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# Caltrans highway safety manual

Printed version (PDF) Published: October 2020 Section 1 Safety 2-101 General Employers must comply with health and safety standards set by federal and state laws. State laws require all employers to provide a safe place to work, free from danger to life or health, and to maintain a written injury and disease prevention program (IIPP). Caltrans's Safety and Health Guide, Chapter 1, is the official Caltrans IIPP and can be found by: The Caltrans Safety Guide lists safety rules and procedures, provides a centralized reference to operational safety recommendations and standardizes procedures for reporting workers to professional injuries, car accidents and claims against Caltrans. The Building Code of Safe Practice (COSP), along with caltrans's Occupational Safety and Safety Manual, defines standard safety practices for employees involved in building and operations inspections. Construction of COSP applies only to Caltrans staff, performing duties in accordance with their duties. The contractor is responsible for the means and methods of completion of the work and has an obligation to ensure public safety and secure access to Caltrans employees. Contractors and subcontractors follow MIPP and COSP general contractor. If the subcontractor's IIPP and COSP are more stringent, the subcontractor must follow its own IIPP and COSP. The requirements of the Federal Highway Administration, standard specifications and standard special provisions of the contract establish compliance with safety rules as a requirement for a contract. 2-102 Areas responsibilities and responsibilities are responsible for safety at Caltrans construction projects. 2-102A District Deputy Director of Construction District Deputy Director of Construction must confirm that the funding is adequate to maintain the training program to familiarize Caltrans construction personnel with the basics of construction safety. This training should be at least 4 hours per employee per year and be included in the district's annual training plan. Safety training involves orientation for employees when they receive their first construction assignment. Workers returning to construction after an absence of 5 years or more should also be provided with a safety orientation. Recent California laws have added responsibility requiring supervisors to ensure that subordinates comply with all safety requirements and are provided with the tools and training needed to protect them from the impact of any potentially unsafe environment. 2-102B District the Construction Safety Coordinator of the District Building Security (CSC) acts as a technical advisor to construction personnel on the ground. CSC responsible for the following: Understanding Caltrans Caltrans Politicians Contract specifications and the California Department of Industrial Relations, Occupational Safety and Health (Cal/OSHA), California Code of Regulations, Section 8 (name CCR 8), Industrial Relations. Cal/OSHA is a government security enforcement agency. Visiting undeclared sites for ongoing construction projects on a regular and rotational basis. The CCC should also respond promptly to requests from a resident engineer or other Caltrans staff to visit projects to address project safety concerns. Collaboration with a resident engineer on specialized contract works such as complete motorway closures and unusual or complex operations, including explosive and limited space operations. CSC should periodically visit the project to monitor the contractor's overall efforts, answer questions, or look at specific areas when the engineer requests it. The frequency of visits will depend on the type and complexity of the work. Writing a safety inspection report using form CEM-0606, Construction Safety Checklists, and either Form CEM-4501, Resident Engineer's Daily Report, or Form CEM-4601, Assistant Resident Engineer Daily Report, on each visit to the project site, giving the resident engineer an original safety report and a copy of the construction engineer and construction engineer for review and follow-up. Being the district's main contact with the Department of Construction Safety Engineer and local Cal/OSHA representative, except for emergencies related to imminent danger. For more information, please contact section 2-103A of The Inevitable Dangers. Maintain regular contact with local Cal/OSHA representatives. The administration of the district's construction safety training programme, structured to meet the needs of the districts, as outlined in section 2-102A, by the Deputy Director for The Construction of the District, this guide, including mandatory training in heat prevention, which is required annually for all field staff, and mandatory hazard training offered every two years. Speaking as a construction safety advisor part of the pre-order conference. 2-102C Civil Engineer Builder must review construction projects to make sure that the resident engineer is overseeing the contractor's construction safety program. The civil engineer should review the CSC's safety report and confirm that the resident engineer addresses, adequately closes, and the closing documents of the items mentioned in the security review report. Civil engineers are responsible for the work of employees under their leadership. They provide them personal protection and tools to protect against dangers. As part of the training, construction it should be emphasized that under no circumstances should Caltrans employees instruct a contractor on how to correct deficiencies, orally or in writing. Civil engineers advise, correct and reprimand employees for safety violations and must document their reviews of employee safety programs as required by the Safety Guide. 