

# Site Specific Safety & HASP Training

September 13, 2023

**PORT  
AUTHORITY  
NY NJ**

**AIR LAND RAIL SEA**



# AGENDA

1. Welcome
2. Security Credentials – SWAC/SIDA/TWIC
3. Site Specific Safety on PA Projects
4. Health & Safety Plan (HASP) Overview
5. HASP Submittals

# Security Credentials – SWAC/SIDA/TWIC

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Michael Wallace, P.E.

Chief of Construction

Construction Management Division - Engineering Department

# Secure Worker Access Consortium (SWAC)

- Used to conduct background screening and personal identity verification.
- Any personnel requiring access to Port Authority Controlled Access Areas that are non-Federally Regulated must successfully complete the SWAC process.
  - **Federally regulated areas are covered by SIDA and TWIC**
- SWAC Identification Card must be visible at all times while on site.
- Areas not requiring any background screening: Cleaning or working in frontage of terminal, TAXI dispatcher, parking lots, etc.

# Security Identification Display Area (SIDA)

- Airport ID Badge that provides access into the restricted areas of PANYNJ airports.
- Administered by the Port Authority and is Federally Regulated by the Transportation Security Administration (TSA).
- Must pass an FBI Criminal History Record Check, TSA Security Threat Assessment and SIDA training.
- Only issued to individuals that have a continuous and persistent operational need to access federally regulated areas at PANYNJ airports.

# Transportation Worker Identification Credential (TWIC)

- Required by the Maritime Transportation Security Act for any personnel requiring access to Federally Regulated Areas at Maritime Facilities (i.e., any berth location).
- TSA conducts a Security Threat Assessment (background check) to determine a person's eligibility and issues the credentials – 5-year expiration.
- TWIC identification card must be visible at all times while on site.



# Site Specific Safety on PA Projects

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Michael Wallace, P.E.

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# Today's Goals

- SAFETY FIRST!!
  - For all – contractors, PA personnel, and the public!!
- Provide a better understanding of the Port Authority's approach to safety in construction projects.
- Assist the contracting community in developing and maintaining a proactive and consistent safety program.

# The Port Authority Mission

*Our mission has not changed since 1921,*

*We keep the region moving*



# Where do the requirements for Safety come from?

- PA Specifications
- OSHA 29 CFR 1926
- EPA (regulated materials lead-asbestos, etc.)
- DOT / FRA / Coast Guard / NYCDOB / ANSI
- Other – local, state and/or federal requirements

# A Common Misconception about Safety



# OSHA FACTS



The poster features the OSHA logo at the top left, with the text 'Job Safety and Health IT'S THE LAW!' in large, bold letters. Below this, the poster is divided into two columns of text. The left column lists rights for workers, and the right column lists responsibilities for employers. At the bottom, there is a green box with the text 'Contact OSHA. We can help.' and a blue box with contact information. An illustration of three workers in safety gear is at the bottom right.

**OSHA**  
Occupational Safety and Health Administration

## Job Safety and Health IT'S THE LAW!

**All workers have the right to:**

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**

**Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

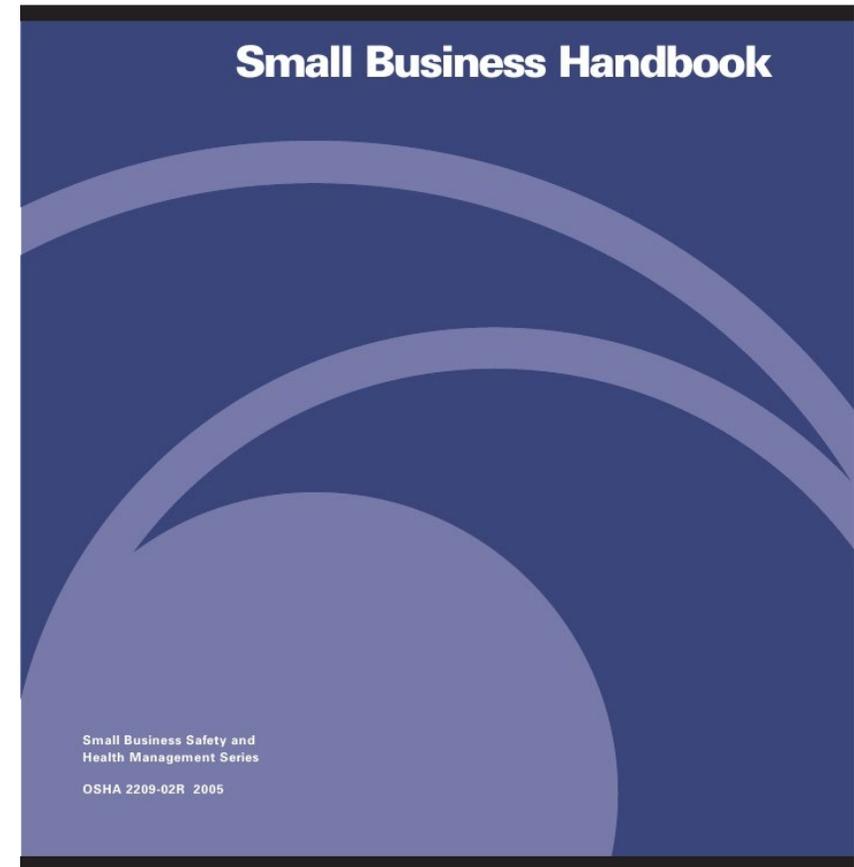
FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)

