

Site Safety Plan (SSP)

Submission, Review and Approval Process



Office of Construction Safety
Safety & Site Support Division

During the presentation, the process for reviewing and approving Site Safety Plans will be outlined, including:

- ✓ activity-specific safety procedures and
- ✓ subcontractor safety plans

These Site Safety Plans are developed by the General Contractors and Subcontractors, prior to and throughout construction activities.

This process applies to all DDC construction projects, including Design-Build and CM-Build contracts, and governs all General Contractors and Subcontractors performing on-site construction activities.

The process is subject to revision at any time at the discretion of the Office of Construction Safety.

What is a Site Safety Plan

Site Safety Plan (SSP) is a project-specific document that shall:

- Define all activities within the defined scope of work.
- Identify safety measures for existing and potential hazards associated with project tasks.
- Include appropriate safety procedures and training requirements necessary for safe execution.
- SSP shall be revised to reflect changing site conditions, address new hazards and tasks, and incorporate feedback.



No work shall commence until the SSP has been reviewed and approved by the CM and formally accepted by the OCS.

Roles and Responsibilities

SSP development, submittal, review, and approval/acceptance process involves the following parties:

- Contractor
- Construction Management Firm (CM)
- Project Staff, and
- Office of Construction Safety (OCS)

Each party plays a critical role in ensuring the SSP is well developed, reviewed in a timely and effective manner, and properly implemented.

Contractor Responsibilities

- Develop the SSP and activity-specific safety procedures for CM review and approval, if applicable, and for acceptance by OCS.
- Review and submit subcontractor safety plans and activity-specific safety procedures for CM review and approval.
- Train all applicable workers on the OCS-accepted SSP and CM-approved subcontractor safety plans and activity-specific safety procedures.
- Ensure proper implementation of the OCS-accepted SSP and CM-approved subcontractor safety plans and activity-specific safety procedures.



Responsible party may be Contractor or Design-Builder or CM-Builder depending on project delivery method and contract type.

CM Responsibilities

- Review and approve all safety documentation before the commencement of work.
- Safety documentation includes, but is not limited to, Contractor's SSP, subcontractors' safety plans, and activity-specific safety procedures, including JHAs.
- Provide feedback, maintain safety-related records, and ensure timely follow-up on required revisions.
- Document review and approval of Contractor's SSP, subcontractors' safety plans and activity-specific procedures in the approval logs.



The responsible party may be CM, REI, or PMCM, depending on the project delivery method and contract type.

Project Staff Responsibilities

- Ensure timely submission of the CM-approved Contractor SSP through the designated SSP application.
- Verify completeness of the submitted SSP, including:
 - Identification of construction activities aligned with the project scope
 - Inclusion of the project schedule
 - Accurate completion of all required templates and provision of supporting documentation
- Return the SSP to the Contractor for revision and resubmission if it is incomplete, inaccurate, or missing required documentation.
- Once the SSP is deemed comprehensive and sufficient, submit it to the Office of Construction Safety (OCS) for review and acceptance determination.



Office of Construction Safety Responsibilities

- Review and accept the Contractor's SSP submitted via the designated process
- Verify CM's review and approval of subcontractor safety plans and activity-specific safety procedures
- Conduct on-site audits to verify the implementation of the Contractor's SSP, subcontractor safety plans, and activity-specific safety procedures during active construction phases
- Issue full or partial Stop Work Orders in cases of non-compliance with the DDC Site Safety Plan Submission, Review and Approval Policy, DDC Contract Safety Requirements and/or the presence of hazardous site conditions.



SSP SUBMISSION AND REVIEW PROCEDURES

Pre-Construction Phase

- *For in-house managed projects, Design-Build, CM-Build, or projects where the CM had not yet been onboarded at the time of the SSP submission, CM review and approval are not applicable. In such cases, the Contractor may bypass the CM review and approval step and submit SSP for Project Staff review and submission to OCS.*