2-102D Resident Engineer checks that the contractor is complying with all aspects of the contract, including applicable safety orders found in the 8 CCR header. To achieve this, do the following: identify unsafe conditions and specific provisions of the contract or CCR Title 8. If necessary, appoint a project safety coordinator. Involving district CCC in specialized contracting work, such as complete highway closures, blasting, limited space operations, multi-carin selections of heavy loads or other unusual or complex contractor operations. Consult the CSC to interpret the Cal/OSHA rules. Tell the CSC how the unsafe conditions identified in the security check report have been addressed. Full written documentation of the results of the review and emission control and a file with other project documents. Each week, a project safety check report will be filled and will be provided in Category 6 by Project Report Security. Use the CEM-0606 form, Construction Safety Checklists, and either form CEM-4501, Resident Engineer's Daily Report Report, or Form CEM-4601, Daily Report assistant resident engineer, to support the project's safety review report. Using contract administration procedures, make sure that the contractor complies with the Caltrans and CCR Title 8 contract requirements. Develop a COSP project document for Caltrans employees that deals with all operations in the project for each contract and all contractor operations. Make it available to field workers, and confirm all project staff have read and signed it. Keep COSP in a prominent place in the work site office. Contact section 2-106A of the Kaltrans Building Code of Safe Practices Division for additional guidance on coSP development. The coSP basic document is available on the Construction Department website: Discuss project safety at pre-project conferences and discuss the security of documents in project files throughout the project. Cover at least the following items: Address the new Cal/OSHA rules that may be applicable to the contract. Discuss the requirements for contractors to ensure the availability of safety data sheets (SDS) for chemicals or building materials used on a construction site. Staff should be able to assess your potential risk from the contractor's use of products requiring SDS. Make sure Caltrans employees have secure access to SDS, which may require for eyewashing stations, respirators and other devices. Discuss other security inspection elements that may relate to the contract, such as explosive work, work in confined spaces, use of personal protective equipment or backup alarms, traffic management, shorts and tunneling, and access to increased work. Discuss known public health conditions and the contractor's obligation to contact your local public health department under Article 7-1.02K (6), Occupational Safety standards and standard health specifications. Before you get started, confirm that the contractors are doing the following: Send IIPP and the Draft Code of Safe Practices for Resident Engineer, as required by the California Code of Regulations, Section 8, Section 1509 (8 CCR 1509), Trauma and Disease Prevention Program. Send the permits required to start certain works, such as: trenches or excavations 5 feet or deeper, in which any person is obliged to descend; demolition of more than 36 feet tall; construction of false works and scaffolding over 36 feet high; Work in confined spaces mining and tunneling. Report this to the regional underground alert service. Refer to Section 4-1902A, Road Excavation, this guide. As part of the work, make sure that contractors do the following: tell the resident engineer of any traffic accidents related to disconnection or fatality. Tell the resident engineer immediately if Cal/OSHA arrives at the project to visit the site. As the owner of the site, Caltrans employees must participate in all visits to the Cal/OSHA site. 2-102E Project Safety Coordinator Resident Engineer can delegate security responsibilities to a resident assistant engineer who will act as project safety coordinator. This delegated work will usually be in addition to other assigned duties, but may be full-time on large contracts. With significant work structures, a resident engineer may need to coordinate with a representative of the structure to ensure that the project's security coordinator is assigned to job speciality structures. The project safety coordinator serves as a staff safety advisor to the Caltrans project. The project safety coordinator must monitor and document the contractor's compliance with safety requirements, keep the resident engineer informed, and monitor the current work at the site on a daily basis. Tell the contractor verbally and in writing of any transactions or activities that do not comply with Caltrans contract requirements or Cal/OSHA rules. Provide a link to standard specifications or a violation of a specific rule. Use form CEM-0606, Security Checklists to find the relevant link. These checklists are on the Construction Department's website: prepare a weekly project safety report using the CEM-0606 form and either form CEM-4501, CEM-4501, Engineer Daily Report Asst. Resident Engineer Daily Report, or Form CEM-4601, Assistant Resident Engineer Daily Report, and submit it in Category 6, Safety, from Project Records. 