their use.

13. The only allowable type of body restraint system allowed will be a full body harness with a lifeline, and lanyard. Safety belts are not permitted for fall arrest or fall restraint.
14. All personal fall arrest, personal fall restraint and positioning device systems shall be labeled as meeting the requirements contained in ANSI Z359.1-2020.
15. Personal Fall Arrest Systems shall (a) limit the fall distance to a maximum of 6 feet and (b) prohibit the Employee from contacting a lower level or structural element. Where practicable, the anchor end of the lanyard shall be secured at a level higher than the Employee's fall arrest harness D-Ring.
16. Lifelines and anchorages shall be capable of supporting a minimum dead weight of 5,000 pounds.
17. Self-Retracting Lanyards (SRL) may not be constructed of nylon or webbing type materials, unless rated for leading edge applications. *
18. Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
19. Anchorages used for attachment of personal fall arrest equipment:

    19.1. Shall be independent of any anchorage being used to support or suspend platforms, and
    19.2. Capable of supporting at least 5,000 pounds per Employee, or
    19.3. Part of a complete personal fall protection system used under the supervision of a qualified person that maintains a safety factor of at least two (2).

20. The use of non-locking snap hooks is prohibited.

21. Body belts shall not be used for fall protection or fall restraint.
22. In the event of a fall, fall protection systems must not allow the worker to contact the structure or level below.
23. In the event of a fall, the effect of pendulum lateral acceleration must not cause loss of consciousness due to lateral contact with structure.

POSITIONING DEVICE SYSTEMS

24. Positioning devices shall be rigged such that an Employee cannot free fall more than 2 feet.
25. Positioning device systems shall be inspected prior to each use.
26. Anchorage points for positioning device systems shall be capable of supporting two times the intended load or 3,000 pounds, whichever is greater.

PERSONAL FALL RESTRAINT

27. A Personal Fall Restraint System shall not allow the Employee to fall.
28. Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load.
29. Personal Fall Restraint protection shall be rigged to allow the movement of Employees only as far as the sides of the working level or working area.

FIRE PROTECTION AND PREVENTION

1. The General Contractor must develop a fire protection program to be followed throughout all phases of construction.
    1.1. The program shall include the most stringent of OSHA, University Campus Fire Marshal, and/or local and State Fire Code requirements.
2. Firefighting equipment must be conspicuously located or conspicuously marked.
3. A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of floor and fraction thereof. Where the floor is less than 3, 000 square feet at least one fire extinguisher is required.
4. In multi-story buildings, at least one fire extinguisher shall be provided on each floor and located adjacent to the stairway.
5. A fire extinguisher, rated not less than 10B, shall be provided within 50 feet of wherever more than 5 gallons of flammable or combustible liquids are stored.
6. Portable fire extinguishers shall be fully charged, inspected monthly and serviced annually.
7. Storage of more than 25 gallons of flammable liquids shall be in a NFPA approved storage cabinet. Not more than 120 gallons of Class I, II, or IIIA liquids may be stored in a storage cabinet.
8. A fire extinguisher, rated not less than 20-B, shall be located outside of, but not more than 10 feet from the door opening of storage rooms.
9. A portable fire extinguisher rated at least 10B:C shall be kept near operations where fuel gas cylinders/bottles are being used.
10. Portable fire extinguisher shall be readily available for use where temporary heating devices are used.
11. The Owner maintains a Vaping/Smoke/Tobacco-Free policy on all UC campuses including construction projects. All General Contractors, Trade Partners, vendors, and suppliers are expected to adhere to this policy.

FIRST AID

1. Each Employer shall ensure the availability of an average of two appropriately trained persons to render First Aid and CPR per working crew. *
2. Field Supervisors and General Contractor Safety Representatives must be trained in First Aid and CPR. *

    2.1. Evidence of training shall be available for review upon request.

3. Each Employer shall provide at least one appropriately sized and stocked first-aid kit in a weatherproof container.

    3.1. The first-aid kit shall be inspected regularly to ensure that the expended items are promptly replaced.
4. Eye wash capabilities shall be provided by the exposing employer as required by the Safety Data Sheet (SDS) for products used at the job site.
5. Each General Contractor and Trade Partner shall submit (via the General Contractor) to the UC Authorized Representative a list of First Aid / CPR trained personnel prior to starting work.

    5.1. Each list shall be clearly dated and updated as required throughout the duration of the contract period. Each time the list is updated, a copy shall be provided to the UC Authorized Representative.

FLAMMABLES AND COMBUSTIBLES

1. The Employer is required to supply extinguisher, fire blankets, and other sufficient fire protection devices for the immediate work area where flammable and combustible material is stored or used. All fire extinguishers must be provided by the General Contractor and rated at a minimum of 2A, 20BC.

    1.1. Fire extinguishers shall be checked to verify that they are fully charged.

2. All flammable liquids must be stored in OSHA & NFPA Code 30, FM, and UL, and ULC approved safety containers.

    2.1. All containers must be properly labeled and stored when not in use.

3. The Employer shall identify non-compatible materials in advance to site delivery; and provide for separate storage as required.
4. Storage in excess of 25 gallons of flammable liquids or 60 gallons of combustible liquids shall be within cabinets constructed to the requirements of NFPA 30.
5. All outside storage areas must be at least 20 feet from any building.
6. For roof work:

    6.1. No more than a one-day supply of flammables may be placed on the roof during working hours. Flammable materials storage on a rooftop must be coordinated two weeks prior to delivery.
    6.2. All flammables must be removed from the roof at the end of each workday by the General Contractor.
    6.3. At least two extinguishers appropriate for the type and quality of flammable materials present must be provided if flammables are present.

7. All flammable and combustible materials must be kept away from sparks, heaters, and any other heat source.

FORKLIFTS (INDUSTRIAL TRUCKS AND TRACTOR/TRAILERS)

1. Operators shall be permitted and certified in the safe operations of industrial trucks.
2. Operator training and posting of information regarding forklift operations shall be in accordance with applicable OSHA Standards, manufacture specifications, and employer requirements. These training documents must be available upon request.
3. All forklifts and industrial trucks and tractors shall be equipped with an audible back-up alarm which can be normally clearly heard from a 200 foot distance

3.1. In congested areas or areas with high ambient noise which obscures the audible alarm, a signal person in clear view of the operator shall direct the backing operation. The operator will stop the equipment if they lose sight of the signal person.

