

MARYLAND AVIATION ADMINISTRATION

CONTRACTOR SAFETY & HEALTH PLAN GUIDELINES

2017

‘be better’

MAA PROJECT SPECIFIC
CONTRACTOR SAFETY & HEALTH PLAN GUIDELINES

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MARYLAND AVIATION ADMINISTRATION POLICY STATEMENT

EXECUTIVE DIRECTOR'S POLICY STATEMENT ON CONSTRUCTION AND SAFETY MANAGEMENT PROGRAM PLAN

The Maryland Aviation Administration (MAA) recognizes the importance of workplace safety and health and is committed to achieving complete compliance with all applicable State, Federal, and Local standards and regulations including, but not limited to, those of the Occupational Safety and Health Administration (OSHA) and the Federal Aviation Administration (FAA).

The MAA is dedicated to preventing workplace injuries and illnesses involving MAA employees, contractors, and customers to MAA facilities, and other properties. The MAA is also dedicated to preventing the occurrence of injuries and illnesses in our operating environment, as result of our operations, services and construction project activities.

Workplace safety and health is an integral part of the daily business functions of the MAA and it is for this reason that the MAA pledges to provide, to the fullest extent possible, to each of its employees and contractors, a facility free of recognized hazards and unsafe work conditions. While the goal is to operate with zero accidents/incidents, injuries, and illnesses, it is also a goal of the MAA to minimize and control, to the fullest extent possible, losses that may be incurred as a result of their occurrence.

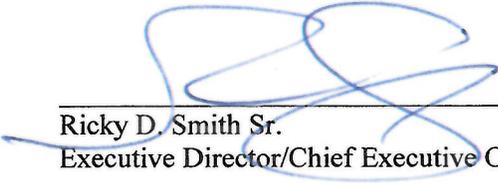
This Plan has been developed to facilitate and strengthen MAA's ability to achieve these goals. It establishes processes for preventing workplace injuries and illnesses. Workplace safety and health is a responsibility that is shared equally and without exception by each employee of the MAA, Stakeholders and Contractors. All employees, stakeholders and contractors are therefore expected and encouraged to participate in all aspects of the MAA Safety Programs and are responsible and will be held accountable for fulfilling and complying with the safety requirements of their positions. Likewise, all supervisors and managers are responsible and will be held accountable for enforcing the safety requirements pertaining to their employees.

All MAA personnel and contractors are charged with the responsibility of ensuring the safety of passengers, employees, property and the general public which come in contact with the MAA Construction projects.

The Office of Safety and Risk Management and the Office of Engineering and Construction is empowered and authorized to develop, implement and administer a comprehensive, integrated and coordinated Construction Safety Plan, including site specific plans to identify, prevent, control and resolve unsafe conditions during design, construction, testing, and operations and maintenance of MAA property and facilities.

These Offices are empowered to order the cessation of unsafe activities or operations which are evaluated as presenting an immediate and serious hazard on all construction projects and MAA property. They have the authority to conduct unannounced inspections aimed at identifying and eliminating unsafe practices, operations and/or conditions.

Approved By:



Ricky D. Smith Sr.
Executive Director/Chief Executive Officer

2. DEFINITIONS

MAA- Maryland Aviation Administration

- MAA is an MDOT Transportation Mode responsible for BWI Marshall and Martins Airport and the regulation of Aviation throughout the state of Maryland.

Contract

- The written agreement by and between the MAA and a Contractor.

Contractor

- Any individual, firm, or corporation undertaking maintenance, construction, or other services under Contract with the MAA, GC/CM, or their designees requiring manual and non-manual labor at or emanating from the site, (this includes engineering, technical and consulting on-site service contractors, employee leasing companies and/or contractor-provided temporary services) excluding vendors, suppliers, material dealers, haulers, or others whose function is solely to supply and/or deliver materials, parts, or equipment to and from the Site.

Contractor's Safety Officer

- A safety professional employed by the Contractor to manage the Contractor's Site Specific Safety Plan.

Contractor's Safety Manager

- A Contractor's employee separate from the superintendent hired to perform various tasks, including safety and other related duties such as traffic control, utility coordination, etc.

Contractor Safety & Health Plan Guidelines

- The safety and loss prevention program established by the MAA to control the hazards and risks associated with the contracted projects.

Employer

- Any individual, firm, or corporation, except the MAA who provides direct manual and non-manual labor or service personnel at or emanating from the Site either by written or verbal Contract.

Insured's

- The Authority, Consultants, Contractors, Architects, Engineers, Subcontractors, and any other party named as insured's on the Certificates of Insurance signed by a duly authorized representatives of the Insurance Carriers.

Resident Engineer

- Authorized representative of the MAA to administer the contract.

SH & E Key Personnel

- Staff responsible for oversight, compliance and adherence to the Contractor's Safety & Health Plan.

3. PLAN ADMINISTRATION:

Purpose: These Contractor Safety & Health Plan Guidelines have been prepared to ensure the health and safety of all contractor employees by providing a consistent program for all contractors to follow and abide. The Contractor Safety & Health Plan Guidelines cannot possibly address all conditions that may arise; therefore, this plan establishes the minimum requirements and is not a complete working guide. These Contractor Safety & Health Plan Guidelines address both safety and health service issues. The Contractor Project Specific Safety & Health Plan has been established to promote safety and to prevent, limit, reduce, and control hazards and risks associated with Maryland Aviation Administration Project.

The Contractor Project Specific Safety & Health Plan goals are to:

- Prevent personal injuries and property damage
- Achieve greater efficiency
- Reduce direct and indirect costs

The effectiveness of the Contractor Project Specific Safety & Health Plan will depend upon the active participation and sincere cooperation of the Contractor's supervisors and employees, and the coordination of their efforts in carrying out the following responsibilities:

1. Plan all work to eliminate bodily injury, property damage and loss of productive time.
2. Comply with Federal, State and Local laws, ordinances, industry standards and the requirements established in the Contractor Safety & Health Plan Guidelines.
3. Maintain a system of prompt detection and correction of unsafe practices and conditions.
4. Establish and conduct an educational program to stimulate and maintain interest and cooperation of employees. The education program shall include safety meetings and training programs, safety tool box talks, the use of personal protective equipment and safety engineering methods, and prompt notification and investigation of all accidents or claims to attempt to determine the causes and take reasonable corrective action when possible.

4. CONTRACTOR GENERAL REQUIREMENTS

A. Compliance with Contractor Safety & Health Plan:

Contractor's personnel who fail to comply with the site safety requirements **shall not** be considered qualified to perform services or work on MAA Projects. Such personnel denied site access for noncompliance with the site safety requirements, at the Resident Engineer's, or at his representative's request, shall not be granted site access for other services or work. Contractors who fail to control personnel actions regarding safety may have their contract terminated. Contractors working on a MAA Project shall comply with the Occupational Safety and Health Administration (OSHA), Maryland Department of Transportation (MDOT), and Federal Aviation Administration (FAA) and MAA's Safety Rules, Procedures and site safety requirements. The Resident Engineer or his representative shall determine the Contractor's compliance with the site safety requirements.

