

**SECTION 013500A**  
**SAFETY AND HEALTH REQUIREMENTS**

*[---Section 013500A should be used for contracts for which a dedicated, full-time on-site safety presence by the Contractor is appropriate for monitoring and controlling the safety and health risks on the Project site.---]*

*[---For contracts with lesser presence, monitoring, and control requirements, Section 013500B or Section 013500C should be used. For the very simplest of contracts, Section 013500 may be omitted in its entirety and the Protection of Persons and Property provisions in the General Conditions will control.---]*

*[---Consideration of which version of 013500 to use should be based on the following: the value of the contract; the size, scope, variety, and nature of the work; any requirement(s) for high-risk or high-exposure work; the anticipated ability of a superintendent to provide adequate attention to safety and health along with his production and coordination responsibilities; the need for continuous safety and health monitoring versus only periodic monitoring; and, the emphasis and interest in safety and health by the University.---]*

*[---It is rare that this Section 013500A version will be used. The default version to be used for most contracts is Section 013500C.---]*

*[---Different Separate Prime Contracts on the same Project may require different levels of presence, monitoring, and control.---]*

**PART 1 - GENERAL**

1.01 The Contractor shall comply with Federal OSHA regulations and other related safety and health regulations. The most stringent standard shall prevail.

1.02 SAFETY AND HEALTH PERSONNEL

A. Definitions.

1. Site Safety and Health Officer (SSHO). The qualified or competent person who is responsible for the on-site safety and health required for the project.
2. Certified Industrial Hygienist (CIH). An individual who is currently certified as a CIH by the American Board of Industrial Hygiene.
3. Certified Safety Professional (CSP). An individual who is currently certified as a CSP by the Board of Certified Safety Professionals.
4. Associate Safety Professional (ASP). An individual who is currently certified as an ASP by the Board of Certified Safety Professionals.
5. Certified Construction Health & Safety Technician (CHST). An individual who is currently certified as a CHST by the Board of Certified Safety Professionals.
6. Certified Safety Trained Supervisor (STS). An individual who is currently certified as an STS by the Board of Certified Safety Professionals.

7. Competent Person. A person who is capable of identifying hazardous or dangerous conditions, as well as the application and use of related equipment, and has the authority to take prompt corrective measures to eliminate any hazards, in relation to a specific area of safety or health. Typical areas include excavation, scaffolding, fall protection, confined spaces, hazardous energy, etc.
8. Pandemic Safety Officer (PSO). An individual who has been identified by the Prime Contractor as being responsible to convey, implement, and enforce the requirements of the Governor's guidance for the protection of employees, suppliers, and other personnel at the site. The PSO is also responsible for coordinating with the contractor's subcontractors.

B. Positions and Requirements for This Contract.

1. The Contractor shall assign an SSHO to be responsible for safety and occupational health management, surveillance, inspections, and enforcement for the Contractor's Work on the Project.
2. The SSHO may be an employee of the Contractor, or a consultant to the Contractor. The SSHO shall have no other duties. The SSHO shall be on site whenever construction activities are taking place.
3. The SSHO shall have the following experience and meet the following credentials:

Level 4: An Associate Safety Professional (ASP), Certified Safety Trained Supervisor (STS) and/or Construction Health & Safety Technician (CHST). A minimum of five (5) years safety work of a progressive nature with at least three (3) years of experience on similar projects. Completed 30-hour OSHA construction safety class or equivalent within the last five (5) years. Completed an average of at least 24 hours of formal safety training each year for the past five (5) years. Competent person training as required.

As an alternative, and with an appropriate credit against the Contract sum, the University may, but does have to, accept an SSHO with the following experience and credentials:

Level 3: A minimum of ten (10) years safety work of a progressive nature with at least five (5) years of experience on similar projects. Completed 30-hour OSHA construction safety class or equivalent within the last five (5) years. Completed an average of at least 24 hours of formal safety training each year for the past five (5) years. Competent person training as required.

4. The on-site SSHO shall be supplemented by a member of the Contractor's home-office staff, or a consultant to the Contractor, who visits the project site on an as-needed basis to provide Certified Industrial Hygienist (CIH) capabilities, if required by the Contract or the Work.

C. The duties and responsibilities of the SSHO shall include, but shall not be limited to, the following.

1. Ensure compliance with Federal OSHA regulations and other related safety and health regulations.
2. Implement and enforce the Contractor's Safety and Health Plan.
3. Conduct daily safety and health inspections.