4. The rated capacity of all industrial trucks and industrial tractors shall be displayed at all times on the vehicle in such a manner that it is readily visible to the operator.
5. Every industrial truck and tractor shall be equipped with operable brakes, a parking brake, a horn, seat belts, and roll over protection.
6. Employees shall not ride on or be elevated on the forks of lift trucks.
7. Employees shall not be allowed to stand, pass, or work under the elevated portion of an industrial truck, loaded or empty.
8. Drivers shall check the vehicle at least once per shift. Attention shall be given to tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system (forks, chains, cable, and limit switches).
9. Vehicles shall not exceed the authorized safe speed, always maintain a safe distance from other vehicles and keep the truck under positive control at all times.
10. The driver shall slow down and sound the horn at locations where vision is obstructed.
11. Grades shall be ascended or descended slowly.
12. The forks shall always be carried as low as possible, consistent with safe operation.
13. When leaving a vehicle unattended, the power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position.
14. Forklifts (Industrial Trucks and Tractors) shall not be loaded in excess of their rated capacity.

HAZARD COMMUNICATION

1. The General Contractor shall maintain a copy of all Safety Data Sheets (SDS) and a chemical inventory list, for all hazardous substances used at the jobsite and maintained at the job site/available upon request.
2. In accordance with the provisions of the Global Harmonized System (GHS), each employer must have a comprehensive written Hazard Communication Program which includes, at a minimum,

    2.1. A list of hazardous substances known to be on site.
    2.2. Methods the employer will use to inform personnel of the hazards of non-routine tasks.
    2.3. The program shall include the methods the general contractor will use to inform personnel and trade partners of any precautionary measures required their safety.
    2.4. The methods used to provide all personnel working at the job site with access to the SDS.
    2.5. The methods the General Contractor will use to inform all job site personnel of the labeling system in use.

    The General Contractor shall ensure that all personnel have received training in the safe use of hazardous materials and that personnel are able to read and understand the information located on the SDS.

3. The General Contractor shall ensure that all containers used on the construction site are properly labeled as to their contents according to NFPA requirements.

HEAT ILLNESS PREVENTION

1. General contractors shall ensure all employers maintain a Heat Illness Prevention program that meets or exceeds Cal/OSHAs requirements.

HEATERS, PORTABLE

1. All heaters must be FM and/or UL approved.
2. The Employer must notify the General Contractor to review and approve all liquid/gas fueled heaters brought onto the site prior to use.

3. Tent Heater use requirements:

    3.1. Use only in tents made of fire-resistant material.
    3.2. Avoid contact with heating elements or other hot parts.
    3.3. Keep flammable materials and clothing away from hot equipment.
    3.4. Never use heaters in a utility hole or in a tent that covers a utility hole.
    3.5. Ensure adequate ventilation is provided when using a tent.
    3.6. Secure a fire extinguisher within the tent in an accessible location.

4. Whenever heaters are used inside a building, the Employer is required to hourly test the atmosphere to assure that there is no toxic atmosphere created by the system that might harm workers. The General Contractor shall ensure atmospheric conditions meet or exceed NOISH levels.
5. A fire extinguisher shall be maintained near the heater for emergency use.

HEAVY EQUIPMENT/MATERIAL HANDLING AND EARTHMOVING EQUIPMENT

1. Equipment shall be maintained in good working order. All vital parts such as motors, chassis, blades, blade holders, tracks, drives, hydraulic and pneumatic mechanisms, and transmissions must be inspected each day.
2. Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition.
3. All vehicles, or combination of vehicles, shall have brake lights and an audible warning device (horn) in operable condition.
4. All vehicles must have a back-up alarm that is normally audible for a distance of 200 feet.

    4.1. In congested areas or areas with high ambient noise which obscures the audible alarm, a signal person in clear view of the operator shall direct the backing operation.

5. All vehicles with cabs shall be equipped with windshields and powered wipers.
6. Vehicles operating in areas or conditions that causes fogging or frosting of windshields shall be defrosted prior to use and maintain clear visibility during operation.
7. Cracked or broken windshields shall be immediately replaced.
8. Windshields and mirrors shall be kept clean such that vision is not compromised or obstructed.
9. Seat belts with approved proper anchorage points shall be installed in all haulage, earth moving, and material handling heavy equipment.
10. The Employer shall ensure Employees use seat belts on all motor vehicles.
11. Trucks with dump bodies shall be equipped with positive means of support, permanently attached, to prevent accidental lowering of the body while maintenance or inspection work is being done.
12. Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with a latch or other device that will prevent accidental starting or tripping of the mechanism.
13. Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the operator will be in the clear.
14. All rubber-tired motor vehicle equipment shall be equipped with fenders.
15. All vehicles shall be inspected prior to use at the beginning of each shift for defects including but not limited to:

    15.1. Service brakes, trailer brake connections, parking brake system, and emergency stopping system (brakes).
    15.2. Tires, horn, steering mechanism, seat belts, operating controls, and safety devices.
    15.3. Lights, reflectors, windshield wipers, defrosters, and fire extinguishers.

16. Vehicles and equipment shall be inspected daily and documented.
17. Before starting a job, the operator shall be given instructions regarding the work to be done.
18. Before starting the motor, the operator shall check to make sure that all operating controls are in the neutral position.

19. Before starting the equipment, or moving the equipment after re-entering the cab, the operator shall walk entirely around the equipment to make sure no other personnel, equipment or material will be struck.
20. The General Contractor shall ensure that operators of heavy equipment wear appropriate hearing protection devices.
21. The stability of any material being hauled shall be maintained with either a ratcheted-tight strap or tarp.
22. Loads with loose material shall be tarped with a semi-automatic roller or automatic arm. Employees subjected under the UCIP shall not apply tarps manually.
23. At no time shall a piece of equipment be left unattended while the motor is running, especially if the machine is on an inclined surface or on loose material.
24. Block or chock wheels when parking on inclines.
25. Machines shall be operated at speeds and in a manner consistent with conditions and requirements on the project.
26. No person other than the operator shall ride on equipment.
27. During refueling operations equipment motors shall be turned off.
28. If possible, equipment shall be driven entirely off the roadway at night.
29. Unattended equipment must be left in a secure area not accessible to members of the public or unauthorized third parties.

    29.1. Keys shall be removed from unattended equipment.

30. Spotters and/or Flaggers must be used when equipment operator's view is obstructed whether moving forward or backward.

HORIZONTAL BORING / PIPE JACKING

1. Prior to boring/jacking operations the Employer must contact the regional *One Call Notification System* to ensure all owners of underground facilities in the area of are notified to mark their utility locations.
2. The Employer shall locate all buried utilities before commencing boring/jacking operations.
3. Open a guide hole (bore slot) over any existing utility that is in line with the bore shot.
4. Excavate bore slot, bell hole and guide holes as necessary.
5. If resistance is encountered during the boring/jacking operation, cease the boring operation immediately and excavate at the point of resistance to determine necessary action.
6. The operator must be trained in the use of the boring/jacking machine.
7. At least two crewmembers must operate the bore motor at all times.
8. Stay clear of rotating bore pipe and the rotating head of boring machine. Loose clothing, long hair, or gloves can cause injury if caught in rotating bore pipe.
9. Only one crewmember shall transmit signals to the operator.
10. Do not hold rotating bore pipe with hands or feet.
11. Operate the boring machine only at slow RPM's when used to connect or disconnect bore pipe.