B. Contractor Policy:

The Contractor shall assume full responsibility for compliance with all applicable regulations pertaining to the health and safety of personnel during execution of the work, and shall hold the MAA harmless for any action on the Contractor's part, or that of the Contractor's employees or subcontractors that result in illness, injury or death.

Each Contractor shall comply with all safety, fire, security policies, procedures, and safe work practices, as well as any other appropriate safety procedures specified in the contract. These combined safety requirements constitute the minimum safety performance required from each Contractor; all subcontractors must adhere to the General Contractor's Project Specific Safety & Health Plan. The Contractor cannot delegate the safety responsibility to the subcontractors, suppliers or other persons. The Office of Safety and Risk Management and the MAA Office of Engineering and Construction will have final authority regarding contractor safety compliance.

C. Contractor Project Specific Safety & Health Plan:

Each Contractor shall have a written Project Specific Safety & Health Plan, in accordance with the contract, which addresses the construction work to be performed under the contract. The plan will provide details commensurate with the services or work to be performed.

Within fifteen calendar (15) days after issuance of NTP (Notice To Proceed) the Contractor shall submit a written "Project Specific Safety & Health Plan" to the MAA assigned Construction Management and Inspection firm. MAA Office of Engineering and Construction will review, comment and approve the Contractor's "Project Specific Safety & Health Plan" in conjunction with the Office of Safety and Risk Management. With regards to the approval of the Contractor Project Specific Safety & Health Plan; work shall proceed as determined by the Administration. The Administration retains the right to prohibit the start of work until the Contractor's' Project Specific Safety & Health Plan" is approved. A delay in submitting the Contractor Project Specific Safety & Health Plan will not constitute grounds for contract schedule extension or delay claim.

The plan shall fully describe the Contractor's commitments for meeting its obligations to provide safe and healthful working conditions for its employees, the public, and generally contribute to and enhance safety at the project site. The Contractor Project Specific Safety & Health Plan must reference standards, codes, rules, and regulations applicable to construction activities in the state

and local jurisdiction. The Contractor Project Specific Safety & Health Plan shall include, but not be limited to, provisions of the Contractor Safety & Health Plan Guidelines.

The plan shall define the duties and responsibilities of employees at all levels as they pertain to the execution of and compliance with the Contractor Project Specific Safety & Health Plan.

OSHA Standards (29 CFR part 1926 and 29 CFR 1926 Safety Health Regulations for Construction)

The Contractor shall provide 1 copy of the most recent OSHA Standards for the Construction Industry (29 CFR Part 1926) which shall be retained in the Contractor's Field Office.

D. Alcohol and Substance Abuse Policy:

The use of drugs and alcohol and their effects produce a serious threat and **ARE NOT TOLERATED** on any MAA project. The Contractor and all sub-tier contractors shall be responsible for implementing and maintaining an effective Substance Abuse Policy as part of the Contractor Project Specific Safety & Health Plan. Any costs incurred in the adoption, implementation, or administration of the Contractor/Subcontractors Substance Abuse Policy shall be the responsibility of the Contractor/Subcontractor. The policy shall address pre-employment, periodic, for cause and post accident testing.

E. Designation of Safety Representatives:

Each Contractor shall designate a competent Engineer/Supervisor to implement their Project Specific Safety & Health Plan. This responsible individual's name and résumé may be given to the Resident Engineer for review by the Office of Safety and Risk Management and this individual may be required to appear for a personal interview. When the nature of the contract warrants, the MAA may request the Contractor to employ a full-time qualified Contractor Safety Designated Individual. This designated person is required to have training appropriate to the nature of the work being performed.

F. Safety Orientation:

The Contractor shall establish a written safety orientation and training program to provide employees with information regarding:

- The Contractor Project Specific Safety & Health Plan;
- Applicable safety rules and regulations;
- The responsibility of each employee to formally acknowledge receipt of the safety rules and safety orientation and training prior to performing or being assigned duties on the project.

The safety orientation and training programs shall address the responsibilities of the hourly employees, supervisory employees and management employees. Example: Personal Protective Equipment one must use, how to report any unsafe condition, and hazards present in the assignment and general work area.

Copies of written documentation of safety orientation and training programs shall be provided to the Resident Engineer promptly after they are conducted, (*Job Orientation Acknowledgement Form*).

All Contractor and subcontractor employees performing work on the airfield or property of the MAA shall successfully complete the appropriate training course prior to start of work. Contractors

and subcontractor employees who have not successfully completed the training course may be removed from the Project.

G. Accident Investigation, Reporting, and Recordkeeping:

The Contractor shall verbally notify the Resident Engineer immediately of any safety incident. Events to be reported immediately by the Contractor to Resident Engineer are:

- Near misses and minor accidents with a potential of serious injury or death;
- Serious accidents or injuries;
- Fatalities.

The Contractor is responsible for the prompt reporting of all occupational injuries and illnesses incurred by any site personnel or in any way related to project work.

Upon notification of an accident, the Contractor shall immediately secure the scene, investigate the circumstances of the accident and complete the *Incident Investigation Report* (see Form 102) and *Witness Statement* (see Form 102A). The investigation should include obtaining physical and photographic evidence. Completed forms are to be submitted to the Resident Engineer within eight (8) hours. Forms are to include sufficient and thorough detail. In completing this report, the Contractor shall review the circumstances leading to the accident, review with the employee how the accident could have been prevented and the measures to be taken to prevent recurrence.

The Contractor shall cooperate with all resulting accident investigations and reporting. Additional documentation shall be submitted as required.

1. Serious/Fatal Accident Investigation:

Immediately, after a serious/fatal accident, an investigation team will begin a thorough investigation. The Resident Engineer, MAA's Construction Division Safety Officer and the Contractor's Safety Engineer/Supervisor will lead the investigation. It will be the responsibility of Resident Engineer and the Contractor to see that all documentation such as written statements, photographs, and drawings are maintained. A report of the investigation shall be made immediately to the Office of Safety and Risk Management and the MAA Construction Management Division. The initial investigative factual report shall be submitted within 24hrs of the accident.

2. Near-Miss Incidents:

All near-miss incidents shall be reported by using Form *Incident Investigation Report* and Form *Witness Statement*. Once completed these forms are to be forwarded to the Resident Engineer.

All near-miss incidents shall be investigated by the Contractor's Safety Engineer/Supervisor to ensure corrective and preventive measures are taken. This may involve working with and/or assigning responsibilities to other personnel. Near-miss incidents should also be reviewed by the Contractor during safety meetings so all employees are aware of the near-miss incidents, the potential for injury, and the actions necessary to prevent a recurrence.