Submission, Review and Approval/Acceptance

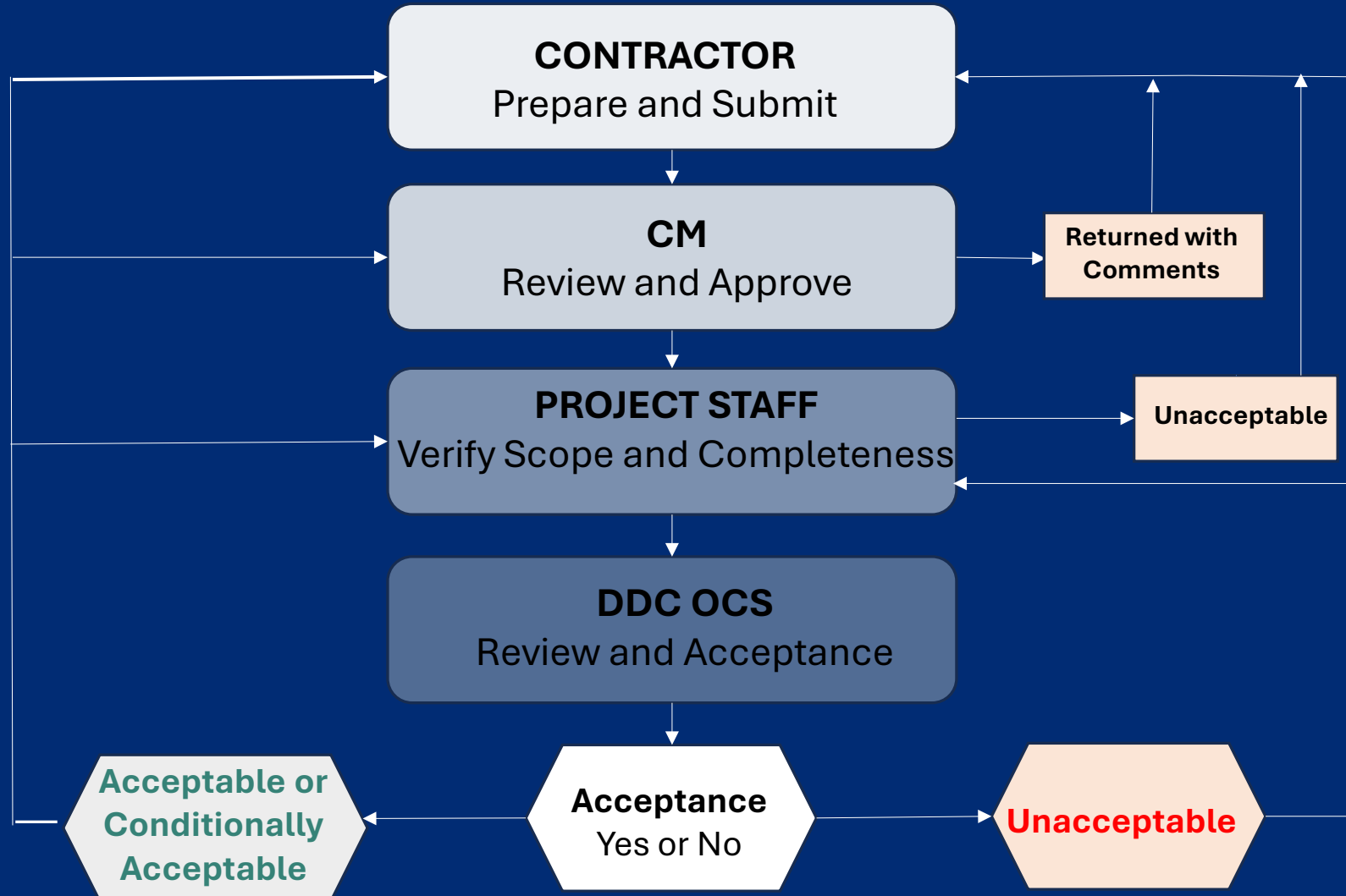
- **Initial Submission:** Contractor submits the SSP, including all available subcontractor safety plans and any available activity-specific procedures, to CM for internal review and approval.
- **CM Review and Approval:** Upon completion of the review, CM provides written comments or approval to the Contractor. The review should confirm that the SSP meets, at a minimum, the following criteria:
 - Compliance with applicable federal, state, and local safety regulations
 - Coverage of known or anticipated hazards relevant to the project scope
 - Defined means and methods to eliminate or control existing or potential health and safety hazards
 - Completeness, clarity, and suitability for the scope of work



Submission, Review and Approval/Acceptance *(continued)*

- **Submission to DDC:** Contractor uploads the CM-approved SSP to the SSP application via the Contractor Access Portal (CAP).
 - **Design-Build and CM-Build projects:** At least sixty (60) days prior to the commencement of construction work, or as otherwise directed.
 - **Other project types:** Within forty-five (45) days from the “Notice of Intent to Award” date, or as otherwise directed.
- **Project Staff Role:** Reviews the submitted SSP in the SSP application to ensure that all construction activities, schedule, and applicable templates are accurately represented.
- **OCS Role:** Review and assign one of the following statuses: Acceptable, Conditionally Acceptable, and Unacceptable.

Site Safety Plan (SSP) Submission and Review Flowchart



Construction Phase

All subcontractors' safety plans, and activity-specific safety procedures prepared by the Contractor and/or subcontractors must be reviewed and approved by CM before the start of construction work.

Construction Phase

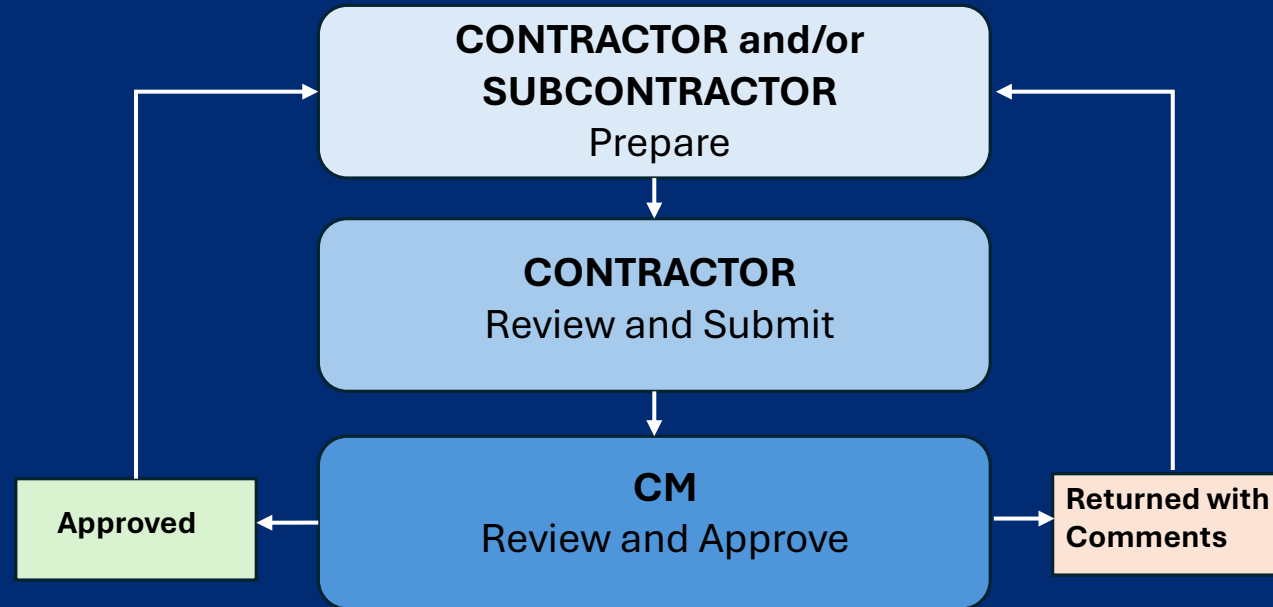
Submission: Contractor submits subcontractor safety plans and activity-specific procedures, including JHA forms, to the CM after internal review.

