



2012 Updates to the 2009 SCA Safety Program & Procedures Manual



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Tuesday, February 19, 2013

Over time, corrections, new regulations, and updated guidelines have required the SCA to update the Safety Program & Procedures Manual, also called the “SCA Safety Manual.” This document is a concise inventory of all updates to the 2009 SCA Safety Manual as of 2012. *Additions, deletions, and changes to the 2009 Safety Manual are italicized.*

The SCA is committed to promoting a safe work environment for all SCA personnel, school occupants, workers and general public. Check our website www.nycsca.org for the most current versions of our forms and checklists.

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Safety Director

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Part 1: Introduction

Page 22 - Contractor and Contractor's Personnel Responsibilities

Add to Item 2:

"On all projects above \$500,000 the competent Site Supervisor shall have a 30-Hour OSHA Certification issued within the last five (5) years *and a 7-hour site safety manager certification from the NYC Department of Buildings (NYCDOB). In addition to the above, for Line (new construction) projects and Boiler projects, the competent site super shall also, have successfully completed the Construction Site Fire Safety Manager (CSFSM) course"*

Page 23/24 - General/Prime Contractor's Designated Competent Site Supervisor

Add:

18. *Evaluating workers' experience prior to assignment to assure that worker is properly trained in the task and understands the hazards involved.*

Page 24 - General/Prime Contractor's Safety Representative

Add:

"The Contractor shall designate a Site Safety Representative and shall complete the required form (attached) which shall be maintained on the jobsite".

Page 26 - Subcontractor's Competent Job Foreman

Add:

"Subcontractors' working on Line, exterior projects and boiler projects, the competent job foreman shall possess at a minimum a 30-Hour OSHA certification issued within the previous five (5) years".

Page 27 - Public Safety

On Occupied Schools

Add:

7. Minimum eight (8') foot high construction fence with fine mesh netting must be installed around the perimeter of all construction *areas including, but not limited to the staging area, storage area, construction trailer areas, and dumpsters including anything that may be on the sidewalk and/or street/roadways.*

13. No hot work is permitted in a school where children and teachers/staff are present. All proper FDNY and SCA mandated regulations must be followed. *Exceptions may be made at the discretion of the Vice President of Construction Management (CM), Vice-President of Environmental and Regulatory Compliance (ERC), and the SCA Safety Director.*

Page 29 - Safety Meetings

Pre-Construction Meeting

Prior to the start of construction activities on all SCA Projects, a pre- construction *safety* meeting shall be convened by the Project Officer. *The following shall attend this meeting: Project Officer, General Contractor's designated safety representative, designated competent site supervisor, and other subcontractors as required.* The following should be discussed.

J. Egress Issues

Page 31 - Enforcement - Contractor Safety and Health Monitoring

Add:

2. Repeated violations, observations, deficiencies, or lack of cooperation and/or compliance with regard to these procedures, may be cause for contract termination or *may be cause for the assignment of a NYCDOB licensed Site Safety Manager. The assignment of the NYCDOB licensed Site Safety Manager will be at the discretion of the Vice President of Construction Management, the Vice President of Environmental and Regulatory Compliance, and the SCA Safety Director. The NYCDOB licensed Site Safety Manager shall be provided at no additional cost to the SCA. All additional expenses for the NYCDOB licensed Site Safety Manager shall be paid by the General Contractor, with no additional compensation from the SCA.*

3. If necessary, the SCA reserves the right to have the General Contractor remove and replace a superintendent, site safety representative, *or any personnel of the General Contractor or subcontractor.*

4. Should an imminent dangerous condition be discovered, the contractor must stop all work in the area of danger until corrections are made *and verified by SCA CM and the Safety Division*

Part 4: Confined Space

Page 89 - General Requirements

Add:

4. A designated competent entry supervisor shall be provided.

Part 5: Cranes

Page 107 - SCA General Requirements Crane Requirements

- a. The PE (Professional Engineer) providing survey letter for placement of crane must meet with SCA Safety Inspector onsite.*
- g. Valid (HMO – Hoisting Machine Operator) crane operator’s license as per NYCDOB, Cranes and Derricks Unit*
- h. Pre-lift inspection checklist form must be completed prior to crane use by Lift Supervisor or Qualified Person*
- i. Cranes used in New Building construction or major alterations must have a CN filed with the NYC DOB and an approved CD-4 along with a signed/sealed 10E/10F Form. - 10E sign offs (controlled foundation inspections) shall be signed by PE of record or PE designated by PE of record following the appropriate inspection.*
- j. SCA Safety Division shall be notified of any and all NYCDOB/OSHA critical picks / lifts.*
- k. SCA Safety Division shall be notified if an assist crane is going to be utilized.*
- l. Copy of licenses for responsible “onsite” personnel: Master Rigger, Special Rigger, Designated foreman, and/or person supervising hoisting operations shall be kept available onsite.*

Page 108 - Crane Inspections

Add:

Daily, pre-use inspections reports shall be readily available for all cranes.

Page 108 - Crane Restrictions

Add to Item:

b. No crane or derrick operator shall start an operation when the wind speed exceeds 30 mph or when the wind is predicted to reach 30 mph before the operation can be completed.

Page 108 - Crane Filing

Add note to beginning:

A NOC (Notice of Crane) form shall be submitted a minimum of 48 Hours (2 business days) prior to crane arriving onsite.

j. Cranes operating near overhead power line, must have a clearance of 15’ or greater and shall be operated as per DOB guidelines. Prior to commencement of crane or derrick operations in locations where the clearance is less than 15’, a written statement by Con Edison Engineering Division shall be provided describing the appropriate protective measures that were implemented by Con Edison personnel

Page 110- New Section Added- Rigging Requirements

All crane use shall be supervised by a licensed rigger or his/her assignee under the following guidelines:

If total weight of any one load on the cranes hook is 2000 lbs or more, a Master Rigger, recognized by the NYCDOB Cranes and Derricks Division must be present. Master Rigger may elect to assign a certified rigging foreman working directly under his/ her supervision. All rigging foreman shall have proof of certification.

If total weight of any one load on the crane's hook weighs less than 2000 lbs , a Special Rigger, recognized by the NYCDOB Cranes and Derricks Division, shall be present. Special Rigger may elect to assign a certified rigging foreman working directly under his/her supervision. All rigging foreman shall have proof of certification Note, Master rigger may also oversee any of the above-referenced scenarios

Critical picks, as defined by NYCDOB, shall be overseen by a Master Rigger.

All personnel involved in the movement, rigging, or control of any load, must be trained in the task and employed by the rigging company, crane company, or other related company. NO UNAUTHORIZED PERSONS SHALL BE WITHIN THE IMMEDIATE LIFTING AREAS.

Page 109 - General Requirements

Add to Item 3:

Hand signals charts shall be “conspicuously posted in the vicinity of” the hoisting operations as per the OSHA regulations.

Add to Item 4:

If service has been performed on any of the lifting parts/structural components of the crane within the last three (3) months, a documented re-inspection by a qualified person shall be maintained by the crane owner. If a deficiency is found at the start of the day, the device shall not be used until repairs are made. If the deficiency is found after operations have commenced, the device shall be taken out of service at the first possible moment without compromising safety

Page 111 - Add New Section “Knuckle Booms and Articulated Boom Trucks”

Knuckle booms shall not be used for construction, but only for delivery of material. All Safe lifting practices shall be strictly followed.

Page 113 - Material Hoists, Personnel Hoists, and Elevators Operators and signalmen

Add Item:

7. Signal Person shall receive required training and provide certification of such training as required by OSHA and the NYCDOB.