3. Return-to-Work:

The Contractor and its subcontractors of any tier shall include, as part of their Contractor Project Specific Safety & Health Plan, a Return-to-Work program (also known a "Light Duty" or "Modified Work") to any injured employee who is released by a medical doctor with a signed release return-to-work form with restrictions, modifications, or alternative work. The Contractor shall develop a Return-to-Work program outlining how this will be accomplished. The Contractor and/or subcontractors shall hold a discussion with the Office of Safety and Risk Management and the MAA Construction Division prior to any injured employee being laid-off or terminated from a Return-to-Work program.

5. ROLES AND RESPONSIBILITIES

A. Contractor's Project Manager:

The Contractor's Project Manager shall:

1. Be responsible for the supervision of the Safety Engineer/Supervisor in carrying out the duties and responsibilities of the position.
2. Plan and implement work to comply with the stated objectives of the Contractor Project Specific Safety & Health Plan.
3. Comply with the provision of the contract dealing with safety and accident requirements.
4. Cooperate with MAA's designated safety representatives.
5. Authorize necessary immediate action to correct substandard safety conditions or acts reported or observed.
6. Attend safety meeting as required by the Resident Engineer.

B. Contractor's Safety Engineer/Supervisor:

The Contractor's Safety Engineer/Supervisor shall perform daily safety inspections of the contractor's and subcontractor's job sites to eliminate unsafe acts and/or conditions. The Contractor's Safety Engineer/Supervisor shall ensure that all of the contractor's employees are made aware of the steps to take in the event of an accident and the location of first-aid facilities. The position requires this individual to perform the following:

1. Provide timely reports in writing of any observed unsafe condition or practices, or violations of job security regarding safety issues; and take corrective actions. (See Form 110).
2. Investigate all accidents and implement immediate corrective action.
3. Report all injuries and accidents in a timely manner in accordance with federal and state laws and MAA requirements.
4. Provide the Job Foremen with appropriate training materials to conduct weekly "tool box" safety meetings. Attend Engineer/Supervisor weekly "toolbox" safety meetings to evaluate the effectiveness of these meetings.
5. Review safety meeting reports submitted by Job Foremen and take necessary action to ensure that the Job Foremen hold meaningful weekly safety meetings.
6. Assist in the preparation of all accident investigation and reporting procedures.
7. Implement safety-training programs for supervisors and employees applicable to their specific responsibilities.
8. Be responsible for the control, availability and use of necessary safety equipment, including personal protective equipment and apparel for the employees.
9. Coordinate the safety activities with MAA personnel, and Insurer's safety representative, and take necessary steps to promptly implement safety recommendations.
10. Coordinate the public relations aspects of the Contractor Project Specific Safety & Health Plan with MAA.

11. Attend special safety meetings held or sponsored by MAA, the Insurer, or the Insurance Administrator. The safety Engineer/Supervisor is expected to participate in these sessions.
12. Ensure that adequate first-aid supplies and personal protective equipment are available at the work site and that personnel are qualified to administer first aid as required by contract.
13. Maintain SDS and provide unobstructed access to SDS on the job site.
14. Advise the MAA R.E of any known hazardous operations that could adversely impact MAA employees or the public.

C. Contractor's On-Site Management Representative:

This person will ensure compliance with provisions of the contract, including the Contractor Project Specific Safety & Health Plan, OSHA, MOSH, and other agency and industry safety requirements and standards. Additional duties of the senior on-site Contract Representative or Project Manager shall include the following:

1. Review and direct immediate action to correct substandard safety conditions brought to his/her attention.
2. Take an active part in all supervisory safety meetings, including the discussion of observed unsafe work practices or conditions, a review of the accident experience and corrective actions, and encouragement of safety suggestions from employees.
3. Cooperate with the MAA, Consultants, and safety representatives of the Insurance Broker or Insurance Carrier.

D. Contractor's Safety Supervisor:

The Contractor Safety Supervisor will perform daily safety inspections of the Contractor's and Subcontractor's job sites to eliminate unsafe acts and/or conditions. The Contractor's Safety Supervisor will ensure the contractor's employees are made aware of steps to take in the event of an accident and the location of first aid facilities. The position requires the individual to perform the following:

1. Provide timely reports in writing of any observed unsafe conditions or practices, or violations of job safety issues; and take corrective action.
2. Investigate accidents and implement corrective action.
3. Report all injuries in a timely manner in accordance with federal and state laws and regulations and the Contractor Project Specific Safety & Health Plan.
4. Provide appropriate training materials to conduct weekly "tool box" safety meetings, and attend to evaluate the effectiveness of the meeting.
5. Review safety meeting reports and takes necessary action to ensure meaningful weekly safety meetings are held.
6. Assist in the preparation of accident investigations and reporting.
7. Implement safety-training programs for supervisors and employees applicable to their specific responsibilities.
8. Ensure the control, availability, maintenance, and proper use of necessary safety equipment, including personal protective equipment and apparel for the employees.

9. Coordinate safety activities with the MAA's Consultants and the Insurance Carrier safety representatives, and take necessary steps to promptly implement safety recommendations.
10. Attend regularly scheduled and any special safety meetings held or sponsored by the MAA's safety representatives or Consultants. The Contractor's Safety Supervisor shall participate in these meetings.
11. Ensure adequate first aid supplies are available at the work site and sufficient personnel are qualified to administer first aid and CPR as required.

E. Contractor's Employees:

Every contractor employee has the responsibility to comply with all health and safety regulations and directives, and to participate in the identification and control of hazards.

Additional responsibilities include but are not limited to:

1. Report health and safety hazards that they become aware of;
2. Follow established health and safety procedures;
3. Report injuries or illnesses that may be workplace related;
4. Properly utilize personal protective equipment when required;
5. Cooperate with and assist in investigations of accidents;
6. Inspect all equipment prior to use and report any unsafe condition to your supervisor immediately.

F. Safety Committee:

The Office of Safety and Risk Management and the MAA Construction Division shall have three primary functions:

1. Leadership: Provide coordination, leadership, and direction for the Project Specific Contractor Safety & Health Plan.
2. Enforcement: Monitor the management of the Contractor Project Specific Safety & Health Plan to ensure the plan is maintained and enforced by all personnel.
3. Recommendations: Recommended resolutions to safety problems not routinely resolved by the Project Safety Engineers/Supervisors or Resident Engineers.

