



NEW YORK CITY DEPARTMENT OF DESIGN AND CONSTRUCTION
SAFETY AND SITE SUPPORT DIVISION

THE OFFICE OF CONSTRUCTION SAFETY

OPERATIONS MANUAL

CITY OF NEW YORK
BILL DE BLASIO, MAYOR

DEPARTMENT OF DESIGN AND CONSTRUCTION

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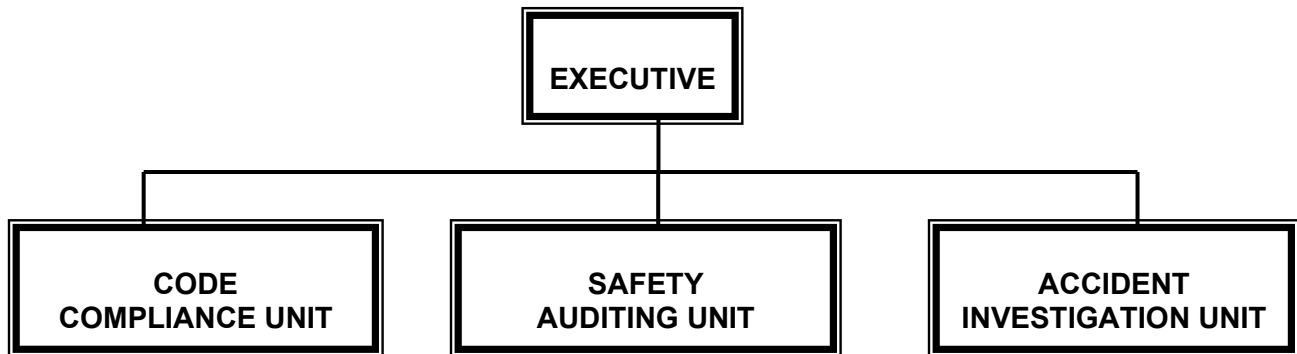
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SECTION I – INTRODUCTION

A. MISSION STATEMENT

The goal of the Office of Construction Safety (OCS) is to ensure the safety of construction projects and their conformance to regulations, specifications, plans and referenced standards. Various scheduled safety inspections and audits are performed during construction activities to ensure that work complies with the applicable regulations.

B. ORGANIZATION CHART OF THE OFFICE OF CONSTRUCTION SAFETY



C. KEY PERSONNEL AND CONTACT INFORMATION

The Office of Construction Safety consists of 15 Safety Professionals and administrative staff located on the third floor of 30-30 Thomson Avenue, Long Island City, NY 11101, 24-hour emergency telephone (718) 391-1911. The Office of Construction Safety is organized into the following sections: Executive, Code Compliance, Safety Auditing, and Accident Investigation Units.

The responsible personnel of these sections and contact information:

1. **Executive**

Carlos Ortiz, Director
(718) 391-2311; (646) 248-9321
Andriy Melnyk, Deputy Director
(718) 391-1284; (347) 233-0991
Deyonka Baines, Administrative Assistant
(718) 391-1172

2. **Code Compliance**

Sandra Glick, Chief of Safety Code Compliance
(718) 391-2014; (347) 539-0210 (cell)

3. **Safety Auditing Unit**

Kurt Findeisen, Senior Safety Auditor
(718) 391-2149; (347) 203-3719 (cell)

3. **Accident Investigation Unit**

Jason Caza, Senior Accident Investigator
(718) 391-2137; (347) 404-8202 (cell)

4. **Accident/Incident Reporting**

(718) 392-1911 (24 Hours/7 Days)

D. ROLE OF THE OFFICE OF CONSTRUCTION SAFETY

The Office of Construction Safety (OCS) plays an active role in Infrastructure and Public Buildings projects during pre-construction, construction and post-construction phases. The following activities are performed by each of the OCS Units during various project phases:

1. CODE COMPLIANCE UNIT

- a. Contractor's Safety Questionnaire Reviews
- b. Contractor's Site Safety Plan Reviews
- c. Contractor's Job Hazard Analysis Reviews
- d. Construction Meetings
- e. Review of Applicable Drawings and Specifications
- d. Development of Safety Advisories, Procedures, and Guidelines

2. SAFETY AUDITING UNIT

- a. Pre-Construction Meetings
- b. Safety Audits/Inspections
- c. Focused Safety Audits

3. ACCIDENT INVESTIGATION UNIT

- a. Emergency Response
- b. Accident/Incident Investigations
- c. Construction Safety Complaints

E. INFRASTRUCTURE/PUBLIC BUILDINGS SAFETY INTERFACE REQUIREMENTS

Execution of the Construction Safety Program requires close cooperation between OCS personnel and Infrastructure/Public Buildings construction personnel to allow for orderly and timely access to activities, information records and meetings. This is to facilitate OCS inspections and audits of construction sites, accident and incident investigations, review and acceptance of safety-related documents, and participation in various construction meetings.