HOUSEKEEPING

1. All exits and access ways must be kept free of slip and trip hazards at all times with a clearance of a minimum three-foot-wide space. High traffic foot areas shall have a minimum of five feet to accommodate bi-directional traffic.
2. Walkways and work areas shall be properly illuminated.
3. All work areas, stairways and landings, and three feet around ladders, must be cleaned and free of debris, materials, and slip / trip hazards.*
4. Puncture hazards (nails, staples, fasteners, etc.) created by stripped formwork, scrap lumber, pallets, shipping materials, etc. shall be eliminated or controlled by the creating employer.
5. Metal containers with covers must be provided and labeled for disposal of oily and paint-soaked rags. Combustible scrap and debris shall be removed at the end of each workday.
6. Emergency exits must be available; panic hardware must remain unobstructed.

7. Walkways and sidewalks must be kept free of construction materials, debris, dirt, tools, and extension cords.
8. Where steel plates are used to bridge excavations or other similar type construction activities in walkways or sidewalks, the leading edges of the steel plates must be tapered or feathered with temporary asphalt or other suitable materials to prevent trip hazards.

LADDERS

1. Minimize the use of ladders to the greatest extent practicable.*
2. Each General Contractor shall have a documented ladder analysis plan available upon request (when ladders are present) justifying why and how the ladder(s) will be used in accordance with Federal OSHA, Cal/OSHA and manufacturer requirements.
3. A ladder spotter shall be utilized at all times when the potential of a ladder repositioning/shifting while in use. GC and all trade partners will follow fall protection requirements when exposed to fall of 6 feet or greater.*
4. Ladders must be inspected prior to use and green tagged with a signature from a competent person. Broken or defective ladders must be red tagged and removed from service immediately until repaired or replaced.
5. Employees must maintain 3-points of contact using the belt buckle rule and shall not move or shift the ladder.
6. Job-made ladders shall be constructed in accordance with OSHA provisions.
7. Ladders must only be used for the purpose for which they were designed and must be free of puncture and laceration hazards.
8. Ladders must be placed on a firm/stable level surface, not on slippery surfaces unless secured or provided with slip-resistant feet, and the worker shall face the ladder and minimize carrying any object or load which could cause a loss of balance. Ladders shall not be placed on boxes, barrels, aerial lifts, or other unstable bases to obtain added height. A spotter shall be used if a slip hazard is present.
9. Top step and caps are not used as steps.
10. Ladders and ladder sections are not tied or fastened together to provide added length unless designed for such use.
11. 3x3 feet/9 square feet at the top and bottom of the ladder shall be free of materials, debris, cords, tools, etc.
12. Ladders must be legibly marked/labeled with ladder size, type and/or duty rating, maximum working length (if an extension ladder), highest standing level, model number/name, month/year of manufacture, etc.
13. Employers shall institute a ladder safety program, train and document and conduct refresher training. Each employee shall be able to recognize hazards related to ladders and stairways and to use proper procedures to minimize the hazards.
14. The General Contractor shall implement a ladder corral to control the use of ladders. Trade partners may manage their own corral, however the general contractor shall be responsible for ensuring proper implementation.*

15. When ladders are not used, they shall be chained if propped up on a wall to ensure they do not fall when unattended.
16. When the site exceeds 100 persons onsite, the General Contractor shall implement a ladder corral to control the use of ladders. Trade partners may manage their own corral, but the general contractor shall be responsible for ensuring proper implementation.

EXTENSION LADDERS

1. When used to access higher or lower levels extension ladders must be secured at the top and base. If used to gain access to upper landing surface, the side rails extend at least three feet above the upper landing surface.
2. Aluminum and/or metal ladders are not allowed on construction sites.

3. Portable ladder feet shall be placed on a substantial base.
4. Ladders left in position for more than one day shall be inspected and green tagged prior to use.
5. No more than one person is allowed on a ladder.
6. Ladders are not to be used for skids, braces, workbenches, or any other purpose other than climbing.
7. Access/egress ladders must have safety gates or corrals at the upper landing.
8. Ladders used to access another level shall utilize a self-closing ladder gate.

STEP LADDERS

1. Step ladders must be fully open, and the spreader set in the open and locked position.
2. Do not climb, stand, or sit on the top two rungs.
3. Do not lean a step ladder against a wall in the unopened position unless it is specifically designed for that purpose.
4. Always ascend and descend facing the ladder.
5. Do not exceed the designated weight capacity.
6. Step ladders shall not be used to gain access to upper or lower working surfaces.
7.

LEAD

1. The General Contractor shall identify any Lead Based Paint (LBP) within the proposed scope of work PRIOR to any construction, remodeling, or demolition activities.
2. The General Contractor shall identify any sheet lead, such as in laboratories, x-ray facilities, and prior to commencing demolition or construction activities.
3. The General Contractor shall arrange for disposal of the hazardous waste stream (e.g., paint chips), through an approved waste disposal facility and obtain the EPA Hazardous Waste Generator Identification number.
4. All Employees and supervisors who perform lead abatement work shall have a current training certificate by an approved trainer.

Note: Lead / Hazmat remediation activities are not covered by the UCIP.

LOCKOUT - TAGOUT / CONTROL OF HAZARDOUS ENERGY

1. The Employer must have a written Lockout/Tagout program for the control of hazardous energy that meets or exceeds the OSHA standards. Electrical Lockout/Tagout shall meet or exceed NFPA 70e.
2. Equipment, energized systems, and pressurized systems shall be completely de-energized before beginning the Lockout/Tagout procedure and subsequent cleaning, servicing, or adjusting operations.
3. Moveable parts shall be mechanically blocked or locked out prior to cleaning, servicing, or adjusting operations.
4. Equipment that has lockable controls or that is readily adaptable to lockable controls shall be locked out or positively sealed in the *off* position.
5. Accident prevention signs or tags shall be placed on the controls of equipment, machines, and prime movers during repair work.
6. All Employers must affix their own lock and tag. Tags must be written with legible writing with a working phone number
7. Locks and/or tags must be removed at the end of the job by the originator. The tag shall clearly indicate that removing another person's tag or lock to operate a switch, valve, or device is not allowed.

