

**Standard Operating Guideline**

**Contractor General Safety Practices**

**This model SOG must be customized to meet your Agency’s needs.**

# OBJECTIVE

This standard operating guideline (SOG) is designed to assist Contractors in understanding the Agency’s safety requirements. This SOG is not intended to replace federal, state, or local regulations regarding contractor performance or obligations. This SOG does not replace any contractual obligation or language between the parties.

Your full support and cooperation are requested to comply with all applicable sections of this guide. References to “contractor” shall also include subcontractors, vendors, consultants, and the like. The Agency reserves the right to change or waive the provisions herein contained, at any time, at its discretion. Questions regarding this guide should be directed to your Agency contact.

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# AGENCY PROCEDURE

The Agency has specific safety responsibilities when engaging with contractors who come onto its worksites, grounds, buildings, or facilities to perform work. The right of the Agency to conduct a construction review or observation of the contractor’s performance will not specifically include an assessment or observation of the adequacy of the contractor’s safety measures in, on, or near the construction site. It is the expectation that the contractor will abide by federal, state, and/or local regulations.

When serving or performing duties as an Agency engineer, contract administrator, project manager or construction manager, safety officer, Agency inspector, or assigned individual for contractors, vendors, or consultants involved with construction, maintenance, service, or repair work, consideration is given to:

* Identifying and communicating safety hazards to the contractor representative during the bid process, pre-job meeting, project meeting(s), and during the course of work.
* Special site procedures and safety requirements are to be included in the final written agreement and scope of work between the Agency and contractor(s).
* Ensuring all safety-related communications with the contractor are to be documented. This may include a contractor orientation regarding Agency processes and procedures, including but not limited to: (list all major/definable scope of work)
	+ Confined Space Entry
	+ Process Safety Management
	+ Lockout/Tagout/Blockout
	+ Live Electrical Work
	+ Fall Protection
	+ Material Storage and Delivery
	+ Trenching and Excavation
	+ Traffic Control
	+ Hazard Communication
	+ Asbestos/Lead Work
	+ Hazard Materials Handling, Storage and Transport
	+ Emergency Response and Evacuation
	+ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reviewing contractor plans for heavy equipment/crane use, sizing, material storage, deliveries, and worker parking during pre-construction meetings.
* Obtaining information regarding the contract employer’s safety programs. The Agency reserves the right to request these documents at any time.
* Depending on type and scope or work ensuring contractors are [pre-qualified](https://www.acwajpia.com/wp-content/uploads/Contractor_Prequalification_Resources-REV-9_2020.docx).
* Ensuring the contractor has current licenses as required for work to be performed.
* Explaining the applicable provisions of the Agency’s Emergency Action Plan to the contractor and requesting that the contractor disperse that information to all workers who will work at the site.
* Informing the contractor of known potential fire, explosion, or toxic release hazards related to the contractor’s work at an Agency facility.
* Developing and implementing safe work practice procedures to control contract employee entry into work areas that could contain asbestos-containing materials and/or other known hazardous materials and substances.
* Periodically evaluate the contract employer’s fulfillment of their responsibilities under this SOG utilizing audits and reviews.
* Should Agency staff involved with contractor operations observe an unsafe condition or work practice being performed by a contractor (non-compliance of Agency rules/unsafe work practices/not following Cal/OSHA regulations), Agency staff should stop interaction with the contractor and inform them that Agency staff will need to leave the site until conditions are corrected.
* Having all safety communication should be backed up in writing. Generally, no direction should be given to the contractor regarding the methods needed to correct a hazard. Agency staff shall immediately notify the appropriate Agency engineer, contract administrator, project manager, construction manager, construction inspector, or safety officer to report the conditions found and reasons for leaving the site.

## Recommended Insurance Requirements and Indemnification Clauses

The Agency is encouraged to follow JPIA’s Model Contracts and require the appropriate ISO Additional Insured Endorsements.

For **Service Providers** – Service type work, most routine maintenance, on-site equipment maintenance agreements, and general services. Vendors who supply equipment and other products but do not perform other functions such as installation use the [**Model 1** template](https://www.acwajpia.com/wp-content/uploads/Model_1_Most_Contracts.doc).