CM Review and Approval: CM reviews submissions for alignment with the approved Contractor SSP, site conditions, construction methods, and regulatory standards. Written approval is issued once all criteria are met.

Note:

- ***In-house managed projects:*** Contractor submits subcontractor safety plans and activity-specific procedures directly to OCS for review and acceptance.
- ***Design-Build and CM-Build projects:*** Subcontractor safety plans and activity-specific procedures are reviewed and approved by the Design-Builder or CM-Builder, unless otherwise directed by OCS.

Subcontractors' Safety Plans and Activity-Specific Safety Procedures Flowchart

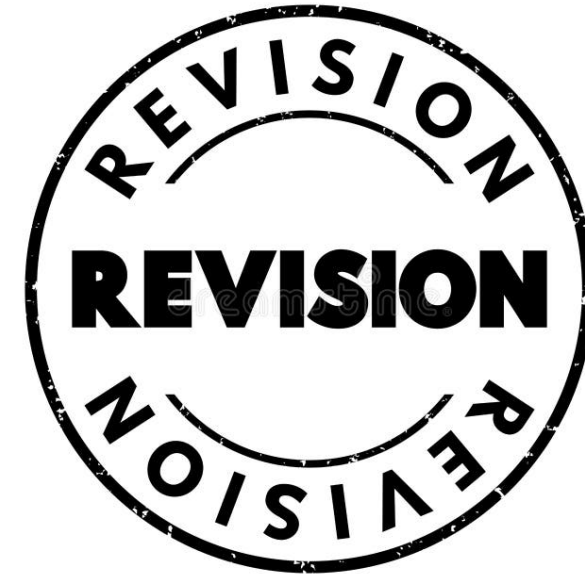


If the DDC determines that either the Contractor or CM have not followed the required review and approval process, the GC must obtain formal acceptance from OCS before starting or resuming any construction activity that involves subcontractor safety plans or activity-specific safety procedures.

SSP Revisions

Any of the following changes or impacting factors must prompt a reevaluation and update of the Contractor SSP, subcontractor safety plans and/or activity-specific safety procedures:

- Changes in work scope
 - Modifications to site conditions
 - Alterations in construction means and methods
 - Occurrence of accidents, incidents, or near misses
 - Revisions to applicable safety standards or regulations
 - Other factors that may affect site safety of the construction site
- All revised safety documentation is subject to CM review and approval, and, if directed, must be submitted to OCS for further review and acceptance.



Approval Logs

The CM shall enter the review and approval of subcontractors' safety plans and activity-specific safety procedures prepared by the Contractor and/or subcontractors before the commencement of construction and throughout project execution, should any modifications occur.

- These logs shall be properly maintained and readily available on-site for review upon request.
- For Design-Build and CM-Build projects, the Design-Builder or CM-Builder assumes the dual roles of Contractor and CM and is responsible for reviewing and approving subcontractor safety plans and activity-specific safety procedures.
- For in-house managed projects, **Design-Build, CM-Build**, or for projects where the CM was not onboard at the time of SSP submission, the contractor may bypass the CM review and submit the SSP directly to DDC.

Approval Logs

1. Subcontractor Safety Plan Review and Approval Log

Subcontractor's Name	Type of work to be performed by Subcontractor	Activity Start Date(s)	CM Review and Approval			
			Initial Approval Date	Latest Approval Date	Name/Title	Signature
<i>Insert additional lines as necessary</i>						

2. Activity-Specific Safety Procedures Review and Approval Log

Name of Activity-Specific Safety Procedure	Work will be performed by		Activity Start Date(s)	CM Review and Approval			
	GC	Sub's Name		Initial Approval Date	Latest Approval Date	Name/Title	Signature
<i>Insert additional lines as necessary</i>							

Training and Documentation

- **Training Requirements:** Contractor ensures all personnel, including subcontractors, complete required safety training before starting work, especially for high-risk activities. Training must follow approved safety plans and regulations and be properly documented and accessible on-site.
- **Documentation:** All safety-related documentation shall be maintained on-site and must be readily accessible for review by project stakeholders and regulatory authorities upon request.
- **CM Review Logs:** Logs must include the CM reviewer's name, title, signature, and approval date for each subcontractor safety plan and activity-specific safety procedures.

Compliance

The DDC, through OCS, reserves the right to:

- **Review** all safety-related procedures, including the Contractor SSP, subcontractors' safety plans, and activity-specific safety procedures
- **Verify** adherence to the review and approval process outlined in this policy
- **Enforce** corrective action requirements where deficiencies or violations are identified

If the GC fails to submit an acceptable or conditionally acceptable SSP, or doesn't obtain CM approval for subcontractor safety plans and procedures before starting work, a full or partial Stop Work Order may be issued.

If DDC determines that the GC or CM did not comply with the required review process, the GC must get formal OCS acceptance before starting or resuming any related construction activities.



