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

# OBJECTIVE

This standard operating guideline (SOG) is designed to help Developers understand 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.

# DEVELOPER PROCEDURE

In accordance with generally accepted construction practices, the Developer shall be solely and completely responsible for the conditions of the job site, including the safety of all persons and property during the performance of the work. The Developer should fully comply with all applicable State, Federal, and other laws, rules, regulations, and orders relating to the safety of the public and workers.

The Developer is responsible for following all Agency requirements, regulations, and ordinances now or later adopted by their Board of Directors. This includes scheduling and completing all required Agency inspections. The Developer shall inform the Agency’s Inspector of any unsafe conditions at the site of the work to be inspected solely for the Inspector’s safety and to allow for Agency documentation of the conditions. The Agency has no responsibility or liability whatsoever for any unsafe condition at the site of the work.

The Developer should understand any Agency Inspector can refuse to inspect if the Inspector believes the site of the work to be inspected poses a safety risk and can result in injury to themselves. If this occurs, the Developer will be informed that the inspection cannot occur. Once the appropriate corrective action has been taken, the Developer can reschedule the Agency Inspection.

# AGENCY PROCEDURE

***Describe the Agency’s processes and/or procedures here.***

## Recommended Insurance Requirements and Indemnification Clauses

The Agency is encouraged to follow the JPIA’s [Model 13-Encroachment Permit Guideline](https://www.acwajpia.com/wp-content/uploads/emember/downloads/Model_13_Encroachment%20Permit%20Developer%202-5-2019.doc) and ISO Additional Insured Endorsement(s).

## Construction Site Review

The right of the Agency to conduct a construction review or observation of the Developer’s performance will not include observations or an assessment of the adequacy of the Developer’s safety measures in, on, or near the construction site.

## Safety Briefings

Agency Inspectors will attend any required safety briefing to be completed before entering the Developer’s site. The Agency inspector will also comply with any safety procedures the Agency has for its inspectors and those the Developer provided for guests visiting its site of work.