

Positive Electric Co. Site Specific Safety Plan

**Project:
Essex County College Library**

**Address:
303 University Ave
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SECTION 1 - INTRODUCTION AND DOCUMENTATION

1.1 INTRODUCTION

Positive Electric Co. would like to welcome you to the Summit Fire House . The purpose of this Project Site Specific Safety Plan is to ensure that safety is communicated in a consistent manner, as we reach our goal of providing a work environment that is free from recognized hazards and keeping all personnel safe.

Please note: This Plan does not replace the Positive Electric Co. Company Safety Program. Rather, it is in addition to our program, meets the requirements of our program, and provides additional site-specific procedures.

1.2 ORIENTATION MEETING

Prior to commencing any work, all employees of Positive Electric Co. will meet with Positive Electric Co. supervision on site. This meeting will include a review of all site-specific programs and safety procedures as contained within this site-specific safety plan. All employees are to sign off on [Appendix A \(attached\)](#)

1.3 DOCUMENTATION

Positive Electric Co. will maintain the following documentation on site:

- Our Company's Safety Program
- This site safety plan
- SDS for this project
- Site safety inspection documentation
- Safety tailgate meeting documentation
- Inspections of trenches by competent person (daily at a minimum)
- JHA for the project

SECTION 2 - SAFETY PERSONNEL / INSPECTIONS AND MEETINGS

2.1 PROJECT SAFETY PERSONNEL

A) On this project, the following personnel will have responsibility for safety:

Company	Name	Phone Number

B) Any safety related items, issues, violations, injuries, near-misses and corrective actions will be reviewed by project safety personnel.

2.2 PROJECT INSPECTIONS

POSITIVE ELECTRIC CO. site supervision may conduct inspections of the jobsite at any time. This will be performed at least daily. Safety issues requiring correction will be discussed and require immediate correction by the responsible employee. These will be documented and maintained on file at the job site.

POSITIVE ELECTRIC CO.'s Safety Director, or designated representative may also conduct periodic inspections. A report will be generated and kept in the jobsite safety file. Safety issues requiring correction will be discussed with and require immediate correction.

2.3 JOBSITE SAFETY MEETINGS

Positive Electric Co. will hold safety tailgate meetings for our employees at least weekly. The meetings are to be documented for content and attendance and maintained on site.

SECTION 3 - EMERGENCY RESPONSE / INCIDENT & INJURY REPORTING

3.1 EMERGENCY MANAGEMENT

Positive Electric Co. site supervision will complete and distribute the **Emergency Response Map** for this site (**Appendix B**). In the event of an emergency requiring evacuation, employees will receive verbal notification to evacuate. If this occurs, all personnel are to evacuate to the emergency staging area as noted on the emergency response map. In the event of an emergency contact:

Company	Name	Phone Number

3.2 INCIDENT / INJURY HANDLING AND REPORTING POLICY

If someone is seriously injured and it is an emergency, call 911. Notify your supervisor and the project superintendent. Those trained in CPR & First Aid are to help according to their level of training. All injuries, equipment and property damage, near miss incidents, and on site vehicle accidents must be reported immediately.

Company	Name	Phone Number

SECTION 4 - PERSONAL PROTECTIVE EQUIPMENT

4.1 HARD HATS

Hard hats are to be worn at all times on site outside of the job trailers. Hard hats should be cleaned and inspected regularly for cracks, soft spots or other damage. Electrical workers should only wear hard hats with a class "E" rating. Class E hard hats are intended to reduce the danger of exposure to high voltage conductors.

4.2 EYE PROTECTION

Appropriate eye protection meeting the requirements of ANSI Z87 (most recent version) with side shields are required to be worn in a manner to protect the eyes (it is recommended) at all times while on site outside of the job trailers. In addition, approved eye and face protection is required as follows:

- Goggles, welding hoods and shields, or face shields will be required to be properly worn at all times when in the area of operations, such as when welding, burning, grinding, chipping, chemical handling, corrosive liquids or molten materials, and at other times required by OSHA.
- Prescription glasses must meet the requirements of ANSI Z87 (most recent version) or be covered with over-the-glass safety glasses or face shield.

4.3 OTHER PPE

Work boots must be worn at all times suitable for construction work. Other forms of PPE such as **cut resistant gloves, ear plugs / ear muffs, respirators, high visibility safety vest, harness, etc.** are required to be worn as required by OSHA. Employees are to be trained in how to select, put on, and wear any required PPE.

4.4 CLOTHING

All workers on site must wear long pants and shirts with sleeves.

SECTION 5 - ADDITIONAL SAFETY ITEMS

5.1 HOUSEKEEPING

Good housekeeping is to be maintained at all times. This includes keeping the work areas clean and organized, and the walkways and stairways in and around the building free from material storage and debris of all types.

5.2 TRENCHING & EXCAVATION

Trenches will be dug to various depths up to approximately 4'. In addition, the following will be implemented:

- A competent person will be present for trenching work.
- The competent person will inspect the trench, at a minimum, daily prior to employees entering the trench.
- No employee is to enter a trench 5' or deeper, or otherwise unsafe, unless the competent person has documented the inspection and has authorized employees to enter.
- A ladder for egress must be in place in all trenches 4' or deeper and within 25' of all employees in the trench.
- A protective system (shoring, shield, sloping, or benching) is needed per OSHA regulations for all trenches 5' or deeper (or if less than 5' and soil is unstable and there is a cave-in hazard).

Note: A list of all trenching and excavation policies can be found in our company safety program.

5.3 USE OF HEAVY EQUIPMENT

Only trained and authorized employees are to operate heavy equipment. Operate to the manufacturer's instructions and follow OSHA standards. In addition:

- Stay clear of heavy equipment, and never work under any part of the equipment, arm, or bucket.
- Do not approach the piece of operating equipment unless eye contact is made with the operator and permission is given.
- Only qualified riggers are to rig to equipment. In addition, only engineered attachments and anchor points are to be used. Only use appropriately rated rigging equipment.

5.4 USE OF SCISSOR LIFTS

Only trained and authorized employees are to operate scissor lifts. Follow the JHA for further direction.

5.5 ELECTRICAL WORK

Only qualified electrical workers are to perform electrical work. Each worker is to check with the jobsite supervisor prior to any electrical work to be updated on status of electrical related to their work, including inside the building. If there is any electrical source live it must be locked out following lockout procedures. No work is to be performed live on this project unless it is authorized by the supervisor and a JHA is completed for the work.

SECTION 6 - APPENDIX

Appendix A: Pre Construction Meeting Form
Appendix B: Emergency Response Map

APPENDIX A (SSSP)

POSITIVE ELECTRIC CO. PRE-CONSTRUCTION MEETING FORM

PROJECT: _____

Positive Electric Co. employee agreement:

I have met with the supervisor for POSITIVE ELECTRIC CO. on this project. I have read and clearly understand the Site Specific Safety Plan for the project noted above. I will follow the company safety policy and this plan. I will not perform any work that is unsafe or I am not trained to do.

Employee Name _____ Employee Signature _____ Date _____

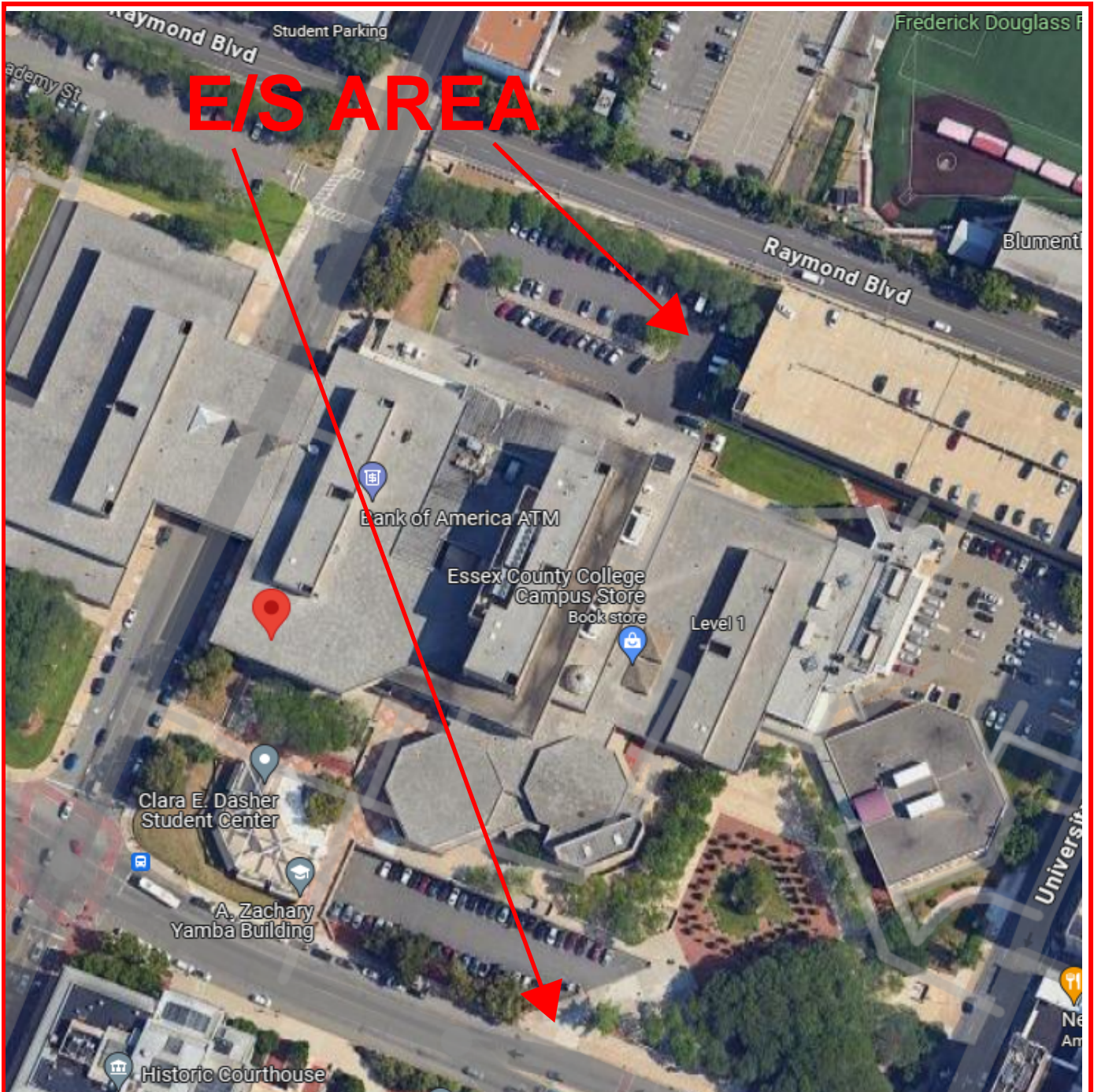
POSITIVE ELECTRIC CO. Representative _____

APPENDIX B (SSSP)

POSITIVE ELECTRIC CO.

PROJECT: _____

EMERGENCY EVACUATION MAP



EMERGENCY STAGING AREA IS IN PARKING AREA AS SHOWN IN RED "E/S AREA"