SSP APPLICATION

DDC Anywhere: Contractor Access Portal User Registration

NYC | Department of Design and Construction 311 | Search all NYC.gov websites

NYC DDC ANYWHERE NYC Department of Design and Construction

DDC Anywhere User Registration

Security Information

Password		Confirm Password	
Security Question 1	Please select one	Answer	
Security Question 2	Please select one	Answer	
Security Question 3	Please select one	Answer	

[← BACK TO LOGIN](#) [✓ REGISTER](#)

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NYC Mobile Apps

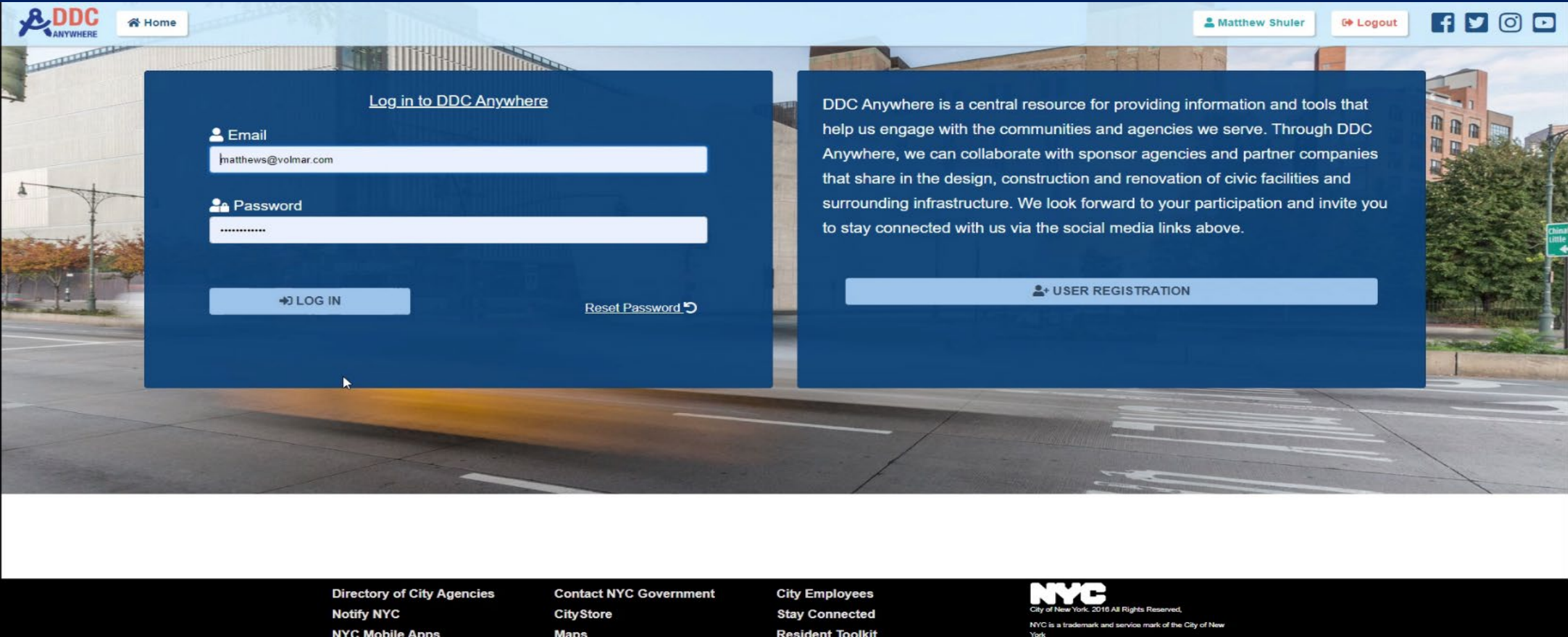
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CityStore
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DDC Anywhere: Contractor Access Portal



DDC Anywhere: Applications

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Matthew ShulerLogout

DDC Anywhere is a central resource for providing information and tools that help us engage with the communities and agencies we serve. Through DDC Anywhere, we can collaborate with sponsor agencies and partner companies that share in the design, construction and renovation of civic facilities and surrounding infrastructure. We look forward to your participation and invite you to stay connected with us via the social media links above.

 Bid Documents Online

Contractor Access Portal

Contractor Access Portal Training

 Design Build

 Mentoring Access Portal

 RFP Documents Online

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Creating a New Site Safety Plan

DDC Project ID

Task Order No.

Registration Date

Expiration Date

Division

Program Unit

Task Order Amount

DDC Project ID

Task Order No.

June 3, 2019

November 13, 2021

Public Buildings

LIBRARIES

Create New Site Safety Plan

Status: Accepted

1 Project Scope

2 Construction Activities

3 Site Safety Plans

Project Web Scope

Building Envelope Rehabilitation

Project Work Scope

Removal of existing roofing system and the removal and replacement of the existing roof drains in their current locations. Installation of new insulation, the installation of new roof drains, and the installation of a new roofing system by KEMPER. All incidental dunnage and structural work noted in the Construction Documents associated with mechanical units. Install ductwork for AC unit and reconnect to existing ducts at roof penetration level; bring units to full operation; raise roof drainage and reflash new roofing around them and other incidental work further noted in the Construction Documents. Any electrical works in the Construction Documents. Note several locations have tested positive for Asbestos Containing Material (ACM)

Subcontractor

Yes

Subcontractor Name

Type of Construction Work

Subcontractor Name

TBD

Type of Construction Work

Scaffold

Subcontractor Name

TBD

Type of Construction Work

HVAC

Subcontractor Name

TBD

Type of Construction Work

Roofing

Subcontractor Name

Type of Construction Work

SAVE

CONTINUE

SSP Preparation

- A well-defined scope of work will determine applicable of project-specific sections based on selected construction activities.
- General sections or elements will vary depending on whether it's a Public Buildings or Infrastructure project.
- Mandatory sections will be included in SSPs for all projects.



Selection of Construction Activities

Construction Activities		Site Safety Plans				
Construction Activity	Start Date	Max Height	Max Width	Max Depth	Type	Description
Blasting and the Use of Explosives		↑	↑	↑	↑	↑
Concrete, Masonry and/or Paving	2/9/22	↑	↑	↑	↑	↑
Confined Space Entry	2/4/22					
Construction Vehicles/Heavy Equipment	2/15/22					
Cranes,Derricks and Hoists						
Demolition	12/15/21					
Elevator Work	5/6/22					
Excavation	2/4/22		16 ←	6 ←		
Night and/or Interior Work	12/15/21					
Operations and/or Equipment Requiring Lockout/Tagout	7/11/22					
Pile Driving Operations						
Roof Work	3/8/22					
Scaffold	12/20/21	18 ←			pipe scaffolding ←	
Sidewalk Shed						
Steel Erection	1/26/22					
Use of Radioactive Materials and/or Use of X-Ray Equipment or Laser						
Welding and Cutting	1/26/22					
Work or Placement of Equipment and Material at Roadway and Sidewalk	2/15/22					
Working at Height (6 feet and above)	12/20/21				→	baker scaffold on floors, supported scaffold at monumental stairs

Project-Specific SSP Sections

DDC

VOLMAR CONSTRUCTION, INC.