The Committee shall meet as required by the Chairperson. Members may request the Chairperson to call a meeting when the need develops. The Committee membership consists of:

- Resident Engineer/acting Chairperson
- Office of Safety and Risk Management Representative
- GC Project Manager
- GC On-site Safety Engineer/Supervisor
- Insurance Safety Consultant
- Broker Insurance Safety Consultant
- MAA Construction Division Safety Representative

G. Modification of Contractor Project Specific Safety and Health Plan:

The MAA reserves the right to require the Contractor to modify, at any time, any portion of the Plan that is not in conformance with Federal, State, or Local codes and regulations, or with the MAA Contractor Safety & Health Plan Guidelines.

6. SAFETY REQUIREMENTS:

A. Safety Concerns:

The Safety Concern Form is to be utilized as a means to express safety concerns when other mechanisms have not addressed and/or corrected the issue in a timely manner.

To document the concern and help in its tracking, The Safety Concern Form (See Form 116, *Safety Concern*) is available and is located throughout the site. Once a Safety Concern Form is completed, forward it to the Resident Engineer who will review it and determine the appropriate action.

B. Safety Meetings:

Safety break or “tool box” meetings shall be held on a weekly basis at a minimum by each Contractor. It is recommended that a specific date and time be set up for these meetings. A meeting agenda should consist of at least the following:

- Statistics and performance review;
- Injury and accident reviews which include the reason(s) for the accident and a discussion on the corrective actions taken to prevent recurrence;
- Review and discussion of any outstanding items;
- Five-minute safety talk on a pertinent subject to the work performed.
- The Safety Meetings shall be documented and copied to the Resident Engineer (see Form 109, *Tool Box Safety Meeting*).

C. Safety Inspections:

The Contractor shall conduct daily safety inspections for each shift worked in accordance with contract specifications. Any unsafe conditions and/or acts detected during the safety inspections, or at any other time, should be corrected immediately and reported on Form 110, *Contractor Daily Safety Audit Checklist*. Completed copies, indicating action taken and date completed, shall be submitted daily to the RE’s office for review and verification of completion of required action.

The Resident Engineer shall maintain in their office the daily inspection reports and shall communicate to the MAA Construction Division and the Office of Safety and Risk Management any trends and suggestions for improvement.

Any person on site has the authority to stop any job having the potential to be immediately dangerous to life and health. When a job is stopped, the Resident Engineer and Site Superintendent shall be notified immediately so corrective actions can be taken. Until corrective actions are taken, the job will not commence.

Safety violations found by other safety inspectors shall be reported to the Resident Engineer and the Contractor's on-site Safety Engineer/Supervisor who will ensure that the proper personnel are contacted so corrective measures are taken.

D. First Aid:

The Contractor shall have adequate first aid supplies on-site and first aid supplies shall be accessible for immediate use. Written procedures shall be developed to ensure that first aid supplies are replaced promptly if used, and are not missing or depleted.

Sufficient personnel shall be available at the work site(s) to render first aid. The first aid personnel shall be and have valid CPR and first aid certifications. (U.S. Bureau of Mines, American Red Cross, or an equivalent training program that can be verified.)

E. Safety Compliance:

Compliance with the safety requirements is mandatory. The Contractor's supervisory staff or the Safety Engineer/Supervisor who is unable or unwilling to assure performance in compliance with the safety obligations will not be acceptable for supervision. If substandard performance warrants, the person shall be removed from the project.

The Contractor shall be held responsible for safety compliance of their Subcontractor(s). The Contractor or their Subcontractor(s) employee(s) who fail to comply with the project safety requirements will not be acceptable.

1. Noncompliance:

In the event the Resident Engineer deems it necessary to notify the Contractor in writing of noncompliance with any of the safety requirements contained in the safety regulations, by any governmental agency with the authority to enforce safety regulations or authorized representative of the MAA, the Resident Engineer shall:

- A. Notify the Contractor in writing of the noncompliance.
- B. Exercise the right to issue a suspend-work order stopping all or part of the work if the Contractor fails or refuses to take corrective action to abate the noncompliance notice in the specified time.
- C. Deny any claim or request from the Contractor for adjustment for additional time or money on the suspended work order issued under these circumstances.
- D. Require the removal of an employee or piece of equipment or correction of a situation that is deemed to be unsafe.

2. Contractor Analysis Report:

In the event that a Contractor and/or Subcontractor has been uncooperative on safety or contractual issues, the Resident Engineer shall prepare a report documenting the problem encountered. This report will form an historical record, which will be available to determine future course of action. This report will be reviewed by Office of Safety and Risk Management prior to being sent to the Contract Officer with recommendation for disciplinary action including removal from the project of an individual or termination of the contract.

F. Tours and Site Visitors:

Only visitors authorized by the MAA shall be allowed on a project. The following guidelines have been prepared as general instructions for organization, direction and safe conduct of such tours on MAA's Project Sites:

1. Escorted Visitors:

While on the job site, non-construction personnel or groups shall be accompanied at all times by an authorized representative from the Contractor, MAA, or designee familiar with the job site (Especially on any right of way).

2. Notification and Tours:

Notifications, tours and press inquiries should notify the Resident Engineer assigned to the project.

Safety Awareness: All visitors must be informed, before entering the job site, of the need for careful, orderly conduct and notified of any special hazards that may be encountered. All visitors and tour groups must comply with the safety precautions required, including the use of personal protective equipment, such as eye protection, hard hats, and reflective clothing that may be required.

G. Protection of the Public and Property:

The Contractor shall take the necessary precautions to protect the general public (individuals not contractually related to the project) from injury or damage to property and shall follow the contract requirements. The precautions to be taken shall at a minimum:

1. Perform no work in any area occupied or in use by the public unless specifically permitted by the contract or in writing from the MAA or designated Consultant.
2. Maintain public use of work areas where necessary involving sidewalks, entrances to buildings, lobbies, corridors, aisles, stairways, and vehicular roadways, protect the public with appropriate guardrails, barricades, temporary fences, overhead protection, temporary partitions, shields, and adequate visibility. Such protection shall guard against harmful radioactive rays or particles, flying materials, falling or moving materials and equipment, hot or poisonous materials, explosives and explosive atmospheres, flammable or toxic liquids and gases, open flames, energized electric circuits, or other harmful exposures.
3. Keep sidewalks, entrances to buildings, lobbies, corridors, aisles, doors, or exits that remain in use by the public clear of obstructions to permit safe ingress and egress of the public at all times.

