

Construction Project Management Environmental, Health & Safety Requirements

1.0 Purpose

The purpose of this document is to describe the process and requirements for managing all Development Authority of the North Country (Authority) construction projects in accordance with environmental, health and safety (EH&S) requirements. This process was developed to ensure that all projects are reviewed for potential EH&S issues early on in the development of the scope of work to identify potential compliance and safety issues. By following this process EH&S considerations will be incorporated into the construction projects prior to the start of work. This document informs interested persons, including employees, that our facility has developed a procedure to transmit safety and environmental information from the company to contractors and their workers and from contractors to this company. This procedure standardizes information transfer to ensure that all concerned have the information they need to work safely and to minimize impacts to the environment.

2.0 Scope

This document is intended to be used as a Job Aid for Authority personnel that are overseeing construction projects. The worksheets, safe work practices, safety and environmental rules and policies contained in this document are **not** all inclusive. The Authority expects all contractors, subcontractors and their employees to strictly follow all safety standards as outlined in OSHA 29 CFR 1926 for the construction industry and all applicable environmental requirements. In addition, other federal, state and local laws may apply to which the contractor will be held accountable.

3.0 Definitions

3.1 Construction Contractor/Subcontractor

For purposes of this procedure, "Construction Contractor" means work for construction, alteration, and/or repairs, including painting and decorating by independent person(s) or agencies not affiliated with the Authority.

3.2 Construction Project

Construction projects are defined as any project that involves either internal or external activities related to the renovation, rehabilitation or building of new facilities or infrastructure, regardless of the dollar value of the project.

3.3 Project Manager

For purposes of this procedure, the Project Manager (PM) is defined as an Authority employee that is responsible for overseeing the project. The project manager is responsible for communicating all safety, health, and environmental issues to the contractor or contractor's designated safety representative. If the project is being performed by Authority staff than the same requirements apply. The PM will have a copy of this work document, be thoroughly familiar with its contents, and with the safety, health, and environmental aspects of the work, or know who to call to obtain this information. The

PM is responsible for ensuring that all responsibilities outlined in this procedure are carried out.

All Authority projects will be assigned to an internal employee to manage and oversee. This employee will be referred to as the Project Manager (PM). The PM is responsible for reviewing the scope of work and evaluating potential environmental, health and safety impacts in accordance with the Environmental & Safety Assessment Form including in Section 5 of this document. The PM is encouraged to consult with internal or external experts if they are uncertain how the impending project will affect various EH&S matters. The Division Manager is responsible for reviewing the E&S Assessment Form for thoroughness and ensuring that an appropriate project plan has been developed.

3.4 Division Manager

The Division Manager where the work will be performed is responsible for reviewing the ESAF for thoroughness and ensuring that an appropriate project plan has been developed. They are also responsible for ensuring that the PM completes the necessary oversight of the project through closeout.

3.5 Engineering Manager

The Engineering Manager, serving as the Authority's environmental compliance and safety specialist will review all ESAFs and Project Plans in conjunction with any related bid documents.

4.0 Process Overview

4.1 Environmental & Safety Assessment (Prior to Bid)

Once the scope of work for the project is developed, the PM is responsible for completing the ESAF (Form 1). To complete this form, the PM will require an in depth knowledge of the project scope and standard construction practices. Although some means and methods may not be known until the contract is bid, the PM should use their judgment to complete the checklist in advance of finalizing contract documents. This is necessary because some elements of the ESAF may need to be incorporated into the bid documents. For example, if a project requires confined space entry, asbestos abatement, removal of petroleum bulk storage tanks, or other specific safety or environmental related work, then the bid documents should identify these requirements up front. Submittal of safety plans and training certificates may be required as part of the contractor's bid or notification to regulatory agencies may be necessary prior to certain task being completed by the contractor. The results of the ESA will be incorporated into a Project Plan that will document how the affected EH&S issues will be addressed and managed during the project.

4.2 Evaluation of Contractor (Prior to Award)

Projects that involve EH&S related work should consider the qualifications of the contractors performing the work. As stated in section 3.1 it is preferable

to identify specific safety requirements up front in bid documents and require that contracts supply this information as part of their bid to ensure they meet our minimum requirements for qualification.

4.3 Review with Contractor (Prior to Notice to Proceed)

After the contract is awarded and prior to the start of any construction activities, the PM will conduct a pre-construction meeting/walkthrough and document results on Form 2. Form 3 and Form 4 will be reviewed with the contractor and a copy maintained on file.

