

SPECIFICATIONS - DETAILED PROVISIONS
Section 01000 - General Safety Requirements

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**SECTION 01000
GENERAL SAFETY REQUIREMENTS**

1.01 RESPONSIBILITY

The contractor is responsible for ensuring that all activities in connection with the work including, but not limited to, labor, materials, and equipment, conform fully with the standards referenced herein. This requirement applies to all activities performed, operated, maintained or constructed by the contractor, sub-contractor, supplier, or any other agent of the contractor performing work. Further, the contractor, his subcontractor, suppliers, and any other agents shall not require any employee, or other worker in connection with the performance of the contract, to engage in work under conditions which are unsanitary, hazardous, dangerous to an employee's health or safety or otherwise in violation of any applicable federal, state, or local law or regulation in regard to occupational safety.

1.01A SAFETY AND HEALTH

The Contractor shall conform to all applicable occupational safety and health standards, rules, regulations and orders established by local agencies, State of California, and California Division of Occupational Safety and Health Construction Safety Regulations (Cal OSHA), including obtaining permits required by California Code of Regulations, Title 8, Section 341 and 341 (a).

§1527. Washing Facilities, Food Handling, and Temporary Sleeping Quarters.

WASHING FACILITIES

- A. GENERAL. Washing facilities shall be provided as follows: A minimum of one washing station shall be provided for each twenty employees or fraction thereof. Washing stations provided to comply with this requirement shall at all times:
1. Be maintained in a clean and sanitary condition;
 2. Have an adequate supply of water for effective washing;
 3. Have a readily available supply of soap or other suitable cleansing agent;
 4. Have a readily available supply of single-use towels or a warm-air blower;
 5. Be located and arranged so that any time a toilet is used, the user can readily wash;
 6. When provided in association with a nonwater carriage toilet facility in accordance with Section 1526(c),

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7. Provide a sign or equivalent method of notice indicating that the water is intended for washing; and
 8. Be located outside of the toilet facility and not attached to it.
- B. EXCEPTION to subsection (a)(1)(F)(2.): Where there are less than 5 employees, and only one toilet facility is provided, the required washing facility may be located inside of the toilet facility.
- C. EXCEPTION to subsection (a)(1): Mobile crews having readily available transportation to a nearby toilet and washing facility.
- D. WASHING FACILITIES FOR HAZARDOUS SUBSTANCES. Where employees are engaging in the application of paints, or coatings, or in other operations involving substances which may be harmful to the employees, washing facilities shall be provided in near proximity to the worksite and shall be so equipped as to enable employees to remove such substances. Facilities provided to comply with this requirement shall at all times:
1. Be maintained in a clean and sanitary condition;
 2. Have an adequate supply of water sufficient for effective removal of the hazardous substance from skin surfaces; and
 3. Have a readily available supply of soap, and where necessary to effect removal, special cleansing compounds designed specifically for removal of the hazardous substance from skin surfaces; and
 4. Have a readily available supply of single use towels or a warm-air blower.

1.02 OTHER CODES AND STATUTES

In addition to the standards and requirements detailed herein, contractors and subcontractors shall comply with applicable provisions of Federal, State, and municipal safety, health, and sanitation statutes and codes. In the event there is a conflict between the provisions of the Safety and Health Regulations for Construction promulgated by the U.S. Department of Labor in Title 29 CFR Part 1926, Occupational Safety and Health Act (OSHA), or the California Occupational Safety and Health Act regulations in the California Labor Code Section 6300 et seq. (Cal. OSHA), the more stringent provision shall prevail.

1.03 SUBCONTRACTS

Contractors shall include provisions for compliance with the health and safety requirements, as referenced in this Section 01000, in the terms and conditions of all contracts, subcontracts, supply contracts, and all other contractor arrangements for performance of the work.

1.04 DIFFERING OPINIONS

Differing opinions between the contractor and District on adequacy of existing or proposed protective measures, equipment, procedures, or devices shall be resolved as follows:

- A. Upon receipt of a written notice from the District regarding an issue in question, (see Standard Form Exhibit “A”), the contractor shall not start or continue the measure, procedure, equipment, or devices, or expose employees to associated hazards until the differences have been resolved.
- B. Upon resolution of the differing opinions, either with or without input from an independent professional safety engineer, Certified Safety Professional (CSP), or other safety expert, the questionable measure, procedure, equipment, or device shall be brought into conformance with the written agreed-upon solution. Only personnel required to complete remedial work shall be exposed to the associated hazard, and then only in a manner conforming to all safety requirements.
- C. Obtaining engineering data or retaining the services of an independent professional engineer to assist in resolving the issue(s) remains a contractor responsibility.

