

**MIAMI-DADE COUNTY AVIATION DEPARTMENT
PROJECT PROCEDURES
CONSTRUCTION INSPECTION SERVICES**

TITLE: PROJECT SAFETY PERFORMANCE MONITORING

NO. CISC 23

REV. 1

DATE: 8/02

1.0 PURPOSE

To define the responsibility of the CISC with regard to monitoring the Contractor's project safety performance.

2.0 SCOPE

Safety on the project is the prime responsibility of the Contractor and its sub-contractors and suppliers. OSHA requires the Contractor to have a Project Safety Plan/Program. During the progress of the Project, the CISC shall monitor the Contractor's compliance with the safety requirements of the Contract Documents as well as the Contractor's own Project Safety Plan/Program.

3.0 INSTRUCTIONS

3.1 At the Pre-Construction Meeting or ten (10) days prior to Notice to Proceed, whichever is earlier, the CISC shall request and obtain from the Contractor a copy of the Contractor's written Project Safety Plan/Program for the project file. The CISC shall become familiar with the project Safety Plan/Program, as this will serve as the primary benchmark against which the CISC will monitor the Contractor's safety performance. Upon receipt of the document, the CISC will transmit a copy to the PM for the project file.

3.2 The CISC shall request from the Contractor the name(s) of the Competent Person(s) for all shifts of the project. A file on the named Competent Person(s) shall be maintained by the CISC and updated as the Competent Person(s) changes. At each Weekly Construction Coordination Meeting the CISC shall verify the name of the Contractor's Competent Person on site at all times.

3.3 The CISC shall create a project safety file to be maintained at the CISC's office. This file shall include, but not be limited to, the following:

- Contractor's Safety Plan/Program
- Safety phasing plans

- Project safety non-compliance notices
- General safety correspondence to the Contractor
- Accident investigation and related project photographs
- Hot Work Permits
- Material Safety Data Sheets (MSDS's)
- Maintenance of Traffic (MOT) plans
- Contractor's toolbox safety meetings reports
- Heavy equipment (i.e. cranes, backhoes, etc.) inspection reports
- Hurricane Preparedness Plan
- Lost-time statistical data
- Contractor safety performance monitoring reports
- Safety correspondence to the PM
- Contractor self-inspection reports
- Florida Trench Safety reports

3.4 While performing daily inspections of the Contractor's work performance, the CISC shall also monitor the Contractor's safety performance relative to the requirements of the Contract Documents, the Contractor's self-inspection reports and Safety Plan/Program, as well as the MOT plans.

3.4.1 Where observed conditions or actions appear to be either contrary to or in conflict with the Contractor's Project Safety Plan/Program the Contractor Competent Person will be given an oral notice, which will be documented with an entry in the Daily Construction Report. The CISC shall also make an entry on the Safety Observation Report (Facilities Division Form FD5-134).

3.4.2 In the event of a condition or action that appears to pose an immediate threat of death or serious injury, the CISC shall immediately alert the Contractor. If the Contractor is not in the immediate vicinity of the work that is posing the threat, the CISC shall alert any Contractor supervisor in the immediate vicinity. If there is no supervisor, the CISC can alert the worker(s) who is threatened and temporarily stop the work until the Contractor is located and notified. The situation giving rise to the life-threatening situation, the CISC's actions, and the Contractor's actions shall be documented in the Daily Construction Report and the Resident Engineer's Diary.

3.4.3 Whenever there is an entry in the Daily Construction Report regarding a safety issue, besides the usual distribution (see Procedure No. CIS-18), a copy shall be forwarded to MDAD Risk Management.

3.5 The CISC shall periodically audit the Contractor's file for compliance with its Hazard Communication Standard. The CISC shall also inspect for required Material Safety Data Sheets for materials to be used or incorporated into the work.

- 3.6 In the event of a pending hurricane, the CISC shall monitor the Contractor's compliance in securing the work site in accordance with MDAD guidelines, the Contract Documents and the Contractor's own hurricane preparedness plan.
- 3.7 The CISC shall periodically attend the Contractor's weekly safety toolbox meetings to monitor their conduct in accordance with the Safety Plan/Program requirements.
- 3.7.1 The CISC shall obtain the agenda, attendance roster, and report from each weekly toolbox meeting (whether or not the CISC attended the meeting) and maintain in a toolbox meeting file in the CISC's on-site office.
- 3.8 The Contract Documents require the Contractor to obtain a Hot Work Permit whenever there is any operation involving open flames or producing heat and/or sparks. The CISC shall notify the Contractor at the Pre-Construction Meeting that a copy of the approved Hot Work Permit must be filed with the CISC prior to commencing any such work. The CISC shall maintain a file of the Hot Work Permits and provide a copy to the PM. The CISC shall monitor the use of the permit and report any discrepancies regarding established hot work permitting procedures to the PM.
- 3.9 Should an injury occur on the job, upon learning of such an injury, the CISC shall determine whether the Contractor has been notified. As soon as the CISC has confirmed that the Contractor has been notified of the injury accident, the CISC shall notify the PM and either MDAD Airside Operations or Landside Operations as applicable.
- 3.9.1 The CISC shall request a copy of the State of Florida "Notice of Injury" Report (Form 18032/189) that is required by State law to be completed by the Contractor in the event of a injury accident. The CISC will transmit a copy of the completed report form to the PM and to MDAD Risk Management.
- 3.9.2 The CISC shall take pictures of the accident scene and retain them in the project safety files.
- 3.9.3 The CISC shall maintain a Project Safety Performance Report (Facilities Division Form FD5-131) summarizing the safety performance and injury accidents on the project. Data sources for this report include:
- Certified payroll report
 - First Notice of Injury Report
 - The Contractor
 - Toolbox meeting reports

On or before the 15th of each month, the CISC shall transmit a copy of this report to the PM.

3.10 The CISC shall include in the agenda for the Weekly Construction Coordination Meeting any safety issues, including but not limited to:

- Observations of non-compliance with the Project Safety Plan/Program or a job site accident or incident;
- Updates on Project safety;
- Outstanding safety issues not resolved by the Contractor; and
- Report on the progress of the toolbox meetings

4.0 REFERENCES

Miami-Dade Aviation Department – Construction Inspection Services Project Procedure Manual, Procedures Nos. CIS-18, and CIS-20.

Miami-Dade Aviation Department - Construction Contracts General and Legal Provisions and Division 1 for Facilities Projects

Applicable OSHA standards and requirements

5.0 ASSOCIATED FORMS

Facilities Division Form FD5-131, Project Safety Performance Report

Facilities Division Form FD5-134, Safety Observation Report

Facilities Division Form FD5-165, Daily Construction Report

State of Florida “Notice of Injury” Report (Form 18032/189) – Not included in the CIS Manual