4.3.1 The pre-construction meeting” with the contractor or Authority personnel completing the project is intended to review the project and communicate safety and environmental related matters such as:

- Site specific safety and environmental rules and procedures
- Project specific safety and environmental requirements (from Project Plan)

4.3.2 The site specific walkthrough with the contractor or Authority personnel completing the project is intended to communicate:

- Safety and health hazards
- Environmental concerns and policies
- Emergency communication protocol
- Location of nearest exit (if applicable)
- Directions to the employee emergency evacuation rally point
- Location of fire extinguishers (if applicable)
- Location of the nearest alarm boxes (if applicable)
- Location of the nearest eyewash/safety shower station
- Specific personal protective equipment requirements
- Anticipating the possible safety hazards created by:
 - Excavations, trenching
 - Material handling and storage
 - High energy sources such as overhead power lines, natural gas lines and steam
 - Other project related work

4.3.3 The PM will ensure that all affected employees at the Authority have received training and/or communications on hazards to which they may be exposed by a contractor’s work activities. Suggested methods of communication and training include: 1) providing necessary information to supervisors for the purpose of training or communicating with affected employees concerning new hazardous chemicals, (MSDS) or specific hazards introduced by the contractors presence; and/or 2) placement of warning signs and or access barriers to the work site.

4.4 In Construction Tasks

On a periodic basis the PM will:

- Review safety requirements with the contractor or the contractor’s designated safety representative.
- Tour the project site and observe safety protocol. Determine if the contractor or

internal personnel are following Authority environmental and safety requirements?

Some possible things to look for include:

- ✓ Is the job site barricaded to protect personnel from the dangers of the construction site?
- ✓ Is equipment properly locked out?
- ✓ Are contractors wearing necessary protective equipment (i.e., safety shoes, safety glasses, hearing protection)?
- ✓ Do contractors know what to do in case of emergency?
- ✓ Are hot work permits being followed, if applicable?
- ✓ If work overhead is being performed, are hard hats being worn and is the area barricaded to prevent employees from entering work space below?
- ✓ Are gas cylinders properly stored?
- ✓ Are all chemicals stored properly (labeled no leaks or spills)?

- Direct contractor or Authority personnel to immediately correct any unsafe conditions observed.
- Keep the Division Manager informed of any injuries, incidents, or other safety relate activity during the project; as well as any spills, releases, or potentially hazardous waste generation.

4.5 Project Closure

At the conclusion of the project, the PM will complete a “Project Closure Assessment” (Form 5).

5.0 Authorization to Stop Work

The PM is authorized to remove the contractor and/or contractor employees from a job at any time if not satisfied or concerned with their safety or environmental performance. The PM will notify the Contractor of any unsafe condition(s) observed during inspections and/or audits. If the Contractor’s supervisor cannot be found, and the unsafe condition is of urgent matter, the PM is authorized to stop all work-related activities.

6.0 Documentation Change History

Rev.#	Description of Change	Date of Revision
0	Document Created	4/11/05
1	Added Contractor Accident Form	7/29/05
2	Overall rewrite	2/10/10
3	Minor edits from management comments	3/18/10
4	Edited OSHA References	5/10/10

