



School Construction Authority

SCA SAFETY DIVISION GUIDELINES

PRIOR TO MOBILIZATION

- **Submit Site Safety Plan for review & schedule Field Meeting (for all exterior work)**
- **Contact the assigned SCA Safety Officer for:**
 - Pre-Construction Meeting (to be held prior to start of ANY work)
 - Special Condition Meeting
 - UFT Protocol Meeting

ITEMS TO BE AVAILABLE ON ALL SCA PROJECTS (REGARDLESS OF SCOPE):

■ Accepted Site Safety Plan	■ Fire Extinguishers
■ Contract Documents and DOB Approved Sealed Drawings – SCA Safety Program	■ Site Specific Emergency Evacuation Plan (Including Muster Points)
■ Site Specific Contractor's / Subcontractor's Written Safety Program	■ Contractor's / Subcontractor's Competent Person Forms
■ Site Specific Emergency Phone Numbers (Including SCA Safety Inspector's Name & Phone Number)	■ Training Documentation –(i.e., OSHA 10 Hour or 30 Hour Training issued within the previous 5 years)
■ Safety message to all employees: "Your continued employment on this project is dependent upon your willingness to cooperate with our safety program. We believe in and insist upon safety on this SCA project."	■ Contractor's Hazard Communication Program / Revised (GHS) Globally Harmonized System
■ OSHA Postings	■ OSHA 300 Log
■ Photo ID visibly displayed – all personnel on occupied school	■ Site Specific Safety Orientation – for all new employees
■ All Permits (DOB, DOT, DEP) etc.	■ Contractor's Safety Representative Form
■ Job Safety Analysis for anticipated exposures of the job	■ PPE (Personal Protective Equipment) hardhats, safety shoes and appropriate work clothing, no shorts or tank tops
■ Site Specific Fall Protection Plan	■ Dust Control Plan
■ Noise Mitigation Plan	■ GFCI's (Ground Fault Circuit Interrupters)
■ First Aid Kit / Eye Wash	■ Accident / Incident Notification Sign

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Items listed below may be required depending on the project scope:

- DOB approved sidewalk shed drawing & PE sign-off
- DOB approved scaffold drawing & PE sign-off
- Scaffold user, erector dismantler, and/or Suspended Scaffold training
- Daily inspection checklist for shed & scaffold
- Confined space program
- Certificates of fitness (for applicable task)
- NOC “Notice of Crane” documentation (noc@nycsca.org)
- NOE “Notice of Excavation” documentation (noe@nycsca.org)
- CD-5 for hoisting equipment
- Demolition plan

REQUEST SAFETY INSPECTION / MEETING WHEN:

- Installation of sidewalk bridge and / or public protection is complete.
- Installation of Scaffold (Suspended or Supported) is complete.
- Minimum of 48 hours prior to commencement of any Hot Work activity
- For Crane Placement inspections
- For compliance confirmation on all 24-Hour / 48-Hour notices & Stop Work Orders
- For all incidents / accidents
- For JOC Safe Work Plan review
- For any Probe or Emergency work
- For any Special Plan / Special Condition reviews
- For all PE inspections

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