

CHAPTER 17 - SAFETY

The Contractor is responsible for providing a safety program that provides a safe workplace for its workers, other workers on the Project, Agency employees, Agency representatives, and the public. That program must fulfill the requirements of the Contract as well as all applicable laws and regulations concerning safety, health, and sanitation standards. The Contractor may also be held responsible for the safety program and practices of each of its Subcontractors.

The primary responsibility for enforcing safety and health law rests with the Oregon Occupational Safety and Health Division (OR-OSHA). Its representatives will inspect work sites if they receive complaints of hazardous conditions.

17-1 DRUG TESTING PROGRAM

Section 00170.74 of the contract and ORS 279C.505(2) require the Contractor to have in place, and maintain throughout the life of each Project, an employee drug testing program. The Contractor will also require its Subcontractors to have an employee drug testing program.

The Project Manager (PM) is not responsible for monitoring the Contractor's drug testing program. However, the Agency may audit or review the Contractor's drug testing program, and may request a copy of the Contractor's program. If the PM is aware of problems or incidents, the PM should notify the Contractor or other authorities.

17-2 PROJECT SAFETY

The PM should assist the Contractor in every way possible in meeting its obligations for a safe workplace. The PM is also responsible for assuring that Contractor operations fulfill the Contract requirements, such as Temporary Protection and Direction of Traffic. The PM will require the Contractor to complete the ODOT Safety Questionnaire for Contracted Construction Projects and submit to the PM prior to the Pre-Construction Conference ([See Exhibit 17\(A\)](#)). This form is available on the ODOT Office of Employee Safety website at: <http://intranet.odot.state.or.us/employeesafety/forms.htm>.

[Refer to Chapter 11 – Before On-Site Work Can Begin, Section 11-2 Pre-construction Conference]

If the PM notes a safety violation, it should be brought to the attention of the Contractor's Superintendent. If the violation is corrected, nothing more needs to be done other than noting the event in the Project diary or on the General Daily Progress Report.

If the PM detects or is aware of a safety violation that presents an imminent danger, and the Contractor fails to take immediate corrective action, the PM should order that work be suspended until the hazard is eliminated. Contact the ODOT Region Safety Manager for advice and guidance.

All employees should be alert for potential danger at all times. Plan ahead so that you do not place yourself in dangerous situations. Look out for your safety, as well as that of other workers and that of the public. Everyone at the Project site must comply with the safety requirements of the Contractor, including requirements for hard hats, safety glasses, etc.

Monitor traffic control, devices, and movement of traffic frequently to detect unsafe conditions or situations. Assure that the Contractor is properly maintaining traffic control and devices. If a deficiency is noted, bring it to the immediate attention of the Contractor. The PM should suspend the Contractor's operations if the Contractor does not correct unsafe conditions in a timely and proper manner.

Refer to Chapter 12-A - Daily Reports/Diaries, for discussion regarding accident investigation and reporting.

The PM must address the issue of safety when completing the Prime Contractor Performance Evaluation. [*Refer to Chapter 34 - Contractor Performance Evaluation*]

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

Contractor Safety Form

ODOT Safety Questionnaire for Contracted Construction Projects

Project Name Contract #

ODOT Project Manager Phone

Address: City Zip

Contractor:

Pre-Construction Meeting: (Date) (Location) (Time)

Contractor Instructions:

Please complete this questionnaire and return to the ODOT Project Manager at the address listed above at least **one week** prior to the scheduled pre-construction meeting.

Safety Representative:

Please list the contractor's safety representative for the project.

Name: Title:

Work Phone: Cell Phone: Emergency Phone:

Traffic Control Plan:

Please bring a copy of the traffic control plan to the pre-construction meeting for review and discussion. Where a project has phases that alter the traffic flow as construction progresses, revised or additional traffic control plans need to be provided to the project manager 30 days prior to implementation of the new phase.

Traffic Control:

Some highway construction projects may require the contractor to have a Certified Traffic Control Supervisor (TCS). Do the contract specifications require a TCS for this project? Yes No

If "Yes", please provide the following for the TCS, or where none is required, the person responsible for traffic control during working and non-working hours.

Name TCS Certification # Expires

(If required)

Work Phone Cell Phone Emergency Phone:

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Safety Committee Meetings:

If you plan to have on-site safety committee meetings, please provide the following:

When: Time: Location:

Emergency Response:

Is 911 emergency responses available in the project area? If not, what are the phone numbers for hospital , ambulance , police , fire in case of emergency. These numbers need to be posted next to the telephone on the project site.

Hazardous Materials:

Will there be any hazardous materials used on this project? Yes No . If "YES", attach a list of the hazardous materials to this questionnaire.

Unique Hazardous Conditions:

The following checked hazardous activities or conditions have been identified as being part of this contract. Be prepared to discuss at the Pre-Construction Meeting the processes being prepared for this project to address these conditions. Discussions should include: mitigation techniques, worker and visitor safeguards, required Competent Persons, written safety plans and discussions of previous similar projects. The ODOT Project Manager may ask the ODOT Region/Division Safety Manager to provide technical advice and counsel at the Pre-Construction Meeting regarding any of the following identified activities or conditions.

- Complex traffic control or night work
- Trenching required shoring or other protection system
- Permit Required Confined spaces
- Tunneling – underground work activities
- Hazardous Materials that may require a specific safety plans
- such as:
 - Asbestos
 - Lead paint or other lead-containing products
 - Silica
 - Large scale painting and /blasting or grinding operations
 - Excavation of known hazmat site
- Other potential high risk condition -
- Other potential high risk condition -

Back-up Alarms or Signal Persons:

Will trucks and heavy equipment have back-up alarms? Yes No . If "NO", signal persons will be required where trucks and heavy equipment are backing up.

Competent Person:

Will this project have excavations subject to OR-OSHA trenching and shoring regulations? Yes No . If "YES", list the on-site Competent Person.

Name: _____

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Visitor Job Site Safety Equipment:

ODOT employees and ODOT's visitors will comply with the contractor's personal protective equipment requirements while on the project. Please describe what protection is required and when (hard hats, eye protection, ear protection, foot protection, high visibility clothing, etc.):

Submitted by Contractor representative:

Name (please print) Title

Signature _____ Date _____

Review by ODOT representative:

Name (please print) Title

Signature _____ Date _____

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