2-102F Caltrans Project Staff does not intend to have a resident engineer and project safety coordinator do all the control over the contractor's construction safety activities. All construction workers should take into account the safety of operations in conjunction with their routine inspections and confirm that they have safe access to their duties. Inspectors closest to and most familiar with field operations should be familiar with traffic management in the construction zone, Cal/OSHA rules, Caltrans safety policy, and specifications. Use the CEM-0606 form to monitor the contractor's compliance with safety regulations and specifications. Regularly monitor, document and discuss contract security requirements with the contractor. Ask the project safety coordinator or district CCC for help if you are unsure of the regulatory requirements. 2-103 Security Risk Management for Caltrans's security compliance check as a contract requirement, use the following guidelines. 2-103A Inevitable dangers are working conditions that, if not corrected, can lead to an accident causing serious or permanent disabling injury, or death. If there is an immediate danger or the contractor's resolution of repeated cases of dangerous condition, the representative of Kaltrans should take the following steps: to advise the contractor orally on the condition and need for correction. Remove all Caltrans employees from dangerous exposure. If the contractor performs, document the incident in the project safety report with relevant references in the form of CEM-0606, Construction Safety Checklists, and either form CEM-4501 Daily Report of resident engineer Asst. Resident Engineer Daily Report, or Form CEM-4601, Assistant Resident Engineer Daily Report. Document the unsafe state of work, discussions with the contractor, and how and when the unsafe state was corrected. If the contractor fails to comply, we temporarily suspend the victim. Confirm the order to



suspend the contractor in writing. Whenever a contractor needs to be suspended, notify the CSC, resident engineer, and civil engineer of the dangerous condition and the measures taken. Ensure that all contractual remedies to address contractor safety issues are exhausted and documentation is fully prepared and submitted pending review of the Cal/OSHA notice. Bringing the CSC as checkers into the process to check nothing has been missed. Get from the construction manager before calling Cal/OSHA. These actions will limit responsibility of several employers against Caltrans. Report these actions to the Construction Safety Department engineer. Place a security check report, including all the details leading to the suspension, and copies of orders in Category 6, Security, from contract materials. 2-103B Serious dangers Serious dangers are working conditions that, if not corrected, can lead to disability injury and possibly death, or escalate into imminent danger. If a serious danger is detected, the representative of Kaltrans should take the following steps: to advise the contractor orally on the condition and the need for a timely correction. If necessary, set a deadline for compliance. Remove all Caltrans employees and consultants from dangerous exposure. If the contractor is unable to provide timely adjustment, consider temporarily suspending the affected operation. Confirm the order to suspend the contractor in writing. Document the incident in the project safety check report with relevant references in the resident engineer's daily report. Document the unsafe state of work, discussions with the contractor, and how and when the unsafe state was corrected. 2-103C Minor or non-series conditions Minor or non-series conditions are those that can cause minor injuries or can be classified as minor health threats. Under non-series or minor conditions, a Caltrans representative must take the following steps: to advise the contractor orally about the condition and the need for correction. Remove all Caltrans employees and consultants from dangerous exposure. Document the incident in the project's safety review. Document the unsafe state of work, discussions with the contractor, and how and when the unsafe state was corrected. If the contractor is unable to correct the condition or allows a re-emergence, notify the resident engineer and the CSC. 2-103D Corrective action regarding security hazards is inevitable and serious hazards may require immediate corrective action; these measures should be taken immediately to correct unsafe working conditions or deficiencies. If corrective action cannot be taken immediately, discuss with the contractor how the unsafe state and timing of action will be corrected; corrective action has yet to be completed as soon as possible. To confirm the corrective action taken by clarifying with the contractor's representative the safety of the project, how and when the unsafe state was corrected during the next scheduled joint safety review discussed in section 2-109B, every two weeks of the Joint Safety Review (within a reasonable time of the previous joint safety review). For these corrections may need to be reviewed further. 2-104 Occupational And Health Division This section provides information on the organization of the Department of Industrial Relations, Relations, enforcement powers and inspections. 