The following guidelines are provided to acquaint the Resident Engineers and Construction Project Manager with the specific matters and notices that OCS requires to perform its mandated duties:

1. Accident/Incident Notifications

2. Meetings Notifications to OCS:

- a. Pre-Construction
- b. Progress
- c. Critical Phase

3. Safety-Related Submittals

- a. Daily Concrete and Asphalt Placement
- b. Daily Backfill Operations
- c. Confirmation for Scheduled Inspections/Audits

4. Postings

The Resident Engineer and/or Project Manager is responsible to post the following documents in the project field office:

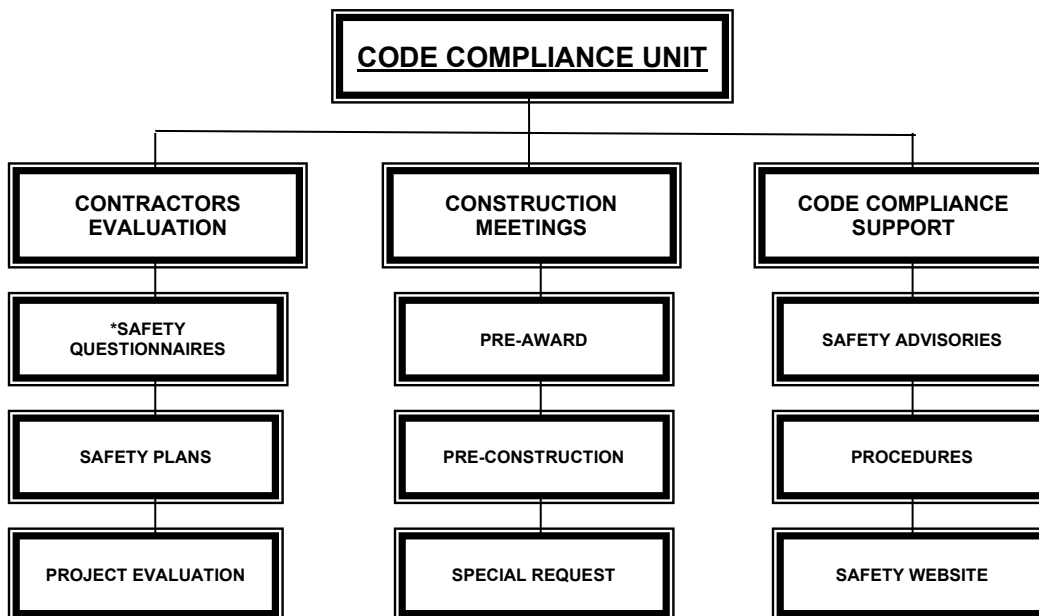
- a. Emergency and Accident Notification and Response Protocol
- b. Project Key Personnel Contacts
- c. NYS DOL Job Safety and Health Protection Poster
- d. Notice of Public Works Project Poster

SECTION II – OVERVIEW AND FUNCTIONS OF FIELD AUDITING UNITS

A. CODE COMPLIANCE UNIT

1. OVERVIEW AND ORGANIZATION

The Code Compliance Unit performs contractors' performance review, conducts various code compliance audits, attends various project meetings, develops safety advisories and procedures, and provides code compliance support to Infrastructure and Public Buildings Divisions.



2. FUNCTIONS

2.1 Contractors Evaluation -The Code Compliance Unit performs contractor's performance evaluation during various project phases, including safety questionnaires review during the pre-award process, site safety plan review during the pre-construction phase and periodic evaluation during the construction activities.

