

# Construction Site Safety Inspection

Effective: April 1, 2003

UDOT 08B-30

Revised: June 11, 2013

## Purpose

To establish a policy for the Utah Department of Transportation (Department) to monitor compliance and adherence to established construction safety and health standards. The common objective and goal is to provide a safe and healthful work environment for Contractor and Department employees engaged in construction activities for the Department. Additionally, to help prevent accidents within the industry through increased training and implementation of enhanced safety and health programs.

## Policy

The Department will implement a construction site safety inspection program that identifies areas for safety and health improvements on construction projects. The Department inspection team will partner with and provide the Contractor with an inspection report that identifies areas of needed improvements during the inspection process.

The Resident Engineer is the Department's authorized representative charged with the responsibility and authority to administer all project related issues. All non-compliant safety and risk management issues will be reviewed by the Resident Engineer (RE) or the RE's project designee for interpretation and subsequent enforcement. The RE or designee will perform OSHA and Department related standard reviews on a frequent basis to enforce Contractor/Sub-Contractor compliance.

## Background

This policy has been developed as a result of the Departments commitment to become 100 percent safety compliant.

## **Procedures**

### **Construction Site Safety Inspection Program**

**UDOT 08B-30.1**

**Responsibility:** Department Risk Management Committee

#### **Actions**

1. Verify that the Construction Site Safety Inspection Program meets the objectives of the Department in creating a workplace environment that is free from recognized hazards.
2. Develop program requirements that will serve as the measure for Contractor safety performance.
3. Provide training to appropriate Division personnel concerning the administration and execution of the inspection program.
4. Meet on an as-needed basis to enhance and update program requirements to comply with new Department Standards and policies.

**Responsibility:** Department Risk Manager

5. Administer and oversee the program for compliance to all applicable laws and Department Standards and policies.
6. Meet with Department Leadership as needed and present program policy/procedure changes for approval.

**Responsibility:** Department Risk Management Committee

**Actions**

1. Develop Policy and Procedure and reporting forms necessary for the inspection program.
2. Prepare and implement an inspection form to meet the following conditions:
  - a. Work zone traffic control compliance with established Department Standards and other accepted plans submitted by the Contractor.
  - b. Standards for compliance as outline in OSHA 29 CFR and other applicable Department, Federal, State & Local laws as they pertain to the construction project.
3. Develop and maintain a database for tracking Contractor's safety performance.
4. Review forms and make changes that may be required as a result of new or revised Standards applicable to the Department Safety Program.

**Responsibility:** Department Risk Manager

5. Submit the proposed forms with recommendations to the appropriate Divisions within the Department for approval.

**Responsibility:** Region Safety/Loss Coordinator

**Actions**

1. Conduct on-site safety inspections on projects within respective Region on an as-needed or as-requested basis, using the following steps:
  - a. Contact the appropriate project personnel on arrival at the project and inform them of the inspection with an invitation to accompany the inspection team.
  - b. Contact the Contractor's appointed Project Superintendent and inform them of the inspection and offer an invitation to accompany the inspection team.
  - c. Review systematically the project with inspection team in place and note any safety violations on the inspection form.
  - d. Provide both the Department and Contractor personnel a verbal list of safety violations that require attention at the conclusion of the inspection.
  - e. Determine the point assessment for each noted safety violation and documents item with a photograph to help eliminate any differences in opinion regarding the violation or who is responsible for the correction of the violation.
  - f. Provide the Resident Engineer and District Engineer with a completed copy of the inspection within four working days of original inspection.
  - g. Provide Department Risk Management with a copy of all completed inspections within 10 working days of the original inspection.
2. Provide technical assistance and consultation for site specific problems when requested by the Region.
3. Provide the Region Director, District Engineer and Risk Manager, with trends related to compliance to facilitate a uniform approach in the administration of the inspection process.

4. Report to the Department Risk Manager the trends identified in the field during the inspection process that need to be addressed on a Statewide level.
5. Schedule and provide annual OSHA construction training for each Region and coordinate training through the District Engineer.

**Responsibility:** Resident Engineer (RE)

6. Forward report within two working days to applicable Contractor with a cover letter outlining time frame requirement to correct safety violations identified during the inspection after receiving inspection report.
7. Request that the Contractor respond in writing when the safety violations have been abated.
8. Provide the Safety/Loss Control Coordinator with a copy of Contractor correspondence. The Contractor will not be required to respond in writing if all safety violations were corrected during the field inspection.
9. Monitor the Contractor's safety performance on a daily basis with support from Construction field personnel.
10. Request support from the Safety/Loss Control Coordinator or Risk Manager as needed for safety compliance.

**Responsibility:** Central Construction Division

11. Assist and support the Resident Engineer in obtaining compliance to safety violations from the Contractor.