4. Appropriate warnings, conspicuous signs and instructional safety signs shall be posted where necessary. In addition, a signalman shall control the movement of motorized equipment in areas where the public might be endangered.
5. Provide sidewalk shed canopies, catch platforms, and appropriate fences when it is necessary to maintain public pedestrian traffic adjacent to the erection, demolition or structural alteration of outside walls on any structure.
6. Provide temporary fences around the perimeter of above ground operations adjacent to public areas except where a sidewalk shed or fence is provided by the contract or as required (2) above. Perimeter fences shall be at least six (6) feet high. They may be constructed of wood or metal frame and sheathing, wire mesh or a combination of both. When the fence is adjacent to a sidewalk near a street intersection, at least the upper section of the fence shall be open wire mesh from a point not over four (4) feet above the sidewalk and extending at least twenty-five (25) feet in both directions from the corner of the fence or otherwise required by local jurisdiction involved.
7. Provide warning signs and lights, during periods of severely restricted visibility, and continuously from dusk to sunrise along the guardrails, barricades, temporary sidewalks, and at every obstruction to the public as needed. They shall be placed at both ends of such protection or obstructions and not over twenty (20) feet apart alongside of such protection or obstruction.
8. Provide temporary sidewalks when a permanent sidewalk is obstructed by the Contractor's operations. They shall be in accordance with the requirements of the local ordinances. Guardrails shall be provided on both sides of temporary sidewalks.
9. Provide guardrails on each side and vehicular and pedestrian, bridges, ramps, runways, and platforms. Pedestrian walkways elevated above adjoining surfaces, or walkways within six (6) feet of the top of excavated slopes or vertical banks shall be protected with guardrails, except where sidewalk sheds or fences are provided. Guardrails shall be made of rigid materials capable of withstanding a force of at least two hundred (200) pounds applied in any direction at any point in their structure. Their height shall be approximately forty-two (42) inches. Top rails and posts may be two inches by four inches (2 x 4) dressed wood or equal materials. Posts shall not be more than eight (8) feet apart.
10. Provide barricades where sidewalk shed fences or guardrails as referenced above are not required between work areas and pedestrian walkways, roadways or occupied buildings. Barricades shall be secured against accidental displacement and shall be maintained in place except where temporary removal is necessary to perform the work. When a barricade is temporarily removed, a watchman shall be placed at all openings.
11. Prohibit fuel-burning types of lanterns, torches, flares or other open flame devices.
12. Maintain all equipment, devices and structures so as to not pose a hazard to the public, property or employees, and to perform their intended functions properly at all times.

H. Traffic Control:

All work shall be planned well in advance to prevent traffic obstructions, public and MAA inconvenience, and lost work time. Therefore, a traffic plan shall be included as part of the Contractor Project Specific Safety & Health Plan. The plan shall include:

1. Traffic conditions;
2. Existing traffic controls;
3. Physical features;
4. Visibility restrictions;
5. Problems of access to private property;
6. Business access and activities;
7. The type, number and location of signs, barricades, lights and other traffic devices required for the work;
8. Means of mitigating any adverse effect upon the blind or other physically handicapped.

Flaggers are required:

1. Where workers or equipment intermittently block a traffic lane;
2. Where plans or permit allow the use of one lane for two directions of traffic (one flagger is required for each direction of traffic);
3. Where the safety of the public and/or workers determines there is a need.
4. Flaggers shall be certified.

I. Emergency Procedures:

The Contractor's emergency procedures should be continually reviewed and adjusted to provide maximum effectiveness. All such procedures are to be included in the Contractor Project Specific Safety & Health Plan and coordinated with the Resident Engineer.

The Contractor shall develop written procedures for, but not limited to the following events:

- Injury;
- Fire;
- Utilities damage – gas, water, electric, sewer, communications;
- Other potential emergency situations

Emergency procedures shall designate specific responsibilities for execution of and compliance with the Contractor's emergency plan.

Methods of promptly summoning Emergency Service Personnel and communication with the Resident Engineer shall be made available at the job site before construction begins.

Actions to be taken during emergencies should be discussed at "tool box" safety meetings regularly.

7. SPECIFIC SAFETY STANDARDS

A. Personal Protective Equipment:

OSHA Reference 1926.100-106, Subpart E, "Personal Protective and Life-Saving Equipment."

Minimum requirements for this section are:

- **Hard Hats:** Approved ANSI Z89.1-1969 hard hats shall be worn at all times while on the construction site. Hard Hats shall be worn properly with the bill forward unless the eye protection prevents this, as with welders.
- **Eye Protection:** This is a 100% eye protection project. Employees must wear ANSI Z87 approved safety glasses with side shields 100% of the time while in the construction areas.
- **Clothing:** Full-length trouser without excessive length or flared bottoms is required. Shirts must cover the entire mid-section and the sleeves must cover the entire shoulder. Sleeveless shirts, tank tops, net shirts, halter tops, and any clothing with derogatory language or offensive photographs shall not be worn on the construction site.

ANSI 107-2004 Class II High Visibility Reflective Clothing will be worn at all times when in the right of way of aircraft, highway, or areas of construction.

Flame resistant clothing must be worn for all electrical, welding / hot work

- **Work Shoes:** A serviceable pair of ANSI Z.41.1-1967 work shoes or boots made of leather or similar material shall be worn. Steel toe shoes and metatarsal covers are required for operating jackhammers, earth compacting equipment, and other areas when designated. Tennis shoes, sandals and other similar shoes are not permitted.

Other requirements may include, but not be limited to:

- **Respirators:** Respirators shall be worn when required.
- **Hearing Protection:** Hearing protection shall be worn when required.
- **Fall Protection:** Guardrail systems, safety nets, or personal fall protection must be used during any activity where a worker is exposed to a fall hazard greater than four (4) or six (6) feet depending on the work involved. Full body safety harnesses with seat support and shock absorbing lanyards are the only acceptable fall protection outside of safety rails and nets.

B. Housekeeping:

OSHA Standard 1926.25, Subpart C, "General Safety & Health Provisions"

C. Guardrails and Perimeter Protection:

OSHA Standard 1926, Subpart M, "Floor and Wall Openings"

D. Concrete and Form Work:

OSHA Standard 1926, Subpart Q, "Concrete and Masonry Construction"

E. Reinforced Steel (Rebar)

OSHA Standard 1926, Subpart Q, Concrete and Masonry Construction

F. Excavations, Trenching, and Shoring:

OSHA Standard 1926, Subpart P, "Excavation", including appendix A-F

Before any trenching and excavation work can proceed, the Contractor shall obtain a Utility Modification/Digging Authorization by submitting the form MAA-156. This part of the approval process is coordinated through the Division of Document and Permit's inspection office at (410) 859-7796.

The Tenant and its Contractor shall not begin or make any excavation without first notifying the MAA and each and every public service company which may have underground facilities in the area(s) of the proposed work at least seventy-two (72) hours prior to the commencement of such work. In Baltimore and Anne Arundel Counties, the Contractor shall notify the public service companies of work intentions by calling MISS UTILITY at 1-800-257-7777.

G. Fire Protection and Prevention:

OSHA Standard 1926, Subpart F, "Fire Protection and Prevention"; National Fire Protection Association (NFPA) Regulations; local fire codes. The Contractor shall, in addition to complying with the Federal, State, and Local Fire Codes and regulations, prohibit the presence or use of open fire. The Contractor shall require that temporary heating or warming devices be UL approved.