- OSHA stands for the Occupational Safety and Health Administration, an agency of the U.S. Department of Labor
- OSHA's responsibility is worker safety and health protection
- On December 29, 1970, President Nixon signed the OSH Act
- This Act created OSHA, the agency, which formally came into being on April 28, 1971
- Under the OSHA Act, employers are responsible for providing safe and healthful workplaces for their employees.

# OSHA – ON-SITE CONSULTATION PROGRAM

- OSHA's On-Site Consultation Program
  - Offers no-cost and confidential occupational safety and health services to small- and medium-sized businesses in all 50 states with priority given to high-hazard worksites.
  - On-Site Consultation services are separate from enforcement and do not result in penalties or citations.
  - Consultants from state agencies or universities work with employers to identify workplace hazards, provide advice for compliance with OSHA standards, and assist in establishing and improving safety and health programs.
- In FY 2018, responding to requests from small employers looking to create or improve their workplace safety and health programs, OSHA's On-Site Consultation Program conducted over 26,000 visits to small business worksites covering approximately 1 million workers across the nation.



# PA Repeat Offenders/OSHA Top 10 Citations

- ❑ Competent Person
- ❑ Personal Protective Equipment
- ❑ Fall Protection
- ❑ Scaffolding
- ❑ Confined Spaces
- ❑ Cranes & Hoists
- ❑ Lock-Out/Tag-Out
- ❑ Excavation & Trenching
- ❑ Cutting and Welding Safety