Form 1
Environmental & Safety Assessment Form

Name of Project: _____ DANC Project Mgr: _____

Yes/ No	Category	Reference
<input type="checkbox"/> Y <input type="checkbox"/> N	Will high or low frequency noises from hammering, abrasive cutting or blasting occur?	29 CFR 1926.52
<input type="checkbox"/> Y <input type="checkbox"/> N	Is hot work involved with this contract (welding, cutting, grinding)?	29 CFR 1926 Subpart J
<input type="checkbox"/> Y <input type="checkbox"/> N	Will hazardous chemicals or materials be used during project?	29 CFR 1926.65
<input type="checkbox"/> Y <input type="checkbox"/> N	Will any hazardous waste products be generated?	29 CFR 1926.65
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work generate gases, vapors, fumes, dusts, and/or mists in construction area?	29 CFR 1926.55
<input type="checkbox"/> Y <input type="checkbox"/> N	Will project require storing flammable and/or combustible liquids on site? Storage of flammable & combustible liquids on site	29 CFR 1926.152
<input type="checkbox"/> Y <input type="checkbox"/> N	Will project require acid?	29 CFR 1926.65
<input type="checkbox"/> Y <input type="checkbox"/> N	Will project involve storing materials on site that would require stacking and or storage?	29 CFR 1926.250
<input type="checkbox"/> Y <input type="checkbox"/> N	Will the use of rigging equipment (chains, hooks, slings, and cables) be required; and will cranes or overhead hoisting equipment be used?	29 CFR 1926.251
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work generate solid waste materials (scrap steel, lumber, rubbish)?	29 CFR 1926.252
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work involve welding?	29 CFR 1926 Subpart J
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work be near high voltage electrical systems etc.?	29 CFR 1926.407
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work require locking and tagging of circuits?	29 CFR 1926.417
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work involve use of acid batteries & or battery charging?	29 CFR 1926.441
<input type="checkbox"/> Y <input type="checkbox"/> N	Will project require work from scaffolds or other elevated work platforms?	29 CFR 1926 Subpart L
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work require the use of aerial lifts?	29 CFR 1926.453
<input type="checkbox"/> Y <input type="checkbox"/> N	Will workers to be exposed to a fall greater than 6'?	29 CFR 1926.502
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work occur on a flat or pitched roof?	29 CFR 1926 Subpart M
<input type="checkbox"/> Y <input type="checkbox"/> N	Will pile driving equipment be used?	29 CFR 1926.603
<input type="checkbox"/> Y <input type="checkbox"/> N	Will this project require excavation?	29 CFR 1926 Subpart P
<input type="checkbox"/> Y <input type="checkbox"/> N	Will this project require the pouring of concrete; precast concrete or lift slab operations??	29 CFR 1926 Subpart Q
<input type="checkbox"/> Y <input type="checkbox"/> N	Will the project Involve structural steel assembly operations?	29 CFR 1926.754

<input type="checkbox"/> Y <input type="checkbox"/> N	Will this project involve underground construction?	29 CFR 1926.800
<input type="checkbox"/> Y <input type="checkbox"/> N	Will the project involve demolition of stairs, passageways, ladders	29 CFR 1926.851
<input type="checkbox"/> Y <input type="checkbox"/> N	Will the project involve the removal of walls, masonry, etc.?	29 CFR 1926.854
<input type="checkbox"/> Y <input type="checkbox"/> N	Will blasting and/or the use of explosives occur?	29 CFR 1926 Subpart U
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work occur around power transmission and distributions systems?	29 CFR 1926 Subpart V
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work require the use of heavy material handling equipment, scrapers, loaders, dozers, graders?	29 CFR 1926.1001
<input type="checkbox"/> Y <input type="checkbox"/> N	Will work involve asbestos handling?	29 CFR 1926.1101
<input type="checkbox"/> Y <input type="checkbox"/> N	Will confined space entry be performed during this project?	29 CFR 1910.146
<input type="checkbox"/> Y <input type="checkbox"/> N	Could project impact storm water quality or wastewater quality (i.e., a permitted outfall)?	SPDES Permit(s)
<input type="checkbox"/> Y <input type="checkbox"/> N	Will project involve Petroleum Bulk Storage Tanks?	6 NYCRR 612-614/ SPCC Plan(s)
<input type="checkbox"/> Y <input type="checkbox"/> N	Will project involve Chemical Bulk Storage Tanks?	6 NYCRR 598-599
<input type="checkbox"/> Y <input type="checkbox"/> N	Will project involve the gaseous chlorine system at Warneck Pump Station?	29 CFR 1910.119/ 40 CFR Part 68
<input type="checkbox"/> Y <input type="checkbox"/> N	Will any environmental plans require updating as a result of this project (i.e., new PBS tanks, SPCC, EMP, etc.)?	General EPA/NYSDEC
<input type="checkbox"/> Y <input type="checkbox"/> N	Will any safety plans require updating as a result of this project (i.e., new confined spaces added, etc.)?	General OSHA/ PESH
<input type="checkbox"/> Y <input type="checkbox"/> N	Will this project change or add to an air emissions source?	Title V Air Permit
<input type="checkbox"/> Y <input type="checkbox"/> N	Will this project involve work in wetlands or buffer zone area?	Wetlands Permit
<input type="checkbox"/> Y <input type="checkbox"/> N	Will this project require SEQR or NEPA (consult w/ an environmental professional if you are unsure)?	40 CFR 1501.6

The DANC Project Manager will identify the affected safety and environmental issues identified above and describe how these items will be addressed during the project to ensure compliance. This document will be referred to as the “Safety & Environmental Project Plan” and will be attached to this checklist.