2-104A The Authority and Responsibility of Caltrans ensures compliance with the requirements of the contract, not the safety of orders. The law requires Cal/OSHA to enforce safety orders and improve safe jobs and practices. Cal/OSHA achieves this function through three separate agencies: the rule-of-law function, the enforcement function, and the independent appeal board, as described as: The Health and Safety Board (Standards Board) accepts, amends, and revokes safety orders. Both state and federal laws require safety orders to be no less restrictive than federal occupational health and safety orders. Cal/OSHA has a number of affiliates responsible for administering safety orders issued by the Standards Board. The citations issued by Cal/OSHA for violations can be appealed to the Occupational Safety and Health Appeals Board for hearing and rarely appealed to the Supreme Court. To enable Cal/OSHA to fulfill its mission, the California Labor Code gives Cal/OSHA the authority to enter and inspect any place of work to ensure that the contractor complies with safe conditions and practices. If necessary, this right of entry can be secured by a warrant. 2-104B citations and civil penalties, if Cal/OSHA discloses and documents unsafe working conditions or practices, it can issue citations. The severity of these violations is determined by civil fines, and the amount of the fine is based on the procedures established in the regulations. Government agencies are not exempt from these punishments. Violations classified as regulatory, general, serious, intentional or repetitive result in monetary penalties. Failure to notify dangers or make false statements also requires punishment. Under the multi-employer liability provision, Cal/OSHA has the right to refer to all employers who are said to be at risk of multi-employee work. Cal/OSHA defines exposing, creating, controlling or correcting an employer, as defined in Section 2-104C, Employer Classes, in this guide, for every unsafe condition found. It bases the degree of responsibility of employers on their awareness of the condition, predictability of the condition, and the reasonable steps they take to protect employees. In addition to receiving civil fines, both Caltrans and contractor managers can be prosecuted. To be prosecuted, the manager must knowingly or negligently admit a serious violation, repeatedly violate security orders or directly refuse to correct a known unsafe state. Criminal penalties can include 6 months to 1 year freedoms and fines. Cal/OSHA sometimes issues an information memorandum when it encounters a condition or potential condition that no staff member has been exposed to, but if an employee is exposed, there will be a security breach. Security. considers all information memorandums as a deliberate violation. California's 2-104C Employer Classes recognize four types of employers, any of whom can be cited by Cal/OSHA for a security breach. The classification may result in several employers being mentioned for the same violation. California's labor code defines these categories of employers: Exposing an employer-employee whose employees have been exposed to danger. Creating an employer is an employer that poses a danger. The controlling employer is an employer who is liable under the contract or through actual practice regarding safety and health conditions at work, the one who had the authority to verify that the dangerous condition has been corrected. Correcting the employer - the employer responsible for correcting the danger. Under a standard contract tendered with plans and specifications, the general contractor is the controlling employer under section 7-1.02K (a), General, standard specifications. Caltrans may be exposing the employer if Cal/OSHA notes that Caltrans employees have been compromised and employees have failed to remove themselves from exposure to danger or ask the contractor for a fix to ensure secure access to work. Addressing and documenting security and notifying its contractor would help create a common understanding, emphasize Caltrans's priority, and help protect the state from reference in any of the above categories. 2-104D Procedures in the Department of Occupational Safety and Health Inspection This section describes what happens during the cal/OSHA inspection and what resident engineers and their assistants should do while it is carried out. 2-104D (1) Elements of Cal/OSHA Inspection Every Cal/OSHA inspection has three elements: conference opening, turn-based inspection, and closing conference. The opening conference-Cal/OSHA inspector asks for a high level of management in place, makes an introduction, and states the cause and purpose of the inspection. The inspector asks questions about the employer, such as the size of the organization, the number of employees on the ground, the addresses of employees and their phone numbers. The inspector may also ask about the employer's IIPP, emergency contact numbers, and the addresses of medical facilities closest to the workplace. The inspector asks the employer for permission to inspect the scene and invites the employer to join the inspection. Step-by-step inspection - The Inspector will inspect the site, observing the progress of the works, the condition of the facility and subsequent practices of work. The inspector may interview staff about their training, work procedures and protective equipment. During the inspection, the inspector can take photos and measurements. If this investigation after an accident, the inspector identifies and witnesses and can request contact information such as name, address and phone number. The Inspector notes the observed irregularities, conclusions that are likely to lead to citation during the final conference. Final Conference - After the end-to-end inspection, the inspector meets with managers, managers and staff representatives to discuss violations and proposed citations. The Inspector bases the quotes on observations and statements of the manager, manager and employee. The Inspector may hold this conference immediately after the end-to-end inspection or postpone it. Although the conference is usually held in person, the inspector can hold it by telephone. 