For **Contractors - Construction** - Such as alteration, repair, improvement, renovation, maintenance, removal of or demolition of any building, highway, road, parking facility, bridge, water line, sewer line, electric utility transmission or distribution line, excavation or other improvement to real or personal property use [**Model 5** template](https://www.acwajpia.com/wp-content/uploads/Model_5_Construction.doc).

# CONTRACTOR PROCEDURES

Contract employees will perform their work safely. Considering that contractors often perform very specialized and potentially hazardous tasks, any work, tasks, processes, and employees under their control will be actively managed.

Contractor safety considerations when accepting contracts with this Agency include, but are not limited to the following:

* It is the direct responsibility of the contractor to report all Cal/OSHA serious occupational injuries and/or occupational illnesses involving contractor personnel as per Cal/OSHA §3423.
* Contractors are responsible for maintaining all training records and/or written descriptions of qualifications for all their on-site workers for work that involves asbestos cement pipe, crane rigging and signaling, confined space entry, electrical work, plant machinery (lockout/tagout), hazardous chemicals, excavations, underwater diving, scaffold erection, or fall arrest systems, etc. Copies of all training records must be made available to the Agency representation upon request.
* Applicable written contractor safety plans, programs, work permits, traffic control plans, 811 notifications, Cal/OSHA Activity Permits, Encroachment Permits, etc., and information are to be obtained before the start of work, including the designation of the contractor’s assigned competent person for activities related, but not limited to confined space entry, hot work, fall protection, trenching and excavation, LOTO, live electrical work, traffic control, silica, asbestos, etc.
* The contractor must pull encroachment permits from the local jurisdiction, i.e., City, or County.
* When required, contractors should keep on-site current equipment and safety certifications, permits, or licenses. (e.g., crane operation, asbestos work, traffic control plans, Cal/OSHA Activity Permit, etc.). Copies are to be obtained for the Agency’s project file.
* Assess the worksite for hazards and develop plans to mitigate or control hazards to protect contractor workers, Agency employees, and the public (when applicable.
* Share with its workers the potential fire, explosion, toxic release hazards, asbestos-containing materials, lead, and/or other known hazardous materials and substances related to tasks located on Agency sites, along with any agency safety rules.
* Review the Agency’s Emergency Action Plan for the Agency’s site where work is conducted.
* Contractors must use their own tools, equipment, ladders, locks/tags, harnesses, fall protection systems, confined space air monitors, rescue equipment, etc., as needed to complete their scope of work. Agency personnel will not work with, provide/lend tools or equipment, or direct contractor workers in the completion of their scope of work.

# MULTI-EMPLOYER WORKSITE

The Agency should identify activities that require multi-employer worksite exposure such as but not limited to the contractor-involved water main break repair with trenching, confined space, and lockout/tagout activities or Agency inspection of a new water distribution pipeline. Multi-employer worksites present unique exposures for the Agency and its employees. Where the Agency cannot avoid or limit exposure, discretion should be exercised to control it.

Article 4.5 of the Cal/OSHA §336.10 standard outlines a Multi-Employer Worksite. This standard has four employer categories.

1. The employer whose employees were exposed to the hazard (the exposing employer).
2. The employer who created the hazard (the creating employer).
3. The employer who was responsible, by contract or through actual practice, for safety and health conditions on the worksite, i.e., the employer who had the authority for ensuring that the hazardous condition is corrected (the controlling employer).
4. The employer who had the responsibility for correcting the hazard (the correcting employer).

*The employers listed in subsections (b) through (d) may be cited regardless of whether their own employees were exposed to the hazard.*

# COMPETENT PERSON

A competent person is defined as a person who the contractor has designated as capable of identifying existing and predictable hazards including unsanitary, hazardous, and dangerous conditions, and authorized to take corrective measures.