PRE-BID CHECKLIST COMPLETED BY: _____ DATE: _____

DIVISION MANAGER REVIEW: _____ DATE: _____

ENGINEERING MANAGER REVIEW: _____ DATE: _____

Form 3

Development Authority of the North Country Contractor Rules & Responsibilities

1.0 Contractor's Responsibilities

Contract employees must perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, such as confined space entry and non-routine repair activities, their work must be controlled. This document is intended to provide supplemental information to contractors working on Authority premises. All contractors are responsible for following all applicable federal, state and local safety protocol.

Prior to beginning work, all contractors working at the Authority facilities are expected to:

- Assure that their employees are trained in the work practices necessary to safely perform the job.
- Instruct employees in the potential fire, explosion, or toxic release hazards associated with this contract.
- Assure the employee knows the applicable provisions of the emergency action plan for medical emergencies, fire, chemical spills, and evacuation.
- Inform employees of applicable safety rules of this facility, particularly those implemented to control the hazards of the contracted process during operations such as Lockout/Tagout, Welding Permits, Confined Space Entry, and Fall Protection.
- Require that all sub-contractors abide by the same rules to which this section binds the contractor.
- Inform employees of applicable environmental rules of the facility to ensure minimal impact on the environment.

2.0 General DANC Safety & Environmental Rules

Contractors will follow all applicable safety regulations including but not limited to the following General Authority Safety & Environmental Rules:

- Have a designated site safety representative present and attentive to work crew activities.
- Establish the necessary safe practices to permit safe working conditions for Authority employees and property. (This includes, but is not limited to: barricading, sign posting, and fire watches.)
- Provide employees with medical care and first aid treatment. Authority first aid facilities may be used only in case of emergencies.
- Provide all tools and equipment for the work, including personal protective equipment (PPE).
- Maintain good housekeeping at the work site.
- Follow specific instructions supplied by this company should emergency alarms be activated.
- Notify the Authority Project Manager immediately of any OSHA recordable injury or illness to contractor employees or sub-contractor employees.
- Follow the Authority's written safety policies and procedures specific to the work being performed.

- Use of any Authority owned vehicle is prohibited unless prior approval is granted (fork truck, aerial lifts etc.).
- Use of compressed air for blowing off clothing, hair, face, or hands is strictly forbidden.
- All containers and chemicals not in their original container must be identified with a HMIS label.
- All drop cords, hoses, welding leads, etc., must be elevated to a minimum of seven (7) feet above all pedestrian traffic areas or secured to avoid tripping hazards.
- Ground fault circuit interrupters must be used on all electrical equipment used in confined space entries, and in "wet" environments.
- Authorized work permits MUST be obtained prior to doing the following:
 - Cutting/burning/welding or use of sparking tools
 - Entry of a confined space
 - Materials must be secured and properly stored.
 - Immediately clean spills and mark any wet or slippery walking or working surfaces.
 - Clean work areas of all excess work materials, equipment, and debris on a daily basis.
 - Arrange work materials and equipment as to not block aisles, electrical panels or emergency equipment or exits.
 - Compressed gas cylinders must be secured, tagged, and have protective caps in place when not in use.
 - Ensure that OSHA equipment inspections and inspection reports are maintained.
 - Follow the DANC environmental policies and procedures specific to the work being performed as follows:
 - Avoid discharge of any chemical to plant process or storm drains without prior approval by the Project Coordinator.
 - Notify the Project Coordinator immediately of any spills or releases to the environment.
 - Follow the conditions specified in environmental permits, if required.
 - Handle hazardous waste in accordance with RCRA regulations.
 - Qualified DANC employees may provide emergency first aid treatment under the Good Samaritan Act in life threatening situations.

3.0 Record Keeping Requirements

The contractor is expected to:

- Keep records of all training done with contract workers and all documentation provided to the contracting company regarding such training.
- Have on file the emergency response procedures outlined in this document.
- Provide copies of all material safety data sheets (MSDS) or other required information about chemicals relevant to the work on-site prior to beginning work.
- Keep an OSHA recordable injury and illness log for the project, as well as copies of accident reports on all accidents that occur in the course of the project.