Contract Reg/PIN # 20

DDC Project ID

Task Order No.

Registration Date
August 22, 2016

Expiration Date
August 22, 2019

Division
Public Buildings

Program Unit
Courts/DCAS

Task Order Amount
\$1,000,000.00

Create New Site Safety Plan

Status: Draft

Project Specific

Construction Activities

Site Safety Plans

Download each Site Safety Plan section template, update with Project Specific information and upload the completed sections of the plan. Upload supplemental documents to support the specific templates, where applicable.

Site Safety Plan	Start Date	Files	Uploaded By	Uploaded Date	Status
* Accident/Incident/Near Miss Reporting and Investigation					
* Alcohol and Drug Abuse Policy					
* Concrete and Masonry Construction Procedure- PB	9/1/22				
* Demolition	8/31/22				
* Dust Mitigation Plan					
* Electrical Safety-PB					
* Emergency Action Plan					

BACK

SUBMIT

Completion of SSP Templates

ACCIDENT/INCIDENT/NEAR MISS REPORTING AND INVESTIGATION PLAN

The Accident/Incident/Near Miss Reporting and Investigation plan is intended to standardize the handling of all construction-related accidents, incidents, and near misses on DDC construction project sites, ensuring they are less likely to recur.

Unless otherwise directed, any equipment, structure, material, or evidence related to an accident or incident will not be removed or altered. The only exception is immediate emergency procedures carried out to secure structures, temporary constructions, operations, or equipment that pose a continued imminent danger or to provide assistance to individuals who are trapped or have sustained bodily injury.

Additional measures will be implemented to secure the accident or incident site and prevent further injuries or property damage.

ADMINISTRATIVE DUTIES

1.
is qualified by appropriate training and experience that is commensurate with the complexity of this plan, to recognize accident/incident/near miss and implement reporting procedures on site.
2.
is qualified by appropriate training and experience that is commensurate with the complexity of this plan, to respond and conduct the required investigation.
3. OSHA Recording Requirements

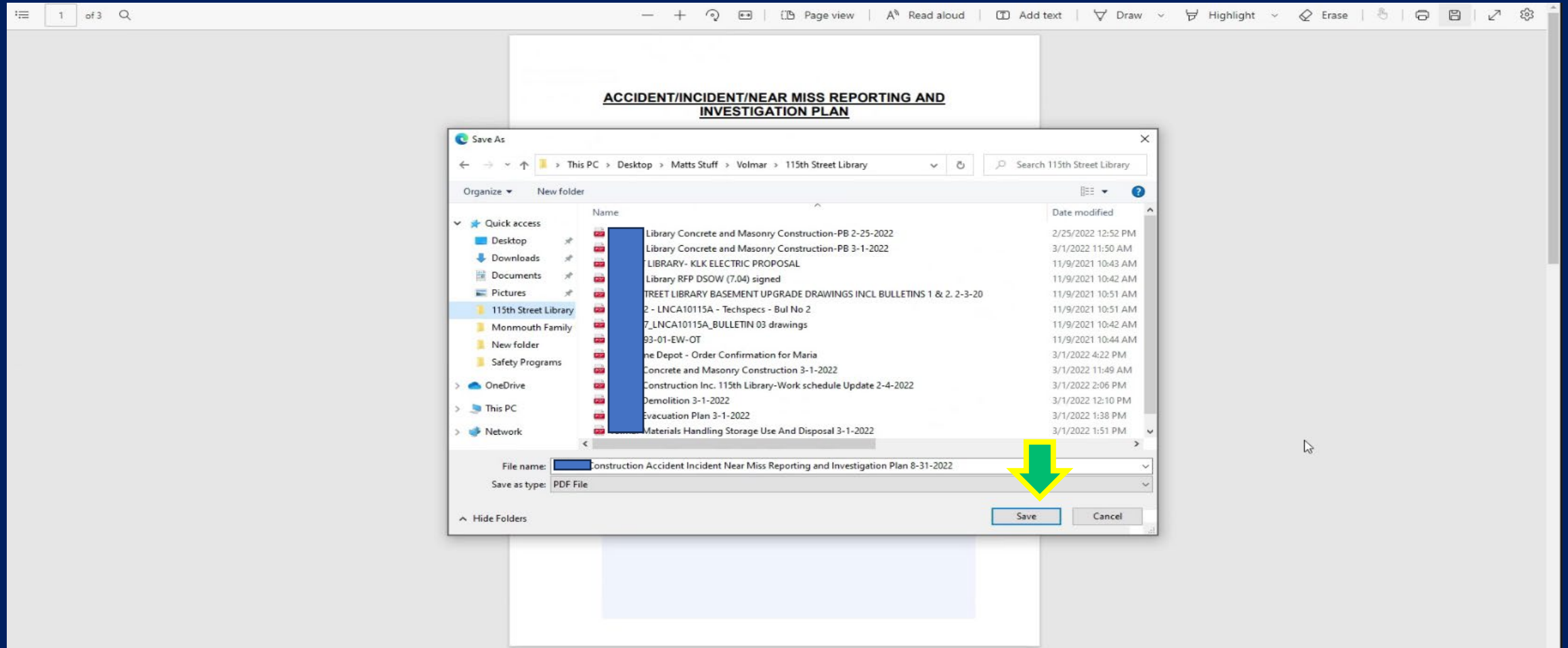
The company had 10 or fewer employees at all times during the last calendar year

☐ Yes ☐ No

All work-related fatalities, injuries and illnesses will be recorded utilizing the OSHA 300 "Work-Related Injuries and Illnesses" and 300A "Summary of Work-Related Injuries and Illnesses" logs.