Per Cal/OSHA standards, the contractor-designated Competent Person is responsible for operational oversight involving the following areas/activities:

|  |  |  |
| --- | --- | --- |
| * + Aerial Lifts
	+ Asbestos
	+ Confined Space
	+ Compressed Air and other gases
	+ Concrete and Masonry
	+ Cranes and Derricks
	+ Demolition
 | * + Electrical
	+ Fall Protection
	+ Hearing Protection
	+ Ionizing Radiation
	+ Ladders
	+ Lead
	+ Material/Personnel Hoists and Elevators Handling
 | * + Pesticides
	+ Respiratory Protection
	+ Rigging Equipment for Materials Handling
	+ Scaffolding
	+ Steel Erection
	+ Trenching & Excavation
	+ Welding and Cutting
 |

# ACCIDENT, INCIDENT, NEAR MISS REPORTING

* Contractors are encouraged to inform the Agency of accidents, incidents, and near-miss (injury to person or property), regardless of contracting entity, as soon as practicable but no later than twenty-four (24) hours following the occurrence.
* Serious accidents (ambulance, emergency room, lost workdays, or any electrical contact) require immediate telephone notification. Copies of the injury report completed accident investigation, or Property Damage Report Form will be forwarded to the Agency.
* The contractor and Agency will immediately inform each other when Cal/OSHA is called related to the on-site incident or is on-site to conduct an inspection or visit for any reason. No Cal/OSHA inspections should be conducted unless the Agency and contractor(s) on-site have been informed and are present.

# NON-COMPLIANCE WITH SAFETY AND HEALTH REQUIREMENTS

* Each contractor is responsible for correcting safety violations, hazards, and/or unsafe conditions present in their operation and/or work area.
* During the course of the contract with the Agency, situations of non-compliance with the contractor’s safety and health plan or our Agency’s safety and health requirements will be brought to the attention of the Agency’s point of contact, and they will immediately be followed up in writing. Failure to correct the safety hazards, and/or unsafe conditions or continued non-compliance may be grounds for termination of the contract.
* Any health and safety situation that could pose an imminent danger, an immediate order to stop work will be issued. Any person can initiate this work stoppage at the worksite. Should this occur, the person initiating the work stoppage or contractor will bring the matter to the immediate attention of the Agency contact.

# APPENDIX A: SAMPLE SAFETY TOPICS

*Agencies are encouraged to review, revise, and use applicable safety topics listed below in their scope of work or bid packet. Each safety topic can inform the Contractor of the Agency’s minimum safety expectations for a related topic.*

## Aerial Lifts

Aerial lifts used on Agency property should be operated and maintained per applicable sections of Cal/OSHA Article 24, local, state, and federal regulations, best management practices, and industry standards.

## Cranes and Hoists

Contractors who conduct work activities that require the use of Cranes and Hoists should operate them per applicable section of Cal/OSHA Article 15 and Group 13, local, state, and federal regulations, best management practices, and industry standards.

## Confined Space

When work involves contractor(s) performing work that involves confined space entry (CSE), the Agency should:

* Inform the contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program meeting the requirements of this section, section 5158, or section 8355, depending on which section applies to the contractor.
* Inform the contractor of any precautions or procedures the Agency has implemented for the protection of employees in or near permit spaces where contractor personnel will be working, and the history of hazards encountered.
* Coordinate entry operations with the contractor when both Agency personnel and contractor personnel are working in or near permit spaces.

The contractor should:

* Ensure no one enters an Agency facility classified as a confined space without an Agency’s prior authorization and/or representative being present. The contractor should notify the Agency 48 hours before doing work in an Agency confined space facility.
* Inform the Agency of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation. A copy of the completed contractor CSE permits will be reviewed and placed in the Agency’s project/safety files.

## Compressed Gas

Work activities involving the transportation, storage, care, and use of compressed gas cylinders and their associated components should comply with applicable sections of Cal/OSHA §4650, local, state, and federal regulations, best management practices, and industry standards like those developed by the Compressed Gas Association (CGA).

## Demolition Work

Contractors whose work will include disturbing building materials should first review the hazardous materials survey data. In addition, when work includes the use of the following tools on concrete, brick, block, stone, mortar, and other materials that contain crystalline silica, the contractor should perform work according to the applicable sections of Cal/OSHA §1532.3 and § 5204.

Further, upon request, the contractor will submit a written exposure control plan to the Agency specifying engineering controls and dust mitigation measures such as water, ventilation, and containment, limiting the generation and migration of dust from the work zone. All demolition work will be conducted per applicable sections of Cal/OSHA, local, state, and federal regulations, best management practices, and industry standards.