2-104D (2) Participation in Inspection Under the Caltrans Policy collaborates and participates with Cal/OSHA. Caltrans employees are not required to make any statements that may be detrimental to their interests or those of Caltrans. If it is inconvenient to answer any questions, politely refuse. In the event of an inspection, do the following: Opening conference-notice CSC and civil engineer that Cal/OSHA plans to check. If the CSC is unavailable, report it to a district security officer pending inspection. If a KSC or security officer can arrive within a reasonable time, request a step-by-step stay prior to their arrival. A resident engineer or representative must participate in the inspection, and the civil engineer must also participate. Step-by-step inspection - Participate in the inspection and documenting it. To replace which areas have been inspected, who has been interviewed and what violations were mentioned by Inspector Cal/OSHA. For Caltrans recordings, take the same photos and take the same measurements as Inspector Cal/OSHA. The final conference is Participation in the final conference. A civil engineer or other representative must also participate. If a district security officer or CSC is not present, insist that the final conference be postponed until one of them is present. If the inspector offers quotes, remain open and optional. 2-104D (3) Procedures, if the quotes are received If you receive a quote by personal delivery or mail, take the following steps: Tell the district security officer, CSC, and the civil engineer that the quote has been filed. A fax copy quote to the Department of Health and Safety in the Department of Safety and Management Services at (916) 227-2639 or an e-mail copy quote: Safety.Suggestions.HQ@dot.ca.gov For quotes related to the work structure, confirm that the representatives of the structure notify the construction structures in the Department of Engineering Services. Work with the District Security Officer, CSC, and the Office of Health and Safety in the Department of Security and Management Services to address the quote. If necessary, organize Support. 2-105 Emergency Contract Contracts discussed in section 5-501, General, of this guide, pose additional security concerns for Caltrans. Cal/OSHA may consider Caltrans as a controlling employer for this type of work because Caltrans defines the job and agrees to the funds and methods to complete the work. Section 5-506 The initial phases of this guide's draft discusses documenting all security discussions. Section 5-508 of the Prosecution of This Guide discusses the prosecution of this work and requires verification that the proposed tools and methods are safe and effective. 2-106 Caltrans-Specific Safe Practices Every Employee has a responsibility to be informed and follow the specific policies and practices discussed in the Security Guide. 2-106A Caltrans Division of the Building Code of Safe Practices California Code of Regulations, Section 8, Section 1509, (8 CCR 1509) Injury and Disease Prevention Program, requires that every employer adopt a written COSP. Make sure the person is ready for each project. Make sure it includes elements specific to the project. If unique contract security items are not considered by the COSP, consult with the CSC to have additional COSPs prepared for the project and included in the project file. If the contractor has developed a specific COSP item on the project that they are asking Caltrans to amend Caltrans COSP, consult with the CSC. The project file should contain documentation that all employees have read and understood coSP. 2-106B Tywygate security meetings on Cal/OSHA security orders require tailgate or security tool meetings. As stated in 8 CCR 1509, meetings must be held at least once every 10 business days. Civil engineers or resident engineers should hold a back door safety meeting with all employees who are new to the project to discuss the project and potential safety issues that may arise due to the contractor's work. Tailgate security meetings should be specific on the project. Topics to discuss may include: upcoming work; Specialized work, such as critical crane lifts and limited entry into space; Incident review or the latest report on the project's safety review. Under Cal/OSHA's safety orders, contractors and subcontractors are required to hold their own back door security meetings for the benefit of their own employees. Section 02.05 of the Field Security Meetings for staff on the ground of the Security Manual provides instructions for meetings at the back door. Follow this section and district policy. Security Stand-down This section identifies requirements for implementing stand-down security based on significant recent security incidents. Stand-down protection will include Caltrans and optional contractor staff participation in the workplace to improve a culture of safety and awareness. The severity of the security incident will be determined to determine which jobs require retreat and who is involved. The standoff could be at the affected workplace or extend to all jobs across the county, state or state. In addition, security measures encourage field staff to stop working, focus on safe working practices and reaffirm their commitment to incorporating safe work practices into day-to-day work habits and operations. 