I have completely read this document and have a clear understanding of the requirements established for each of the following elements of this plan:

- Contractor Responsibilities
- General Safety & Environmental Rules
- Record Keeping Requirements

I also understand that I am responsible for following all applicable federal, state and local safety protocol and that the Development Authority of the North Country assumes no liability or responsibility for contractor safety.

Failure to comply with these safety and environmental policies or procedures may result in the immediate disqualification of the present contract and any future contracts with this facility.

Contractor Supervisor

Name (printed): _____ Signature: _____
Date: _____

Contract Employees Working on DANC Project

Name (print)	Name (signature)

Authority Project Manager Signature: _____

Date: _____

Form 4
Contractor Accident Reporting Form

*THIS FORM MUST BE COMPLETED AND RETURNED TO AUTHORITY PROJECT MANAGER
WITHIN 24 HOURS OF ACCIDENT AND IS REQUIRED FOR ANY ACCIDENT INVOLVING A
CUSTOMER, VENDOR, OR VISITOR.*

DATE OF ACCIDENT: _____ TIME OF ACCIDENT: _____

LOCATION OF ACCIDENT: SWMF (LANDFILL) WATER/SEWER OATN FACILITY
 STATE OFFICE BUILDING

SPECIFIC AREA WHERE ACCIDENT
OCCURRED: _____

TYPE OF ACCIDENT: VEHICLE NON-VEHICLE

DAMAGE INVOLVED? PROPERTY PERSONAL INJURY

PERSON(S) INVOLVED IN
ACCIDENT: _____

DESCRIPTION OF THE ACCIDENT: _____

IF APPLICABLE, BRIEFLY DESCRIBE ROAD AND WHETHER CONDITIONS AT TIME OF
ACCIDENT:

CONTRACTOR/VENDOR/VISITOR'S STATEMENT:

SIGNATURE: _____ DATE: _____

DANC PROJECT MANAGER'S COMMENTS:

SIGNATURE: _____ DATE: _____

DIVISION MANAGER'S SIGNATURE: _____ DATE: _____

Form 5 Project Closure Form

Prior to closing out the project, the Project Coordinator will complete a Post-Project Closure Assessment on equipment, facilities or processes installed as follows:

ITEM	O.K. or N/A (initials/date)	COMMENTS
1. Facility		
1.1 Exits labeled and accessible		
1.2 Fire extinguishers mounted, visible, number assigned (by guard)		
1.3 Walking surfaces safe; guardrails, ladders, stairs per OSHA		
1.4 Eye wash/safety shower installed, labeled with equipment number		
2. Services		
2.1 All piping labeled with contents and direction of flow; color coding correct if done		
2.2 Dead-ended valves capped or plugged		
2.3 Electrical disconnect(s) labeled		
2.4 Feeder circuit breaker(s) labeled		
2.5 Conduits secure and covered		
3. Safety and Environmental		
3.1 Chemical storage proper		
3.2 All chemical containers labeled		
3.3 MSDS on file for every chemical and all chemicals added to inventory		
3.4 Diking in place		
3.5 Noise survey conducted		
3.6 Air quality tested		
3.7 Confined space survey conducted		
3.8 Environmental permits applied for		
3.9 Waste (solids, liquids, discharges) disposal proper		
3.10 Special hazards addressed (lasers, radioactivity, etc.)		
3.11 PPE requirements determined; PPE		
3.12 Ergonomic assessment performed		
3.13 Lockout/Tagout reviewed		
3.14 Load capacities for lifting equipment		
3.15 Lifting equipment load tested		

ITEM	O.K. or N/A	COMMENTS
4. Operational		
4.1 All controls labeled		
4.2 Guarding installed, interlocks tested		
4.3 All control sequences tested		
4.4 Alarms tested		
4.5 Machine performs operations per specifications		
4.6 Operator training conducted		
4.7 Maintenance training conducted		
5. Documentation		
5.1 Manuals filed or machine spec complete		
5.2 Drawings submitted to drafting		
5.3 Maintenance equipment number(s) assigned		
5.4 Preventive maintenance scheduled in database		
5.5 Calibration scheduled in database		
5.6 Spare parts request form submitted		
5.7 Software documentation filed		
5.8 SOPs issued		
5.9 Training documents or videos completed		
5.10 Warranties, engineering test reports, other documentation filed		
5.11 Documentation of decorative finishings (paint, stain, moldings) brand and details for future matching		