

To: Awarded Contractor

Re: Project Safety Management Plan (PSMP)

The submittal of this plan at or prior to the Pre-construction meeting is mandatory. It must only contain project specific information. It is considered a living document and may need to be updated periodically, as changes occur. Also, this submittal will be reviewed initially and at 12 months, if the contract period is longer.

The template that CDOT provided is an example and the language within cannot be used with exception of the preferred format and the Contractor's Certification language. The format is as follows section headers are in black ink, instruction in red ink and the example language in grey ink.

Please ensure that the completed PSMP document's Contractor's Certification is signed and dated. When receiving CDOT feedback, please address the comments in a quick time frame.

[CONTRACTOR NAME]

Project Safety Management Plan
Colorado Department of Transportation

Project Number: _____

Project Code: _____

Location: _____

Date: _____

CONTRACTOR: Notice that
this is only an **example**

[CONTRACTOR NAME] Project Safety Management Plan

Project No. _____

Project Location _____

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Project Work Description – (What is the awarded work that the Prime contractor must complete?)

107.06 (a) Project Safety Management Plan

(1) Project Safety Manager Designation

Primary Safety Manager [Name]
Office Phone No. [Phone Number]
Cell Phone No..... [Phone Number]

Alternate Safety Manager [Name]
Office Phone No. [Phone Number]
Cell Phone No..... [Phone Number]

(2) Significant or High-Risk Activities

(Work to be completed that has a lot of hours tied to it or can be short duration with high risks associated.)

Activity	Significant or High Risk
Earth Work	Significant
Steel Erection	High Risk
Confined Space	High Risk
Rigging	High Risk

(3) Identified Competent Persons Table

Work Task	Name	Phone Number
Rigging	John Doe	XXX-XXX-XXXX
Respiratory Protection	Sally Smith	XXX-XXX-XXXX

Areas Requiring Competent Persons

Competent persons for the following task items are as indicated. (If this work is not required per contract, then it does not remain in the PSMP document. Only include awarded contract scope.)

- **Lead Abatement:** It is believed that there is no threat of exposure to lead within the scope of work on this project.
- **Hearing Protection:** Although it is unlikely that noise exposure over the Threshold Limit Value (TLV) will exist, it is possible that employees assigned to the project may experience short term exposure to noise at or over 85 dBa. In this case, hearing protection is required and provided by the Company. The competent person to assure compliance to the hearing protection policy is [NAME].
- **Respiratory Protection:** The threat of exposure to dust, silica and other airborne particulates may exist during operations that include placing and compacting soils and aggregate base courses. The competent persons that can assure respiratory protection to those that are exposed are [NAMES].
- **Rigging:** It is not expected that a hazard from rigging should be present on this project.
- **Assured Grounding:** It is not expected that persons working on this project should be exposed to electrical hazards under the identified scope of work.
- **Scaffolding:** There should not be a need for scaffolding to be used on this project; therefore, no hazard should exist.
- **Fall Protection:** Fall protection is required when a person is working six or more feet off the ground or from an otherwise secure work platform. It is not expected that any person should work at an elevated height under the scope of this project.
- **Cranes:** No operation under the scope of this project should require the use of a crane, so the hazard should not exist.

- **Trenching and Excavating:** Excavation of soils or gravel on this project should not occur to the extent that would qualify as creating a trench or an excavation. However, should such an instance occur, [NAME] is the competent person for that activity.
- **Steel Erection:** Steel erection is not included in the scope of work for this project.
- **Underground Construction:** Underground construction is not included in the scope of work for this project. Potholing and utility locating will be required.
- **Demolition:** Demolition as such is not part of the scope of this project. However, the project does include removal of soils and base courses from the existing roadway structure. The potential for encountering underground utilities does exist. The competent person to plan, schedule and oversee these activities is [NAME].
- **Blasting:** Blasting and the use of explosives are not included in the scope of work for this project.
- **Stairways and Ladders:** The project will require utilization of heavy equipment and trucks, each fitted with ladders or steps to exit and enter the cab. The competent person to assure use of proper ingress and egress for persons using the ladders or steps is [NAME].
- **Asbestos:** It is believed that asbestos as a hazard will not be present on this project.
- **Confined Space:** The scope of work for this project does not include any operations involving a confined space situation. Should such a situation develop, [NAME] is the competent person for the operation.

Additional Hazards

- **Overhead Hazards:** Overhead hazards such as power lines, telephone and cable television lines, tree branches, etc. will exist on the project. The competent person to manage safe operations around these hazards is [NAME].
- **Traffic:** Heavy traffic along the roadway under construction will exist during most phases and operations of the project. Although the subcontractor for traffic control is responsible for this hazard, the Company person that is considered to be the competent person for this hazard is [NAME].

