



Job Site Safety Analysis

The completion of this document satisfies the determination of predictable site hazards as required in Cal/OSHA regulations, 8 CCR 1511 (b). The contractor is responsible to ensure adequate safeguards are in place as necessary for their own employees and any subcontractors used to complete the specified work.

Contractor: _____ Name: _____

Scope of Work: _____

Contact Information: () ____ - ____ / () ____ - ____ (Office/Cell)

Contractor Safety Representative: _____ () ____ - ____ (Office/Cell)

Date of Analysis: ____ / ____ / ____ Job Number: _____

Estimated Job Completion Date: ____ / ____ / ____ Next Review Due: ____ / ____ / ____

Site Hazards			
Item	Expectation	Applicability	
		Yes	No
General site hazards	All personnel accessing construction sites are expected to use hard hats and safety glasses. All chemical handling shall be performed using safety goggles and face shields. No smoking in any process or construction areas.		
Confined Space	Confined spaces are labeled. Any entry into these areas will require a contractor program review and contractor issued Confined Space Entry Permit.		
Uncontrolled Hazardous Energy	There are many energy sources throughout the campus. Work on equipment or in areas where these energy sources are accessible will require isolation and lock-out/tag-out by both the University and the contractor. Types of energy sources include hydraulic, electrical, mechanical, chemical, radiation, gravity and thermal.		
Working at Heights (unprotected above 48 inches)	Any work involving removal of handrails or accessing elevated positions may create a potential fall hazard. Contractors must have an effective Fall Protection Plan, and are expected to plan for and use appropriate fall protection.		
Slippery Surfaces	Any wet surfaces may result in slippery walking conditions.		
Chemicals used at CSULB (MSDS to be provided if requested)	Contractor must consult the University regarding identity, properties, and volumes of chemicals that may be encountered.		
CSULB bulk chemicals stored on site	Storage areas within 100' feet to be identified.		
Traffic Control required-vehicle	Ranges from tractor trailer trucks to University staff carts within the campus. Contractor is expected to address traffic control issues created by project activities.		
Traffic control required-pedestrians	Many University employees walk throughout the facility. Contractor is expected to establish alternative paths if their project blocks routine pedestrian routes.		
Noise-over 85 dBA	Noise levels are above 85 dBA in Central Plant and Co-generation station. Use of hearing protection is required.		
Radiation	Contractor will be advised if scope of work includes campus laboratories where radioactive materials are in use.		
Hazardous Classified Locations for Electrical Installations	Contractor will be advised if scope of work includes classified hazardous locations. Intrinsically safe equipment and/or contractor's hot work permit is required.		
Emergencies-General or Medical	From a cell phone call 9-1-1 and University Police Dispatch will receive the call. Identify yourself as a contractor working for CSULB and give location and nature of emergency. The general number for University Police is 562-985-4101.		
Emergencies-chemical spills	If the contractor observes a chemical release, regardless of whether or not their activities are involved, notification to University Police is expected.		
Emergencies-Medical	If the emergency reported involves illness or injury, contractor must activate 9-1-1 system. University Police and/or Long Beach Fire will respond.		
Illumination proper for the task	Supplemental lighting may be required for certain work areas. It may need to be intrinsically safe depending on work location.		
General Housekeeping	Contractors are required to maintain the worksite in an orderly fashion.		
Biological Hazards	The University uses reclaimed water as it's primary irrigation source. The contractor must ensure that information regarding connection to university utilities including potable and reclaimed water is received and understood. If the project scope includes work in active laboratories where potentially hazardous organisms or materials are present, the contractor will be briefed by appropriate parties representing the university.		