Page 113 - Rigging, Rope, and Chains for Material Hoists

Add:

Hoisting Rope – *all hoisting materials must be inspected prior to use.*

Add to Item 5:

Means shall be provided to prevent accidental contact with or damage to any hoisting rope. Such means shall consist of substantial covering, fencing, or guarding by location. *Softening mechanisms must be used to prevent damage due to sharp edges.*

Part 6: Demolition

Page 141 - SCA General Requirements

Add:

10. Where applicable, a plan approved by the NYCDOB Demolition plan (BEST Squad) shall be maintained on site at all times.

11. A pre demolition survey by a NYS Licensed PE must be conducted for roofs or floors that are to be occupied by workers before or during demolition. (Including Abatement contractors performing pre demolition work)

12. A Fall protection plan for open roofs or floors shall be developed. Systems such as static lines or fall protection systems that are utilizing part of the structure to be demolished shall be developed by a NYS Licensed PE.

Page 142 - Preparatory Operations

Add to Item 2:

Shoring design drawing shall be available for review. Designs shall be developed by a NYS Licensed PE.

Page 145 - New Section - Torch use or Cutting

Where torches or other open flame devices are used to cut steel, rebar, or other material, proper hot work procedures are to be followed as indicated in the manual (Part 10, Fire Protection)

Prior to use of open flame devices, a Hot Work Meeting shall be arranged by the SCA Project Officer assigned to the project and the Safety Division. This meeting may be held independently or as part of a Pre-Demolition meeting

New Section - Removal and replacement of Boilers

All applicable Codes and standards shall be strictly followed.

A site specific safe work plan for demolition of boilers shall be developed and maintained onsite.

A site specific fall prevention plan shall be prepared by a licensed PE and submitted for review

A site specific fire prevention plan for demolition of boilers shall be prepared by a Certified Fire Safety Manager

Any scaffold that will be used to demolish a boiler shall be designed by a PE

Part 8: Excavations

Page 155 - General Requirements

Add Items:

- 1. An SCA 'Notice of Excavation' form (NOE) shall be submitted to the office of the SCA Safety Division a minimum 48 hours prior to the start of any excavation five (5') feet or more in depth.*
- 2. All employees entering any excavation shall be appropriately trained in ways consistent with CFR 1926.21(B) (2) Evidence of such training shall be maintained on site for review.*
- 3. All excavations shall be configured and protected in a manner consistent with CFR 1926 P and NYCDOB Chapter section BC 3304 and the requirements of the SCA Safety Manual, the most stringent of which shall apply.*
- 4. All protective systems for excavations greater than five (5') feet in depth shall be designed by a NYS PE or architect.*
- 5. PE of Record shall inspect and certify that the protective system is installed in accordance with the design drawings. Safety Officer shall be present during said inspection.*
- 6. A person competent with respect to excavation activities is required to be on site at all times during all excavation operations. This person shall be identified in writing by way of NOE form; such documentation shall be maintained on site at all times for review.*
- 7. All excavations shall be protected from trips and falls by effective perimeter warning lines, guardrails, and/or barricades.*
- 8. A ladder or step shall be provided at all personnel points of access where there is a break of elevation of 19 inches or more and where no ramp, runway, sloped embankment, or personnel hoist is otherwise provided.*

Page 160 - Protection of Employees in Excavations

Add Items:

- 3. All employees entering any excavation shall be appropriately trained in a manner consistent with CFR 1926.21(B) (2) Evidence of such training shall be maintained on site for review.*
- 4. The use of 'toothed' wood cutting blades on gasoline or hydraulic circular saws shall be prohibited.*

Part 9: Fall Protection

Page 222 - General Requirements

Add Item:

- 5. All employees shall be protected from falling objects in manners consistent with all applicable federal, state, and local codes and the SCA Safety Manual. In the event of a conflict between provisions in the above-referenced codes or safety manual, the most stringent requirement[s] shall apply.*
- 6. A designed fall protection plan by a NYS PE be required at the discretion of the SCA Safety Director.*
- 7. Toe boards shall be a minimum of 3 ½ inches in vertical height from their top edge to the level of the walking/working surface. They shall have not more than ¼ inch clearance above the walking/working surface*

Page 222 - Leading Edges Fall Protection Systems

Add Text:

A controlled access zone may be established for leading edge work and the following minimum requirements shall apply; a safety warning line (minimum 1/4 inch wire rope) adequately secured may be used in lieu of a guardrail a minimum 10 feet from the leading edge.