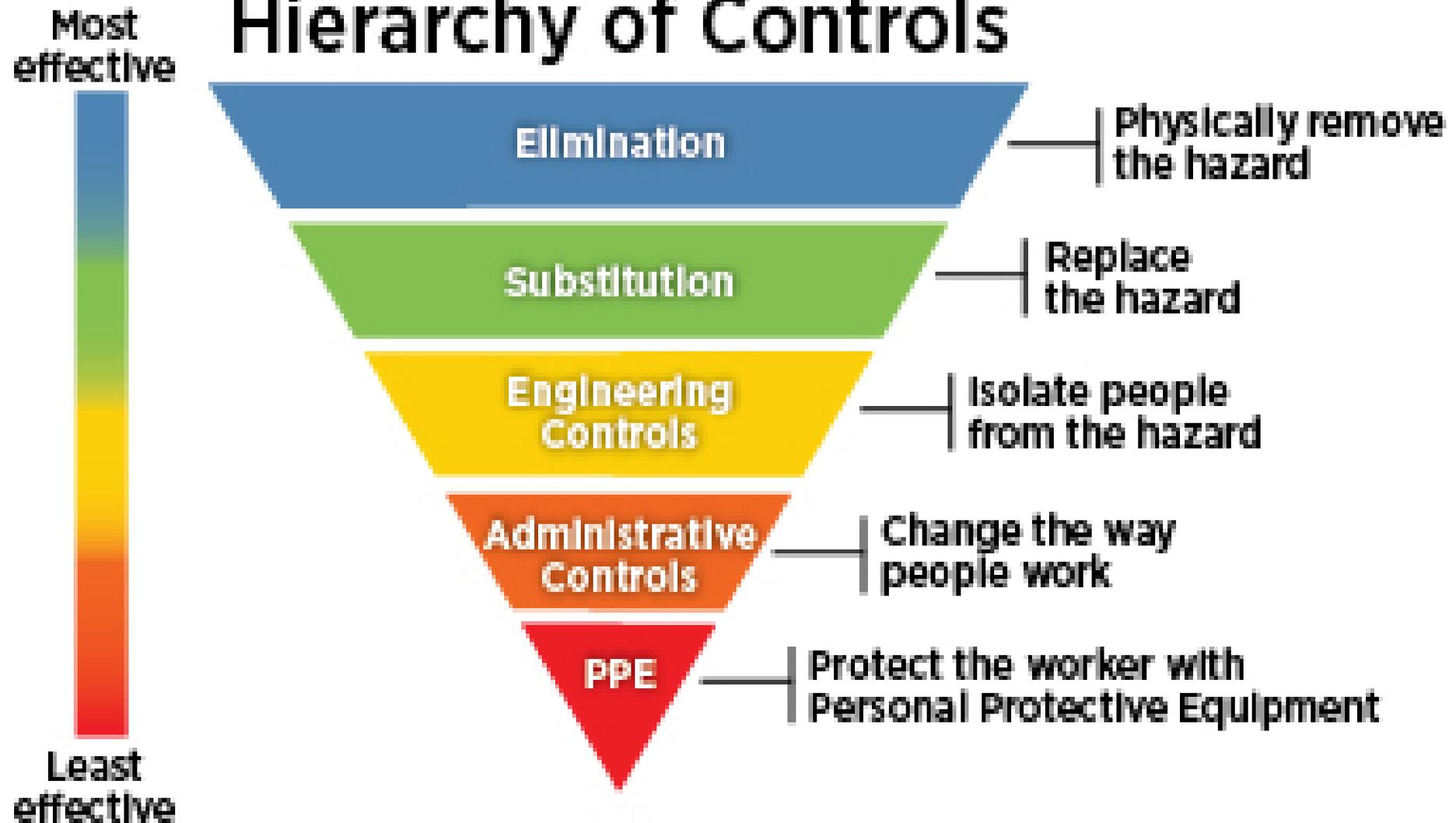


1. Fall protection
2. Hazard communication standard
3. Scaffolding
4. Respiratory protection
5. Control of hazardous energy (lockout/tagout)
6. Ladders
7. Powered industrial trucks
8. Fall Protection–Training Requirements
9. Machinery and Machine Guarding
10. Eye and Face Protection

# OSHA's FATAL FOUR

- Out of 4,779 worker fatalities in private industry in calendar year 2018, 1,008 or 21.1% were in construction — that is, one in five worker deaths last year were in construction.
- The leading causes of private sector worker deaths (excluding highway collisions) in the construction industry were falls, followed by struck by object, electrocution, and caught-in/between.
- These "Fatal Four" were responsible for more than half (58.6%) the construction worker deaths in 2018
- **Eliminating the Fatal Four would save 591 workers' lives in America every year.**
  - Falls – 338 out of 1,008 total deaths in construction in CY 2018 (33.5%)
  - Struck by Object – 112 (11.1%)
  - Electrocutions – 86 (8.5%)
  - Caught-in/between\* – 55 (5.5%)This category includes construction workers killed when caught-in or compressed by equipment or objects, and struck, or crushed in collapsing structure, equipment, or material)
- Statistics from [www.osha.gov/oshstats/commonstats.html](http://www.osha.gov/oshstats/commonstats.html)

# Hierarchy of Controls



Source: NIOSH

# Vaccine

**ELIMINATION**  
Physically Remove the Hazard

**SUBSTITUTION**  
Replace the Hazard

N/A

**ENGINEERING CONTROLS**  
Isolate People from the Hazard

Stay Home  
Technology  
Contactless

Quarantine  
Physical Guards  
Mobile Pay

**ADMINISTRATIVE CONTROLS**  
Change the Way People Work

Physical (Social) Distancing  
Limited persons in a store  
Less than 10 per gatherings

Washing Hands  
Hand Sanitizer Use  
Mobile ordering and pickup  
No Contact Infrared Thermometer

**PPE**  
Protect the People with  
Personal Protective Equipment

Safety Glasses  
Gloves  
Gowns

N95 Respiratory Masks  
Face Shields  
Face Coverings/Cloth Face Coverings

Maryann Hoff, CSP – Safety National

# Coronavirus

## Construction Management Division COVID-19

Everyday, construction workers continue to work at the various PANYNJ construction sites. Now, more than ever, it is essential to maintain that ALL safety precautions are being adhered to - including with COVID-19.



Ensure that all safety precautions are being followed both in the field and the office.

# One Call - It's The Law & It's Free!

In New York and New Jersey it's illegal to dig anywhere in the state without first calling for a markout.



New York State



New York City and  
Nassau & Suffolk Counties



Know what's below.  
**Call before you dig.**

New Jersey

# New York One Call Center

- <https://www.digsafelynewyork.com/> for New York state
- <https://newyork-811.com/about/> for Long Island (Nassau & Suffolk ) and NYC
- For ITIC: <https://ny.itic.occinc.com>



By law, excavators and contractors working in the five boroughs of **New York City and Nassau and Suffolk Counties on Long Island** must contact New York 811, 1-800-272-4480 or 811, **at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) prior** to beginning any mechanized digging or excavation work to ensure underground lines are marked.

# New Jersey One Call Center

- Contact the NJ One Call Center
- 7 days a week, 24 hours a day,
- any day of the year.

**One Call:**  
**811 or 800-272-1000**

**ITIC & Fax**

**[www.nj1-call.org](http://www.nj1-call.org)**



# Who Should Call the NJ One Call Center?

- **Anyone planning to dig or grade, including a homeowner, is an excavator.**
- **Examples of when to Call Before You Dig:**
  - Planting a Tree
  - Mailbox
  - Fencing & Dog Fence
  - Sidewalks, Curbs
  - Moving Dirt
  - Pest Control
  - Sprinkler
  - Stump Removal
  - Roadway Signs
  - Excavation
  - Demolition
  - Road Milling/Paving
  - Paving
  - Driveways
  - Drainage
  - Sewer or Water
  - Utility

# Safety Provisions

Under Division 1 – General Provisions, the Clause entitled “Safety Provisions” requires all Contractors to submit a Site Safety Program.