- **Safety Questionnaire**
All contractors are required to complete the safety questionnaire form included in the contract bid package. The Code Compliance Unit performs comprehensive review of the submitted safety questionnaires information, including contractor workers' compensation experience modification rating, incident rates, OSHA violation history, OSHA 300 and 300A logs, and previous contractor's performance on DDC projects. Based on the review results, the Code Compliance Unit submits recommendations regarding the contractor award process to DDC ACCO. The safety questionnaire reviews are performed in accordance with the OCS Safety Questionnaire Review Procedure.
- **Site Safety Plan** - The Contractor shall file a Site Safety Plan with the RE/CPM/CM as indicated in the DDC Contract Safety Requirements or as directed by the Code Compliance Unit. The Site Safety Plan must be supplied to the Code Compliance Unit for review and acceptance. The Site Safety Plan shall apply to all contractor and subcontractor project specific operations and shall have safety procedures for all construction activities outlined in the project work scope. Each element shall be described in a separate section in the written document. The Code Compliance Unit is responsible to review the Site Safety Plan and submit review results to the applicable project staff. The Site Safety Plan review status (Acceptable, Conditionally Acceptable, Unacceptable) is recorded on the Site Safety Plan Review forms. If the contractor fails to provide required safety procedures, the Site Safety Plan will be returned to the applicable project staff and contractor for document revision.
- **Project Evaluation** – The Code Compliance Unit periodically performs projects evaluation. If the Code Compliance Unit will observe high number of deviations, high number of accident/incidents, lack of cooperation, and repeat occurrences of non-compliance with DDC requirements, including implementation of corrective actions, the comprehensive project (contractor) performance review will be performed.

2.2 Construction Meetings – The Code Compliance Unit participates in the Pre-Award, Pre-Construction and Special Request meetings. The project staff shall notify the Code Compliance Unit via fax and/or e-mail at least one week prior to the date of a meeting.

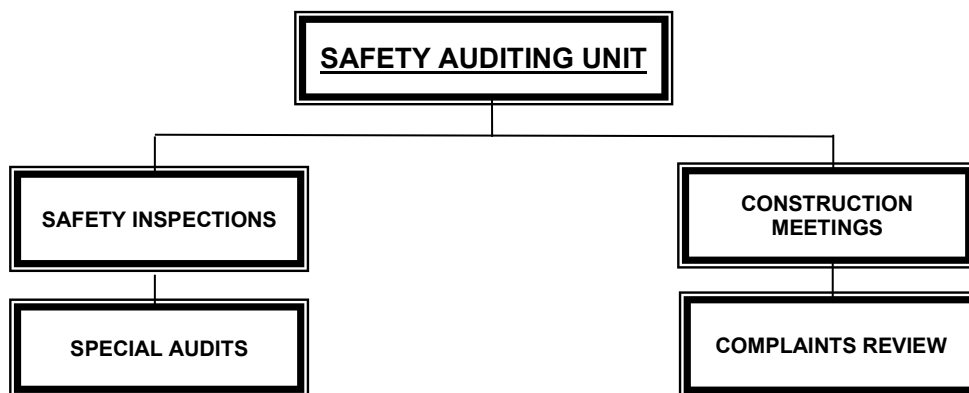
- Pre-Award Meetings – The Code Compliance Unit attends the project Pre-Award meeting if the contractor’s performance evaluation revealed safety related issue(s) to prohibit continuation of the award process.
- Pre-Construction Meeting – The Code Compliance Unit participates in the Pre-Construction meeting in order to provide necessary handouts to the project staff and contractor, and outline safety and quality requirements on DDC projects.
- Special Request Meetings – The Code Compliance Unit attends and/or requests meetings related to accident/incident, unacceptable contractor’s performance, corrective actions implementation, etc.

2.3 Code Compliance Support – In order improve safety awareness on DDC projects, present code and regulations updates, and provide safety guideline, the Code Compliance Unit develop and distribute various safety advisories, OCS procedures, weather and safety alerts through e-mail, meeting and DDC Safety website.

B. SAFETY AUDITING UNIT

1. OVERVIEW AND ORGANIZATION

The Safety Auditing Unit performs scheduled safety field inspections and verification audits and attends various construction field meetings. The Resident Engineer and Project Manager are responsible to escort the Safety Auditors during the inspection and provide full access to the construction site and applicable records.



2. FUNCTIONS

- **Safety Inspections** – Safety Auditors perform scheduled safety inspections of field construction activities and scheduled record review audits. The safety inspections are short duration construction site visits with the emphasis on on-going construction field activities. The purpose of the safety inspections is to detect significant safety deviations, assign a level of risk, identify needs for corrective actions and develop the data needed for an overall project safety evaluation. OCS goal for safety inspections frequency is to perform field audits at least twice per construction phase, however, all active DDC projects will receive at least one safety or quality inspection during the fiscal year.
- **Special Audits** – Special audits include but not limited to unacceptable contractor's safety performance, executive management request, complex projects, etc.
- **Complaints Review** – The Safety Auditing Unit performs review of construction work related complaints. The complaint review process includes field and record review, hazard assessment, and development of applicable recommendations.