The following employee(s) will be designated to maintain the OSHA records.

Saving SSP Templates



Attaching Completed SSP Templates and Documents

Contract Reg/PIN # 201

DDC Project ID

Task Order No.

Registration Date
August 22, 2016

Expiration Date
August 22, 2019

Division
Public Buildings

Program Unit
Courts/DCAS

Task Order Amount

Create New Site Safety Plan

Status: Draft

Project Scope

Construction Activities

Site Safety Plans

Download each Site Safety Plan section template, update with Project Specific information and upload the completed sections of the plan. Upload supplemental documents to support the specific templates, where applicable.

Site Safety Plan	Start Date	Files	Uploaded By	Uploaded Date	Status
* Accident/Incident/Near Miss Reporting and Investigation		115th St. Library Basement Reconstruction JHA_ 3-1-2022.docx		8/31/22	
		Volmar Construction Accident Incident Near Miss Reporting and Investigation Plan 8-31-2022.pdf		8/31/22	
* Alcohol and Drug Abuse Policy					
* Concrete and Masonry Construction Procedure- PB	9/1/22				
* Demolition	8/31/22				
* Dust Mitigation Plan					
* Electrical Safety-PB					

BACK

SUBMIT

Uploading Completed SSP Templates and Documents

Contract Reg/PIN # 20171

DDC Project ID

Task Order No.

Registration Date
August 22, 2016

Expiration Date
August 22, 2019

Division
Public Buildings

Program Unit
Courts/DCAS

Task Order Amount

Create New Site Safety Plan

Project Scope

Documents

Browse

Uploaded Documents

Document Name

Dust Mitigation Plan

Electrical Safety-PB

Emergency Action Plan

BACK

Status: Draft

Site Safety Plans

Upload

SUBMIT

Open

This PC > Desktop > Matts Stuff > Volmar > 115th Street Library

Search 115th Street Library

Organize

New folder

Quick access

Desktop

Downloads

Documents

Pictures

115th Street Library

Monmouth Family

New folder

Safety Programs

OneDrive

This PC

Network

Name

Date modified

Construction Accident Incident Near Miss Reporting and Investigation Plan 8-31-2022

8/31/2022 9:11 AM

Library Basement Reconstruction SSSP response 3-29-2022

3/30/2022 8:38 AM

me Depot - Order Confirmation for Maria

3/1/2022 4:22 PM

Construction Inc. 115th Library-Work schedule Update 2-4-2022

3/1/2022 2:06 PM

Personal Protective Equipment 3-1-2022

3/1/2022 1:55 PM

Materials Handling Storage Use And Disposal 3-1-2022

3/1/2022 1:51 PM

Library Basement Reconstruction JHA_ 3-1-2022

3/1/2022 1:42 PM

Evacuation Plan 3-1-2022

3/1/2022 1:38 PM

Demolition 3-1-2022

3/1/2022 12:10 PM

Library Concrete and Masonry Construction-PB 3-1-2022

3/1/2022 11:50 AM

Concrete and Masonry Construction 3-1-2022

3/1/2022 11:49 AM

Library Concrete and Masonry Construction-PB 2-25-2022

2/25/2022 12:52 PM

TREET LIBRARY BASEMENT UPGRADE DRAWINGS INCL BULLETINS 1 & 2, 2-3-20

11/9/2021 10:51 AM

2 - LNCA10115A - Techspecs - Bul No 2

11/9/2021 10:51 AM

93-01-EW-OT

11/9/2021 10:44 AM

LIBRARY- KLK ELECTRIC PROPOSAL

11/9/2021 10:43 AM

File name: Construction Accident Incident Near Miss Reporting and Investigation Plan 8

Open

Cancel

View Uploaded SSP Templates and Documents

Contract Reg/PIN # 20

DDC Project ID

Task Order No. 019A

Registration Date August 22, 2016

Expiration Date August 22, 2019

Division Public Buildings

Program Unit Courts/DCAS

Task Order Amount

Create New Site Safety Plan

Project Scope

Construction Activities

Site Safety Plans

Download each Site Safety Plan section template, update with Project Specific information and upload the completed sections of the plan. Upload supplemental documents to support the specific templates, where applicable.

Site Safety Plan	Start Date	Files	Uploaded By	Uploaded Date	Status
* Accident/Incident/Near Miss Reporting and Investigation		Volmar Construction Accident Incident Near Miss Reporting and Investigation Plan 8-31-2022.pdf	X	8/31/22	
* Alcohol and Drug Abuse Policy		Alcohol and Drug Abuse Policy 1	X	8/31/22	
* Concrete and Masonry Construction Procedure- PB	9/1/22	Concrete Masonry Paving 1	X	8/31/22	
* Demolition	8/31/22	Demolition 1	X	8/31/22	
* Dust Mitigation Plan		Dust Mitigation Plan 1	X	8/31/22	
* Electrical Safety-PB		Electrical Safety	X	9/2/22	
* Emergency Action Plan		Emergency Action Plan1 Attachment EAP1	X X	9/2/22 9/2/22	

BACK

SUBMIT

SSP REVIEW STATUS

SSP Status in SSP Application

- Draft (Initiation, Creation of SSP)
- Submitted for DDC Review
- Incomplete Request for More Information
- Review Completed by Program Unit
- Acceptable
- Unacceptable
- Conditionally Acceptable

SSP Status - Overall and Individual Sections

Contract Reg/PIN # 20211414552

DDC Project ID

Expiration Date

September 1, 2023

Task Order Amount

Contractor

Registration Date

February 10, 2021

Division

Public Buildings

Task Order No.

