



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES  
120 WALL STREET, NEW YORK, N.Y. 10005

ROBERT ESNARD, R.A. Commissioner

CAROL FELSTEIN  
Deputy Commissioner

Date: September 9, 1983

To: Borough Superintendents

From: Carol Felstein

Re: Check List for Site Safety Program Required by Rules  
Relating to the Filing of Site Safety Programs and  
the Designation of Site Safety Coordinators

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As you know, a site safety program is required to be filed in the borough office for the construction of a major building or the alteration of the facade of a major building when the alteration requires a sidewalk shed by Section C26-1901.5 of the Building Code. A major building is either 15 or more stories, 200 feet or more in height, or 100,000 square feet or more of lot coverage regardless of height. Such program shall include the following:

1. The designation of a site safety coordinator by the owner.
2. The credentials of the site safety coordinator:

He must be a New York State Professional Engineer or Registered Architect, or a person with appropriate experience, including 10 years of construction experience with at least five years of supervising large-scale construction work.

3. A list of the responsibilities of the site safety coordinator which shall include at least the following:

- a) Sidewalk shed permits are secured in a timely manner as required by Section C26-1901.5(a)(1).
- b) Approved sidewalk shed drawings are at the job site as required by Section C26-1900.9.
- c) Sidewalk sheds are erected in accordance with approved drawings.
- d) Sidewalk sheds are not removed until the structure is enclosed, all exterior work completed, the sash is glazed above the second story, the exterior of

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the facade is cleaned down, all outside handling of material, equipment and machinery is completed and dismantling of a material hoist or tower or climber crane or the use of a derrick in their removal above the second story is completed.

- e) All cranes, derricks and cableways have valid certificates of approval, operation and on-site inspection as required by Section C26-1909.4 of the Building Code.
  - f) Have prior knowledge of all crane and derrick operations; to ascertain that there is communication among all responsible parties during all such activities, including those in which crane and derrick loads are carried beyond the perimeter of the building and when tower or climber cranes are being dismantled or erected.
  - g) Provide for flagmen for stopping vehicular and pedestrian traffic when crane or derrick loads are carried beyond the perimeter of the building and for use of a hot-line to telephone the Department of Buildings and the Department of Transportation when it is necessary to close a street for safety purposes.
  - h) Obtain required permits from the Department of Transportation for any street obstructions or closings.
  - i) Be present at those times required by regulation.
4. A signed statement by the site safety coordinator indicating that he is familiar with the safety requirements of Article 19 of Title C of the Building Code, and that he will monitor compliance with such safety requirements.
5. A description by the site safety director of how he will accomplish the requirements listed in Item #3, including staff members participating in the program and proposals for periodic inspection.
6. A plan of the site showing:
- a) Surrounding buildings, including their occupancy and height.
  - b) Public rights of way.
  - c) Sidewalk and roadway widths.
  - d) Relevant traffic information.
  - e) Material hoists.
  - f) Loading areas.

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7. Indication that a hot-line number has been provided to telephone the Department of Buildings and the Department of Transportation when it is necessary to close streets for safety purposes.
8. Indication that a log will be at the site available to a Department inspector indicating job meetings, periodic inspections and other activities relevant to the site safety program.
9. A description of any subcontractor or joint labor-management site safety programs which are in force.
10. Provision for coordinator's presence at required times.
11. A fire evacuation plan

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