

Appendix A to Auburn University Safety Specification  
Project Site Specific Safety Plans

Prior to commencing work on an Auburn University project; contractors must submit a Site Specific Safety Plan to demonstrate the existence of a safety program and sufficient planning that will ensure that they can work safely at Auburn University. The prime contractor will write this plan for the specific work and hazards of this contract and the project site and implementing in detail the requirements for safety and occupational health. The Site Specific Safety Plan shall be considered an Additional Submittal as identified in AU Form C-18, AU Supplemental Conditions of the Project, Paragraph I, C.3.a (3); and is required within ten (10) calendar days from receipt of contract for execution. To prevent delay in contract execution, the awarded contractor must submit a project Site Specific Safety Plan in accordance with this document, **that is developed by qualified personnel/safety manager, and is signed by a representative of the Prime Contractor's executive management team.**

The Prime Contractor shall integrate all subcontractor work activities into the Site Specific Safety Plan, make the program available to all contractor and subcontractor employees, and ensure all subcontractors integrate the provisions of the plan into their work activities.

The Site Specific Safety Plan must include, at a minimum:

- a. Title, signature and phone number of the plan preparer
- b. Title, signature and phone number of the plan approver
- c. Background information on the project: Contractor, contract number, project name, description of work to be performed and location of work to be performed, contractor accident experience such as OSHA 300A log, corporate safety trend analysis, and a listing of phases of work and hazardous activities requiring hazard analysis.
- d. Statement of safety & health policy
- e. Administrative responsibilities for implementing the plan
- f. Identification and accountability of personnel responsible for accident prevention
- g. Means for controlling work activities of subcontractors and suppliers
- h. Responsibilities of subcontractors
- i. Plans for safety indoctrination of new employees
- j. Plans for continued safety training
- k. Activity Hazard Analyses
- l. Local requirements for the hazards identified on the job site such as:
  - 1) Fall protection

- 2) Asbestos exposure
  - 3) Confined space entry
  - 4) Lock out/tag out
  - 5) Excavations
  - 6) Electrical safety
  - 7) Machinery and mechanized equipment
  - 8) Hand and power tools
  - 9) Contingency plan for severe weather
- m. Provisions for safety inspections to include:
- 1) Work site/material and equipment inspection
  - 2) Means for recording inspection results
  - 3) Timetable for correction of deficiencies
  - 4) Procedures for follow-up inspections to ensure correction
- n. Responsibilities for investigation and reporting accidents/incidents/exposures:
- 1) All accidents/incidents to the project will be investigated & reported within 24 hours
  - 2) Accidents that result in a person being admitted to a hospital or significant property damage will be reported immediately to the Auburn University Project Manager. Contractors are responsible for notifying OSHA. The accident scene shall not be disturbed except for rescue and emergency measures until released by the investigating official.
  - 3) First aid treatments shall be reported and recorded daily.
- o. Responsibilities for maintaining accident data, reports and logs
- p. Emergency response capabilities for disasters
- q. Emergency Plans will include emergency phone numbers and shall be tested periodically. Plans shall include escape procedures, employee accounting following an emergency evacuation, rescue and medical duties, means of reporting emergencies and persons to be contacted.
- r. Plans for maintaining job cleanup and safe access
- s. Public safety requirements (fencing/signs)
- t. Prevention of alcohol/drug abuse on the job
- u. Plans must identify monthly supervisor safety meeting and weekly worker safety meetings. Meetings shall be documented including the date, attendance, subjects, and the name of individuals who conducted the meeting.
- v. Fire Safety requirements must identify the use of safety cans in construction areas. Storage of fuel and flammable materials must be addressed in the safety plan.
- w. Plans for hazard communication program must include:
- 1) A list of hazardous chemicals known to be present

- 2) Methods used to inform employees of the hazards
- 3) Containers must be present and labeled
- 4) SDS for each hazardous chemical on site.

The contractor will not be allowed to start work until they have demonstrated the existence of a safety program and sufficient planning that will ensure that they can work safely at Auburn University. If any of the items presented or discussed at the Pre-Construction meeting or in subsequent review of the project Site Specific Safety Plan, result in the Auburn University project manager determining that the contractor has not planned the work sufficiently to work safely, they will not be allowed to start work until they have adequately planned the work. Any delays or costs, resulting from inadequate safety planning will be the responsibility of the contractor.