Program Unit

SANITATION

Status

Conditionally Accepted

Work Scope Description

A new garage serving both districts and renovation of the Borough Repair Shop. The site is to be reconfigured with new grading & drainage, new covered salt storage, new outdoor fueling, new household special waste collection, outdoor DSNY truck parking and a new force main sanitary line to connect to the NYC DEP sewer

Safety Code Compliance Auditor

Sub-Contractors

Construction Activities

Site Safety Plans

		First%2520Aid%2520Medical%2520Attention_AA_1.pdf	2/10/21	
* Hazard Assessment and Corrective Actions		Hazard%20Assesment%20attachment.pdf	2/10/21	
		Hazard%2520Assessment%2520and%2520Corrective%2520Actions_AA1.pdf	2/10/21	Acceptable
		HazardCommunication_AA1-R1.pdf	3/25/21	
* Hazard Communication Program		Hazard%2520Communication_AA1 (1).pdf	2/10/21	Acceptable
		HotWork-Attachment-R1.pdf	3/25/21	
* Hot Work	8/17/22	HotWorkAA1-R1.pdf	3/25/21	Acceptable
		Hot%2520Work_AA1.pdf	2/10/21	
		hot%20work%20attachment.pdf	2/10/21	
		Housekeeping_AA1.pdf	2/10/21	Acceptable
* Housekeeping				
* Illumination Procedure	12/1/21	Illumination%2520AA1.pdf	2/10/21	Acceptable
* Job Hazard Analysis		JHA Clarification.pdf	10/13/21	
		Welkin - Plumbing piping installation - JHA - Final.pdf	9/10/21	Conditionally Acceptable
		.DSNY Welkin JHA002 Rigging R1 - FINAL.pdf	9/10/21	
		Fire - Life safety sprinkler protection - JHA - Final.pdf	9/10/21	
		JEMCO - Precast concrete panel installation - JHA - Final.pdf	9/10/21	
		Brick and concrete block masonry - misc masonry - JHA - FINAL.pdf	9/10/21	
		MISC ELECTRICAL JHAS - FINAL.pdf	9/10/21	

Types of Review Statuses

Acceptable: Contractor may proceed with all construction activities.

Conditionally Acceptable: Contractor may begin work on SSP sections marked “Acceptable.” For any “Conditionally Acceptable” sections, complete templates and required documents must be submitted **at least 30 calendar days** prior to starting related work. Failure to comply may result in the SSP being reclassified as “Unacceptable.”

Unacceptable: Contractor must revise the SSP in accordance with OCS comments, obtain CM re-approval if applicable, and resubmit through the SSP application for OCS review and acceptance. Construction work may not begin until the SSP is formally accepted by OCS. Noncompliance will result in a Stop Work Order.



SSP Status: Email notification

The Office of Construction Safety has reviewed the Site Safety Plan (SSP) submitted by Contractor: [REDACTED] for Project: [REDACTED] and has determined that the SSP is **Conditionally Acceptable** and Contractor can proceed only with construction activities for which SSP sections were identified as "Acceptable".

No construction activities associated with the "Conditionally Acceptable" sections of SSP can commence at this time.

At least 30 calendar days prior to performing construction activities for which SSP sections were identified as "Conditionally Acceptable", the specific templates associated with those sections must be completed and uploaded with all required attachments, through the SSP application, for review and acceptance by the Office of Construction Safety.

If the contractor fails to provide the acceptable templates and required attachments prior to commencement of construction activities associated with the "Conditionally Acceptable" sections of SSP, the status of the Site Safety Plan will be changed from "Conditionally Acceptable" to "Unacceptable."

During the course of the project, the Contractor may be required to amend the SSP to address newly identified tasks and hazards. The contractor is required to have the Conditionally Acceptable SSP at the project site and available for review upon request. Forms, drawings, safety documentation, and permits shall be updated as the project progresses.

NEW SSP TEMPLATES

Project Specific Procedures and Subcontractors Safety Plans

ACTIVITY- SPECIFIC SAFETY PROCEDURES AND SUBCONTRACTORS' SAFETY PLANS

In executing work on this project, the General Contractor (GC)* is responsible for ensuring that activity-specific safety procedures and subcontractor(s) safety plans are developed and submitted to the project Construction Management firm (CM)** for review and approval. The GC will also ensure that activity-specific safety procedures and subcontractor safety plans are tailored to the specific scope of work, comply with applicable federal, state, and city regulations, and that both existing and potential safety and health hazards related to the construction activities are effectively identified, addressed, and mitigated through the selected means and methods. These procedures and plans will be implemented prior to commencing work and revised as necessary throughout the project lifecycle.

All activity-specific safety procedures, subcontractors' safety plans, and associated review and approval documentation will be properly maintained by the GC and readily available on-site for review.

The DDC (Office of Construction Safety within the Safety & Site Support Division) reserves the right to review all safety procedures, including activity-specific procedures and subcontractors' safety plans. If, during the review, the DDC identifies a failure by the GC to obtain an approval from the CM and/or implement acceptable safety procedures, the GC will be required to obtain an acceptance from the Office of Construction Safety before commencing or resuming any activities that necessitate the implementation of activity-specific safety procedures or subcontractors' safety plans.

1. ACTIVITY-SPECIFIC SAFETY PROCEDURES

High-risk construction activities - including, but not limited to, confined space entry, walking and working on elevated surface, steel erection, excavation, crane operations, pile driving, maintenance and protection of traffic (MPT), scaffold work, operations near or under water, hot work or any spark-producing operation, blasting, and emergency evacuation planning - require the development, review, and ongoing revision of activity-specific safety procedures, including Job Hazard Analysis forms, prior to and throughout the execution of each respective activity.

1.1 The following high-risk construction activities will be performed on this project and require the preparation of activity-specific safety procedures.

List construction activities requiring activity-specific safety procedures

1.2 Activity-specific safety procedures, prepared by the GC and/or their subcontractors, will be reviewed and approved by the CM in accordance with the written procedure outlined below and developed by the GC.