1.05 PRECONSTRUCTION SAFETY MEETING

Representatives of the contractor shall meet with the District prior to the start of construction to review the respective safety requirements and to discuss implementation of all health and safety provisions pertinent to the work under contract, including safety training status of equipment operators, etc. The contractor shall be prepared to discuss, in detail, the measures he intends to take to control the possible hazards incident to the major phases of the work under contract and to comply with contractual obligations. This meeting will be devoted to discussing the manner in which the contractor intends to administer his health and safety program and delegate the responsibilities for implementing the program.

A Specific Operating Safety Procedure (EN-84) and an Injury & Illness Prevention Program must be submitted to the District at the Pre-Construction conference for acceptance by the District prior to the start of construction. The Contractor shall identify any safety organization, safety team, or safety person within the Contractor’s organization, complete with contact name and telephone number. For assistance in preparing your Injury and Illness Prevention Program, go to <http://www.dir.ca.gov/dosh/etools/09-031/index.htm>

The Injury & Illness Prevention Program shall be submitted in Electronic Format as follows: Submit all information in searchable PDF format; PC compatible using Windows XP operating system. All information provided shall be consolidated to one portable document file (PDF) in the latest version of Adobe Acrobat, with a Table of Contents and Bookmarks for each major section.

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1.06 SAFETY PROGRAMS

The prime contractor shall prepare a comprehensive written safety program covering all aspects of onsite construction operations and activities associated with each respective contract. Further, unless adequately covered in the original plan, a supplementary detailed plan will be submitted prior to start of each major phase of work or when requested by the District.

In no case will onsite work commence until the program or appropriate supplementary submittals have been approved by the District. Initial and supplementary submittals shall include a timetable for completing the required, detailed, and specific operating procedures with hazard analysis. Approval by the District of initial and supplementary programs submitted by contractor only signifies that the submittals generally conform to the requirements contained and referenced herein, and shall not constitute any acceptance or other obligation of the District for the contractor's responsibilities for said programs. Said approval does not relieve the contractor of the responsibility of providing employees with a safe and healthful work environment, or complying fully with all the above requirements. For a project-specific safety plan outline for Contractor's use, see Exhibit "B" (Specific Operating Procedure - including Hazard Analysis).

1.07 SAFETY PROGRAM REVIEW

Following the above preconstruction safety meeting and development of the Safety Program, a second meeting shall be held to review the contractor's written safety program. The contractor's principal onsite representative, the general superintendent, and his safety representative shall attend this meeting.

1.08 JOINT SAFETY POLICY MEETING

The District, the contractor's principal onsite representative, and designated staff members shall participate in scheduled monthly safety meetings. These meetings shall be used to review the effectiveness of the contractor's safety effort, to resolve health and safety problems relating to current operations, and to provide a forum for planning safe future construction activities. Meeting minutes shall be prepared by the Contractor and maintained in a manner prescribed by the District.

1.09 SAFETY PERSONNEL

When the contract does not require the services of a full-time safety engineer, the contractor shall designate a competent and dependable supervisory employee, acceptable to the District, to administer this safety program. However, should the contractor's safety effort be considered inadequate, the District has the option to require the contractor to employ a full-time qualified safety engineer in lieu of a safety representative. The hiring of a full-time safety engineer shall be at the sole cost and expense of contractor and said hiring shall not entitle contractor to additional compensation.

1.10 SAFETY INSPECTION

The contractor shall provide for weekly safety inspections of the worksites, materials, and equipment by competent employees. Detailed written inspection records shall be maintained and available for review by the District.

Prior to the use of any gauges which monitor atmospheric hazards, the contractor's competent person will verify that the gauge is in current calibration. This will be documented on the District's resident inspector's daily report form.

1.11 ACCIDENT/INJURY/ILLNESS INVESTIGATION AND REPORTING

DEFINITIONS:

A. Serious Accidents/Incidents

Any occurrence of a job-related nature including, but not limited to, suicide or homicide attempts, heart attacks, and occupational injuries or diseases which result in:

1. An employee or agent of District, contractor, subcontractor, or supplier suffering death, permanent total disability, complete and/or permanent loss of an eye, hand, foot, or major organ.
2. Hospitalization for five or more days of an employee or agent of District and/or contractor, subcontractor, or supplier, or one or more employees in critical condition.
3. Fires or property damage resulting in a loss of \$25,000 or more.
4. Third party injuries, death, or substantial property losses that result or could result in claims against the District.