2-106C (1) The introduction and purpose of Caltrans is committed to protecting the safety and health of its employees and improving productivity by preventing disease and injury. Caltrans 'Sictrans's Injury and Disease Prevention Program (IIPP provides a protective stand-down. The purpose of stand-down is to raise awareness among Caltrans construction staff, contractors and contractors about the prevention of accidents and work to eliminate injuries and deaths in construction work zones. The term stand-down safety is used in construction to describe a temporary shutdown to inform workers about the latest safety issues that have resulted in injuries, fatalities or dangers on a construction site. Protection must be carried out after an incident that results in serious injury or death involving the public, contractor, consultant or Caltrans staff. Unlike the required back door safety meeting, which is held at least every 10 working days, a protective stand-down must be held on that day or on the next working shift to prevent a similar subsequent incident posing a potential risk to employees or the travelling public. The incident that triggered the incident must be reported up through the control chain to identify and implement a protective stand in an area, region or state. When a better understanding of the root cause of the incident is known, further discussion or additional confrontation may be required to inform staff of the necessary operational changes. 2-106C (2) Level of reporting Depending on the type of incident, a protective confrontation must be held and reported at the following levels: 2-106C (2a) Project At project level, a protective standoff is held after the occurrence of unsma headacheed recorded safety incidents on the project. An unsmeal recorded safety incident includes serious injuries involving Caltrans employees, contractor employee, consultant, law enforcement officer or member of the public in the project work area who required any hospitalization of the patient, even if they would be discussed during the next shift or when an understanding of the root cause is known at the project level. As described in Chapter 2 security meetings for safety, incidents with close calls are incidents that do not lead to contact, injury or injury. Close calls are reported via mobile app for major building incidents Notice Notice using a smartphone or tablet and then tracked in the database where the information is collected and stored. Direction level: The responsible resident engineer has the right to require the project staff to conduct a protective stand-up and decide on the appropriate next course of action at the project level. 2-106C (2b) District or Region A district or region security standoff is required after death involving a member of the public in the work area. Direction: The Deputy District Director for Construction has the right to send project personnel within the area or region to conduct a protective stand and to decide on the appropriate next order of action at the district or district level. 2-106C (2c) statewide safety standoff is caused by the following: A fatal work zone involving a contractor and consultant, or as a fatal work zone involving law enforcement work zones involving Caltrans Officers Direction Level: The Department of Construction Chief has the power to direct all construction officers across the state to conduct safety stand-down and take the following direction at the state level. 2-106C (3) Contractor participation, suspension and law enforcement involvement depending on the type of incident, each defensive confrontation has different participants and duration. The participation of the contractor's staff is voluntary. The suspension of time for participation is a mutually agreed suspension of time, as defined in the definition of working day 2.2.3 in section 1-1.07B of the Standard Specification Glossary. Law enforcement partners, such as the California Highway Patrol, should be invited to participate in stand-down protection when initiating an incident involving a law enforcement officer. 2-106C (4) Documentation Use Caltrans Form PM-S-0110, Security Meeting Report, and refer to Section 02.07, How to document security meetings to document stand-down security as a security meeting. Find Caltrans's Safety Guide to: 2-106D High-Visibility Garment The following is required for all Caltrans employees during field operations: A minimum of Class 2 clothing is required for daytime use. Its attached label should identify clothing as Class 2 and should clearly clarify that it is the American National Standards Institute (ANSI)/International Safety Equipment Association (ISEA) 107-2004, or equivalent subsequent changes. Class 3 clothing is required in the dark. Class 3 clothing can be used during the daytime. The following options meet class requirements Class 3 vest with an ANSI/ISEA 107-2004 sleeve or equivalent to subsequent changes, Class 3 label. Caltrans jacket with an ANSI/ISEA 107-2004 label attached, or equivalent to subsequent changes, is a Class 3 label. A A 3-equivalent clothing - Class 2 vest with ANSI/ISEA 107-2004, or equivalent subsequent