Contractor Introduced Hazards			
Activity	Applicability		Requirement
	Yes	No	
Hot Work			Contractor Hot Work Permit required for any use of ignition sources in area where flammable vapors/materials are/may be present.
Chemical usage			Any chemical brought on site must have MSDSs provided to CSULB SRM. Bulk storage on-site will require CSULB SRM approval.
Proposition 65			Chemicals brought on site that trigger Prop 65 warnings will require the contractor provide sufficient postings near storage and work areas.
Respiratory Protection			Any tasks requiring the use of a respirator by contractor/ subcontractor(s) will require a written program to be submitted to CSULB SRM.
Excavation or trenching			CSULB requires a copy of the appropriate Cal/OSHA permit to be available to appropriate university authorities.
Crane operations			Equipment certification records and operator training records must be available for CSULB SRM Office review.
Motor vehicle operations			Speed limit throughout campus is 15 mph.
First Aid/Sanitary facilities			It is expected that the contractor will make provision for First Aid and washing facilities for their employees/operations.
Powder actuated tools			Prohibited use in potentially flammable atmospheres. Operator cards must available for CSULB SRM Office review.
Extension cords/GFCI			All extension cords are required to have GFCI, and be free of any non-standard or compliant repairs to the outer sheath.
Ladders- fixed or portable Access \ Egress Issues			Contractors are expected to use appropriate access equipment and securing techniques.
Hazardous Energy Control (Locked and tagged)			To be performed in conjunction with CSULB Facilities Management isolation, shutdown, and lock-out/tag-out. Written program/procedures to be submitted to CSULB SRM for review and approval.
Entry into confined space (requires separate JHA)			Requires CSULB SRM Office concurrence on approach to be used. Written program/procedures to be submitted to CSULB SRM for review and approval.
Hazardous Waste			All Hazardous Waste generated from Contractor activities shall be handled and disposed of in compliance with all applicable regulations and CSULB requirements. SRM personnel will review all hazardous wastes generated by the contractor with respect to characterization, storage, proposed treatment method, transportation, and documentation.

Safety Program Administration			
Topic	Implementation	Reviewed	
		Yes	No
Emergencies – Report status to nearest assembly point	In the event of an emergency, the contractor is expected to have a method in place to account for all their employees and subcontractors and must report to CSULB University Police as soon as possible.		
Accident/Incident reports submitted to district	The contractor must submit a report of all near misses, accidents, property damage or unsafe conditions of university facilities. The contractor shall use their own form for accidents. A university provided form for near misses or reports of unsafe district facilities is available from the SRM office		
University notification of regulatory agency inspection.	The university will notify contractors of all <u>scheduled</u> regulatory inspections at least 48 hours in advance. Unscheduled inspection must be communicated to the SRM office as soon as the regulatory agency agent arrives at the job site. Applicable regulatory agencies include but are not limited to: Cal/OSHA, SCAQMD, local Fire Department, DTSC, and RWQCB.		
Imminent hazards - work stoppage around the unsafe activity	The university will stop work it deems to be unsafe until the unsafe conditions are corrected.		
Training records	SRM may request a review of any applicable Cal/OSHA required training. Expired or unavailable records will result in individuals being prohibited from certain tasks while on CSULB property.		
General Construction Safety Precautions	Survey results of site hazards and planned safeguards in accordance with 8CCR Section 1511 submitted to CSULB SRM prior to start of work.		

IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO INFORM ANY AND ALL SUBCONTRACTORS OF THE HAZARDS IDENTIFIED IN THIS DOCUMENT.

Subcontractors: _____

Qualified Person for Cranes: _____

Competent Person for Excavations: _____

Qualified Person for Scaffolding: _____

Documentation of the experience or qualifications of the above named individuals may be requested.

This completed document is CSULB's best practice approach to identify recognizable hazards associated with existing district facilities at the start of the job based on the initial scope of work. Additional hazards may become present during the course of work. It is the contractor's responsibility to identify and eliminate these hazards. Change orders to the scope of work may change the hazards present on the job site as identified in this document. Any of the documents indicated below are to be submitted prior to the initial start of work. The additional hazard control measures are to be completed prior to the start of the applicable work activity.

