

CHUBB®

Chubb Construction Resource Bulletin

Project-Specific Safety Plan



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Introduction to the Construction Resource Bulletin

Chubb Construction is introducing you to the Construction Resource Bulletin. These bulletins are designed to provide you with pertinent information, in an abbreviated guide format, related to construction topics that may directly affect your safety and Risk Management Programs. These Bulletins are not meant to provide you with all available resources and information specific to a topic but rather introduce you to the basic elements we feel are important allowing you to further explore and evaluate what is necessary for your organization.

Purpose

A Project-Specific Safety Plan (PSSP) is designed to provide a concise and detailed outline of the Scope of Work (SOW) associated with the project and safety related aspects associated with individual specific projects and/or subcontractor operations, to ensure a pro-active safety culture is developed.

Typically, a safety program is requested by the owner of the Construction Manager or General Contractor (CM/GC) and subsequently by the CM/GC of the subcontractors, resulting in safety programs that are often OSHA driven and only contain the standard elements of the OSHA standard. These programs are often generic and not specific to the project at hand.

Although it is critical that every safety program and deliverable on a construction project implemented and executed must adhere to the safety standards identified in the OSHA 1926 standards, a PSSP must be more detailed and specific, addressing the scopes of work, hazards and controls that will be incorporated on the specific project being undertaken.

Project-Specific Safety Plan Elements

The following contents of a Project-Specific Safety Plan should be included and provided by the CM/GC to the owner and by the subcontractor to the CM/GC. Addressing these key content elements and providing detailed and concise information pertaining to the identification and implementation of the safety aspects associated with each will help in the establishment of a pro-active safety culture on the project.

- 1. Mission Statement:**
Provide a written statement from the CEO/President of the company stating the company's understanding of the importance and value of safety within their organization and the commitment to implement a pro-active safety culture on this project.
- 2. Project Overview & Summary:**
CM/GC – Provide a brief yet detailed overview of the scope of work associated with the project including the role the company plays in the construction of the project.
- 3. Roles & Responsibilities:**
List each level of management (project executive – foreman) and outline in detail that individual's responsibilities associated with the safety aspects of the project.
- 4. Upper Management Involvement & Engagement:**
Explain how upper and senior management who are not assigned to the project on a full-time basis will be involved and engaged in ensuring the safety culture and that the safety performance of the project is meeting the expectations set forth on the project.
- 5. Code of Safe Practice:**
Outline your company's code of safe practice policy/requirements that addresses your company's commitment in implementing a pro-active safety culture and the company's expectation that all CM/GC workers and subcontractor employees will act in compliance with these policies and requirements.
- 6. Worker Engagement & Empowerment:**
Explain how craft workers will be encouraged to participate in the safety program and add their input to the safety aspects associated with this project.

Explain how workers will be encouraged to speak up with assurance that there will be no repercussions as a result of providing their safety related issues/ concerns and a commitment to providing the support and encouragement to refuse to perform a task that they feel is unsafe.
- 7. Competent Persons:**
Provide the name and qualification of each individual designated as a Competent Person on this project.

List each operation that requires a Competent Person by OSHA and provide the name and qualification of that individual.
- 8. Subcontractor Selection & Management:**
Explain the procedures and criteria utilized in the procurement process to pre-qualify subcontractors, evaluate the safety culture and verify the qualifications of the contractor to safely execute the work.

Discuss in detail expectations and requirements set forth regarding safety, which will be expected by the subcontractor.

Explain how these expectations will be conveyed to the subcontractors and how the safety culture and performance will be managed and monitored by the procurer of those contractors to ensure implementation and execution.

9. Accountability:

Explain in detail how project management staff and subcontractors will be measured and held accountable for the implementation of the expected safety culture set forth on this project and its overall safety performance.

10. Disciplinary Procedures:

Explain and outline disciplinary measures and consequences that will be implemented and enforced for workers that do not comply with established project safety requirements and procedures.