H. Flammable and Combustible Liquids:

OSHA Standard 1926, Subpart F, "Fire Protection and Prevention"; National Fire Protection Association (NFPA) Regulations; local fire codes.

I. Confined Area (Space) Entry:

OSHA Standard 1910.146, "Permit Required Confined Spaces".

All confined space entry work is to be discussed with the RE and the on-site Safety Engineer/Supervisor forty-eight (48) hours prior to entry. *The Confined Space Entry Permit* shall be filled out by the Contractor and kept at the jobsite. The MAA Office of Safety & Risk Management shall be notified forty eight (48) hours prior to confined space entry. All completed, terminated or expired permits shall be submitted within twenty four (24) hours of completion, termination, or expiration; Resident Engineer shall receive duplicate copy.

Evaluating the Environment:

Tests for oxygen deficiency, flammability, and toxicity are to be made before any entry into a confined space.

J. *Mobile and Tower Crane Safety:*

OSHA Standard 1926.550-556, Subpart N -"Cranes, Derricks, Hoists, Elevators and Conveyors".

Refer to maximum height limitations established by Contract. If contractor requires equipment height greater than those outlined on maximum height plan, apply to MAA Division of Airport Facilities Planning (410-859-7089). The FAA will need to approve any changes in elevation and it may take up to 90 days to process such requests.

K. *Rigging Requirements:*

OSHA Standard 1926.250-252, Subpart H - "Material Handling, Storage, Use and Disposal".

L. *Environmental Policy Statement:*

Refer to Section 01570 Environmental Protection

The environmental control issues will be specifically detailed within the individual bid packages, as they are developed.

M. *Hazard Communication Program Responsibilities:*

OSHA Standard 1926.59, Subpart D, - "Occupational Health and Environmental Controls".
OSHA Standard 1910.1200, "Hazard Communication".

All chemicals brought on MAA property require prior approval from The Office of Safety & Risk Management.

N. *Use of Explosives/Blasting:*

OSHA Standard 1926.900, Subpart U- "Blasting and Use of Explosives"

O. *Vehicle Policy*

COMAR 11.03.01.04 Control of Vehicular Traffic on the Air Operations Area
MDOT – MAA: Comply with MAA OPS and OAS vehicle operation policies.

The only motor vehicle operations permitted on the Air Operations Area (AOA) are those expressly authorized by the Director of Airport Operations, BWI Marshall. Private vehicle, or those which infrequently operate on the AOA must be justified to the Director's satisfaction, and proof provided to indicate the vehicle has an operational need to be on the AOA.

8. APPLICABLE MDOT AND INDUSTRY SAFETY STANDARDS:

The Contractor shall comply with, but is not limited or precluded to, the safety standards and provisions of the following agencies, associations, councils, societies, etc.

- Regulation, 49, CFR, Parts 27, 37, and 3 U.S. Department of Transportation (DOT) (“American with Disabilities Act”).
- Regulation 40 CFR 261 Environmental Protection Agency (EPA) Titled: Identification and Listing of Hazardous Waste (Implemented by State DER (Dept. of Environmental Resources).
Regulation 40 CFR 403 General Pretreatment Regulations For Existing And New Sources Of Pollution (Sewer)
Regulation 49 CFR, Part 29, “Drug Free Workplace Act”.

Regulation 49 CFR, Part 653, 654 and 655, “Prevention of Alcohol and Prohibitive Drug Misuse in Aviation Operations”.

- OSHA Standards 29 CFR 1926, Construction Standards
- OSHA Standards 29 CFR 1910, General Industry Standards
- COMAR 09.12.20 thru 33. Maryland Occupational Safety and Health
- COMAR Title 26 Maryland Department of the Environment,
- Underwriters Laboratories, Inc.
- U.S. Army, Corp of *Engineers*
- American Society for Testing of Materials (ASTM)
- American National Standards Institute (ANSI)
- National Fire Protection Association (NFPA)
- Local and State Building and Fire Code Standards
- MDOT Standard Provisions for Construction Contracts
- Federal Aviation Administration (FAA) and incorporated documents by reference or submission to and acceptance by MAA

9. CONTRACTOR PROJECT SPECIFIC SAFETY & HEALTH PLAN FORMS

- **Contractor Competent Person Form**
- **Incident Investigations**
- **Witness Statement**
- **Job Orientation Acknowledgement**
- **Tool Box Safety Meeting**
- **Contractor Daily Safety Audit Checklist**
- **Safety Observation Notice**
- **Safety Concern**
- **SDS Evaluation Request**
- **Risk Mitigation 2 Week Look Ahead**
- **Identification of Key Safety Personnel and Contacts**

Contractor Competent Person Form

Definition

A competent person is a person having the ability to recognize existing and predictable hazards and having the authority to correct them.

Responsibility

The designated contractor competent person is responsible for recognizing and correcting SH&E risks/hazards. This person has the authority to stop work in a potential SH&E concern on the jobsite. This Contractor Manager and competent person are considered the contacts for MAA projects.

This form must be completed by each subcontractor's manager and the subcontractor's designated competent persons. **Where a subcontractor is responsible for multiple crafts, it will be necessary to maintain additional designated competent persons and forms.** Each subcontractor on an MAA project should submit this completed form to the MAA Construction Manager before beginning work on the project and must update it any time the designated representative(s) changes.

Acknowledgment

I, _____ representing, _____
Subcontractor Manager **Subcontractor Company Name**
 have assigned _____ to be the competent person in the areas indicated and I _____ Subcontractor Competent Person acknowledge that this individual has been thoroughly trained and is experienced in hazard recognition and has the authority to stop work and correct hazards in the event of a potential hazardous or imminent danger situation.

Subcontractor Manager (Signature)

Date

I, _____ acknowledge that I have been thoroughly trained and have the experience

Competent Person (Signature)

to perform the duties as the _____ competent person in the areas marked below and

Subcontractor Company Name

I understand that I have the responsibility and authority to correct hazards and to stop work in the event of a potential hazardous or imminent danger situation. (Check appropriate items.)