3. DUTIES AND RESPONSIBILITIES OF SAFETY AUDITORS

PHASE I – AUDIT PREPARATION

- Auditors shall print out and review the previous quality & safety audit reports for the assigned project/s. Auditors must take hard copies of the previous audit report/s and photographs to the field in order to verify if the previously documented deviations were corrected. Unresolved/repeat deviations must be captured in their new reports. Repeat deviation Scorecard entries must include the following sentence. "This was a repeat deviation noted in an audit dated x/x/x."

PHASE II- FIELD AUDITS

- Where possible, auditors should be escorted by DDC CPM, CM, EIC/RE or DDC designated alternate. If project staff is not on site, audit to be completed unescorted. Auditors are required to identify themselves to the contractor, client, etc. staff prior to conducting an unescorted audit.
- Auditors are required to conduct audits using the appropriate CS checklist, paying special attention to their discipline. Auditors are responsible to assign risk level (high, medium, or low) to all deviations identified during the inspection/audit. When hazardous conditions are encountered requiring immediate action, auditors shall inform the project staff and request immediate corrective actions.
- Auditors must call their direct supervisor and notify them of critical safety deviations, immediately upon discovering them.

- Auditors shall report their findings based on the scope of the work, construction quality, OSHA standards, applicable drawings, project requirements, DDC and DOB specifications, etc.
- Auditors shall take photographs of all deviations. At least one photograph of the active jobsite is required even if no deviations were found.
- Auditors shall prepare a clear and comprehensive written Exit Conference Report for the DDC CPM, CM, EIC/RE or DDC designated alternate's review, written response and should be signed by project staff along with printed name.
- All items on the Exit Conference Report should be completed in the field and should include the deviation number/s and/or description of work activities. An Exit Conference Report is required even if no deviations were found.
- The white copy is DDC's copy. The yellow copy of this report shall be provided to the DDC CPM, CM, EIC/RE or DDC designated alternate onsite. The pink copy is to be retained by the CS auditor.
- An Exit Conference shall be held between the CS auditor and project staff. The discussion shall include the observations and findings, an explanation of the cautionary and high-risk ratings of checklist items.

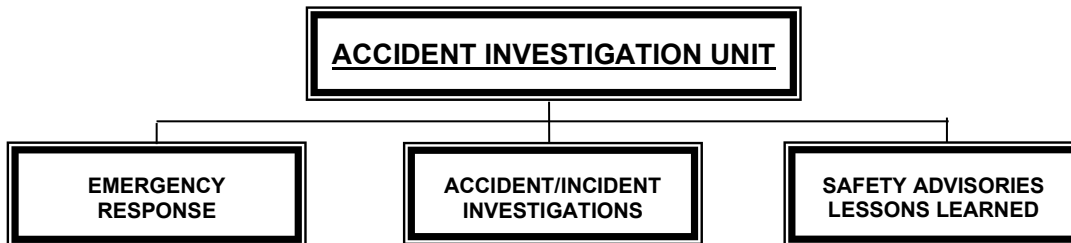
PHASE III – REPORT COMPLETION AND CORRECTIVE ACTIONS

- Auditors shall enter their audit results into Scorecard, including project information, deviations, photographs, and project staff responses. The photographs must include the project number and deviation number.
- Scorecard is an internal database utilized by the Office of Construction Safety to capture quality and safety audit results and corrective actions.
- The completed Scorecard reports are distributed to the applicable project staff for corrective actions.
- The DDC project staff shall respond to the distributed ScoreCard audit reports via e-mail and submit corrective actions for all deviations previously identified during the audit.
- All unresolved high-risk deviations cited during the audit require an immediate response from DDC project personnel to CS detailing steps taken to mitigate the deviations. Responses received by CS will be evaluated and entered into the ScoreCard database as part of the project file records.

C. ACCIDENT INVESTIGATION UNIT

1. OVERVIEW AND ORGANIZATION

The Accident Investigation Unit is responsible for receiving construction accident/incident notifications, conducting investigations to determine root cause, communicating with Project Staff, and publishing lessons learned and safety advisories.



2. FUNCTIONS

- **Emergency Response** – In the event of a construction safety emergency on DDC projects, the Accident Investigation Unit will receive notifications and respond to the construction sites to assist project staff and emergency services.
- **Accident/Incident Investigations** – The Accident Investigation Unit is responsible to handle all construction accident/incident that occurred on DDC construction projects, including initial notification, response, investigation, interviews, and report preparation.
- **Safety Advisories/Lessons Learned** - The Accident Investigation Unit will develop, publish, and distribute safety advisories and lessons learned in response to accident or incidents in order to inform project staff of improve safety awareness.