CSULB Representative Date

Contractor Representative Date

Additional Information Pending/Attached

Control Measures	Information to Contractor	Information to CSULB
Hot Work Permit Required	Evacuation Map Attached	MSDSs
Chemical Storage Required	General Safety Rules Attached	Site Safety Precautions
Other (list as required):	Reference Card Attached	Program copies:
	MSDSs	Confined Space
	Rescue Service Info Attached	Control of Hazardous Energy Sources
		Respiratory Protection
	Program copies to Contractor:	Training documentation requested:

Contractor Chemical Storage Requirements

Contractor: _____ Job Number: _____

Job Location: _____ Storage Location: _____

Contact Information: () ____ - ____ / () ____ - ____ (Office/Cell)

Material Name	Volume to be stored on site	Container Type (Drum, Tote, Tank)

Chemical Storage Requirements

1. Chemicals proposed for storage shall be approved, prior to placement on campus, by CSULB SRM. Every chemical shall have a Material Safety Data Sheet provided to the campus by the contractor.
2. All above ground storage tanks and drums must have secondary containment.
3. All flammable liquids must be stored in flammable liquid lockers/containers.
4. All other hazardous materials shall be stored in appropriate/compatible lockers/containers.
5. The contractor will inspect chemical storage areas daily for spills, leaks or open containers.
6. All flammable material dispensing operations must be bonded and grounded.
7. The contractor shall comply with CSULB requirements for spills and leaks of hazardous materials.
8. All chemicals must be labeled in accordance with Cal/OSHA.
9. The use of corrosive materials requires an eyewash and shower be installed with the written approval of Construction Management.
10. Pesticide usage shall be in accordance with California Department of Pesticide regulations, including operator certifications.
11. All hazardous waste shall be managed in accordance with 22 CCR 66262. The disposal of hazardous waste shall be coordinated with CSULB SRM.

Additional Comments: _____

 CSULB Representative Date

 Contractor Representative Date

GENERAL SAFETY RULES

The University has established a set of generic safety rules that apply to all University employees, visitors and contractors. Violators of these rules can be subject to disciplinary action or contract termination.

1. Maintain work area(s) in an orderly manner.
2. Ensure that a Material Safety Data Sheet is on site and available for any hazardous material or substance used in the completion of the contract scope. Unless directed otherwise in writing by the University, the contractor shall remove all hazardous materials from the contract site at the completion of the contract.
3. Oil, grease, paint and other slippery substances are to be cleaned up immediately.
4. Report all unsafe conditions to supervision or Construction Management and the Inspector of Record.
5. Report all accidents to your supervisor, regardless of severity of the accident.
6. Aisles and walkways are to be kept clear of tripping hazards and obstructions at all times.
7. Do not operate tools or equipment that you have not been trained to operate.
8. Engaging in horseplay or scuffling with fellow employees is prohibited at all times.
9. Pay close attention to your surroundings and do not read while walking.
10. When working in elevated locations (unprotected rooftops) do not back up. Always look in the direction of travel.
11. Employees using prescription medication shall inform their supervisor of the medication use, type and possible effects when they report to work.
12. Walk only in designated walkways and roadways. Do not take shortcuts through process or storage areas.
13. Do not block access to safety equipment, electrical panels, fire extinguishers, etc.
14. Do not disconnect or over ride any machines interlock device.
15. Do not walk around barricades, tape or other devices being used to block access to unsafe conditions.
16. CSU Long Beach is a non-smoking campus. There is **absolutely no smoking** within 20 feet **in any direction** from any university owned, leased, or occupied building.
17. Do not smoke or use open flames in any area which has been designated a "NO SMOKING" area.
18. Observe all "CAUTION" and "DANGER" signs throughout the campus.
19. In vehicles so equipped, the use of seat belts is mandatory.
20. The campus speed limit is 15 miles per hour unless posted otherwise. Campus roads are survey public roads, and the California Vehicle Code is strictly enforced by University Police.
21. Ladders are to be properly secured prior to use. When a ladder cannot be secured, a fellow employee must hold it.
22. All ladders must have a safety zone created and maintained around the working base of the ladder.
23. Operation of equipment or machinery without proper guards and/or signaling devices is prohibited.
24. The unauthorized removal of guards or disconnecting of signaling devices is prohibited.
25. Personal protective equipment, safety glasses, hard hats, hearing protection, etc, shall be worn in all areas where required.
26. Extension cords shall not be used for installations for periods longer than 1 week.
27. Extension cords shall be inspected for defects prior to use. No extension cords may be used when non-rated repairs have been made to the cable or connectors.
28. Extension cords shall not be connected so as to run through doors or windows.
29. Always use the proper tool for the job.
30. Contractors will supply all required tools and equipment required to complete their contract. Contractors will not use equipment, tools, or supplies that are the property of the university. Contractor tools and equipment that do not meet the safety requirements published by the California Division of Occupational Safety and Health (Cal/OSHA), or other certifying regulatory agencies shall not be used on campus.