Hazard Assessment Table

(Only identify and capture the contractual work hazards)

	Work Task	Identified Hazard	Hazard Mitigation Type	Hazard Mitigation
1	Jack Hammering, Pile Driving, Heavy Equipment Use,.....	Loud Noise	Administrative and PPE	Train employees on Hearing Conservation and issue hearing protection to below the 85 dba action level.
2	Earth Work and Concrete Work	Respirable Contaminants	Administrative and PPE	Train employees to identify and mitigate silica hazard and methods to reduce exposure, i.e. water spray. Fit employees with air purifying respirators where the PEL calls for action.
3	Assured Grounding	Electricity	Administrative and PPE	Employees will be trained on OSHA’s Electrical Safety Regulation and issued FR clothing, AED and shock pole.
4	Rigging	Load Lifting	Administrative	Train people on pinch points with cables and shackles. Identify unsafe lifting straps, cables, shackles, etc.
5	Working at Height	Fall	Engineering, Administrative and PPE	We will employ scaffolding to prevent the need for fall arrest equipment. Where transitions are located double tie off is required. We will use an Xofit full body harness with retractable nano lanyards.
6				
7				
8				

(Detailed Hazard Analysis and Mitigation)

Activity:

Trimming or removing soils and base course gravels from the shoulders. Placing aggregate base courses and HMA.

• **Hazard Identification**

1. Vehicle traffic continuing to run relatively close to the work zones
2. Equipment maneuvering within work zone and not breaching isolated areas
3. Haul trucks entering and exiting work zones
4. Silica exposure

• **Hazard Mitigation**

1. Hazard comes from traffic failing to comply with reduced speed limit or from failing to observe posted signage. Additional hazard exists at 1 hour before sunset to sunset, and sunrise to 1 hour after sunrise because of the position of the sun during the construction of this project. Essentially, the orientation of the sun is that sunrise is directly in the east and sunset is directly in the west, a significant factor on roadways that are aligned east to west and severely restricts the vision of motorists during those periods.
2. Hazard to motorists may exist if equipment operators get all or any part of the equipment out of the closed work zone and encroach on the open traffic area without proper traffic control being set up.
3. Additional traffic control measures must be taken if at any time it becomes necessary to conduct any operation outside the closed work zone. Communication between the competent person and the TCS must occur in order to plan the maneuver and make necessary traffic control adjustments.
4. Ingress and egress of haul trucks must be conducted in a controlled fashion so as to not create a hazard to motorists or pedestrians. Traffic control operatives will conduct safe entry into and exit from the work zone.
5. A hazard to ground personnel exists from mobile equipment and haul trucks as they travel on the project, which is particularly dangerous while backing. Equipment that has an obstructed view to the rear while moving in a reverse motion must have a sufficiently audible backup alarm. Persons working on the ground around this equipment shall be trained in the hazards of the equipment and the proper procedures for making contact with operators and drivers.

Activity:

Operating equipment and dump trucks under or near overhead power lines and similar hazards.

• **Hazard Identification**

1. Getting equipment too close to electrical lines may cause an arc and possible electrocution.
2. Dump trucks may strike or snag overhead lines, etc. while raising dump box. The hazard is increased if the truck moves with the dump box in the raised position.

• **Mitigation**

1. Equipment operators must be aware of positions of overhead hazards, which will be clearly marked. Ground personnel will assist with incident prevention by assisting operators to spot wires.
2. Dump truck drivers will verify that the area overhead is clear before raising the dump box by visually inspecting the immediate and surrounding areas. If a hazard is present or near, the hazard will be marked by a safety cone to designate the hazard.

Implementation Measures to Address Hazards (Address how will employees get training and protective gear?)

Address how the identified mitigation efforts will be implemented.

- Vendor supplied training
- Prime contractor supplied training
- PPE selected and issued by whom?

(4) Provisions for Field Safety Meetings (Date/Day of week/Times and Locations)

Field safety meetings will be conducted on site at a minimum rate of one per week. The meetings will include all Company personnel, subcontractor personnel and CDOT personnel that are on location at the time of the scheduled meeting. Subject matter for the meetings will be oriented toward issues that are specific to the project, including safety concerns that have surfaced, changing conditions, safety inspections, safety precautions and other similar informative items. The meeting will be conducted in an open format in order to invite participation from all attendees.

(5) Provisions for Project Safety Meetings (Date/Day of week/Times and Locations)

Project safety meetings will be conducted on site to include all Company personnel and subcontractor personnel that are on site at the time of the scheduled meeting. Attendance will be compulsory. Consideration for scheduling project meeting should be given to include as many workers as possible. [CONTRACTOR NAME] will provide notice to the CDOT Project Engineer of the time, date and location of the scheduled meeting. Items of significance such as incidents, safety inspections, accidents and pertinent safety information will be included in the meeting. Meeting attendance and subject matter will be documented by [CONTRACTOR NAME] and provided to the CDOT Engineer as required.

(6) Portions of the Plan prepared by subcontractors. (Identify the portions and submit with PSMP. Or, state that the subs will only use the Prime's plan.)

Portions of the Plan may be prepared by subcontractors performing that work. However, these portions will be as stringent as the Contractor's overall plan.