- Specific for the construction site and include a description of the work to be performed.
- A hazard assessment of the Work to be performed and the means by which such hazards shall be mitigated.
- Complies with all applicable federal, state, municipal, local and departmental laws.
- The designation by the Contractor of a qualified individual to administer such Site Safety Program (per OSHA – the competent person)

# Health and Safety Plan (HASP) Overview

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Matthew McArdle

Occupational Health Supervisor & HASP Review Program Manager

# Review process

- Review Standards: OSHA 1910 General Industry and OSHA 1926 Construction standards and Port Authority requirements (checklist)
- Objective of the review: Ensure that all applicable components outlined in checklist are submitted according to the scope and JHA.

# Verification Sheet

- *Verification Sheet* is the first page of the HASP Submittal Checklist
- Guideline for preparing Contractor's Health and Safety Plan

## HEALTH AND SAFETY PLAN SUBMITTAL CHECKLIST

Contract/Project Name: \_\_\_\_\_  
 Facility/Location(s): \_\_\_\_\_  
 Submitted by (Contractor): \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*The following guidance document highlights key items, at minimum, to be included in the Site-Specific Health and Safety Plan (HASP). HASP documents can be more comprehensive than the items listed below depending on the work to be performed and associated hazards. The completed HASP must comply with contract documents and applicable Federal, State, or Local regulations.*

CHECKLIST SECTIONS	YES	Page #	N/A
Conditions for Accepting a HASP Document from the Contractor*	<input type="checkbox"/>		
Cover Page Requirement*	<input type="checkbox"/>		
Scope of Work*	<input type="checkbox"/>		
Personnel*	<input type="checkbox"/>		
Competent Person Requirements	<input type="checkbox"/>		
Confined Space	<input type="checkbox"/>		<input type="checkbox"/>
Crane & Hoist Safety	<input type="checkbox"/>		<input type="checkbox"/>
Cutting & Welding Safety	<input type="checkbox"/>		<input type="checkbox"/>
Diving Program	<input type="checkbox"/>		<input type="checkbox"/>
Drug and Alcohol, Disciplinary Action	<input type="checkbox"/>		
Emergency Response	<input type="checkbox"/>		
Employee Information & Training	<input type="checkbox"/>		
Excavation & Trenching	<input type="checkbox"/>		<input type="checkbox"/>
Fall Protection	<input type="checkbox"/>		<input type="checkbox"/>
Fire Protection & Prevention	<input type="checkbox"/>		
First Aid	<input type="checkbox"/>		
Hazard Communication	<input type="checkbox"/>		
Hearing Conservation	<input type="checkbox"/>		<input type="checkbox"/>
Housekeeping, Site Conditions	<input type="checkbox"/>		
Infectious Disease Preparedness and Response Policy (IDPR)/COVID-19	<input type="checkbox"/>		
Job Hazard Analysis/Control	<input type="checkbox"/>		
Lockout & Tag Out	<input type="checkbox"/>		<input type="checkbox"/>
Medical Surveillance	<input type="checkbox"/>		<input type="checkbox"/>
Personal Hygiene Facilities and Sanitation	<input type="checkbox"/>		
Protective Clothing & Equipment	<input type="checkbox"/>		
Recordkeeping	<input type="checkbox"/>		
Respiratory Protection	<input type="checkbox"/>		<input type="checkbox"/>
Restricted Zones & Signs	<input type="checkbox"/>		
Scaffolding	<input type="checkbox"/>		<input type="checkbox"/>
Silica Program	<input type="checkbox"/>		<input type="checkbox"/>
Traffic Safety	<input type="checkbox"/>		<input type="checkbox"/>
Waste Management	<input type="checkbox"/>		<input type="checkbox"/>
Working Near Water	<input type="checkbox"/>		<input type="checkbox"/>

# Conditions for Accepting a HASP Document from the Contractor

## PA Requirement

- Responsible Individuals
- Cover Page Requirements
- **Project Scope of Work**
- Stand-Alone Document
  - Site Specific

Reference	Conditions for Accepting a HASP Document from the Contractor
PA Req.	Name, title, and contact information of the individual responsible for <b>developing and submitting contractor's HASP document.</b>
PA Req.	Name, title, and contact information of the individual responsible for <b>managing and maintaining OSHA/Safety records for the contractor's safety program.</b>
PA Req.	All elements in part <b>"B. Cover Page Requirement"</b> must be followed.
PA Req.	According to the scope of work, provide all necessary information including but not limited to part <b>"C. Scope of HASP Review"</b> .
PA Req.	The HASP must be a "stand-alone" document that details all aspects of the tasks and potential hazards associated with the scope of work. The HASP and all HASP related documents must be submitted digitally and contain only site specific and job specific information.