<input type="checkbox"/>	Air Pollution and Emissions	<input type="checkbox"/>	Environmental Assessments	<input type="checkbox"/>	Mechanical Demolition
<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	Excavations and Trenches	<input type="checkbox"/>	Protected Ecological and Cultural Resources
<input type="checkbox"/>	Bolting, Riveting, and Fitting	<input type="checkbox"/>	Fall Protection	<input type="checkbox"/>	Resource Conservation
<input type="checkbox"/>	Buried Items	<input type="checkbox"/>	First Aid and CPR	<input type="checkbox"/>	Respiratory Protection
<input type="checkbox"/>	Concrete, Forms, and Shoring	<input type="checkbox"/>	Hearing Protection	<input type="checkbox"/>	Rigging
<input type="checkbox"/>	Cranes and Derricks	<input type="checkbox"/>	Ladders	<input type="checkbox"/>	Scaffolding
<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Lead	<input type="checkbox"/>	Tunnels and Shafts
<input type="checkbox"/>	Drinking Water	<input type="checkbox"/>	Management of Hazardous Materials and Hazardous Solid Wastes	<input type="checkbox"/>	Underground Construction
<input type="checkbox"/>	Electrical			<input type="checkbox"/>	Wastewater
<input type="checkbox"/>	Emergency Response to Spills and Releases	<input type="checkbox"/>	Marine Work and Diving	<input type="checkbox"/>	Welding and Cutting
		<input type="checkbox"/>	Material and Personnel Hoists		
<input type="checkbox"/>	Other				

INCIDENT INVESTIGATION REPORT

PART 1

Date of Incident:	Time of Incident:	Date of Investigation:
Company:		Contract Number:
Location of Incident:		
Describe what the employee was doing at the time of the incident:		
Did injury result? Yes/No ____.	If yes ;Employee Name(s) ;SSN(s) ;Proceed to Part 2	

PART 2

Body part(s) affected:		
Disposition: Employee Sent to Type of Injury:	<input type="checkbox"/> Doctor <input type="checkbox"/> Emergency Room <input type="checkbox"/> Personal Physician <input type="checkbox"/> On-Site Medical Station <input type="checkbox"/> Other	<input type="checkbox"/> Employee refused treatment <input type="checkbox"/> Result impression <input type="checkbox"/> 1 st Aid Only <input type="checkbox"/> Medical Recordable <input type="checkbox"/> Lost Time or Restricted Duty
Employee Supervisor:		
Witnesses:		
Circle the Number of Identifying Contributing Factors:		
1. Absent/Improper Guarding 2. Defective Equipment 3. Weather/Temperature 4. Inappropriate PPE 5. Inadequate Housekeeping 6. Slippery/Uneven Walking Surface 7. Improper Layout of Work Area 8. Inadequate Ventilation 9. Inadequate Lighting or Noise Control 10. Improper Storage or Placement of Materials 11. Insect/Animals in Work Area 12. No At Risk Condition Identified 13. Other _____	14. Operating Without Authority 15. Improper Use of Equipment 16. Inadequate Procedures 17. Use of Defective Equipment/Tools 18. PPE Not Used 19. Inadequate/Inappropriate Training 20. Improper Position or Posture 21. Horseplay 22. Altercation 23. No At Risk Act Identified 24. Other _____	

PART 3

How Did The Incident Occur?		
What Object or Substance was Involved?		
Any Previous or Similar Incidents?	Project Specific:	Company Wide:
What Factors Contributed to the Incident		

Was an SPA/JSA developed for the task being performed? Yes/No _____. If yes, attach a copy.

What corrective actions are being taken to prevent recurrence? Also list the person responsible for implementing and the target completion date for each item.

Supervisor/Investigation Team Members: _____
Name(s)
Signature(s)/Date

JOB ORIENTATION ACKNOWLEDGEMENT FORM

My signature below acknowledges my completion of the project specific safety orientation and review of the security rules and regulations. I agree to adhere to these, as well as all other specific project rules and regulations.

Check as covered:

<input type="checkbox"/> Eye Protection	<input type="checkbox"/> Fire Protection
<input type="checkbox"/> Head Protection	<input type="checkbox"/> Interim Life Safety Measures
<input type="checkbox"/> Foot Protection	<input type="checkbox"/> Drug Policy
<input type="checkbox"/> Clothing Requirements	<input type="checkbox"/> Employee's Guide to WC Managed Care
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> MSDS Procedure
<input type="checkbox"/> Scaffold Tagging Requirements	<input type="checkbox"/> Security
<input type="checkbox"/> Work Permit	<input type="checkbox"/> Lockout Procedures
<input type="checkbox"/> Hot Work Permit	

Project Identification Data Sheet

Please Print Clearly

Last Name: _____ First Name: _____

SSN: _____ - _____ - _____ Employer: _____

Trade: _____ Contact Number: _____

Signature: _____ Date: _____

A Photo ID will be required at the time the Project ID is issued.

TOOL BOX SAFETY MEETING

This form is to be completed by supervisors for all safety meetings conducted.

DATE:	
PRIME CONTRACTOR:	
SUBCONTRACTOR:	
CONDUCTED BY:	
SUBJECT(S)	
DISCUSSED:	

ATTENDEES		
PRINT NAME	BADGE #	SIGN NAME

Use reverse side if necessary

Safety Instructor Comments:

Employees Comments:

CONTRACTOR DAILY SAFETY AUDIT CHECKLIST

This list is intended to be used as a starting point for your company. Add exposures that are specific to your construction activities as necessary. Look for other unsafe acts and conditions, and then document them so that corrective action can be taken and recorded

Company Name _____

PROJECT NAME: _____

DATE: _____

JOB/PROJECT #: _____

SUPERVISOR: _____

Reported injuries, and corrective actions, since last safety survey: (i.e. cut hand, debris in eye, back strain, etc..)

	AREA/ITEM	STATUS Ok / Not Ok	PROBLEM AND CORRECTIVE ACTION	Control Completion Date/Initial s
1	Housekeeping			
	Walkways, exits, work areas, clear	<input type="checkbox"/> <input type="checkbox"/>		
	Nails bent over or removed from scrap	<input type="checkbox"/> <input type="checkbox"/>		
	Waste materials properly placed/cleaned up	<input type="checkbox"/> <input type="checkbox"/>		
	Hazardous construction materials controlled	<input type="checkbox"/> <input type="checkbox"/>		
	Waste bins emptied and placed throughout site			
	Designated lunch areas kept clean and trash cans available	<input type="checkbox"/> <input type="checkbox"/>		
2	Fall Protection			
	Scaffolds over 7 ½” properly tied off and guard rails in place	<input type="checkbox"/> <input type="checkbox"/>		
	Scaffold planks and footings properly placed	<input type="checkbox"/> <input type="checkbox"/>		
	Interior stair railings in place	<input type="checkbox"/> <input type="checkbox"/>		
	Roof/floor openings properly protected	<input type="checkbox"/> <input type="checkbox"/>		
	Ladders in good mechanical condition	<input type="checkbox"/> <input type="checkbox"/>		
	Ladders properly used by tradespersons	<input type="checkbox"/> <input type="checkbox"/>		
	Safety harnesses used if required, good anchorage points	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
3	Falling Material			