## Electrical

All work activities involving installing, removing, or maintaining electrical components should comply with Cal/OSHA Subchapter 5, local, state, and federal regulations, best management practices, and industry standards like NFPA 70E.

NFPA 70E encompasses safety-related work practices, safety-related maintenance requirements, and safety requirements for special equipment. The standard includes guidance for making hazard identification and risk assessments, selecting appropriate PPE, establishing an electrically safe work condition, and worker training.

## Fall/Work from Heights

Working at height or on elevated work surfaces poses a fall risk to contractor staff. Regardless of the height, contractors are required to review the work area and develop a plan(s)/process(es) to mitigate the risk of falls. All work at heights and fall protection will be per Cal/OSHA applicable standards, local, state, and federal regulations, best management practices, and industry standards.

## Fire Prevention and Protection

The contractor should prepare and carry out an effective fire protection and prevention plan, including the fire protection and suppression equipment listed below. This plan should be made part of the comprehensive safety and health plan submitted by the contractor with its bid package and cover the following:

**Building exits** - All buildings, shops, and plant facilities in which workers are required to work will have at least two well-marked and lighted exits. The two exits should be arranged to minimize the possibility of both exits being rendered inaccessible by one fire or emergency condition.

**Cleaning and degreasing** - Gasoline and liquids with a flashpoint below 100 degrees Fahrenheit should not be used for cleaning and degreasing.

**Codes and regulations** - The contractor should comply with the requirements published in the current revisions of the National Electrical Code, National Electrical Safety Code, and the National Fire Protection Association standards.

**Fires** - Fires and open flame devices should not be left unattended unless protected with automatic temperature control and cutoff devices.

**Fire extinguishers** - Distinctly marked fire extinguishers should be suitably placed per Cal/OSHA or local fire code standards.

**Housekeeping** - Good housekeeping, with provision for prompt removal and disposal of accumulations of combustible scrap and debris, ought to be maintained in all areas of the worksite. Self-closing metal containers will be used to dispose of waste saturated with flammable liquids.

**Smoking** - Smoking or other ignition sources will not be permitted in areas where flammable or explosive materials are stored or are present. There is a no smoking policy in effect within all our facilities. All such areas should be conspicuously posted:

**NO SMOKING OR OPEN FLAMES**

## First Aid

The contractor will provide their workers with first aid supplies that meet the applicable sections of Cal/OSHA §1512 and §3400, local, state, and federal regulations, best management practices, and industry standards like ANSI Z308.1. In addition, the contractor will develop an emergency action plan that will inform its workers of the identified medical and emergency medical centers and who to contact in an emergency.

## Food, Beverages, and Drinking Water

Not all water systems at the Agency facilities are potable or suitable for drinking, and contractor personnel should not drink from any non-potable sources. Water obtained from drinking fountains, bottled water sources, and freshwater dispensing units are acceptable.

The contractor should provide its own water to workers as required by their Heat Illness Prevention Program in compliance with Cal/OSHA §3395 – Heat Illness Prevention in Outdoor Places of Employment.

## Hot Work

Hot Work is defined as riveting, welding, flame-cutting, or other fire or spark-producing operation. Work activities classified as “Hot Work” should be conducted in compliance with applicable parts of Cal/OSHA §4848 – Fire Prevention in Welding and Cutting, §6777 – Hot Work Permits, §1537 – Welding, Cutting, and Heating of Coated Metals, §1536 – Ventilation Requirements for Welding, Brazing, and Cutting, and all other applicable local, state, federal regulations, best management practices, and industry standards.

## Ladders and Scaffolding

The contractor who works with ladders and scaffolding should comply with applicable sections of Cal/OSHA §3276 and §1637, local, state, and federal regulations, best management practices, and industry standards.

## Lockout-Tagout – Control of Hazardous Energy

Work activities involving the control and isolation of hazardous energy should comply with applicable sections of Cal/OSHA §3314, local, state, and federal regulations, best management practices, and industry standards like NFPA 70E. As stated in this standard, locks, and tags are to be used to control the start-up of equipment that is being serviced or maintained by its employees. The Agency is required to provide the contractor with its Lockout Tagout procedures. At no time will the contractor or its workers override any locks or tags that they encounter during the performance of their work.