# Cover Page Requirements

## PA Requirement

- Project Information
- Prime Contractor Information
- Emergency Contacts

Reference	Cover Page Requirement
PA Req.	Project Name and Project Number
PA Req.	Name, address, and 24-hour phone number of the Prime Contractor
PA Req.	List of Emergency Contacts' Names and Numbers, including PA Resident Engineer's Office and PA Police/Communications Desk

# Scope of Work \*\*

## PA Requirement

- Table of Contents
- Detailed Scope of Work
- Work Site Location
- Location of HASP Document

Reference	Scope of Work
PA Req.	Table of contents with indexed page numbers
PA Req.	Detailed scope of work identifying all tasks involved in project
PA Req.	Identify work site location within the facility
PA Req.	Location of the HASP written document, where it will be kept for consultation during the project

# Competent Person Requirements

## PA Requirement

- Designated On-Site Competent Person(s)
- Confirm Competent Person(s) Meet Minimum Experience Requirement
- Confirm Competent Person(s) Meet Minimum Training Requirement

Reference	Competent Person Requirements
PA Req.	Provide name and contact information of designated on-site competent person(s) for Prime Contractor and Subcontractor(s)
PA Req.	Provide evidence of minimum 2 years supervisory experience for construction/demolition/alteration projects (signed letter from employer stating competent person's supervisory experience or resume)
PA Req.	Provide evidence of 30-hour OSHA Construction Industry training (copies of OSHA card or certificate of completion)

# Emergency Response

## PA Requirement

- Emergency Response Procedures
- Accident/Incident Reporting Template
- Map to Nearest Hospital
- Evacuation Plan
- PAPD/REO Incident Notification

Reference	Emergency Response
29 CFR 1926.35	Program that details procedures in the event of an emergency, accident, or spill including
29 CFR 1926.65	reporting methods, corrective action, clean-up procedures, and responsibilities of key
29 CFR 1926.50	personnel
PA Req.	Accident/Injury reporting template that records accidents, injuries and near misses
PA Req.	Highlighted map and directions to the nearest hospital
29 CFR 1926.35	Evacuation/Egress plan including muster locations
PA Req.	Include statement indicating that Port Authority Police Department (PAPD) and Resident Engineer Office (REO) immediately be notified in the event of an emergency

# Employee Information and Training

## PA Requirement

- Minimum Training Requirements
- Workers Receive and Maintain Current Specialized Trainings
- Training Records Must be Maintained On-site for Review

Reference	Employee Information & Training
29 CFR 1926.21(b)(2)	Specify the minimum training requirements for this project
PA Req.	Provide statement indicating workers receive and maintain all applicable/required training in accordance with local/state/federal regulations to conduct tasks. Prime Contractor must ensure proof of training is maintained on site and available for review upon request.

# Fall Protection

## PA Requirement

- Fall Protection Program
- Port Authority 6' Fall Protection Policy
- Rescue/Retrieval Procedures

Reference	Fall Protection, if applicable
29 CFR 1926.500-503 29 CFR 1926. Subpart M	Procedures describing site-specific Fall Protection Program
PA Req.	Include statement that any exposure to heights 6 feet or more will require implementation of the fall protection program
PA Req.	Emergency rescue/retrieval procedures

# Infectious Disease Preparedness and Response Policy (IDPR)/COVID 19

- Infectious Disease Preparedness and Response Procedures
- Program Must Meet Current CDC/OSHA Guidelines

Reference	Infectious Disease Preparedness and Response Policy (IDPR)/COVID-19
CDC/OSHA	Provide a plan that describes the procedures in place to prevent and mitigate the spread of infectious disease/COVID-19. The contractor must include a statement saying, “all infectious disease/COVID-19 protocols will be modified as necessary to maintain compliance with CDC and OSHA guidelines.”

# Job Hazard Analysis/Control\*\*

## PA Requirement

- Site-specific Job Hazard Analysis Based on Project's Scope of Work
- Identify Tasks, Hazards, and Controls
- Practical Application of Policy and Procedures

Reference	Job Hazard Analysis/Control
PA Req.	Site-specific hazard assessment describing tasks, hazards, and controls (including PPE) as it relates to the project. The table below can be used as a template.

Task	Hazard	Control

*Task:*

Describe the task(s) that workers will be performing for this project.

*Hazard:*

Describe the hazard(s) that the task(s) may present.

*Control:*

Describe how the hazard(s) would be mitigated.