B. Nonserious Accidents/Incidents

All other personal and/or property damage accidents/incidents except first aid cases and property damage losses below \$2,500.

C. Potential Serious Accidents/Incidents

Accidental occurrences or near misses with the potential to be a serious accident/incident such as major equipment failures, contact with high voltage lines, spills of or personal contacts with excessive amounts of toxic or hazardous materials, slides, cave-ins, etc.

1.12 INVESTIGATION/REPORTING

- A. Serious accident/incidents shall be reported immediately to the District and appropriate contractor field supervisor. Providing or obtaining appropriate medical and emergency assistance and notification of coroner, safety, and law enforcement agencies, and family members remain a contractor responsibility. Except for rescue and emergency measures, the scene of the accident/incident shall not be disturbed or the operation resumed until authorized by District. The contractor shall assist and cooperate fully with the District in conducting the investigations of the accident/incident and assure availability of all information, personnel, and data pertinent to the investigation. The contractor shall, when ordered by the District, conduct or have conducted a separate and complete independent investigation of the accident/incident, and submit a comprehensive report of findings and recommendations to the District.

The contractor shall arrange and be financially responsible for the independent investigation and any equipment or material inspections or tests, or diagnostic studies required by the District or contractor investigators. Further, Contractor's Report of Recordable Injury/Illness (See Exhibit "C") shall be completed and submitted to the District for each injured person.

- B. Nonserious accident/incidents will be reported immediately to the contractor's supervisor delegated authority to arrange for medical assistance and/or investigate the accident/incidents. Immediately following arrangements for required medical assistance, the responsible supervisor will investigate the accident/incident. Within three working days following the accident/incident, the contractor will submit to the District, a completed Contractor's Report of Recordable Injury/Illness (see Exhibit "C") for all personal injuries, and a comprehensive narrative report for property damage accidents.
- C. Potentially serious accident/incidents shall be reported immediately to the District. The contractor's involved equipment and/or worksite shall remain secured until the contractor has completed an acceptable comprehensive investigation. Within five days following the investigation, a detailed written investigation report will be submitted to the District.

1.13 MONTHLY ACCIDENT STATISTICAL REPORT

After any incident or accident the contractor shall submit a standard form entitled Contractor Summary of Occupational Injuries/Illnesses Experience (See Exhibit "D") or equivalent form acceptable to the District for the previous 12 month period.

1.14 HOUSEKEEPING

Good housekeeping, including provision and facilities for routine scrap removal, shall be maintained in all areas within the contractor's scope of operation.

1.15 HAZARDOUS MATERIALS AND HAZARDOUS WASTE

- A. Contractor shall comply with the Global Harmonization System (GHS) requirements in addition to complying with the Cal OSHA Hazard Communication regulation and EMWD's Hazard Communication Program.
- B. Contractor shall identify the name(s) of the individual(s) who are responsible for ensuring compliance with the contractor's Hazard Communication and Global Harmonization System policies. The name(s) of the individual(s) shall be provided at the pre-job conference with the District's representatives.
- C. Contractor shall be solely responsible for providing and posting of Hazard Communication and GHS warning, symbols and/or placards at the job site. This applies to the chemicals, compounds and/or substances brought on to the District's property and stored during the construction process.

Chemicals, compounds and/or substances that are not used in the construction activities on the District's property shall not be stored on the property. Prior to bringing any new chemicals, compounds and/or substances on to the District's property that were not identified prior to the start of on site activities, the contractor shall notify the District's representative of the new chemicals, compounds or substances.
- D. The independent contractor shall be solely responsible for enforcing the HAZCOM and GHS requirements with its subcontractors, vendors and/or consultants.
- E. **It is the responsibility of the contractor to provide Hazard Communication Training for its employees. The training shall include, at a minimum, the District's substances, compounds and/or chemicals the workers can be exposed to during their time on the project; and the chemicals, substances and/or compounds the contractor brings on to the construction project.**
- F. Any safety or health concerns brought to the contractor's attention by District personnel or consultants hired by the District, with respect to the Contractor Hazcom Coordination Procedure, shall be immediately addressed by the contractor. The contractor will be solely responsible for taking appropriate corrective action and notifying the District of the action taken.
- G. The contractor shall clean up any spills in accordance with the manufacturer's recommendations, the SDS and/or EPA requirements.
- H. The contractor shall properly dispose of any materials, chemicals, compounds and/or substances in accordance with current safety & health regulations. DO NOT PLACE ANY HAZARDOUS MATERIAL INTO THE DISTRICTS'S TRASH CONTAINERS OR DUMPSTERS. DO NOT BURY OR HIDE ANY CHEMICALS, COMPOUNDS AND/OR SUBSTANCES ON DISTRICT PROPERTY.

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1.16 GENERAL

Intoxicating beverages and narcotics shall not be permitted or used on construction sites. Persons under the influence of alcohol or narcotics shall not be permitted on the site. Firearms shall not be permitted on the construction site without prior approval of the District.

1.17 CERTIFICATION

Design of major critical facilities, equipment, support structures, or systems, embankments, shoring systems, formwork (falsework) built or provided by the contractor for his use shall be certified as structurally suitable for the use intended under the specifications. This certification shall be made in writing by the manufacturer or a registered professional engineer competent in these fields and shall be submitted to the District prior to erection or use of such facilities, equipment or support systems.

1.18 EMWD LOCKOUT/TAGOUT PROCEDURE

The Contractor shall make himself familiar with the District's lockout/tagout procedure to isolate energy sources (mechanical, pneumatic, electrical, hydraulic, physical or chemical). The Contractor **MUST** coordinate through a qualified District representative (Inspector) a minimum of forty-eight (48) hours prior to requiring a lockout/tagout. The District Representative (Inspector) will arrange to have any energy source as described above locked out by an authorized employee in accordance with the District's procedure. In case there is any violation of the District's lockout/tagout procedure the Contractor will be directed to cease operations related to the unsafe condition, measure, procedure, equipment or device and will be issued a Notice of Unsafe Condition.

1.19 EXPERIENCE MODIFICATION RATING

The Contractor shall, prior to the Pre-Construction Safety Meeting, submit a current copy of the Experience Modification Rating for himself and any listed sub-contractor. This information will be reviewed at the Pre-Construction Safety Meeting.

1.20 WORKERS COMPENSATION RECORDS

The Contractor shall submit Workers Compensation Records for the past 2 years (Log and Summary of Occupational Injuries and Illnesses). This information will be reviewed at the Pre-Construction Safety Meeting.

1.21 CONFINED SPACE ENTRY REQUIREMENTS

When working in, or connecting to existing systems in operation, the required safety provisions for work in an operating system will be enforced, including provisions for working in confined air spaces. Contractor shall comply with EMWD's Confined space Entry Policy attached hereto (see Exhibit E).

END OF SECTION 01000

ATTACHMENTS

- [EXHIBIT "A" – \(EN-87\) NOTICE OF UNSAFE CONDITION](#)
- [EXHIBIT "B" – \(EN-84\) SPECIFIC OPERATING SAFETY PROCEDURE](#)
- [EXHIBIT "C" – \(EN-85\) REPORT OF INJURY](#)
- [EXHIBIT "D" – \(EN-89\) CONTRACTOR MONTHLY SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES EXPENSE](#)
- [EXHIBIT "E" – EMWD CONFINED SPACE ENTRY POLICY](#)

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Exhibit "A"

NOTICE OF UNSAFE CONDITION

TO CONTRACTOR OF EMWD PROJECT:

Spec. Number

C.O. Number

As set forth in Section 01000 - General Safety Requirements, Eastern Municipal Water District standards require compliance with all applicable laws, ordinances and regulations, including orders pertaining to safety.

Your attention is directed to the unsafe condition prevailing at the following described site and your responsibility to utilize procedures in accordance with the applicable federal and state Construction Safety Orders, laws, and regulations.

Site and/or condition:

<input type="checkbox"/>	You are again directed to comply with all safety orders by making an immediate and proper response or correction.
<input type="checkbox"/>	You are directed to immediately cease operations related to the unsafe condition, measure, procedure, equipment or device(s). Furthermore, you shall not expose employees to associated hazards until a solution to these safety issues has been agreed upon (see Section 01000-1.04).

Issued by: _____
Name and Title

Date: _____

Time: _____

cc: Construction Administrator
Project File

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Exhibit "B"

SPECIFIC OPERATING SAFETY PROCEDURE (INCLUDING HAZARD ANALYSIS)			
PROJECT:		SPEC. NO.	
SPECIFIC OPERATING PROCEDURE NO.			
OPERATION:		PAGE	OF
GENERAL INSTRUCTIONS:			
DATE:		PERSONNEL REQUIRED:	
NOTE: SEE REVERSE SIDE FOR ADDITIONAL INFORMATION			
SAFETY EQUIPMENT AND APPAREL:			
PROCEDURE DEVELOPED BY:		APPROVED BY:	

1. **GENERAL:** Specific operating procedures (SOP) are designed as a planning tool. They are most effective when developed jointly by the supervisor and employees engaged in the specific activity and/or operation. They provide excellent reference material for toolbox meetings and for instructing new employees on respective assignments and responsibility.