(7) Compliance by Subcontractors (How will the Prime ensure that subs are in compliance?)

[CONTRACTOR NAME] requires adherence to established safety policies, procedures and performance standards by all persons that are present at the project location whether they be a Company employee, a subcontractor, a supplier or an authorized visitor to the site. Compliance with Company safety requirements are integrated into the subcontract agreements that pertain to the subject project, and are explicitly and implicitly conveyed to all suppliers and authorized visitors to the site. Unauthorized visitors are strongly discouraged from being present at the site and should be escorted off site until authorization to be present is obtained. Only those persons with a legitimate purpose for being on site should be given authorization.

(8) Drug and Alcohol Impairment (Must meet Federal/State Requirements)

[CONTRACTOR NAME] prohibits all Company, subcontractor, and supplier personnel from reporting to or being at work with a detectable amount of a controlled substance in their system. [CONTRACTOR NAME] further prohibits the possession or distribution of a controlled substance at a worksite under its responsibility by anyone, employee, subcontractor, supplier, or other. If a person, present on the Project is under reasonable suspicion by a supervisor or individual in authority, that person will be transported by a supervisor or Company safety manager to [TESTING FACILITY] for a drug screen and an alcohol breathalyzer test. The person under suspicion shall not return to work at the Project or any other [CONTRACTOR NAME]'s premises until confirmed negative results for both tests are received. In the event of a positive result, that person is prohibited from returning to the Project and must be dealt with according to that person's company's prevailing substance abuse policy. Any such instance will be immediately reported to [CONTRACTOR NAME]'s Project Manager, Safety Manager, and the CDOT Project Engineer.

(9) Project Safety Inspections (Date/Day of week/Times and Locations)

[CONTRACTOR NAME] will conduct safety inspections at the Project site at a minimum frequency of one per month, or on an as-needed basis. The criteria, results and corrective actions, if any, of the safety inspections will be appropriately documented, and a copy shall be provided to the Engineer. Inspections will be conducted by the Company safety manager or alternate safety manager.

(10) Corrective Actions (How does the contractor respond to employee issues?)

Violations of safety policies and procedures are not to be tolerated and require immediate attention and action. In the event of such a violation that is committed by a Company, subcontractor or supplier employee, the Company project supervisor must be notified as to the nature of the violation, persons involved and all other pertinent information. The violation report will be investigated to determine veracity. Persons involved in the investigation are as follows:

- Immediate supervisor of employee
- Company Project Supervisor
- Company Safety Manager
- CDOT Project Engineer

If a violation is verified, appropriate action will be taken with regard to the specific circumstances of the violation. The purpose and scope of the investigation will be documented, as well as the findings and action that was taken. Appropriate action may include but is not necessarily limited to:

- Retraining
- Verbal Warning
- Written Warning
- Permanent removal from the project
- Suspension from Employment
- Termination of Employment

Discipline will be administered after the situation is reviewed by the [CONTRACTOR NAME]'s Safety Committee, unless immediate action is required, in which case, the Company Safety Manager will conduct action according to prevailing policies and regulations.

(11) Notification of Safety Stand Down (The contractor must meet OSHA 1926 Construction Standards and the use of Competent Persons to identify and address issues.)

In the event of a situation on the Project that is serious in nature, with regard to safety for the workers, general public, or property or equipment, the Competent Person will take steps to correct the issue. If the issue is too severe, then they will suspend work and the Contractor Project Supervisor will be notified immediately. The activity in question will be suspended and all personnel will be withdrawn from the area of concern. The Contractor Project Supervisor will notify the CDOT Project Engineer and the Contractor Safety Manager of the situation. After consultation and agreement among these officials, a general safety stand down will be called. All entities that have personnel on site will be notified of the stand down and will be asked to participate in the remedial efforts if their personnel are involved.

Work will not commence until the safety concern has been addressed and corrected to the satisfaction of the Contractor Safety Manager and the CDOT Project Engineer.

(12) Contractor’s Certification (This language will be used and no addition or deletion is allowed.)

By authorized signature below, [CONTRACTOR NAME], hereinafter referred to as 'the Contractor,' hereby certifies that this Project Safety Management Plan (Plan) complies with and meets applicable Federal, State, and local laws, rules, regulations and guidelines governing safety, health and sanitation, including but not limited to the Occupational Safety and Health Act, 29 CFR 1910, 29 CFR 1926, 23 CFR 634, Mine Safety and Health Administration (MSHA), Title 30 CFR, the “Colorado Work Zone Best Practices Safety Guide”, CFR 49, national consensus standards, the Drug-Free Workplace Act (Public Law 100-690 Title V, subtitle D, 41 USC 701 et seq.) and the subsection 107.06 of the Standard Specifications. All operations and work practices of the Contractor shall comply with this Plan. The Contractor requires that all subcontractors, suppliers, Department personnel and consultants comply with this Plan.

(Signature of Contractor’s Project Safety Manager or alternate)

Title

Date