## Personal Protective Equipment

The contractor is responsible for providing all necessary safety and personal protective equipment (PPE) needed by its workers. This equipment should meet appropriate Cal/OSHA requirements and be in good working order.

The contractor should ensure that its workers have received appropriate training on the use and maintenance of safety and PPE before its use. Failure to correctly use appropriate safety equipment is a violation of the contract and may result in default of the contract.

Contractors whose work activities present a physical and/or health hazard that cannot be eliminated by engineering or administrative controls should provide their employees with personal protective equipment (PPE). The management, training, and distribution of PPE should be done in compliance with applicable sections of Cal/OSHA Articles 3 and 10, as well as local, state, and other federal regulations and the requirements of this guide.

## Security

Contractors should adhere to the following Agency’s security procedures:

**Trespassing:** Contractors, sub-contractors, and their employees should confine themselves to the immediate site of the project/work area, except when traveling between the site and entrance or other places where they may have proper business.

**Parking-Motor Vehicles-Delivers:** Contractor workers are permitted to park only in designated areas. The on-site speed limit is 15 miles per hour. All traffic signs will be obeyed, and pedestrians will have the right of way. Contractors should arrange with the Agency to deliver the on-site materials, equipment, and tools required for work performance. Contractors will obtain permission from the Agency before using docks and platforms.

**Alcohol, Marijuana, and Drugs:** Alcohol, marijuana, and illicit or controlled drug substances are strictly prohibited on all Agency property.

**Firearms:** Firearms and ammunition are not permitted on Agency property. Explosive power tools are permitted with prior written approval from the Agency.

**Emergency Alarms and Evacuation Routes:** Contractors need to review the site evacuation map with the Agency and communicate the information with their workers.

**Contractors Equipment:** Contractors will supply all equipment, which will be maintained in full operation condition, for work required by the project. A contractor is not permitted to use forklift equipment, ladders, tools, etc., owned by the Agency.

## Traffic Control

Contractors should establish and maintain proper traffic control throughout a work zone, including advance-warning signs, traffic control methods, work zone safety, required equipment, and flagger operations as outlined by Cal/OSHA §1598, the California Manual for Uniform Traffic Control Devices (CA-MUTCD), local, state, federal regulations, best management practices, and industry standards. Contractor personnel designated to act as flaggers should be trained per Cal/OSHA §1599.

## Training

The contractor should ensure that its workers have completed appropriate health and safety training when required by statute/regulation and provide documentation of such training when required by the contract or requested by the Agency.

## Trench/Excavation

Each worker in an excavation should be protected from cave-ins by an appropriate protective system. Trenching and Excavation should comply with applicable sections of Cal/OSHA Article 6, local, state, and federal regulations, best management practices, and industry standards. Contractors will be required to secure a permit from Cal/OSHA for excavations exceeding five feet in-depth, per Cal/OSHA §341.

A competent person will make daily inspections of excavations, adjacent areas, and protective systems for potential cave-in, failure of protective systems, hazardous atmospheres, or other hazardous conditions.

Contractors should ensure that the following actions are followed:

* In accordance with California Dig Safe Act rules and regulations, the contractor will file the appropriate ticket(s), mark the excavation area, and determine the location of underground utilities.
* Protective system design will be based on soil classification: Type A, B, or C soils - §1541(b).
* Inspect the area for hazards from moving ground, after every rainstorm, earthquake, or other hazard-increasing occurrences.
* Do not excavate beneath the level of adjacent foundations, retaining walls, or other structures until a competent person has determined that the work will not be hazardous.
* Shore, brace, or underpin structures when their stability is threatened. Inspect structures daily.

## Use of Explosives

Explosives may be used only when authorized by the Agency. Explosives will be handled, used, and stored per all applicable regulations. The Agency’s approval will not relieve the contractor from their liability for claims caused by blasting operations.