Their effectiveness in reducing accidents and improving job performance is directly related to the efforts expended in their development and timely revision.

2. **ASSOCIATED HAZARDS:** For each job step, ask yourself what accidents could happen to the person doing the job step. You can get the answer by (1) observing the job, (2) discussing it with the operator, (3) recalling past accidents, or (4) a combination of the three. Ask yourself: can he be struck by or contacted by anything? can he strike against or come in contact with anything? can he be caught in, on, or between anything? can he fall? can he overexert? is he exposed to anything injurious, such as gas, radiation, welding rays, etc? (for example, acid, burns, fumes, dust).
3. **EQUIPMENT, TOOLS, AIDS, OR FACILITIES:** List type and number of tools and materials to be used, i.e., two jack hammers, one compressor, two 2" diameter hoses, 100 feet in length, etc.
4. **SPECIFIC INSTRUCTIONS OR LIMITATIONS:** For each potential accident or hazard, ask yourself how should the worker do the job step to avoid the potential accident, or what should he do or not do to avoid the accident. You can get your answers by (1) observing the job for leads, (2) discussing precautions with experienced job operators, (3) drawing on your experience, or (4) a combination of the three. Be sure to describe specifically the precautions a man must take. Don't leave out important details. Number each separate recommended precaution with the same number you gave the potential accident (see appropriate column) that the precaution seeks to avoid. Use simple do or don't statements to explain recommended precautions as if you were talking to the person.

For example: Only wirecore lifelines shall be used in highscaling operations. Block cable supported crane booms before removing section pins. Avoid such generalities as "Be careful," "Be alert," "Take caution," etc.

5. **REFERENCES:** Reference specific material i.e., a SOP on highscaling should reference "Safety Belts and Hardware," and "Lifelines," describe how to use a "Scaler's Hitch," etc.
6. **SAFETY EQUIPMENT AND APPAREL:** Specifically required safety equipment, devices, and apparel need to be listed, i.e., hard hat, eye and face protection, respirator protection, safety shoes, wearing apparel, hoist safety devices, air hose safety devices, etc.

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SAMPLE OF PIPELINE SPECIFIC OPERATING SAFETY PROCEDURE

SPECIFIC OPERATING SAFETY PROCEDURE (INCLUDING HAZARD ANALYSIS)			
PROJECT:	(Project Title)	SPEC. NO.	XXX
SPECIFIC OPERATING PROCEDURE NO.		(Specify)	
OPERATION:	(Specify)	PAGE	OF
GENERAL INSTRUCTIONS: (Contractor's Name) will supervise and be responsible for preventing contact with raw Sewer or any other hazardous material and will also monitor and confirm minimum required trench slopes per OSHA Requirements. All soil types and trench slopes will be decided by our field foreman who is onsite competent person.			
DATE:	(Today's Date)	PERSONNEL REQUIRED:	(Specify Here)
NOTE: SEE REVERSE SIDE FOR ADDITIONAL INFORMATION			
SAFETY EQUIPMENT AND APPAREL: (Specify)			
PROCEDURE DEVELOPED BY:		ARRPOVED BY:	
(Signature)		(Signature)	

SAMPLE OF PIPELINE SPECIFIC OPERATING SAFETY PROCEDURE

OPERATION SEQUENCE	ASSOCIATED HAZARD	EQUIPMENT, TOOLS OR FACILITIES	SPECIAL INSTRUCTIONS OR LIMITATIONS	REFERENCE
1. Excavation, Pipe Installation, backfill & compact	Potential unstable existing soil conditions	Trenches will be sloped or shored per OSHA requirements	Hard hats must be utilized by all field personnel. Access ladders placed per OSHA requirements for access in and out of trenches. Trenches blocked and/or barricades as needed for public safety.	
2. Mortaring & Bitchmastic Coatings	Possible skin contact	Safety Equipment to be utilized per requirements to meet field conditions.	SDS will be available on site to review exposure effects and follow first aid instruction.	
3. Traffic Control and lane closures	Public & Employee Safety	Arrow boards, Fencing, Traffic plates, proper construction signage.	Per requirements of OSHA and Cal-Trans traffic manual. Safety vests/orange shirts to be worn in all traffic areas.	
4. Remove Concrete	Flying concrete debris during demolition	Hard Hats, safety goggles and dust mask.	Proper ventilation must be maintained during saw cutting existing concrete.	
5. Hydrostatic Pressure Testing	High pressure testing equipment	Safety equipment to be utilized per requirements to meet field conditions.	SDS will be available on site to review exposure effects and follow first aid instruction.	