HOT WORK PERMIT*

Before initiating hot work, ensure precautions are in place!
 Make sure an appropriate fire extinguisher is readily available!

This Hot Work Permit is required for any operation involving open flames or producing heat and or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, and Welding.**

Part 1

Part 2 Supervisors Checklist

Instructions	Required Precautions Checklist
A. Verify precautions listed at right (or do not proceed with the work)	<input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable.
B. Complete and retain PART 1	<input type="checkbox"/> Hot Work equipment in good repair.
C. Issue Part 2 to the person doing the job.	Requirements within 35 feet (10 meters) of work.
Hot work being preformed by: Employee <input type="checkbox"/> Contractor <input type="checkbox"/>	<input type="checkbox"/> Flammable liquids, dust, lint and oil deposits removed.
Date _____ Job Number _____	<input type="checkbox"/> Explosive atmosphere in area eliminated.
Location/Building & Floor _____	<input type="checkbox"/> Floors swept clean.
Nature of Job/Object _____	<input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistant sheets.
Name of Person/Contractor doing Hot Work _____	<input type="checkbox"/> Remove all other combustibles where possible . Otherwise protect with fire resistant tarpaulins or metal shields.
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.	<input type="checkbox"/> All wall and floor openings covered.
Signed: _____	<input type="checkbox"/> Fire resistant tarpaulins suspended beneath work.
Permit Expires: _____ Date: _____ Time: _____ am or pm	Work on walls or ceilings/enclosed equipment
This Permit is Good for One Day Only!	<input type="checkbox"/> Construction in noncombustible and without combustible covering or insulation.
	<input type="checkbox"/> Combustibles on other side of walls moved away.
	<input type="checkbox"/> Danger existing from conduction of heat into another area?
	<input type="checkbox"/> Enclosed equipment cleaned of all combustibles.
	<input type="checkbox"/> Containers purged of flammable liquids/vapors
	Fire Watch/ Hotwork area monitoring
	<input type="checkbox"/> Fire watch will be provided during and for (30 Minutes) after work, including and coffee or lunch breaks.
	<input type="checkbox"/> Fire watch may be required for adjoining areas, above and below.
	<input type="checkbox"/> Fire watch is supplied with suitable extinguishers.
	<input type="checkbox"/> Fire watch is trained in the use of this equipment and in sounding alarm.
<input type="checkbox"/> Monitor Hot Work area for 30 minutes after job is completed.	
Other Precautions Taken	
<input type="checkbox"/> Confined space entry permit required?	
<input type="checkbox"/> Is area protected with smoke or heat detection?.	
<input type="checkbox"/> Ample ventilation to remove smoke/vapor/regulated metal fumes from work area.	
<input type="checkbox"/> Lockout / tagout required.	

Use the space below for any other pertinent information:

