

## CONSTRUCTION INSPECTION DIVISION

### MEMORANDUM

**TO:** All CID Personnel and  
Holders of Construction Directives

**FROM:** John P. Huchrowski, Chief   
Construction Inspection Division

**DATE:** July 18, 2007

**SUBJECT:** Construction Directive 07220.100.28  
Construction Work Site Safety Regulations

CD 07220.100.28 has been revised to indicate that safety vests worn by SHA personnel will be a yellow green background in color and that a Class 2 or greater ANSI approved outermost garment, yellow green background color, may be worn as a substitution for the vest. Paragraph 5.a. has also been revised to prohibit all personal listening devices from being used other than in the field office. In addition, all references to the SHA Occupational Safety and Health Manual have been replaced by the SHA Workplace Safety Guidelines.

If you have any questions please feel free to call me @ 410-545-0390.

#### Attachment

cc: Mark Flack  
David Peake  
Robert Thommen  
Regional Construction Engineers  
Assistant District Engineers – Construction

SUBJECT: Construction Work Site Safety Regulations

FORM NO: OOC57

**REFERENCES:** SHA Workplace Safety Guidelines and the following Construction Memoranda.

7210.100.31 High Visibility Policy

7210.100.32 Foot Protection Policy

**GENERAL:**

The Construction Inspection Division (CID) has as one of its primary purposes the safety of all CID employees and visitors to project sites. Likewise, it the personal responsibility of each employee to perform their duties in a safe and responsible manner and to be aware at all times of their own surroundings as well as those of fellow SHA employees and Contractor workers.

**PURPOSE:**

The purpose of this Directive is to instruct CID personnel on specific safety guidelines and procedures and disciplinary consequences for non-compliance. This Directive also provides references to Federal, State, and SHA regulations.

**PROCEDURE:**

1. The current orange CID Work Site Safety Posters must be conspicuously displayed in all field offices.
2. **Personal Protective Equipment (PPE):**

The following items of clothing and equipment will be worn at all times on SHA work sites to which CID personnel are assigned.

- a. Hard Hat - furnished by SHA
- b. Safety Vest – Furnished by SHA. A Class 2, or greater, ANSI approved outermost garment, yellow green background material color, may be worn as a substitution for the vest.
- c. Hard Soled Shoes - Soft sole shoes such as tennis shoes are prohibited. If a non-slip sole surface is desired, a hard sole must back it up.
- d. Hearing Protection - When work assignment warrants.
- e. Eye Protection - When work assignment warrants.

All SHA employees and visitors are required to wear a hard hat and the outermost garment as defined above when on SHA work sites and rights-of-way. The ONLY exception to this rule is when employees or visitors are in a field office.

One additional hard hat and vest shall be available in CID vehicles at all times. Additional hard hats and vests shall be available at the field office.

**PROCEDURE:** (continued)

The Construction Project Engineer (CPE) will be responsible for assuring that all visitors to the project site are appropriately attired with the proper safety clothing and equipment. Report non-compliant personnel immediately to CID for enforcement.

**3. Clothing Requirements:**

In order to protect as much as possible against environmental and mechanical hazards such as noxious and poisonous plants, scratches, lacerations, and insect stings, CID Personnel operating in the field will wear trousers that cover the ankles while on the work site. Shorts are prohibited.

In the same manner, bare torsos are prohibited. T-shirts are permitted. Safety vests alone are not adequate and will not be worn next to bare skin.

**4. Other Personal Protective Equipment:**

Unless otherwise specified in the Contract Documents, the Districts will be responsible for furnishing all PPE other than the white ratchet suspension hard hat and Class 2 ANSI approved safety vest. The CPE will request the PPE through the Supply Administrative Technician (SAT) located at the District Maintenance Shops. See the applicable section of the SHA Workplace Safety Guidelines for other PPE requirements.

**5. Work Practices:**

- a. All portable/personal listening devices including commercial radios, MP3 players, etc. are prohibited outside the field office. The use of these items could impair your hearing and render you oblivious to the construction and traffic noises around you.
- b. District personnel and CPE will monitor overtime on a regular basis to ensure that field personnel do not work excessive hours which could cause fatigue and reduce their level of alertness.
- c. All CID personnel are instructed to read and become familiar with the SHA Workplace Safety Guidelines. You are specifically directed to the following appendices:

- Excavation and Trenching
- General
- Hazardous Materials
- Lifting and Carrying
- Motor Vehicle Operation
- Personal Protective Equipment
- Health Protection / Confined Spaces

Each project will have a notebook of "Safety Reference" on site for safety guidance provided by CID.

**PROCEDURE:** (continued)

- d. CID personnel are prohibited from entering any excavation, trenching, or confined space unless a competent person implements appropriate precautions.

**6. Authority and Responsibility:**

- a. Director, Office of Construction (D-OOC) has overall responsibility for administration of construction work site safety.
- b. Chief - Construction Inspection Division (C-CID) - answers to the D-OOC and has responsibility for implementation of Construction Work Site Safety Program.
- c. Construction Safety Officer (CSO) - Has the responsibility of assuring compliance by CID personnel with the requirements of this Construction Directive, the SHA Workplace Safety Guidelines, and MOSH regulations. The CSO has the authority to issue citations to CID personnel for non-compliance with this Directive and to recommend appropriate disciplinary action to the D-OOC & C-CID. The CSO is responsible for conducting regular safety inspections of all projects and monitoring citations issued for violations. Upon request by the CPE or other CID personnel, the CSO will visit work sites to advise and assist project personnel with safety related issues.
- d. Regional Construction Engineers (RCEs) and Area Engineers (AEs) - as part of their routine project inspections are authorized to issue citations for non-compliance with this Directive as noted in (c.) above.
- e. The CPE has the primary responsibility for ensuring compliance with the requirements of this Directive by CID personnel. Should the CPE encounter an employee violating any requirement of this Directive, the CPE shall fully document the violation and contact the CSO, RCE or AE, so that a formal citation can be issued.

**7. Disciplinary Consequences for Non-Compliance:**

To ensure that the requirements of this Directive are complied with at all times; CID personnel will be subject to the following steps of progressive discipline for non-compliance. CPEs will be subject to the same disciplinary procedures for failing to enforce this Directive.

- Step 1 - Official Written Reprimand for first violation.
- Step 2 - One Day Suspension for second violation.
- Step 3 - Three Day Suspension for third violation.
- Step 4 - Five Day Suspension for fourth violation.
- Step 5 - Charges for Removal will be filed.

**8. Documentation:**

Upon observation of a safety violation, the CSO, RCE, or AE will issue a form OOC 57, NOTICE OF SAFETY VIOLATION, to the employee. The person issuing the NOTICE OF SAFETY VIOLATION will ensure that the original copy arrives at the CID office within 24

**PROCEDURE:** (continued)

hours of the violation in order that the disciplinary action can be completed within two working days as specified in COMAR TITLE 06, Department of Personnel Regulations.

**9. Contractor Safety Violations:**

When a construction inspector notes an unsafe condition that could potentially result in the injury or death of employees (either State or Contractor) or notes an imminent danger violation on a construction work site manned by a private Contractor, the inspector shall take the following actions:

- a. Notify the Contractor's supervisor and request that the work be suspended until the alleged violation has been corrected.
- b. If the Contractor's supervisor refuses, the construction inspector shall inform the CPE of the alleged violation.
- c. The CPE shall review the alleged violation, and, if he concurs will request Contractor's supervisor once more to suspend the operation until the hazard has been eliminated.
- d. If the supervisor again refuses, the CPE shall report the alleged violation to the Division of Labor and Industry, MOSH-Complaints, which will dispatch an agent to the site.
- e. The CPE, concurrent with his call to MOSH, will notify the Assistant District Engineer and CSO of action taken.
- f. The CPE shall properly document all events in Project Diary and on Daily Log.

  
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Chief, Construction Inspection Division

**APPROVED:**

  
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Director, Office of Construction