OPERATION SEQUENCE	ASSOCIATED HAZARD	EQUIPMENT, TOOLS OR FACILITIES	SPECIAL INSTRUCTIONS OR LIMITATIONS	REFERENCE
6. Chlorination	Possible skin contact	Safety equipment to be utilized per requirements to meet field conditions.	SDS will be available on site to review exposure effects and follow first aid instruction. Maintain adequate ventilation.	
7. Asphalt Paving	Burns	Safety equipment to be utilized per requirements to meet field conditions.	SDS will be available on site to review exposure effects and follow first aid instruction. Monitor all paving activities and implement safety requirement per field conditions for both employees and public safety.	
8. Concrete repair	Possible skin contact & air borne concrete while chipping	Safety equipment to be utilized per requirements to meet field conditions.	SDS will be on site to review exposure effects and follow first aid instruction. Maintain adequate ventilation.	
9. Dust control & saw cutting	Vision Impaired	Hoses & cords kept to a minimum length. Wear dust masks and safety glasses.	SDS will be available on site to review exposure effects and follow first aid instruction. Maintain adequate ventilation.	
10. Cutting torches	Explosive/Gases/Fire	Fire Extinguisher	Fire watch/Laborer	

OPERATION SEQUENCE	ASSOCIATED HAZARD	EQUIPMENT, TOOLS OR FACILITIES	SPECIAL INSTRUCTIONS OR LIMITATIONS	REFERENCE
11. Site Cleanness	Tripping	Keep tools organized and concentrated	End of work day pick up everything	
12. Emergency Vehicles	Getting to locations	Notify emergency services prior to construction	Instruct all employees on procedures for emergency traffic.	

Exhibit "C"

REPORT OF INJURY

CONTRACTOR'S REPORT OF RECORDABLE INJURY/ILLNESS

Each work related fatality, injury/illness, first aid cases accepted, shall be reported on this form. The completed form will be submitted to the District within 3 working days from the date of the incident or onset of illness. Responsibility for completion and submission of this form for all onsite injury/illness to contractor, subcontractor, or supplier forces rests with the general contractor. All form terms are as defined on the reverse side.

CONTRACT SPECIFICATION (Number and Title)		DATE OF THIS REPORT	
EMPLOYER			
EMWD Resident Inspector			
INJURED EMPLOYEE'S NAME		OCCUPATION	
AGE	DATE EMPLOYED	DATES OF PREVIOUS INJURIES	
DESCRIBE INJURY/ILLNESS			
DATE OF INJURY	TIME	ATTENDING PHYSICIAN	INJURY CLASSIFICATION
STARTED LOSING TIME (Never Date of Injury)		DID INJURY RESULT IN DEATH OR PROBABLY PERMANENT DISABILITY?	
RETURN TO WORK (Date)*		DATE OF DEATH	
WORKDAYS LOST TIME*		DAYS OF RESTRICTED WORK OR TRANSFER TO OTHER JOB	
* Estimate date of return to full duty to avoid delay in submitting report (See reverse side for estimating instructions).			
DESCRIBE ACCIDENT (Include Who, What, Where, & How)			

SUPERVISORY OPINION	HOW COULD ACCIDENT HAVE BEEN PREVENTED?	
		(Signature) FOREMAN OR IMMEDIATE SUPERVISOR

NOTE: Information in this report is to be used for the prevention of accidents and is not intended as a basis for injury claims. Recordable injuries/illnesses and workdays lost and injury classification shall be as defined on reverse side of this form. **Information in this report shall also be recorded on CAL-OSHA form 200.**

DEFINITION OF TERMS

Work-related Injury/Illness:

All injuries/illnesses to contractor, subcontractor, or supplier employees that result from an event or exposure on any contractor controlled worksite associated with the respective contract.

Medical Cases: Injuries/illnesses are defined as medical cases if: (1) they can be treated only by a physician or licensed medical personnel, (2) they result in damage or harm to physical structure of a nonsuperficial nature (e.g., hairline fractures), (3) they impair bodily functions (i.e., normal use of senses, limbs, etc.), (4) they involve complications requiring follow-up medical treatment.