MATERIAL HANDLING

1. All construction materials must be stored in an orderly manner, on carts with wheels, or on pallets / blocking. *

2. Always plan for the safest route. Consider weight, shape, length, as well as pinch points, and other hazards when handling material. Never place your body between a load and a fixed object where you could be crushed.
3. Use hand trucks, dollies, carts, or other mechanical means whenever possible. *
4. Push rather than pull.
5. If materials must be handled manually, use a multi-person lift/carry when handling long, heavy, or awkward shaped material. Be sure to plan the lift and coordinate the moves.
6. Maintain a clear line of vision, making sure the pathway is clear of any debris, obstacles, or uneven surfaces and maintain a low center of gravity, placing heavy objects on the bottom. Follow these steps when lifting materials to avoid back injuries:

    6.1. Protect Yourself
    6.2. Examine and Evaluate the Load
    6.3. Get Ready to Lift
    6.4. Lift the Material Properly

MOTOR VEHICLES

1. All Employees driving job site motor vehicles shall have a valid driver's license for the state in which the Employee resides and for the class vehicle driven.
2. Drivers of vehicles over 26,000 pounds GVW are required by Federal and State Departments of Transportation regulations to possess a Commercial Driver's License (CDL).
3. Drivers on the project site shall obey all street and highway speed and traffic laws.
4. Drivers shall check the mechanical condition of their vehicles at least daily.
5. Drivers are required to observe the "right of way" rule. Yield to other drivers whose driving actions demand the right-of-way.
6. Drive defensively. Anticipate what the other driver may do. Leave yourself an out.
7. No riders shall be permitted on vehicles unless the vehicles are equipped with adequate riding facilities such as but not limited to seats and seat belts. Unauthorized passengers shall not be transported in any vehicle or on any equipment at any time.
8. Block or chock vehicle wheels when parking on inclines.
9. The site speed limit is 5 mph. Obey all traffic signs.
10. All vehicles must be shut off when unoccupied.
11. Pedestrians have the right of way.
12. Parking shall be in specified areas only. Do not block entrances and do not park in reserved spaces.
13. No workers are allowed to ride in the open bed of a pickup truck.

OVERHEAD UTILITIES

1. The General Contractor shall identify all overhead utilities prior to the start of any work and follow OSHA's power line safety requirements.
2. The General Contractor shall identify the voltage carried by each power line and identify the minimum required clearances prior to commencing work in the vicinity of the line.

    2.1. Identifications of all lines and minimum clearances shall be documented on a site plan that is made available to all employees, trade partners, vendors and suppliers.
    2.2. This site plan shall include identification of all overhead power lines that are within/near any construction activity.
    2.3. Temporary utilities shall be added to the site plan as required.

        Equipment to be operated shall have a clearance of 10 feet from any energized overhead power line is maintained.

3. Equipment shall meet or exceed 1926.1408(h) regarding distance requirements.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. The employer shall ensure that employees are trained in the proper use, care and sanitation, and limitations of PPE in accordance with applicable OSHA Standards and manufacturer's instructions and recommendations.
2. Employers are required to assess the workplace to determine if hazards that require the use of PPE are present or are likely to be present.
3. Employers must select and have affected employees use properly fitted PPE suitable for protection from existing hazards.
4. Employees must wear hard hats complying with or exceeding the requirements of ANSI Z89.1-2014 while on the job site.

    4.1. "Cowboy" and similar novelty hard hats are not permitted.

5. Each employer is responsible to supply required PPE to their employees.
6. All visitors must wear hardhats, safety vests, safety glasses, and appropriate boots and clothing while on site. See Page 25 Visitors Section for more information.
7. Safety glasses shall be worn by all personnel at all times while on the project.

    7.1. All safety glasses, goggles, and face shields must meet or exceed the requirements of ANSI Z87.1-2020.
    7.2. Prescription safety glasses are required to incorporate side shields that meet ANSI Z87.1-2020.
    7.3. Safety eyewear manufactured to meet or exceed the requirements of ANSI Z87.1-2020 must provide High Impact protection.

8. Respiratory, hearing, face, skin, and hand protection are required for any applicable areas and operations on the job site.
9. Employees who are required to wear respiratory protection must receive a medical assessment of their physical ability to wear the equipment, be properly fit tested, and be trained in the use, care, maintenance, and limitations of the respiratory device.
10. Tennis shoes, running shoes, casual street shoes, sandals or shoes made of other thin material shall not be worn by General Contractor Employees on the job site. Sturdy work boots with leather and fire-resistant material uppers are required.
11. High visibility (for example: safety orange or yellow) attire required by all employees at all times.

POWDER-ACTUATED TOOLS

1. Powder-actuated tools must meet or exceed the requirements of ANSI A10-3.2020.
2. Only trained workers holding a valid operator's card can use a powder-actuated tool.
3. Eye and face protection is required for operators and assistants with the Controlled Access Zone.
4. Tools must be inspected prior to use. Defective tools must not be used.
5. Powder-actuated tools must not be left unattended.
6. Powder-actuated tools must be unloaded if work is interrupted. Tools must not be loaded until ready for use.
7. Employers shall comply with state and/or local agencies regarding disposal.
8. Different power loads must be kept in separate compartments.

SANITATION

1. The General Contractor must provide in a clean and sanitary condition:

    1.1. All potable water for drinking
    1.2. Adequate toilet facilities
    1.3. Hand wash facilities with soap as required by the Safety Data Sheet or state standards

1.4. A designated break/eating area(s) with appropriate containers for recycling and disposal of garbage
1.5. Any necessary insect/rodent control

2. A minimum of one separate toilet facility shall be provided for each 20 employees or fraction thereof of each gender.
3. Toilet facilities shall be kept clean, maintained in good working order, assure privacy, and provided with an adequate supply of toilet paper.

SCAFFOLDS

1. Scaffolds shall be erected, moved, dismantled or altered only under the supervision and direction of a Competent Person qualified in scaffold erection, moving, dismantling or alteration.
2. The Employer shall have a Competent Person determine the feasibility and safety of providing fall protection for Employees erecting or dismantling supported scaffolds. Fall protection is required for Employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard.
3. The Employer shall have each Employee who performs work while on a scaffold trained by a person qualified in the subject matter to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those hazards. The training shall include the following topics, as applicable:

    3.1. The nature of any electrical hazards, fall hazards, and falling object hazards in the work area,
    3.2. The correct procedures for dealing with electrical hazards
    3.3. The correct procedures for erecting, maintaining, and dismantling the fall protection and falling object protection systems being used
    3.4. The proper use of the scaffold, including the proper handling of materials on the scaffold
    3.5. The maximum intended load and the load-carrying capacities of the scaffold

4. The Employer shall have each Employee who is involved in erecting, disassembling, moving, operating, repairing, maintaining, or inspecting a scaffold trained by a Competent Person to recognize any hazards associated with the work in question. The training shall include the following topics, as applicable:

    4.1. The nature of scaffold hazards
    4.2. The correct procedures for erecting, disassembling, moving, operating, repairing, inspecting and maintaining the type of scaffold in question
    4.3. The design criteria, maximum intended load-carrying capacity, and intended use of the scaffold.
    4.4. Inspection tag by a competent person shall be affixed to the scaffold, and the scaffold shall be inspected daily prior to use.

