

CONSTRUCTION SITE SAFETY AND SECURITY PROGRAM

Program Element **R2-10-207(13)**

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 mobility of the construction industry, the dynamic nature of construction worksites and the fact that construction worksites frequently involve more than one construction employer, the potential for loss, damage, and injury is increased.

Project managers coordinate construction projects with an agency, architect, and engineer to develop and design the plans based on the need of the agency. The project manager’s role is the successful planning, execution, monitoring, control and closure of a project. They may be an employee of the agency, an employee of ADOA General Services Division, or a contracted vendor.

Depending on the type and size of the construction projects, agencies must submit building plans to State Risk Management prior to a pre-planning conference with an architect for offering loss prevention recommendations. Additionally, if the construction involves specialized safety or security equipment/system exceeding \$10,000, the agency shall contact Risk Management prior to the commencement of the procurement process. The recommendations provided by Risk Management encompass not only the scope of the project, but also how the project may affect operations, employees, and the public, as well as how the project may create new hazards.

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

Definition:

A written program that consists of site-specific rules and procedures to prevent fire, theft, damage, or destruction of property, and prevents injury to personnel.

<p>Why do I need this program?</p>	<p>OSHA regulations require that employers provide a safe and healthful working environment for employees, whether it is construction workers or other employees that 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.</p>
<p>How do I know if this program applies to my agency and my specific job hazards?</p>	<p>If you are planning repairs, renovations, demolition or new construction on an <u>occupied</u> building or site, a Construction Safety and Security Program is required. The program will address preventing hazard exposures to the public, contractors, and your employees.</p> <p>Whether employees are performing the construction work, or merely working in the area where the construction is being conducted, there are risks that should be addressed to ensure the safety and health of employees.</p>
<p>What are the minimum required elements and/or best practices for a Construction Site Safety and Security Program?</p>	<p>Guidelines and Criteria: The following minimum elements shall be integrated in each Construction Site Safety and Security plan:</p> <ul style="list-style-type: none"> • Adherence to R2-10-201, Submission of Building Plans, and R2-10-202, Purchase of Specialized Hazard Control Equipment • Construction meetings schedule • Procedures for notifying occupants, tenants and visitors of construction activities • Hazard identification and control • Site specific safety rules and procedures for the types of risks expected to be encountered on the site, including but not limited to: <ul style="list-style-type: none"> ○ Procedures for proper use of equipment, tools, machinery and personal protective equipment ○ Procedures for controlling access to the construction zone(s) ○ Procedures for eliminating or minimizing air pollutants during construction

	<ul style="list-style-type: none"> ○ Identification of staging areas ○ Measures for maintaining security and fire protection equipment and protocols ○ Safety Data Sheets (SDS) (formally known as MSDS) must be kept on site for any chemicals being used ○ Routine inspections of construction sites; at a minimum: <ul style="list-style-type: none"> ▪ Visual inspections of all tools or equipment by the user before use ▪ Daily inspections of the work-site to identify potential safety hazards ▪ Monthly inspections should include such items as fall-protection, lanyards, tools, personal protective equipment, and respiratory protection ▪ Pre-construction close out inspection for ensuring work is completed per building plans ○ Training for: <ul style="list-style-type: none"> ▪ Safe work procedures and practices for construction employees (safety meeting topics and sign in sheets) ▪ Safety procedures for employees affected by the construction ● Availability of first aid, emergency equipment, and services at the construction site for emergency transportation ● Procedures to prevent theft, vandalism and other losses at construction sites ● Periodic testing and evaluation of the plan to identify potential problems and correct them in an expedient manner ● Emergency response and fire prevention plans
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>Yes. The training required for construction employees is specific to the type of activity performed, and tools, and equipment that will be used. OSHA's 29 Code of Federal Regulations (CFR) 1926 covers construction activities and the required training.</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>All training materials, including syllabi, handouts, and attendance roster should be maintained in accordance with the AZ Library, Archives and Public Records general retention schedules, LAPR - 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>Yes. State Risk Management has created a Construction Safety Manual to assist in meeting the requirements of this Loss Prevention program.</p> <p>OSHA Construction eTool: OSHA Construction eTool</p> <p>State Risk Consultants can provide training to agency personnel that are involved in construction activities.</p>