4. Maintain a written log which includes activity inspected, date of inspection, identified hazards, recommended corrective actions, and estimated and actual dates of corrections.
5. Maintain applicable safety and health reference material on the job site.
6. Ensure subcontractor compliance with safety and health requirements.
7. Conduct safety and health-related meetings and training, or ensure that they take place.
8. Conduct accident and mishap investigations and complete required reports.
9. Coordinate with the SSHOs of other Separate Prime Contractors.
10. The SSHO may also hold the responsibilities of the PSO.

#### 1.03 SAFETY AND HEALTH PLAN (SHP)

- A. The Contractor shall prepare a written project-specific SHP. The SHP should interface with the Contractor's overall safety and health program. Any portions of the Contractor's overall safety and health program referenced in the SHP should be included in the SHP and made site-specific.
- B. The SHP should contain, at a minimum, but applicable to the Contract/Project, the following:
  1. Administrative responsibilities (identification by name and specific responsibilities of Contractor personnel) relative to safety and health requirements for this project. Identification of personnel shall include documentation of their required training, experience, and/or certification.
  2. Company safety and health policy and program.
  3. Plan for inspection of the project site and activities by competent persons, and plans for reports and record keeping relative to those inspections.
  4. Method the Contractor proposes to control and coordinate safety and health requirements of his subcontractors.
  5. Plan for safety and health training and meetings (i.e. initial indoctrination, weekly toolbox meetings, activity hazard training, etc.).
  6. Plan for Personal Protective Equipment (i.e. identifying the need, availability of PPE, enforcement of the use of PPE, etc.).
  7. Plan for dealing with emergencies, to include but not limited to on-site medical support and first aid, ambulance service, fire fighting, and evacuation of the project site.
  8. Procedures and forms to be used for accident reporting and investigation.
  9. Hearing Protection/Conservation Plan.
  10. Hazard Communications Plan.
  11. Emergency Response Plan.
  12. Hazardous Energy Control Plan (Lockout/Tagout).

13. Any unusual or unique requirements for safety or health for this Contract/Project.
- C. Separate Prime Contractors should coordinate their SHPs to ensure consistency. Separate Prime Contractors must recognize that they may have differing levels of requirements for their SSHOs and for contents of their SHPs.
  - D. The SHP shall be signed by the person preparing the SHP, the Contractor's on-site superintendent, the SSHO, and an officer of the Contractor.
  - E. The SHP shall be completed, and a copy of the SHP shall be submitted, as proof of compliance, to the University prior to any work taking place on the project site. The Contractor shall maintain copies of the SHP at the project site, and make them readily available to all workers, subcontractors, and the University.
  - F. The SHP shall be continuously reviewed and revised, as necessary, throughout the life of the Contract. All revisions shall be submitted to the University.

#### 1.04 MISCELLANEOUS REQUIREMENTS

- A. A multi-employer work site, as defined by OSHA, is one in which many employers occupy the same site. The University considers the Contractor to be the "controlling authority" for all work site safety and health of his subcontractors. The Contractor is responsible for informing his subcontractors of the safety and health provisions under the terms of the Contract and the penalties for noncompliance, coordinating the work to prevent one craft from interfering with or creating hazardous working conditions for other crafts, and inspecting subcontractor operations to ensure that safety and health responsibilities are being carried out.
- B. The Contractor shall provide a location for displaying safety and health information, to include information such as emergency phone numbers, a map showing the route to the nearest emergency care facility, a copy of the up-to-date SHP, OSHA 300A Form, OSHA Safety and Health Protection-On-The-Job Poster, and any permits required relative to safety and health. The location shall be in a conspicuous place easily accessible to all employees and visitors.
- C. All new employees (both prime contractor and subcontractor) shall be informed of the SHP and about specific site hazards before they begin work.
- D. The Contractor shall arrange for emergency medical treatment and evacuation of the project site for his own workforce. The University has no responsibility to provide these services.
- E. The Contractor shall prepare and implement any additional specific safety and health plans required to carry out the work. Such plans include but are not limited to a Respiratory Protection Plan, a Site Safety and Health Plan for Asbestos Abatement, and a Site Safety and Health Plan for Lead-Based Paint Asbestos Abatement. Any such plans shall be submitted to the University as proof of compliance.
- F. The Contractor shall not bring any hazardous material onto the project site without prior written approval of the University. Any work or storage involving hazardous chemicals or materials must be done in a manner that will not expose Contractor employees, University employees and students, and the general public to any unsafe or unhealthful conditions. The Contractor shall keep a complete inventory of hazardous materials brought onto the project site.
- G. Documents, records, and reports required by this Section, but not specifically required to be submitted to the University, to include but not limited to the written log of safety and health inspections (paragraph 1.02 C. 4.) and safety and health reference material (paragraph 1.02 C. 5.), shall be made available to the University upon request.