5. When the Employer has reason to believe that an Employee lacks the skill or understanding needed for safe work involving the erection, use or dismantling of scaffolds, the Employer shall retrain each such Employee so that the requisite proficiency is regained.
6. Handrails, midrails and toeboards are required on all scaffolds sides over six (6) feet high.

    6.1. If the guardrail system is incomplete or missing, personal fall protection is required.

7. A ladder or other acceptable means for access must be provided.

8. Wheels must be locked on rolling scaffolds before use.

    8.1. There is no riding, also known as surfing, of manually propelled scaffolds. Employees must descend from the scaffold before it is repositioned.

9. All connections, including casters, on rolling scaffolds shall be pinned.
10. The General Contractor must keep the platform load within the safe platform workload limit.
11. Scaffolds must be erected level on a firm base. When the scaffold is resting on earth or other such material, the uprights shall rest on and be secured to the equivalent of a 2-inch by 10-inch by 10-inch wood base.
12. Suspended scaffolds must have adequate anchorage points. Employees shall have a full body harness, lifeline and deceleration device that must be attached to a separate anchorage point than that of the scaffold prior to stepping out onto any suspended scaffold.
13. Scaffold planks must be laid tight and secured to prevent movement. Planks must overlap between 6 and 12 inches over the scaffold supports.
14. A stair tower or built-in stair/ladder system shall be provided for access to all scaffolds four frames or more in height.
15. Ladder-Jack scaffolds are not permitted to be used on site.
16. Workers must be protected from overhead struck by hazards when they are below scaffolds; material and debris shall not fall to a lower level.
17. During scaffold dismantling, nothing may be dropped to the ground.
18. Discard chutes shall be maintained to prevent blockages.

ROLLING SCAFFOLD

1. Must be inspected daily by Competent Person. Competent Person will use a green tag to document this inspection. *
2. Wheels must be locked when workers are climbing or on plank.
3. Workers must climb down to reposition scaffold (no surfing).
4. Must use guardrails or fall protection PPE at 4 feet or higher. *

STEEL ERECTION

1. No building, structure, or part thereof, or any temporary support shall be loaded in excess of its designed capacity.
2. Trusses and beams shall be braced laterally and progressively during construction to prevent buckling or overturning.
3. During placing of structural members, the load shall not be released from the hoisting line until the members are secured with not less than two bolts drawn up wrench tight.
4. Where skeleton steel is being erected, a tightly planked and substantial floor shall be maintained within two stories or 30 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed.
5. When connecting beams at the periphery or interior of a building or structure where the fall distance is greater than six (6.0) feet, the Connector shall be provided with and use appropriate personal fall protection equipment in accordance with OSHA requirements.

   5.1. Connector means an Employee who, working with hoisting equipment, is placing, and connecting beams or other structural members.

6. When performing work other than connecting, Employees shall be provided and use personal fall protection equipment in accordance with OSHA requirements where the fall distance is greater than six (6.0) feet.
7. Open web steel joists shall not be placed on any structural steel framework unless such framework is safely bolted or welded.
8. Containers shall be provided for storing or carrying rivets, bolts, and drift pins, and secured against accidental displacement when aloft.
9. When bolts or drift pins are being knocked out, means shall be provided to keep them from falling.
10. Impact wrenches shall be provided with a locking device for retaining the socket.
11. Connections of equipment used in plumbing-up shall be properly secured.
12. Turnbuckles shall be secured to prevent unwinding while under stress.
13. Plumbing-up guys shall be removed only under the supervision of a Competent Person.

14. Employees working above grade or any surface and exposed to protruding reinforcing steel or other similar projections shall be protected against the hazard of impalement by the use of guardrails, or approved fall protection systems, or protective covers.
15. Exposed edges of all temporary planked or temporary metal decked floors at the periphery of the building, or at interior openings, such as stairways and elevator shafts shall be protected by a single 3/8-inch minimum diameter wire rope located between 42 and 45 inches above design finish floor height. Midrail protection shall be installed at the completion of the installation of decking.
16. 5-gallon paint type buckets and job made buckets may not be used to lift or lower materials or debris.

TAR AND MELTING POTS

1. Any melting chamber must be vented and must have a working thermometer.
2. No melting pots or tar kettles may be located on roof surfaces. All melting pots must be on the ground outside, and at least 25 feet from any building.
3. Pipelines shall be adequately braced or supported to prevent collapse.
4. Barricades must be provided when hot liquids are present overhead on a roof or upper floor.
5. Buckets containing hot asphalt or pitch shall not be carried on ladders.
6. A fire extinguisher shall be kept near each kettle in use. Extinguisher capacity shall be at least:

    6.1. Less than 150-gallon kettle – 8:B.C.
    6.2. 150-to-350-gallon kettle – 16:B.C.
    6.3. Larger than 350-gallon kettle – 20:B.C.

7. At a minimum, an 8:BC fire extinguisher shall be kept near each kettle in use.
8. Kettle and tanker pumps shall be provided with a means of stopping the flow of hot asphalt or pitch manually from the rooftop in emergencies.
9. Pumper pipelines shall be securely fastened at rooftop and shall not be supported by ladders used for access.

WARNING SIGNS AND BARRICADES

1. The General Contractor shall post site access and warning signage, including emergency contact information, in accordance with federal, state, local, and the requirements of this manual.
2. Signs should be placed in positions where the message(s) are conveyed most effectively, and placement must be accommodated to enhance design, alignment, and visibility.
3. Signage shall be maintained in legible condition and cleaned or replaced as necessary to maintain legibility.
4. The General Contractor shall assess public access detours and ensure the direction does not misguide individuals into an additional hazard. Misguided detours shall be reconsidered and changed to achieve the desired result.
5. All General Contractor-installed warning signs, signals and barricades must be removed when the hazard no longer exists.

    5.1. The General Contractor shall monitor conditions to ensure timely and accurate removal of these devices.

6. All workers shall abide by the signage.
7. Barricades, stanchions, delineators, safety cones, safety warning tape/ribbon, etc. shall be utilized as required to isolate and protect unsafe or active construction work areas from workers, pedestrians, or vehicular traffic.