# Sample

## Job Hazard Analysis for *Minor Project*

JOB HAZARD ANALYSIS			
Project Name: _____		Project Number: _____	
Project Address: _____		Work Task Location/ Floor: _____	
Work or Task Description: Hanging Sheetrock			
Prepared By: _____			
Subcontractor: _____		Subcontractor's Supervisor: _____	
Date for Work in this JHA: _____		Date Prepared: _____	
PPE Required: Safety Shoes, Safety Glasses, Leather work gloves, N95/KN95 Face masks			
Task #	JOB TASKS	POTENTIAL HAZARDS	CONTROLS/ PROCEDURES
1	Hanging sheetrock from baker scaffold	Falling from baker scaffold	Baker scaffold will be set up per manufacturer directions. A Competent person will evaluate scaffold set-up and inspect prior to use. Men working on scaffold will have 4 hr scaffold user card and ensure wheels are locked and set prior to accessing scaffold.
		Falling from ladders	Only type 1 A ladders will be used All workers will be trained on safe ladder use Ladder use will be addressed in pre-shift meetings
2	Screwing off/installing drywall	Cuts to the hand/handling material	Safety gloves will be used while performing work
		Dust in eyes/flying dust particles	Safety glasses will be work to protect eyes while cutting sheetrock. Hepa Vacs with hepa filters will be used for sanding operations.
3	Zip routing holes and drywall sanding	Drywall dust can irritate breathing passages and lungs/Silica exposure	N95/KN95 masks will be worn at all times in addition to hepa vaccums with hepa filters
4	Transporting/Lifting sheets of drywall.	Back strains or other soft-tissue injuries	All materials will be delivered to the appropriate areas/levels by subcontractor. A-Frames will be used to transport materials. Men will work in teams when heavy lifting is required.

# Sample

## Job Hazard Analysis for Major Project

JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS
Saw Cutting Concrete	Falling/Flying Debris	<ol style="list-style-type: none"> <li>1. Ensure work area is clear of other workers.</li> <li>2. User shall wear a hard hat, eye protection, a face shield, heavy duty gloves, and ear plugs.</li> <li>3. Operators shall be trained in the proper use of this tool.</li> </ol>
	Harmful Dust (Silica)	<ol style="list-style-type: none"> <li>4. Use dust-free power tools that are equipped with a vacuum, use watering to keep down the dust, and have dust masks available for workers who might request them.</li> <li>5. Alert other trades working downwind from your operation and, if possible, try to complete your operation when it will impact as few workers as possible.</li> </ol>
	Tool Malfunction	<ol style="list-style-type: none"> <li>6. Inspect and test saw prior to use.</li> <li>7. Make sure all manufacturer's protective devices (guards) are in place and operational.</li> </ol>
	Electric Shock	<ol style="list-style-type: none"> <li>8. Electric saws should be approved, double-insulated. If not, it should be properly grounded and plugged into a GFCI-protected outlet.</li> <li>9. Cords should not lie in water.</li> </ol>

JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS
MOBILIZE EQUIPMENT	Surface Encumbrances <ul style="list-style-type: none"> <li>• Struck By (Equipment)</li> <li>• Backed Over</li> </ul>	<ol style="list-style-type: none"> <li>1. All surface encumbrances shall be moved or supported, as needed, to safeguard employees.</li> <li>2. Workers shall wear hard hats, high-visibility safety vests, and safety glasses.</li> <li>3. Equipment operators shall use a spotter when they have an obstructed view to the rear.</li> <li>4. All non-essential workers shall remain outside of the equipment's swing radius and the excavation zone.</li> <li>5. Essential personnel will remain in a location where they can be seen by the operator at all times.</li> <li>6. All equipment shall have operational back-up alarms</li> </ol>
LOCATE UTILITIES	<ul style="list-style-type: none"> <li>• Utility Damage</li> </ul>	<ol style="list-style-type: none"> <li>1. All underground utilities that may be encountered during the excavation must be located and marked prior to breaking ground.</li> <li>2. While the excavation is open, underground utilities shall be protected, supported, or removed as necessary to protect employees.</li> </ol>

JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS
Excavation & Trenching	<ul style="list-style-type: none"> <li>• Cave In</li> <li>• Struck By</li> <li>• Electrocution</li> <li>• Toxic Atmosphere</li> </ul>	<ol style="list-style-type: none"> <li>1. Spoil piles will be placed a minimum of 2 feet away from the edge of the excavation/trench.</li> <li>2. All excavations shall be properly sloped, benched, or shielded. The Competent Person on site will determine which method to use.</li> <li>3. Stairways, ladders, or ramps shall be located in excavations or trenches that are more than 4 feet in depth. They shall be placed such that no worker is required to travel more than 25 feet laterally for access.</li> <li>4. Ladders shall be secured and extend 3 feet above the point of access.</li> <li>5. Metal ladders may not be used where they may contact electrical lines.</li> <li>6. No worker is allowed beneath loads handled by lifting or digging equipment.</li> <li>7. A warning system shall be used to delineate the edge of the excavation if an operator cannot see the edge of the excavation from the cab of his machine.</li> <li>8. All excavations shall be inspected daily by the Competent Person.</li> <li>9. Workers shall not enter excavations where water has accumulated.</li> <li>10. The atmosphere shall be tested before workers enter an excavation or trench if a hazardous atmosphere exists or could reasonably be expected to exist. Typical excavations include, but may not be limited to, excavations in landfill areas or excavations in areas where hazardous substances are stored nearby.</li> <li>11. An emergency rescue plan should be in place before work begins inside an excavation.</li> </ol>

JOB STEPS	HAZARDS	ACTIONS TO ELIMINATE OR MINIMIZE HAZARDS
REBAR INSTALLATION	<ul style="list-style-type: none"> <li>• Struck By (Hot Metal)</li> <li>• Cuts/Lacerations</li> <li>• Mill scale</li> <li>• Sharp/Sheared Tire Wire Ends</li> <li>• Trips/Falls</li> <li>• Impalement Hazard</li> <li>• Overhead Power Lines</li> </ul>	<ol style="list-style-type: none"> <li>1. Workers cutting rebar will wear face shields, gloves, hearing protection, and hard hats.</li> <li>2. Grinder guards must be in place and fully operational prior to use.</li> <li>3. Lathers will wear safety glasses, gloves, and hard hats.</li> <li>4. Construction debris will be removed on a daily basis.</li> <li>5. All rebar ends shall be capped to protect workers from impalement/laceration hazards.</li> <li>6. If possible, stack rebar in a location that is free from overhead power lines. If this is not possible, rebar will be moved forward and away from the power lines before being lifted.</li> </ol>
PLACING CONCRETE	<ul style="list-style-type: none"> <li>• Redi Mix Truck Placement</li> <li>• Struck By/Caught Between (Equipment)</li> <li>• Hand Injuries</li> <li>• Eye Injuries</li> <li>• Concrete Burns</li> </ul>	<ol style="list-style-type: none"> <li>1. Use qualified flagmen to ensure a clear path to the work zone.</li> <li>2. The redi mix truck will have an operational back-up alarm.</li> <li>3. Only the truck's operator will place the chute and run the mixer.</li> <li>4. Wear safety glasses when working with wet concrete.</li> <li>5. Wear impervious gloves when working with wet concrete.</li> <li>6. Wash off any excess concrete from your skin as soon as possible.</li> </ol>

## Summary – How do we all work together to utilize and enforce HASP?

- Owners must buy in
- Workers – Superintendent down to laborer must buy in
- PA Inspectors must enforce and emulate
- Meetings – preconstruction, toolbox, After Action Reviews
- Work Stoppages
- “A Hazard Ignored is an Accident Postponed; A Hazard Eliminated is an Accident Prevented.”

# HASP SUBMITTALS

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Julija Shull, Manager, Document Control

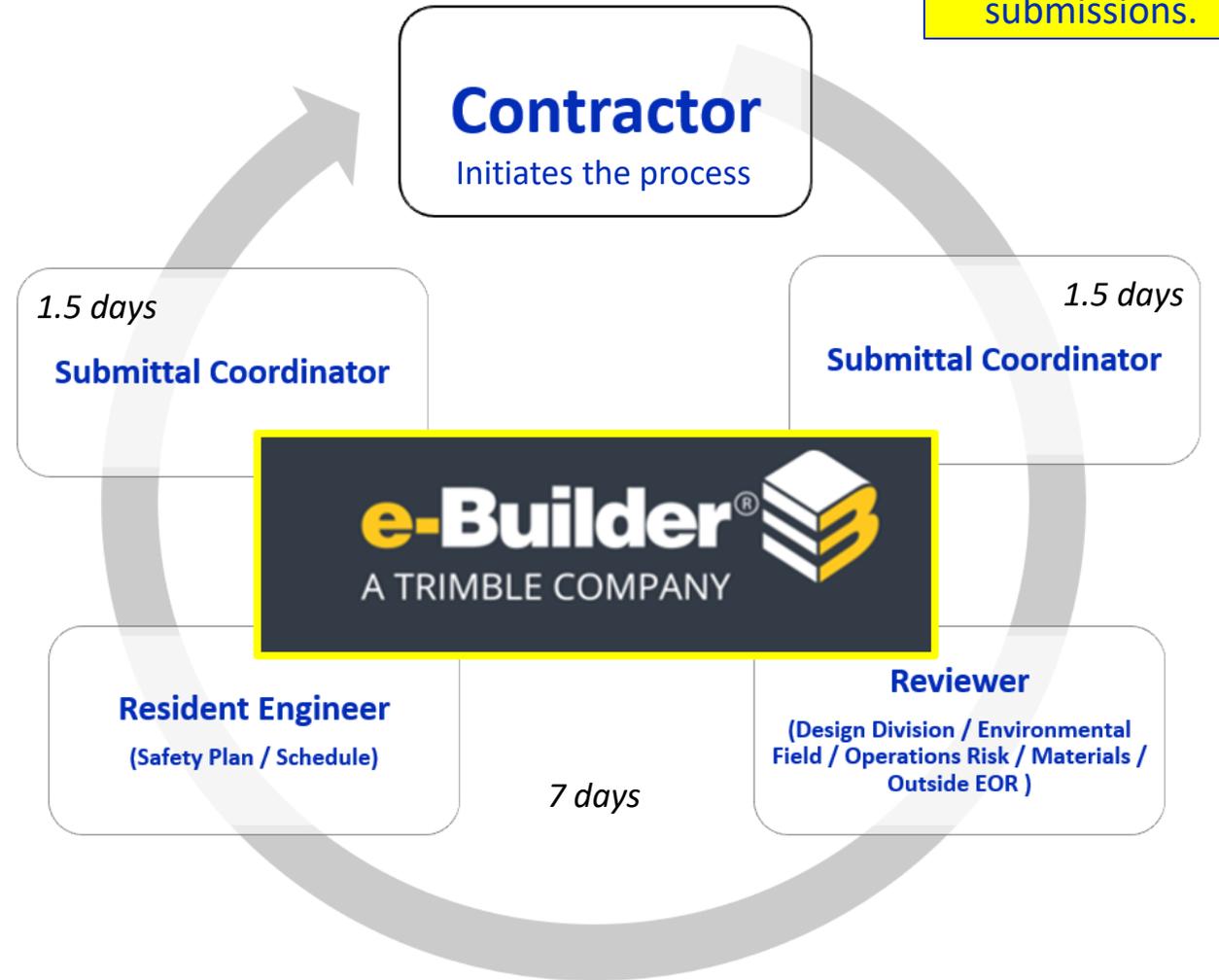
# What are construction submittals?