Attach a written procedure outlining a sequence of actions with clearly defined responsibilities, conducted in a specific order or manner. The procedure should identify the responsible individual and specify the method for documenting results.

Version 1.0, 7/17/25

2. SUBCONTRACTORS SAFETY PLANS

APPLICABLE

☒ YES

☐ NO

If subcontractors intend to follow their own safety plans or a combination of their plans and the GC's Site Safety Plan, the GC will be responsible for reviewing each subcontractor plan and obtaining review and approval from the CM firm prior to implementation on this project.

2.1 A comprehensive list of all subcontractors will be developed and maintained throughout the duration of the project. This list will indicate whether each subcontractor will:

- a. Adhere solely to the GC's Site Safety Plan,
- b. Develop and implement their own safety plan, or
- c. Follow both plans, depending on the nature of their construction activities.

An example of the Subcontractor Safety Plan Adherence Log is provided in Appendix A of this section. Should the GC choose to develop a customized log, it must include all required information outlined above and be attached to this section.

2.2 The GC shall develop and implement a written procedure for reviewing subcontractor safety plans. This procedure must also include a requirement to obtain CM review and approval prior to the commencement of any subcontractor work, as well as for any revisions made throughout the duration of subcontractor activities.

Attach a written procedure outlining a sequence of actions with clearly defined responsibilities, conducted in a specific order or manner. The procedure should identify the responsible individual and specify the method for documenting results.

3. REVIEW AND APPROVAL

3.1 The GC will maintain documentation certifying the name and title of the CM reviewer/approver, along with the corresponding approval date, for each subcontractor safety plan. This documentation shall be readily available for review upon request.

An example of the Subcontractor Safety Plan Review and Approval Log is provided in Appendix B of this section. Should the General Contractor choose to develop customized logs, it must include all required information outlined above and be appended to this section.

3.2 The GC will maintain documentation certifying the name, title, and date of approval for each activity-specific safety procedure. This documentation must be readily available for review upon request.

An example of the Activity-Specific Safety Procedures Review and Approval Log is included in Appendix B of this section. If the General Contractor choose to develop a customized log, it must include all required information as outlined above and be appended to this section.

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Multiemployer Sites

Accident Prevention and Safety Compliance

MULTIEMPLOYER SITES ACCIDENT PREVENTION AND SAFETY COMPLIANCE

Multiemployer worksites involve multiple employers working simultaneously or in succession on the same project. Ensuring safety compliance in such settings is critical due to the complexity of overlapping responsibilities and potential hazards.

In performing work on this project, the Contractor/Design-Builder/CM* is responsible for ensuring that their employees and its Subcontractors exercise every precaution to prevent injury to persons (including workers and members of the public) or damage to City Assets or any other property, as applicable.

In addition to development and implementation of project specific safety plan(s) tailored to the unique risks of the site, the following procedures will be developed and implemented:

1. A written procedure for communication of site conditions, and existing and/or created safety and health hazards prior to the Subcontractor(s) commencing their work will be created and implemented. Documentation of such communication will be maintained and furnished to DDC upon request.

Attach project specific procedures

2. A written procedure for communication of site conditions, and existing and/or created safety and health hazards between the Contractor/Design-Builder/CM and Subcontractors, and between Subcontractors for locations where construction or demolition work is performed simultaneously by different parties, will be prepared and implemented. Documentation of such communication shall be maintained and furnished to DDC upon request.

Attach project specific procedures

ADDITIONAL REQUIREMENTS

Attach additional procedures

**Contractor/Design-Builder/CM – The responsible party (or parties) will vary based on the project delivery method and the type of contract.*

REFERENCES

DDC Contract Safety Requirements
OSHA 29 CFR 1926.16
OSHA 29 CFR 1926.20
OSHA Directive No. CPL 02-00-124



Aerial lifts

- Extensible boom platforms
- Aerial ladders
- Articulating boom platforms
- Vertical towers
- A combination of any such device.

AERIAL LIFTS AND SCISSOR LIFTS

This section includes operational and safety procedures to ensure the safe operation of aerial lifts and scissor lifts. In addition to procedures, listed below, Federal OSHA Standards, current New York City Building Codes, DDC Contract Safety Requirements, and any other governing agencies rules, regulations, laws, and procedures will be adhered to. The most stringent of these standards will govern.

Aerial lifts are any vehicle-mounted devices used to elevate personnel. Types include extendable boom platforms, aerial ladders, articulating (jointed) boom platforms, vertical towers, and any combination of these types.

Scissor lifts are mobile supported scaffold work platforms used to safely move workers vertically and to different locations in a variety of industries including construction, retail, entertainment and manufacturing. Scissor lifts are different from aerial lifts because the lifting mechanism moves the work platform straight up and down using crossed beams functioning in a scissor-like fashion. Although scissor lifts present hazards similar to scaffolding when extended and stationary, using scissor lifts safely depends on considering equipment capabilities, limitations and safe practices.

The following equipment will be utilized on this project:

Aerial Lifts ☐

Scissor Lifts ☐

TRAINING AND CERTIFICATIONS

Only trained and authorized personnel are allowed to operate an aerial lift. Training records and certifications will be accurately maintained, stored on-site, and made readily available for review upon request.

Training will cover:

- Identification and avoidance of electrical, fall, struck-by, and falling object hazards, as well as other unsafe conditions.
- Proper operational instructions for the lift, including its maximum intended load and load capacity.
- Demonstrations of the necessary skills and knowledge required to operate an aerial lift before using it on the job.
- Guidance on when and how to conduct inspections.
- Adherence to the manufacturer's requirements.

Workers will undergo retraining under the following circumstances:

- If an accident or incident occurs during lift use.
- If workplace hazards involving a lift are identified.
- If a different type of lift is introduced.

Additionally, workers will be retrained if they are observed operating a lift improperly.

Thank You!