changes, label worn with E. 2-107 Class pants Precautions for the public in construction sites are accepted by many visitors, including non-construction of Caltrans employees; Employees of federal, state and local agencies such as the Department of Water Resources, the Department of Fish and Wildlife and the Air Governance Area; Owners or business owners and members of the media. All non-contractor-related visitors must comply with Caltrans's personal protection equipment requirements and the requirements of the Safe Practice Code if their agency is not more stringent. Resident engineers and resident engineers should monitor the potential dangers to the general public and work with the contractor to take reasonable precautions to exclude the public from the construction zone. Provide fencing if it is practical, and without intruding signs on sites that have potential danger. 2-108 Dangerous Materials If there are unforeseen hazardous materials in the project, report it to the hazardous waste coordinator who will consult with you and can assist with recycling procedures. The Coordinator may also propose additional security measures to protect the public and workers. Refer to Chapter 7 of the Environmental Trusteeship of this guide for additional guidelines on hazardous waste. 2-109 Caltrans Project Safety Reviews aims to work with the construction industry to improve the safety of construction projects through safety reviews. The designated Caltrans Project Safety Coordinator is to conduct weekly safety reviews throughout the project using the CEM-0606 form, Construction Safety Checklists. In addition, Caltrans security personnel (area safety coordinator, resident engineer, or designated project safety coordinator) must meet every two weeks with a contractor-appointed project safety representative to conduct a joint safety review of the project. This review may consist of a joint inspection of the workplace to check temporary traffic management systems and other devices and safety protocols for employees. It is recommended that the CEM-0606 form be used to conduct joint safety reviews and assist in checking safety requirements for ongoing construction work. 2-109A Meeting on project safety before construction begins, the pre-construction conference with the contractor should be held, as described in section 5-003, Preliminary Conference with Construction guide. In addition to this meeting, a separate project safety meeting is to be held with the designated contractor's representative for project safety before work begins under Article 5-1.28 Security project safety standard specifications to perform: Discuss project operations and security requirements. Identify project safety personnel for Caltrans (area construction safety coordinator, resident engineer or designated project safety coordinator) and contractor safety personnel (appointed project safety representative), their contact information and certificates (such as traffic management technician, flagship). Review the requirements for calling lane closure information and discuss when the Traffic Management Center should be notified of the emergency response as unsalthoned in section 2-303 of Reporting Procedures. Set a timetable for all planned joint security reviews. Discuss the Plan for an Advanced Construction Area Compliance Program (COEEP) and contact information if it is proposed for the project. If it's included in the project, review the Positive Work Area Protection plan. To document the start of a security meeting, use form CEM-0604, Joint Security Reviews, and submit a copy of CEM-0604 in Category 6, Security, Linking Project. 2-109B Every two weeks the Joint Safety Review under Section 5-1.28, Project Safety Reviews, Standard Specifications, every two weeks a joint safety review must be performed by a resident engineer (or designated project safety coordinator, if applicable) with a project contractor's safety representative. A representative of the structure or projected must be present during the active work of the structure. The review is documented using a form of CEM-0606, building safety checklists or any other mutually agreed form, such as an analysis of the risk of employment from a contractor. Complete checklists for relevant safety topics to identify potential hazards to the construction zone at the site. Additional security items can be added to the form as needed to include construction operations taking place at the site. At the weekly project safety meeting, share the results of the review and discuss the corrective measures proposed by the contractor, as well as discuss the safety of future construction and roadworks. File a copy of the form used for every two weeks of a joint security review in Category 6, The Security Project Binder. 2-109C After the completion of the project safety meeting after the completion of the project, according to section 5-1.28, Project Safety Reviews, standard specifications, resident engineer must schedule a post-project security meeting with the contractor to determine how effectively joint safety reviews have been launched, to address the safety issues that have arisen during the course of and discuss the lessons learned for possible future security improvements. The post-project security meeting will be documented on form CEM-0604, Joint Security Reviews, and filed in Category 6, Security Project Binder. Lessons learned should also be passed on to the project Team. Back to the top

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