#### 1.05 ACCIDENT REPORTING

- A. The Contractor shall notify the University, by any reasonable means, as soon as practical, but not later than four (4) hours after, the occurrence of any accident involving injury or illness, or involving property damage anticipated to be greater than \$2,500. Initial notification should provide basic information about the occurrence.
- B. The Contractor shall provide to the University, not later than 48 hours after the occurrence, a follow-up written report containing detailed information. Information should include the Contractor's name, contract number and title, location where the accident occurred, date and time of accident, names of personnel injured and/or extent of property damage, extent of injury and/or damage, brief description of accident (to include type of construction equipment used, PPE used, etc.), and actions taken to eliminate the hazard and/or prevent similar accidents.

#### 1.06 CONTRACTOR AND PUBLIC PROTECTION

- A. The Contractor shall notify the University if he intends to bring flammable materials onto the site, including information as to the volume and intended use. Only the amount needed for the day shall be stored on site, and any amount remaining at the end of the day shall be removed. When removal is not practical, flammable materials shall be stored in proper containers.
- B. The Contractor is prohibited from bringing any radioactive materials on campus without first obtaining permission from the University Radiation Safety Officer.
- C. Chemical materials other than potable water shall not be placed into the sanitary or storm sewers without the permission of the University.
- D. Open ditches shall be fenced. Where walks cross ditches, bridged walkways shall be provided with rails on both sides. Bridged walkways shall be adequately lighted at night.
- E. Temporary walks and roads shall be surfaced by PENNDOT Number 2 or 2A crushed stone if they are to be in public use.
- F. Walks and roadways used by both the Contractor and the public shall be kept in a good state of repair and cleared by the Contractor at least once each day and more often as conditions require.
- G. Adequate covering and shielding shall be provided for areas needing protection from equipment or falling objects, where the public utilizes walkways, roadways, or entrances that are adjacent to construction, pass under construction scaffolding, or pass near building edges.
- H. Fire Hydrants shall be maintained accessible for fire fighting purposes. Obstructions shall not be placed within fifteen (15) feet of fire hydrants.
- I. Temporary heating units of any type shall be adequately protected and attended.
- J. The Contractor is responsible for implementing methods to adequately and safely minimize/eliminate, control, capture, and/or exhaust any incomplete combustion byproducts such as carbon monoxide gas or any other such gas created by construction, vehicles, portable heating devices, etc.

#### 1.07 COVID-19 REQUIREMENTS AND RECOMMENDATIONS

- A. The Contractor shall follow all applicable provisions of orders issued by Pennsylvania's Secretary of Health, including:

1. The [Order](#) of the Secretary of Health providing for business safety measures including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19. **Note, masks and face coverings will not be provided by the University.**
  2. The [Order](#) of the Secretary of Health providing for building safety measures.
- B. The Contractor shall follow applicable guidance from the [Department of Health](#) and the [Centers for Disease Control and Prevention](#) concerning operations and workplaces.
  - C. The Contractor shall follow all provisions included in the [Governor's Guidance for Business in the Construction Industry](#)
  - D. The Contractor shall identify a "Pandemic Safety Officer". The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of the Governor's guidance for the protection of employees, suppliers, and other personnel at the site. The Pandemic Safety Officer is also responsible for coordinating with the contractor's subcontractors. **Submit the name and contact information of the Pandemic Safety Officer to the University Project Manager.** This may be the same individual named as the Safety Officer if that position is required pursuant to Section 013500 of the contract.
  - E. In addition to the conditions above, the following recommendations are made concerning construction activities:
    1. It is recommended contractors establish a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.
    2. It is recommended that each jobsite have signage posted indicating best practices and safety guidelines for construction sites.
    3. It is recommended contractors consult with trade associations and other appropriate organizations for recommendations and guidelines for the construction industry. For example, the [Master Builders' Association of Western Pennsylvania](#) website contains additional guidelines regarding cleaning/disinfection of jobsite, trailers, equipment, etc.

Links:

1.07 A.1. <https://www.governor.pa.gov/wp-content/uploads/2020/04/20200415-SOH-worker-safety-order.pdf>

1.07 A.2. <https://www.governor.pa.gov/wp-content/uploads/2020/04/20200405-SOH-Building-Safety-Measures.pdf>

1.07 B. <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>;  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

1.07 C. <https://www.governor.pa.gov/covid-19/construction-industry-guidance/>

1.07 E.3. <https://myemail.constantcontact.com/COVID-19-Cleaning-and-Disinfecting-Information.html?soid=1102658846855&aid=5oS3t596JZw>

## PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 013500A