# APPENDIX B: Sample Specific Safety Requirements

 *Agencies are encouraged to review, revise, and use applicable language to add specific safety topic requirements. Adding this language to the scope of a project or bid packet can provide additional details on what the Agency wants to occur related to a specific area. However, adding this language may also increase the liability risk to the Agency if there is no follow-up by the Agency to ensure the specific requirement is being completed or conducted by the contractor.*

## Aerial Lifts

* The contractor is responsible for developing, implementing, and maintaining an aerial lifts program in accordance with applicable local, state, and federal regulations as it applies to the work of the contract. The contractor should have a copy of their program readily available and be able to produce a copy at the request of the Agency.
* Aerial lifts used on Agency property should be inspected, operated, and maintained in accordance with local, state, and federal regulations and the manufacturer’s recommendations.
* Before operating any lift, the Contractor will install barriers, signs, or other acceptable means to redirect pedestrian traffic and isolate the work area.
* Only trained workers are permitted to operate aerial lifts on Agency property.

## Cranes and Hoists

* Contractors should verify that operators possess a valid hoisting certification. Documentation of this certification will be made available for review to the Agency upon request.
* Contractors will be responsible for inspecting mobile equipment, cranes, and equipment as required by Cal/OSHA and/or manufacturer before use.
* Qualified riggers should perform all rigging as defined by Cal/OSHA §4999. Documentation of qualifications for riggers and the Crane Hoist Plan/Critical Lift Plan will be provided to the Agency, when applicable, and upon request.
* All signal persons should be qualified in accordance with Cal/OSHA §1618.2. Documentation of qualifications for signalpersons will be provided to the Agency, when applicable, upon request.

## Compressed Gas

* + Freestanding gas cylinders (unsecured) are not allowed on Agency sites. Secure compressed gas cylinders in an upright position in a welding cart or to a solid object (using chains, straps, or a rigid retaining bar). Secure compressed gas cylinders on an approved carrier while being transported. Secure cylinders in a manner that protects them against damage, misuse, theft, or vandalism.
	+ Keep cylinders at a safe distance or shielded from welding or cutting operations. Do not place cylinders in areas where they can come in contact with an electrical circuit.
	+ Flammable gases will be removed from the building at the end of each workday and stored in a location/cage approved by the Agency.
	+ Do not leave behind partially filled or empty cylinders; remove them from the job site upon completion of the project.
	+ Ensure that all hoses, valves, and fittings are maintained in good condition.

## Demolition Work

* The contractor will request utility shutdowns through proper procedures to ensure that all lines, services, and equipment have been cleared or purged and properly cleared for safe removal.
* All lines, including water and steam, are to be considered “hot” until a check has been made to verify that they are not in service.
* Underground or otherwise hidden lines, cables, and sewers should be physically located.
* Combustible materials should be separated before operations involving welding, cutting, and other flame or spark-producing processes. Follow the requirements of the Hot Work Procedures listed in this guide.
* Particular attention should be given to the marking of hazards and the barricading of hazardous areas to protect all personnel, including those not directly involved in the demolition work.

## Electrical

* + Only qualified electricians are permitted to work on electrical systems and equipment that uses or controls electrical power.
	+ Use only properly guarded and grounded outlets while working inside Agency buildings.
	+ Use only properly guarded outlets protected with ground fault circuit interrupters when working outside or near wet conditions.
	+ Cords should be in good working condition and incorporate a ground prong. Electrical cords that are damaged beyond permitted repair or are missing the ground prong should be removed from service.
	+ Should a circuit breaker trip, ensure that a qualified electrician checks the circuit and equipment and corrects the problem before resetting the breaker. Only a qualified electrician is allowed to reset the breaker more than once.
	+ Do not leave electrical boxes, switchgear, cabinets, or electrical rooms open when not directly attended to. Insulate energized parts when covers have been removed or doors are ajar. Ensure that grounds, covers, plates, blanks, etc. are in place at the end of each workday.

## Fall/Work from Heights

* + The contractor is responsible for developing, implementing, and maintaining a Walking-Working Surfaces (Fall Protection) Program in accordance with Cal/OSHA regulations as it applies to the work of the contract. The contractor should have a copy of their program readily available and be able to produce a copy of the program at the request of the Agency.
	+ The contractor should conduct a fall risk assessment to identify potential fall hazards, existing fall protection, anchors to be assessed, and before performing any work.
	+ Each contractor will provide its own fall protection equipment.
	+ Contractor workers are not allowed to work near unguarded skylights without fall prevention equipment.