11. Pre-Planning Activities:

Explain and outline in detail pre-job safety planning procedures that will be utilized to ensure the safe execution of each operation and task associated with the construction of the project. Include in the explanation:

- At what stage of the project this planning commences;
- Who is involved and engaged in the planning;
- What is covered and addressed during the pre-planning;
- Who is responsible for the review and approval of the pre-plan; and
- How is the information conveyed and discussed with the workers performing the operations.

12. Worker Training Education:

Explain and outline the safety training that workers will be required to possess in order to begin working on this project.

Explain on-going safety training workers will be provided and required to have during the course of the project.

Discuss how training will be provided to non-English speaking workers to ensure these workers understand the training being provided.

13. Fall Management Plan:

Provide a detailed outline and description that addresses your firm's Fall Management Plan requirements and procedures when working at heights of 6 feet or greater, along with a Project-Specific Fall Management Plan for this project.

The Fall Management Plan should address and list each operation/activity where workers will encounter fall exposures in excess of 6 feet along with the safety measures and controls that will be implemented to eliminate or mitigate the exposure and protect the worker(s).

The Fall Management Plan must also address and include discussions outlining measures and procedures pertaining to rescue operations in the event of a fall.

14. New Employee Orientation:

Explain and outline in detail the contents of topics and information that will be covered and reviewed with each new employee assigned to the project.

Explain the procedures that will be utilized to deliver this orientation, who will be responsible for the delivering the new employee orientation, and the length/duration of the new employee orientation.

Confirmation should be provided that the CM/GC's qualified safety representative delivers the new employee orientation and that every subcontractor employee assigned to the project attends and completes this orientation.

Explain how the orientation training will be documented and what identification measures are in place to verify that workers have completed this orientation.

15. Construction Operations & Activities:

Provide and outline the detailed safety measures that are required and will be implemented and executed for each of the following activities.

List each stage of construction where the listed activities will be encountered on the project, for example:

- Excavation
- Confined Space
- Cranes
- Exterior Hoist
- Rigging
- Scaffolding
- Ladders
- Aerial/Scissor Lifts
- Earth moving & heavy equipment
- Electrical
- Support of Excavation (SOE)
- Steel erection

- Reinforced Concrete superstructure erection
- Elevator/Escalator
- Masonry
- Curtain/Window Wall
- Pile Driving
- Marine Work
- Roofing
- MEP
- Tool Tethering
- Carpentry/Drywall

16. Emergency Evacuation Plan:

Provide a project-specific emergency evacuation plan that addresses procedures and practices to safely evacuate the construction site and account for all personnel involved with the project.

17. Construction Work Plan (CWP):

CM/GC should list and identify each stage/phase of the project in sequential order (i.e. SOE, foundation, steel erection, etc.) along with the SOW associated with each of those operations, type of equipment that will be utilized (i.e. pile drivers, excavators, cranes, etc.), identification of exposures anticipated to be encountered with those operations and, identification and explanation of the controls that will be implemented to eliminate and/or mitigate the exposure.

Subcontractors should provide the same information above that pertains to their specific work associated with this project.

The CWP is the initial submitted safety planning tool. This should be provided a minimum of three (3) weeks prior to commencing work on the project. The CWP tends to be the higher-level planning and may not identify each and every task associated with the operation

It is providing a well thought out and detailed accounting of the major aspects associated with each stage of the project/operation.

18. Daily Pre-Task Planning:

In addition to the CWP, contractors should provide on a daily basis, a Job Hazard Task Analysis (JHA), which addresses the specific operation and tasks associated with that operation that will take place during the course of that day.

The JHA should breakdown each aspect of the operation and identify the tasks, tools/equipment required to perform the task, identification of the exposures associated with each task and provide identification of the controls that will be implemented and executed to eliminate and/or mitigate the exposures.

The JHA should be performed prior to the start of each task by the Superintendent/Foreman responsible for the operation and the JHA should be discussed and reviewed by the Foreman with each member of the work crew engaged in the operation.

At the conclusion of the JHA discussion/review, each worker should sign the JHA acknowledging their understanding of the information provided.

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3/2026