The following are generally considered medical treatment:

- Treatment of **INFECTION**
- Application of **ANTISEPTICS** during second or subsequent visits to medical personnel
- Treatment of **SECOND OR THIRD DEGREE BURN(S)**
- Application of **BUTTERFLY ADHESIVE DRESSING(S)** or **STERISTRIPS** in lieu of sutures
- Application of **SUTURES** (stitches)
- Removal of **FOREIGN BODIES EMBEDDED IN EYE**
- Removal of **FOREIGN BODIES** from wound; if procedure is **COMPLICATED** because of depth of embedment, size, or location
- Use of **PRESCRIPTION MEDICATIONS** (except a single dose administered on first visit for minor injury or discomfort)
- Use of hot or cold **SOAKING THERAPY** during second or subsequent visit to medical personnel

- Application of hot or cold **COMPRESS(ES)** during second or subsequent visit to medical personnel
- **CUTTING AWAY DEAD SKIN** (surgical debridement)
- Application of **HEAT THERAPY** during second or subsequent visit of medical personnel
- Use of **WHIRLPOOL BATH THERAPY** during second or subsequent visit of medical personnel
- **POSITIVE X-RAY DIAGNOSIS** (fractures, broken bones, etc.)

ADMISSION TO A HOSPITAL or equivalent medical facility for treatment or prolonged observation

First Aid Cases: Cases (1) limited to one-time treatment and subsequent observation and (2) involve treatment of only minor injuries, not emergency treatment of serious injuries. Further, any one-time treatment and follow up visit for the sole purpose of observation of minor scratches, cuts, burns, splinters and so forth which do not ordinarily require medical care are classified as first aid treatment. Such one-time treatment and follow up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel. Visits to a doctor for an examination or other diagnostic procedure to determine whether the employee has an injury is classified as a first aid case if no injury is discovered or medical treatment is rendered. Conversely, if treatment is described and medical care is provided even by someone other than a physician or registered medical personnel, injury is classified as medical.

Other examples of first aid cases not requiring reporting unless they result in loss of consciousness, restriction of work, or motion, or transfer to another job are:

- Application of **ANTISEPTICS** during first visit to medical personnel
- Treatment of **FIRST DEGREE BURN(S)**
- Application of **BANDAGE(S)** during first visit to medical personnel
- Use of **ELASTIC BANDAGES** during first visit to medical personnel
- Removal of **FOREIGN BODIES NOT EMBEDDED IN EYE** if only irrigation is required
- Removal of **FOREIGN BODIES** from wound, if procedure is **UNCOMPLICATED**, and is, for example, by tweezers or other simple technique
- Use of **NONPRESCRIPTION MEDICATIONS AND** administration of single dose of **PRESCRIPTION MEDICATION** on first visit for minor injury or discomfort
- **SOAKING THERAPY ON INITIAL VISIT** to medical personnel or removal of bandages by **SOAKING**
- Application of hot or cold **COMPRESS(ES)** during first visit to medical personnel
- Application of **OINTMENTS** to abrasions to prevent drying or cracking
- Application of **HEAT THERAPY** during first visit to medical personnel
- Use of **WHIRLPOOL BATH THERAPY** during first visit to medical personnel
- **NEGATIVE X-RAY DIAGNOSIS**
- **BRIEF OBSERVATION** of injury during visit to medical personnel

Note: The administration of a **TETANUS SHOT** or **BOOSTER**, by itself, is not considered medical treatment. However, these shot are often given in conjunction with the more serious injuries. Therefore, injuries requiring

tetanus shots may be reportable for other reasons.

Illness Cases: Occupational illness of an employee is any abnormal condition or disorder, other than one resulting from an occupational injury caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

Some conditions may be classified as either an injury or illness (but not both), depending upon the nature of the event that produced the condition. For example, a loss of hearing resulting from an explosion (an instantaneous event) is classified as an injury; the same condition arising from exposure to industrial noise over a period of time would be classified as an occupational illness. Similarly, irritation of the throat from exposure to chlorine fumes would be classified as an injury if it resulted from a ruptured tank and an illness if the exposure occurred over a period of time. The determination of illness or injury is based on the original event. Adverse reaction to a tetanus shot given for a laceration would be classified as an injury. Back cases should always be recorded as an injury. It should be noted that all occupational illnesses are reportable and recordable incidents regardless of the type of treatment provided.

Fatalities: Work-related fatalities are reportable and recordable regardless of the time between the injury and the death or the length of the illness. Lost workdays attributable to the incident are not counted and any charged should be removed from the record.

