

CONSTRUCTION SITE SAFETY AND SECURITY PROGRAM

Program Element

[R2-10-207\(12\)](#)

Each agency shall develop and implement “A safety and security standard for a construction site where state employees work.”

Construction sites pose a unique set of hazards; due to the dynamic nature of construction worksites and the fact that multiple types of work occur at the same time. This increases the potential for loss, damage, and injury.

A comprehensive construction security and safety program includes OSHA regulations for state employees conducting or coordinating the construction work; safety procedures for employees working in areas adjoining construction zones; procedures for coordinating activities of all involved parties; proper storage of materials and equipment; and alternative safety procedures during emergencies.

Definition:	Construction means the process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any public real property. It is not routine operation, routine repair or routine maintenance of existing facilities, structures, buildings or real property. Nor is it the investigation, characterization, restoration or remediation due to an environmental issue of existing facilities, structures, buildings or real property.
Why do I need this program?	OSHA regulations require that employers provide a safe and healthful working environment for employees. Construction workers or other employees may be at risk due to construction activities. As a public entity, the Agency should also extend the safeguards to the general public that visit these sites to conduct business.
How do I know if this program applies to my agency and my specific job hazards?	If agency employees participate in repairs, renovations, demolition, or new construction on a State-owned or occupied building, site, or property, a Construction Safety and Security Program is required. If the construction activities are planned in a leased building, the building management is required to share the Construction Safety and Security Program with the tenants. Agencies are responsible for the safety of employees during the project and must advise employees of project related hazards and communicate interim measures that may be implemented to ensure employee and visitor safety.

What are the minimum required elements and/or best practices for a Construction Site Safety and Security Program?

The following minimum elements shall be integrated into each Construction Site Safety and Security plan:

- [Adherence to R2-10-201, Submission of Building Plans, and R2-10-202, Purchase of Specialized Hazard Control Equipment](#)
- Availability of first aid, medical, and emergency equipment and services at the construction site, including arrangements for emergency transportation
- Procedures to prevent theft, vandalism, and other losses at construction sites
- Routine inspections of the site
- Site-specific rules and procedures that address the types of risks expected to be encountered on the site, including but not limited to safety procedures for employees affected by the construction project
- Training on safe work practices and procedures
- Periodic testing and evaluation of the plan to identify potential problems and correct them

Additional elements to consider including:

- Construction schedule
- Procedures for notifying occupants, tenants, and visitors of construction activities
- Procedures for controlling access to the construction zone(s)
- Procedures for eliminating or minimizing indoor and outdoor air pollutants during construction
- Hazard identification and control methods
- Safety Data Sheets for construction project-related chemicals must be maintained on site and be available for all project workers.
- Pre-construction close-out inspection to ensure work is completed per building plans

Are there any mandatory training requirements or best practices that must be developed by the agency?

The training required for construction employees is specific to the type of activity performed and the tools and equipment that will be used. OSHA's 29 Code of Federal Regulations (CFR) 1926 covers construction activities and the required training.

Each employee is to receive training in safe practices and procedures when working on a construction site.

	<p>Agency staff working near or around a construction site may also need training for specific exposures.</p> <p>State Risk Management offers training on a variety of safety and risk related topics through the State's Employee Learning Portal (search the Library using the keyword "Loss Prevention").</p>
<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>A written Construction Site Safety and Security Program should be developed and maintained.</p> <p>Documentation of daily and monthly inspections should be maintained on-site and retained as required.</p> <p>Maintain records per Regulatory requirements and Agency-specific retention schedules. Consult with those entities to determine how long to maintain records.</p> <p>Reference the State Library, Archives and Public Records website for Agency-specified retention schedules.</p>
<p>Are there any resources available that can assist me in putting together a Construction Site Safety and Security Program?</p>	<p>Loss Prevention Consultants are available who can assist managers and supervisors in identifying potential hazards and guide agencies on the establishment of program elements.</p> <p>For assistance, contact State Risk Management Loss Prevention at rmdlossprevention@azdoa.gov.</p> <p><u>Additional Resources</u></p> <ul style="list-style-type: none"> ● OSHA's Communication and Coordination for Host Employers, Contractors, and Staffing Agencies ● OSHA's 29 Code of Federal Regulations (CFR) 1926 ● 1910.12 - Construction work. Occupational Safety and Health Administration ● OSHA Construction eTool: OSHA Construction eTool