

CHUBB®

Chubb Construction Resource Bulletin

Subcontractor 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

Ideally, a detailed Project-Specific Safety Plan (PSSP) addressing the project's scope of work should be developed by the responsible Construction Manager or General Contractor (CM/GC) managing the construction project. That PSSP should be the governing document that the CM/GC, subcontractors and sub-tier subcontractors shall adhere to during the project and should be stated as such in the contract documents signed by each contractor associated with the project. The contents of the PSSP, at a minimum, should meet the requirements of all federal, state and local governing agencies for the project jurisdiction, but certainly tailored to the specific project to ensure the optimal opportunity for a pro-active safety culture be achieved.

Often, CM/GCs in their subcontractor contracts, request the subcontractor and sub-tier contractors to submit a copy of their company safety program as a contingency for contract award. This requirement warrants the question, if the PSSP established for the project is the governing safety program for the project, why request a copy of the subcontractors' corporate safety program? Often, the company corporate safety program is a generic program that contains pages taken out of an OSHA standard and is not specific to the project at hand.

Ideally, in lieu of requiring a subcontractor and sub-tier contractor to submit their corporate safety program, consideration should be given to requiring the subcontractor to submit a Project-Specific Safety Plan. The Project-Specific Safety Plan, if prepared properly, should be tailored to the specific project and more concise, allowing for a more effective and valuable safety tool.

A Project-Specific Safety Plan is designed to provide a concise and detailed outline of the subcontractor's SOW, and safety related aspects associated with the specific project. This helps to ensure a pro-active safety culture is developed.

Subcontractor Project-Specific Safety Plan Elements

The following contents of a Project-Specific Safety Plan should be included and provided by the subcontractor to the CM/GC prior to commencing their operation. It should address these key content elements and provide detailed and concise information pertaining to the identification and implementation of the safety aspects associated with each, helping to establish a pro-active safety culture on the project.

- 1. Mission Statement:**
Provide written statement from the CEO/President of the company stating the company's understanding regarding 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:**
Subcontractor/Sub-tier contractor – 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 responsibility 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 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 expectations of all workers and subcontractor employees' compliance with these policies and requirements.
- 6. Worker Engagement & Empowerment:**
Explain how craft workers will be encouraged to participate and add input into 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 the 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. Accountability:**
Explain in detail how project management staff associated with this project will be measured and held accountable for the implementation of the expected safety culture set forth on the project and the overall safety performance of the company.

9. Disciplinary Procedures:

Explain and outline disciplinary measures and consequences that will be implemented and enforced for workers who comply with established project safety requirements and procedures.

10. 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.

11. 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 that 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.

12. Fall Management Plan:

If the subcontractor or sub-tier contractor’s work involves working at heights, provide a detailed outline and description that addresses the 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 discussion outlining measures and procedures pertaining to rescue operations in the event of a fall.

13. 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 delivery of the new employee orientation and the length/duration of the new employee orientation.

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

14. Construction Operations & Activities:

Provide and outline detail safety measures required and that 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.

- 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

15. 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.

16. Construction Work Plan (CWP):

Subcontractor and/or sub-tier contractor 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.

The CWP is the initial submitted safety planning tool. This should be included in the Project-Specific Safety Plan. The CWP tends to be the higher-level planning and may not identify each and every task associated with the operation. It provides a well-thought-out and detailed accounting of the major aspects associated with each stage of the project or operation.

17. Daily Pre-Task Plan

In addition to the CWP, contractors should provide on a daily basis a Daily Pre-Task Plan (PTP), which addresses the specific operation and tasks associated with that operation that will take place during the course of that day.

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

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