TRAFFIC CONTROL

1. The General Contractor shall establish work area protection zones necessary to protect employees and the public when work is performed in areas where pedestrians or vehicles have access. A MUTCD certified worker shall be available on site at all times to ensure the traffic control plan is implemented appropriately.
2. A written traffic control plan shall be developed and available on-site including flaggers are utilized at all times to ensure appropriate directives for traffic entering/exiting the project site.
3. The GC shall ensure site access/egress routes/roadways are maintained clean and free of debris for public traffic.
4. Daily inspections of the traffic control zone(s) shall be inspected by a competent person for compliance and conformance with the traffic control plan, local, state, and federal requirements.
5. All workers in work zones shall wear Class II (for Class I and Class II exposures) or Class III reflectorized garments in accordance with the requirements of the MUTCD.
6. Traffic control shall be established in compliance with the California Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), State and local traffic control regulations, the WATCH Handbook (where referenced by contract), or other contract-referenced documents/standards.
7. The General Contractor shall establish Work Area Protection in consideration of the location of the worksite, pedestrian and traffic conditions, and the time of day (daylight or dark).
8. The General Contractor shall ensure adequate protection to passing vehicles on a roadway by providing a flagger when barricades, signs and signals may be insufficient.
9. When placing or removing Work Area Protection, the workers shall, be consistently alert to traffic conditions, face oncoming traffic and wear proper personal protection (i.e., traffic warning vest, hard hat, eye protection).
10. Place the initial warning sign (i.e., Construction Ahead) first and remove last.
11. Work zone sites must be made safe for pedestrians by using rope or vinyl warning tape, fencing or other barricades, cones and signs, pedestrian crossings (designated and painted) and other appropriate means, methods, and devices.
12. All night work requires adequate illumination to light the work area and warn public vehicular traffic.
13. For night work, the illumination used to light the work area shall be aimed such that it does not create glare for, or blind, the public driving through the work zone.

FLAGGING

1. Flaggers shall be trained in the proper fundamentals of flagging (signaling) traffic before being assigned as flaggers. Training, at a minimum, shall include flagger equipment and PPE which shall be used, responsibility and layout of the traffic control zone(s) and flagging station(s), methods to signal traffic to stop/slow-down/proceed/one-way control(s), guiding emergency vehicles through the traffic-controlled zones, how to address hostile drivers, etc.
2. Flaggers must be used to control site vehicle access and egress points into the site. *
3. Flaggers must be used when gates to the site are open.
4. Flaggers shall use a 6-foot staff to hold the traffic paddle. *
5. Flaggers shall use an illuminated sign in low light environments.

V. FORMS, REPORTS AND DISTRIBUTION INSTRUCTIONS

This section illustrates the forms that will be used on this project.

Electronic copies of the SAF-3, SAF-4, and SAF-7 forms will be provided to the General Contractor prior to the start of the project.

Owner reserves the right to change, modify, or substitute these forms.

Loss Control Survey Form ***(SAF-1)***

Environmental Health & Safety Investigation Report ***(SAF-3)***

Near-Miss Accident/Incident Report ***(SAF-4)***

Job Safety Analysis Form ***(SAF-5)***

Incident / Accident Reporting Instructions* ***(SAF-7)***

****Refer to UCIP Claim Kit – To be distributed separately by Alliant prior to the start of construction***

Loss Control Survey Form (SAF-1)

The Loss Control Survey is completed by UCIP Risk Consultant to document at risk conditions observed on or related to the project. The Loss Control Survey is distributed to the General Contractor, Owner, and Owner's Agent / Representative.

Loss Control Surveys are not prepared for individual trade partners – all surveys on a contract package will be issued to the General Contractor.

Response must be received related to at risk conditions within 2 business days.

SAF-1

University of California Office of the President Insurance Program (UCIP) Site Visit Report

Campus Name	
Project	Project Name
GC	GC Name
GC MGR	Superintendent Name
Alliant LC	LLC Name
Date	

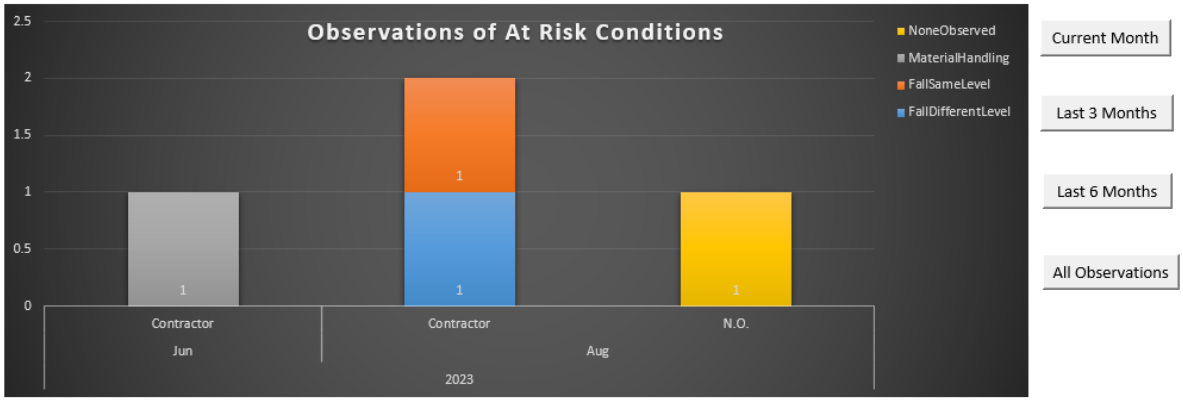
Report overall risk	
RAC	Risk Level
1B	EH

Note: Report overall risk is the highest RAC for the current report

Risk Assessment Code (RAC) Matrix			Probability				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
Severity	Catastrophic	1	EH	EH	H	H	M
	Critical	2	EH	H	H	M	L
	Moderate	3	H	M	M	L	L
	Negligible	4	M	L	L	L	L

Note: RAC measured with actual controls implemented at time of observation. For instructions see below tab Risk Matrix.

This section is an open narrative to provide additional information about the site walk and discussion that took place. The next page is where observed conditions will be listed. The section below will aggregate the data for opportunities to identify leading indicators. Each report will also identify the highest level of risk identified during the loss control visit. Photos are intend to document the progress of the project.