Lost Workdays: Lost workdays are defined as the number of workdays (consecutive or not), beyond the day of injury or onset of illness, the employee was away from work or limited to restricted work activity. The number of days away from work or days of restricted work activity does not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work, e.g., vacation days, days off, or holidays are not counted. Termination of employment may stop the count of lost workdays if unrelated to the employee's injury or illness. If termination is related to injury/illness, an estimate of actual workdays lost shall be made. Retirements unrelated to injury or illness stop the count of lost workdays. Otherwise days lost are estimated. Lost workday counts cease when injury or illness is determined as totally disabling. Lost workday count stops when position employee was in when injured is abolished due to work completion, e.g., a dozer operator lost workdays count would not continue beyond last day of dozer operations on the project even if the operator still could not perform the operator functions.

Restricted work: The number of workdays on which because of injury or illness: (1) the employee was assigned to another job on a temporary basis; or (2) the employee worked at a permanent job less than full time; Or (3) the employee worked at a permanently assigned job but could not perform all duties normally connected with it. Lost workday count stops when employee is permanently transferred to another permanently established position.

Contractor Controlled Worksite Associated with the Contract. The following and similar locations are considered contractor controlled worksites:

All areas within the boundaries of the construction site including shops, plants, storage areas, haul roads, borrow and fill areas.

All offsite locations (plants, shops, rock quarries, borrow areas, erection sites, etc.) used exclusively for supporting construction activities. All roads where traffic control is a contractor responsibility.

Exhibit "D"

CONTRACTOR MONTHLY SUMMARY OF OCCUPATIONAL INJURIES/ILLNESSES EXPENSE

Included on the form will be the contractors, subcontractors, and suppliers onsite injury/illness experience for the reporting 12 month period. All form terms are defined on the back of this form.

REPORTING PERIOD	STARTING ENDING	TYPE OF CONSTRUCTION	NO. EMPLOYEES	MAN- HOURS EXPOSURE	LOST WORKDAYS	RECORDABLE CASES			INCIDENT RATES		
						TOTAL DEATHS	LOST WORKDAY CASES	TOTAL CASES	DEATH AND LOST WORKDAY CASES	LOST WORKDAY	
1		2	3	4	5	6	7	8	9	10	11
GENERAL CONTRACTOR NAME SPEC. NO. SUBCONTRACTORS SUPPLIERS											
TOTAL											
CUMMULATIVE TOTAL											

[PAGE LEFT INTENTIONALLY BLANK]

- Column 1. Name of General Contractor and General Specification No. only. Combine all subcontractor and/or supplier data under respective headings. Cumulative totals start from first day of onsite work under the specification.
- Column 2. Major classification or type of work for contractor (Water pipeline, sewer pipeline, pump station, treatment plant, lift station, etc.). Minor classification for supplier or subcontractor (concrete work, earthwork, repair work, etc.).
- Column 3. Average number of employees during reporting period. Include only onsite personnel. Number of subcontractor or supplier employees can be estimated by dividing number of estimated man-hours by 8 x number days of reporting period.

$$\frac{\text{(Number of man-hours)}}{\text{(8 x number days of reporting period)}}$$

- Column 4. Actual man-hours of onsite exposure. Do not include vacation time, holidays, down periods, etc.
- Column 5. Lost workdays include actual days from work, restricted work days and days worked in another assigned position. (For detailed explanation of lost workdays and restricted work, see back of Exhibit "C").
- Column 6. Total of fatalities, lost workday cases, restricted work cases or transfer to other job cases, and medical cases reported on all forms "Contractor's Report of Recordable Injury/Illness," submitted during the reporting period covered by this form.
- Column 7. Fatalities are charged to date of injury or onset of illness regardless of date of death.
- Column 8. Includes all cases submitted during this reporting period of form "Contractors Report of Recordable Injury/Illness," that show figures under headings entitled, "lost time, or restricted work or transfer to other job." (see back of Exhibit "C").
- Columns 9, 10, 11 Incident rates are define as the number of injuries/illnesses or lost workdays related to a common exposure base-100 full-time workers or 200,000 man-hours (100 workmen x 40 hrs/week x 50 weeks/year = 200,000). These rates are calculated as follows:

$$\text{Total Cases (column 9)} = \frac{\text{Total cases (column 6) x 200,000}}{\text{Man-hours of Exposure (column 4)}}$$

$$\text{Death and lost workday cases (column 10)} = \frac{\text{Deaths (column 7) and lost workday cases (column 8) x 200,000}}{\text{Man-hours of Exposure (column 4)}}$$

$$\text{Lost workdays} = \frac{\text{Lost workdays (column 5) x 200,000}}{\text{Man workdays of exposure (column 4)}}$$

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