## Hot Work

* + The contractor is responsible for developing, implementing, and maintaining a Hot Work Program and permits in accordance with applicable Cal/OSHA regulations as it applies to the work of the contract. The contractor should have a copy of their program and permits readily available and be able to produce a copy of the program at the request of the Agency.
	+ The permitted hot work area should be prepared and checked by the contractor before any hot work activity is performed. Inspection of the site should, at a minimum, include removing all combustible material from the area.
	+ The contractor is responsible for applying for and obtaining all necessary hot permissions and permits.
	+ The contractor will provide one worker per Hot Work activity who will act as the fire watch to stand by with an approved fire extinguisher for welding and burning operations in accordance with Cal/OSHA regulations and permit requirements.
	+ The fire watch should remain in the area after the hot work is completed to ensure the site is cold.

## Ladders and Scaffolding

* + Ladders used on Agency property should be made of a non-conductive material unless the contractor’s Competent Person identifies and documents that there are no electrical hazards. The use of aluminum extension ladders is allowed only for exterior work (e.g., painting, or other similar short-term activity) on existing structures where the contractor can demonstrate that no potential electrical hazards exist, and the use of scaffolding or aerial lifts is not a feasible alternative.
	+ Portable ladders and staging including but not limited to extension ladders, step ladders, job-made ladders, and Baker staging, brought in by or owned by the Contractor, will be its sole responsibility to maintain and use according to the applicable regulations.
	+ After the work, contractor-owned ladders will be removed from Agency property by the contractor.
	+ Scaffold public protection requirements will include providing a temporary fence around the perimeter of above-ground operations adjacent to public areas. Perimeter fences should be at least six (6) feet high, and they may be constructed of wood or metal frame and sheathing, wire mesh, or a combination of both. When the fence is adjacent to a sidewalk near a street intersection, at least the fence’s upper portion will be open wire mesh.

## Lockout-Tagout – Control of Hazardous Energy

* + The contractor is responsible for developing, implementing, and maintaining a Lockout/Tagout Program in accordance with applicable Cal/OSHA regulations as it applies to the work of the contract. The contractor should have a copy of their program readily available and be able to produce a copy of the program at the request of the Agency.
	+ Contractors should not perform any work on machinery/equipment/facilities without being provided and reviewing the Agency-specific Lockout/Tagout (LOTO) procedures. Whenever outside contractor personnel is to be engaged in LOTO activities of Agency processes, equipment, etc., the Agency’s lockout or tagout procedures will be followed.
	+ If contractor personnel is conducting Lockout/Tagout alongside Agency staff, a discussion will be conducted between authorized representatives on the lockout/tagout procedure to be followed.
	+ The contractor will work with their designated Agency contact to shut down and start up utility systems.
	+ The contractor should maintain a log of machines and equipment that are locked out and/or tagged out during the performance contract work. This log will identify the equipment worked on, the date the work was performed, and the name of the individual performing the work. The contractor will submit this log to the Agency upon request.

## Personal Protective Equipment

* + Contractors are responsible for issuing their own PPE to their workers and training them in the proper use, maintenance, and care of the equipment.
	+ Contractors are prohibited from using Agency owned PPE.
	+ The contractor will remove PPE from the job site/work area when the work is completed.

## Traffic Control

* General plans or guidelines should be developed to provide safety for motorists, bicyclists, pedestrians, workers, enforcement/emergency officials, and equipment.
* Road user movement should be inhibited as little as practical.
* Motorists, bicyclists, and pedestrians should be guided in a clear and positive manner while approaching and traversing Temporary Traffic Control zones and incident sites.
* To provide acceptable levels of operations, a competent person should perform routine day and night inspections of Temporary Traffic Control elements.
* Attention should be given to the maintenance of roadside safety during the life of the Temporary Traffic Control zone.
* Each person whose actions affect Temporary Traffic Control zone safety should receive training appropriate to the job decisions each individual is required to make.
* Good public relations should be maintained.