Site Visit Observations

Response Required (RR): Closing documentation is required when risks are not controlled on the spot

Focus 4 Cause	Focus 4 Best Practice	Contractor	RAC	Date	RR	Narrative/Recommendations
FallDifferentLevel	Active PPE inspected good condition worn properly	Contractor	1D	Date	Yes	An iron worker was at the leading edge without fall protection. It is recommended to ensure workers are 100% tied off near fall exposures.
FallSameLevel	Project Access Paths Maintained free of trip hazards	Contractor	2D	Date	No	At risk condition corrected on the spot
MaterialHandling	Work set-up and material raised off floor	Contractor	3C	Date	No	At risk condition corrected on the spot
StruckBy	Flaggers/Traffic Control	Contractor	3D	Date	No	At risk condition corrected on the spot
AllOther	Operator	Contractor	1B	Date	No	At risk condition corrected on the spot
NoneObserved	No Focus 4 at risk conditions were observed	Contractor	NA	Date		

Copy Paste ARC

Risk Assessment Code (RAC) Matrix			Probability				
			Frequent	Likely	Occasional	Seldom	Unlikely
			A	B	C	D	E
Severity	Catastrophic	1	EH	EH	H	H	M
	Critical	2	EH	H	H	M	L
	Moderate	3	H	M	M	L	L
	Negligible	4	M	L	L	L	L

RAC Legend

EH: Extremely High
H: High
M: Moderate
L: Low

Instructions

The Risk Assessment Matrix is used to measure and label risk associated with a work task. It does this by analyzing the task and measuring the tasks potential severity and probability to generate loss.

Severity is defined as loss expressed by $ and or injury. Probability is defined by how often a loss is expected to occur. Both are determined with a given set of controls. By using definitions this way it is possible to achieve consistent risk level awareness across the entire workforce.

The definitions of severity and probability have unique codes. Severity codes are (1-4) and probability codes are (A-E). To measure the risk level enter the matrix for severity or probability and stop where it intersects with the other. The point of intersection is the risk level expressed as (EH, H, M, of L). Each point of intersection has a unique alpha numeric identifier expressed as (1A, 1B, 2A, ..., 4E). The alpha numeric identifiers are defined as the risk assessment code (RAC). The RAC is used to compare the risk associated with one task to another given specific controls and conditions. The objective is to obtain the lowest practicable risk level through the use of risk controls and to prioritize the use of resources to reduce risk. Post control risks should never exceed Moderate (M). Note that some tasks if not controlled have catastrophic loss potential.

Definitions

Severity
Catastrophic: $1,000,000/Fatality, 3 in Hospital
Critical: $500,000 - $999,999/1-2 in Hospital
Moderate: $25,000 - $499,999/DART Case
Negligible: $0 - $24,999/First Aid

Probability
Frequent: Almost always
Likely: 75%
Occasional: 50%
Seldom: 25%
Unlikely: Almost Never

Environmental Health & Safety Investigation Report (SAF-3)

The Environmental Safety & Health Investigation Report is to be completed by the General Contractor for all applicable incidents within 24 hours of the incident.

If the incident involves a Trade Partner, both the General Contractor and Trade Partner are to provide independent, completed reports.

If the incident requires a Root Cause Analysis to be performed, the SAF-3 is considered to be a preliminary report for initial notification purposes.

SAF-3

University of California

ENVIRONMENTAL HEALTH AND SAFETY INCIDENT INVESTIGATION REPORT

IDENTIFYING INFORMATION

Company			Project:	
General Contractor			Contract Number:	
Location Of Incident		Date Of Incident	Time	Date of Report

☐ Injury Or Illness ☐ Property Damage ☐ Environmental Incident

Injured's Name		Property Damaged	Type Of Incident: ☐ Haz Mat Spill ☐ Transportation ☐ Water Quality ☐ Tank Leak ☐ Waste Handling/Disposal ☐ IAQ ☐ Fire/Smoke ☐ Other
Job Title	Time in Position	Nature of Damage/Loss	
Nature of Injury/Illness	Part Of Body	Cost Estimated / Actual	Cost Estimated / Actual
Activity Being Performed		Object, Equipment, Substance Inflicting Damage	Nature of Damage/Loss
Object, Equipment, Substance Inflicting Harm		Person in Control of Activity at Time of Occurrence	Task/Activity Being Performed At Time of Occurrence
Severity of the Injury (check all that apply) ☐ Fatality ☐ Lost Workdays ☐ Restricted Duty ☐ OSHA Recordable ☐ Medical Treatment ☐ First Aid ☐ Other			

DESCRIPTION

Describe How the Incident Occurred

CAUSE ANALYSIS

Describe The Events And Conditions That Contributed To The Accident

ACTION PLAN

What Corrective Actions Have Been Or Will Be Taken to Prevent Similar Occurrences? (include estimated time lines for completion)

REGULATORY

Has There Been Contact With A Government Agency Regarding This Incident? (if yes, describe)

Documentation Attached (list):	Prepared By:
	Title:
	Employer:
	Phone No.

SAF-3 REV 10/06

Near-Miss Incident Report (SAF-4)

The Near-Miss Incident Report is to be completed by the (Sub) General Contractor for all applicable incidents within 24 hours.

If the incident involves a Trade Partner, both the General Contractor and Trade Partner are to provide independent, completed reports.

SAF-4

University Of California UCIP PROJECT
NEAR-MISS INJURY / INCIDENT REPORT

Use this form to report near-miss accidents/incidents which could have, but did not, cause injuries or property loss on the job site. It may also be used to track potentially hazardous conditions which could cause an incident. Submit a copy to the OSR, OAR and to OCIP Safety.

Contractor Name:	Project Name:	
Contract Number:	General Contractor (if applicable):	
Date of Near Miss Incident:	Time of Incident:	
Location of the near-miss accident/incident (include address of the facility and location within the facility):		
Description of near-miss accident/incident or condition that exists:		
Recommendation for eliminating or reducing the potential hazard:		
Actions taken to correct the potential problem:		
Reported by:	Title:	
Telephone number:	Date of Report:	

SAF-4 REV 1/99

Job Safety Analysis Form (SAF-5)

The Job Safety Analysis is to be completed by the General Contractor for all hazardous activities, whenever a pre-task analysis is required by regulation, and whenever the General Contractor, UC Authorized Representative (UCAR), or UCIP Risk Consultant Representative determines that one is necessary in order to assure a written evaluation of the hazards is necessary to help eliminate the hazards of the work.

The Owner, UCAR, or UCIP Risk Consultant may also require the completion of a Job Safety Analysis for any task.

The Owner, UCAR and/or UCIP Risk Consultant will not approve a Job Safety Analysis for the General Contractor or Trade Partner. These parties may review the Job Safety Analysis in an effort to contribute to project safety, and may request copies be provided for evaluation prior to the start of an activity.

This form may be reproduced as necessary to complete the Analysis – that only one page is provided in this section is not to imply that any or all Job Safety Analysis can be completed using one page.

Basic instructions for completing the Job Safety Analysis are found in Section III. For additional information, please contact UCIP Risk Consultant.