	Construction materials secured to prevent them falling on workers	<input type="checkbox"/> <input type="checkbox"/>		
	Construction materials secured to prevent them from being blown by wind or knocked over the edge of the roof	<input type="checkbox"/> <input type="checkbox"/>		
	Pallets properly stacked and not tipping	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
4	Electrical			
	Electrical <u>extension cords</u> not frayed or cut exposing internal wiring	<input type="checkbox"/> <input type="checkbox"/>		
	Electrical <u>tool cords</u> not frayed or cut exposing internal wiring	<input type="checkbox"/> <input type="checkbox"/>		
	Grounding (GFI) in use as required	<input type="checkbox"/> <input type="checkbox"/>		
	Adequate lighting in work areas	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
5	Personal Protective Equipment			
	Safety Glasses / Goggles as required	<input type="checkbox"/> <input type="checkbox"/>		
	Hard Hats if required	<input type="checkbox"/> <input type="checkbox"/>		
	Gloves if required	<input type="checkbox"/> <input type="checkbox"/>		
	Sturdy work shoes/boots or steel toed shoes if required	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
6	Machinery			
	Properly guarded	<input type="checkbox"/> <input type="checkbox"/>		
	Properly used	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
7	Fire Protection			
	Flammables properly used/stored	<input type="checkbox"/> <input type="checkbox"/>		
	Fire extinguishers on hand	<input type="checkbox"/> <input type="checkbox"/>		
	Protective guards in place during welding and soldering to prevent flame from reaching combustible materials in the building walls	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
8	Public / Worker Protection			
	Barricades in place as necessary	<input type="checkbox"/> <input type="checkbox"/>		

	Trenches 5' and greater properly sloped or shored	<input type="checkbox"/> <input type="checkbox"/>		
	Operations (such as rebar bending, etc.) not being conducted in active street	<input type="checkbox"/> <input type="checkbox"/>		
	Fences installed as necessary/planned	<input type="checkbox"/> <input type="checkbox"/>		
	Free standing chain link fences protected from falling on sidewalks/work areas in the event of unexpected high winds	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		
9	Vehicle Operation on Jobsite			
	Backup warning signals in operation	<input type="checkbox"/> <input type="checkbox"/>		
	Speed properly controlled	<input type="checkbox"/> <input type="checkbox"/>		
	Properly parked	<input type="checkbox"/> <input type="checkbox"/>		
	Other	<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		
10	Behavior Based Safety (BBS)			
	Employees following safety rules	<input type="checkbox"/> <input type="checkbox"/>		
	Unsafe acts observed (i.e. unsafe lifting/material handling could lead to a muscle strain)	<input type="checkbox"/> <input type="checkbox"/>		
	Good safety culture observed (i.e. employees follow safety rules when they are on their own and no one is observing them).	<input type="checkbox"/> <input type="checkbox"/>		
	Other areas of behavior that need to be addressed	<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		
11	OTHER			
		<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		
		<input type="checkbox"/> <input type="checkbox"/>		

JOB/PROJECT #: _____

SUPERVISOR: _____

Reported injuries, and corrective actions, since last safety survey: (i.e. cut hand, debris in eye, back strain, etc..)

Risk Mitigation Two-Week Look-Ahead Form

Safety plan for week ending:	_____	Subcontractor:	_____
Project/ Location:	_____	Meeting date:	_____
Plan Prepared by:	_____	Dated:	_____

Next Two Weeks Scope of Work:

Identified Risks/Exposures/Hazards:

Control Measures:

Additional Activity Hazards Analysis Required:

Subcontractors Mobilizing/Demobilizing:

Audit/Inspections Scheduled:

Competent Person Changes:

Planned Orientation/Training :

Recommendations/Comments/Concerns:

Note: This information should be incorporated into the meeting minutes.

SAFETY OBSERVATION NOTICE

To Prime Contractor: _____ Date: _____

The Resident Engineer is formally notifying the Prime Contractor Party that the following condition(s) are in non-compliance with the safety requirement established for the Project:

Originator: _____

Prime Contractor's Corrective Action: _____ **Date:** _____

Corrective Action Completed: Yes No

Safety *Engineer/Supervisor/Designee*: _____ Date: _____

FOLLOW UP

- Complete
- Incomplete
 - 2nd Notice Sent: _____

Completion Sign-off
Originator: _____ Date: _____

cc: _____/_____

OSQARM / MAA Construction Division Safety

THESE ARE MY SAFETY CONCERNS

Instructions

1. Enter your concern on the Safety Concern blank.
 - a. Use sheets of plain paper if you need additional space.
 - b. Draw a sketch if you think it will help.
2. In the lower portion of the SC blank, enter your name, address, telephone number or extension, department, and employee number so that a copy can be returned to you with response to your concern.
3. Seal the completed form and any attachments in an envelope and submit to:
Resident Engineer

General Provisions

GP-7.05 Construction Safety and Health Standards

It is a condition of this Contract, and shall be made a condition of each subcontract entered into pursuant to this contract, that the Contractor and any subcontractor shall not require any laborer or mechanic employed in performance of the Contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his/her health or safety, as determined under construction safety and health standards and regulations (**Title 29**, Code of Federal Regulations, **Part 1926**, formerly **Part 1518**, as revised from time to time) promulgated by the United States Secretary of Labor, in accordance with **Section 107** of the Contract Work Hours and Safety Standard Act, (83 Stat.96) and under any construction safety and health standards and regulations promulgated by the Commissioner of Labor and Industry in accordance with the Maryland Occupational Safety and Health Act, **Article 89, Sections 28 thru 49A**, inclusive, Annotated Code of Maryland (as the same may be amended from time to time).

SAFETY CONCERNS

Date: _____	NO. _____
Here's MY CONCERN. Describe safety condition that should be improved, changed, or corrected. (Please print, type or write clearly – use black ink. If more room is needed, attach additional sheets.)	
Here's MY RECOMMENDED CORRECTIVE ACTION	

Name: _____

Address: _____

Telephone #/Ext. _____

Contractor: _____

Employee No: _____

Receipt Acknowledged: _____

Resident Engineer

Identification of Key Safety Personnel and Contacts

Company:		
Address:		
BWI Site Location:		
Site Telephone#:	Main Office #:	Office Safety Representative:
Company Superintendent Responsible for Project:	Contact No.	
Safety Personnel/Title	Contact No.	
Baltimore Washington Medical Center	410-787-4565	
BWI	Contact No.	
MAA Office of Safety & Risk Management	410-859-7326 or 410-859-7777	
MAA Office of Construction	410-859-7593	
MAA Fire Marshall	410-859-7815	
BWI Fire/Rescue /Medical Emergency	410-859-7222	

BWI Police Emergency	410-859-7040
BWI Duty Airport Operations	410-859-7018
Consolidated Dispatch Center	410-859-7117
BWI Office of Airport Security	410-859-7162
MDE Oil Control Program	410-537-3442