- Contract book
  - ✓ Appendix A
  - ✓ Division 1
- Specs issued as part of NTP for WO jobs
- HASP (15 days acceptance of bid)
- Submittal Schedule (30 days after award)
- *Submittal Process - Guidelines for Contractor and HASP Checklist* provided to the contractor during the Preconstruction Meeting

CATEGORY NAMES		EXAMPLES
A	Shop Drawings	Shop drawings that are required, including wiring diagram
B	Catalog Cuts	Manufacturers Product Information
C	Samples	Material samples, mock-ups, materials lists
D	Product Data	UL Listing Documents, Manufacturer/sSupplier information and specifications, source data
E	Certificates	Material certifications, compliance certifications
F	Manufacturer Test Reports	Reports such as Lab reports, test reports, equipment reading from the manufacturer
G	Construction and Installation Procedures	Plans and Procedures: Construction Procedure plans, Preparations, method of applications, placement of material
H	Calculations	Concrete mix, structural supports, electrical calculations, etc.
I	Manuals, Warranties/Guarantees	Maintenance instructions, operating instructions Warranties and Guarantees
J	Schedules	Name, Phone numbers, etc.
K	Qualification	Manufacturers/Suppliers/Contractor qualification requirements/experience
L	Quality Assurance-Quality Control	QC Charts and Plans
M	Record Documents	As-Built documentation
N	Spare Parts List	Listing of items or materials to be furnished to the Authority
O	Inspection Reports	Reports such as concrete test results, site inspection tests
P	Contact Information	Name, address of entities performing work
Q	Training	Curriculum
S	Information	Meeting Agendas, Meeting minutes, HASP
T	Permits	Permits required to perform work
U	Maintenance Agreements	Maintenance Agreements

# One Submittal Cycle

- PANYNJ uses e-Builder Project Management software to track the status of submittals provided by the Contractor.
- In order to facilitate this electronic tracking, the Contractor will be provided access to the PANYNJ e-Builder Enterprise account at no cost to the Contractor.



# HASP Contractual Requirements

- Within 15 days of the acceptance of his Bid, the Contractor shall submit to the Engineer for review, the Contractor's Site Safety Program.
- HASP shall be specific for the construction site and include a description of the Work to be performed, a hazard assessment of the work to be performed and the means by which such hazards shall be mitigated.
- If the Contractor's Site Safety Program submission is returned to the Contractor with a status of "**Reviewed - Resubmit**", the Contractor shall revise the Site Safety Program in accordance with the Engineer's comments **within 7 calendar days** after receipt of Engineer's comments. Until the review status of the Site Safety Program is indicated as "**Reviewed**" by the Engineer, the Contractor shall continue to address the comments and resubmit within the same time frame.

# How submittals are numbered

Submittal Item List Hide Filter Row Height: 1X Down

#	C_CP	Submittal # <span>?</span>	Status	Spec Division	Spec Section	Category	Section#	Subsection#	Revision#	Description
Filter	Filter <span>▼</span>	Filter	Filter <span>▼</span>	Filter <span>▼</span>	Filter <span>▼</span>	Filter <span>▼</span>	Filter <span>▼</span>	Filter <span>▼</span>	Filter <span>▼</span>	Filter
1	No	<u>999999S0001R001</u>	NEW	Division 99 - Miscellan...	999999 MISCEL...	S-Information	0001		R001	HASP

- Submissions requiring monthly reviews (schedules, blood work etc.) shall be submitted as a **new** submittal every month (use next section or subsection), not as a submittal revision.

Example: [99999J0001 R000 – September Schedule](#)

[99999J0002 R000 – October Schedule](#) or

[99999J0002001 R000 – October Schedule update 10.15.2020](#)

- On Work Order and Task Order projects, typically one HASP under umbrella project, but might need to submit for individual WO/TO to be site specific.

# Questions



# Thank You!

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