SAF-5

JOB SAFETY ANALYSIS	JOB OR TASK: *University of California*		DATE:	PAGE ___ OF ___
INSTRUCTIONS ON REVERSE SIDE	JSA NO. ____	☐ NEW ☐ REVISED	SUPERVISOR:	ANALYSIS BY:
COMPANY/ORGANIZATION:	PROJECT:		LOCATION:	REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:				APPROVED BY:

#	SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE

DEFINITIONS

The following titles and acronyms may not reflect the actual titles and acronyms in use by all entities on this project and do not have any force or effect beyond their use in the Safety Standards. Due to such differences in nomenclature among Owners and General Contractors, the following are used throughout the UCIP Safety Standards Manual to establish the functional framework for the UCIP Risk Consultant Program.

Alliant. The party responsible for brokering and administering the UCIP Insurance Program and developing and monitoring compliance with the UCIP Risk Consultant Standards.

Competent Person. Individual capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

General Contractor. A person, firm, or collective identified as the General Contractor, CM/General Contractor, Design Builder, or Prime Trade General Contractor in the Agreement, and is referred to throughout the Contract Documents as if singular in number.

General Contractor Project Manager (GCPM). The senior on-site management person for the General Contractor with responsibility for execution of the contract, including compliance with the UCIP Safety Standards. In some cases, the actual on-site representative may be a Superintendent or a Foreman. In such cases, this is the applicable person when the CPM is referenced. The CPM is responsible for the ongoing implementation and enforcement of the General Contractor's Site-Specific Safety Program (SSSP).

General Contractor Project Superintendent (GCPS). The senior on-site Superintendent for the General Contractor with responsibility for execution of the contract, including compliance with the UCIP Safety Standards. In some cases, the actual on-site representative may be an Assistant Superintendent or a Foreman. In such cases, this is the applicable person when the CPS is referenced. The CPS is responsible for and accountable for the ongoing implementation and enforcement of the General Contractor's Site-Specific Safety Program (SSSP).

General Contractor Safety Manager (GCSM). A person appointed by the general contractor with the qualifications to perform and complete the duties described in this manual, page 6 & 8-9.

General Contractor Safety Coordinator (GCSC). A person appointed by the general contractor with the qualifications to perform and complete the duties described in this manual, page 6 & 8-9.

General Contractor Safety Representative (GCSR). A person appointed by the general contractor with the qualifications to perform and complete the duties described in this manual, page 6 & 8-9.

Employee. Person employed by an employer to complete a proposed scope.

Employer. Firm or entity that has employees working on site and is enrolled in the UCIP program. The term Employer includes the General Contractor and Trade Partners of all tiers. For the purposes of the Safety Standards, vendors, suppliers, and service providers on the behalf of the employer for the furtherance of the project are covered by this definition and are subject to the provisions of the Safety Standards even though they are not controlled by the UCIP.

OSHA. The Occupational Safety and Health Agency managed by the state or federal government with jurisdiction over the project site.

Owner. University of California

Owner's Authorized Representative. The Owner's employee or agent with overall responsibility for the project and/or UCIP.

Qualified Person. A person designated by the employer who by possession of a recognized degree, certificate license, or professional standing, or who, by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the project.

Site-Specific Safety Program (SSSP). The employer's Site-Specific Safety Program prepared in accordance with the requirements of this manual, contract and governmental regulation as applicable.

Trade Partner. Firm or other entity awarded work by a General Contractor on a particular construction project. Trade Partner as used herein shall apply to all tiers of Trade Partners, as well as vendors and service providers performing work for the benefit of the General Contractor. For the purposes of the UCIP Risk Consultant Standards, vendors, suppliers, and service providers on the behalf of the trade partner for the furtherance of the project are covered by this definition and are subject to the provisions of the UCIP Risk Consultant Standards even though they may not be enrolled in the UCIP.

Trade Partner Project Manager (TPPM). The senior on-site management person for the Trade Partner with responsibility for execution of the contract, including compliance with the UCIP Risk Consultant Standards. In some cases, the actual on-site representative may be a Superintendent or a Foreman. In such cases, this is the applicable person when the TPPM is referenced. The TPPM is responsible for and accountable for the ongoing implementation and enforcement of the Trade Partner's Site-Specific Safety Program.

Trade Partner Project Superintendent (TPPS). The senior on-site management person for the Trade Partner with responsibility for execution of the contract, including compliance with the Safety Standards. In some cases, the actual on-site representative may be an Assistant Superintendent or a Foreman. In such cases, this is the applicable person when the TPPS is referenced. The TPPS is responsible for and accountable for the ongoing implementation and enforcement of the Trade Partner's Site-Specific Safety Program.

Trade Partner Safety Coordinator (TPSC). A person appointed by the trade partner with the qualifications to perform and complete the duties described in this manual, page 7 & 10-11.

Trade Partner Safety Representative (TPSR). A person appointed by the trade partner with the qualifications to perform and complete the duties described in this manual, page 7 & 10-11.

UC Authorized Representative (UCAR). (In reference to an employee's assignment) Individual(s) selected by the university for that purpose.

UCIP Risk Consultant. Alliant, Insurance Carrier representative(s) responsible for monitoring, evaluating, and coordinating the General Contractor's safety, health, and environmental compliance.

University Controlled Insurance Program (UCIP). Wrap-up insurance program which provides insurance coverage for eligible and enrolled owner's representatives, General Contractors, and Trade Partners of any tier, working on the UCIP project sites. The University identifies program participants and participants must enroll in the program prior to entering the site to complete their contracted scope.

ACRONYMS

Following is a list of acronyms used in this document.

ACM	Asbestos Containing Material
AHA	Activity Hazard Analysis
ANSI	American National Standards Institute
CDL	Commercial Driver's License
CPR	Cardio Pulmonary Resuscitation
GCPM	General Contractor Project Manager
GCPS	General Contractor Project Superintendent
GCSM	General Contractor Safety Manager
GCSC	General Contractor Safety Coordinator
GCSR	General Contractor Safety Representative
EPA	Environmental Protection Agency
FM	Factory Mutual Approval
GVW	Gross Vehicle Weight
HEPA	High Efficiency Particulate Air
JHA	Job Hazard Analysis
LBP	Lead Based Paint
LEL	Lower Explosive Limit
SDS	Safety Data Sheet
MUTCD	Manual on Uniform Traffic Control Devices
NFPA	National Fire Protection Association
OCIP	Owner-Controlled Insurance Program
OSHA	Cal/OSHA and/or Federal OSHA (refer to context)
PACM	Presumed Asbestos Containing Material
PPE	Personal Protective Equipment
TPPM	Trade Partner Project Manager
TPS	Trade Partner Project Superintendent
TPSC	Trade Partner Safety Coordinator
TPSR	Trade Partner Safety Representative
SSSP	Site-Specific Safety Program
UL	Underwriters Laboratories
ULC	Underwriters Laboratories of Canada
UCAR	University of California Authorized Representative
UCIP	University Controlled Insurance program
USDOT	United States Department of Transportation
WATCH	Work Area Traffic Control Handbook