Page 223 - Fall Protection Systems Criteria and Practices

Bottom of Page

Overhand Bricklaying and related work - delete note and add

Overhand Bricklaying is prohibited on SCA Projects.

Page 225 - Guard rail Systems - Delete "note" and add:

Stilts are prohibited on SCA Projects.

Part 10: Fire Protection

Page 233-234 SCA General Requirements

Add to Item 2:

2. No School exits/entrances or holding areas shall be obstructed/altered or blocked without prior approval from FDNY *and* DSF. This may also require the filing of an alternate evacuation plan with the DOB. *A site visit shall be conducted with the Safety Division, FDNY, DSF, SCA CM, and Contractor to verify that all concerned parties are satisfied.*

Add to Item 4:

4. *At a minimum, the temporary heat plan shall include: scope of work, known or likely hazards, hazard controls, equipment that will be used (with specification sheets for heaters and tarps), trained fireguard, and ventilation for carbon monoxide emissions. All FDNY rules and regulations shall apply.*

Add new Item 18.

18. *Competent Site Supervisor/Foreman overseeing all hot work activity shall have successfully completed the FDNY Construction Site Fire Safety Manager Course*

Add New Item 19:

19. *During hot work operations, a fire watch shall make continuous inspections of the work area and any areas that could be affected by the operation. The fire watch shall make continuous inspections for at least two (2) hours after hot work has ceased.*

Add New Item 20:

20. *When placed on the street or sidewalk, temporary boilers and fuel oil storage tanks shall be protected from oncoming vehicular traffic by concrete Jersey barriers.*

Part 12: Materials Handling, Storage, Use and Disposal

Page 272 - Rigging Equipment for Material Handling

Add Items:

7. Rigging/hoisting equipment using counterweights and runback structures may require assembly under supervision of a Licensed or Special Rigger as per the NYCDOB

8. Ropes used on scaffold hoists, wheel hoists, or for other means of lifting shall not have visible fraying, cuts, or knots. All ropes used shall be in good repair. Mended ropes can be used if properly repaired as defined in section below (natural rope and fiber)

9. All wheel hoists and manual hoists shall be mounted by shackles, anchors, or 3/8 inch or greater diameter Plow steel cable with a minimum three (3) clamps.

10. Only approved lifting buckets, slings, or containers shall be used on hoists. Plastic buckets or other "field rigged" devices shall not be used, e.g. a five(5) gallon plastic bucket shall not be used)

Part 14: Public Protection

Page 303 - Add to Introduction

Prior to start of any construction activity on SCA projects, a Site Safety Plan (SSP) shall be submitted for review and acceptance by the SCA Safety Division. Any exceptions to the above shall be made at the discretion of the Vice President of CM, the Vice President of ERC, and the Director of the Safety Division.

Page 304 - Protection of Pedestrians and property public and private

Add Items:

- 22. Workers installing sidewalk shed shall have a minimum 32- hour Scaffold erector/dismantler certification from NYCDOB or an approved NYCDOB training facility*
- 23. All PE inspections/designs shall be by a PE registered in the state of New York*
- 24. All free standing sidewalk bridges/shed shall be specifically designed to prevent movement, tipping or displacement*
- 25. Sidewalk shed shall not be removed without prior notification to the SCA Safety Division.*

Page 305 - Delete

"Protection of Adjoining Property Owned by the Department of Parks and Recreation (DPT) and/or private property owners and insert the following:

Page 305 - Protection of Pedestrians and property public and private

Every effort shall be made to minimize the impact on the school and intrusion on adjoining property. All work shall be in accordance with NYCDOB Codes, OSHA regulations, the SCA Safety Manual, and requirements all other governing agencies that apply. All pedestrians and property protection plans shall be reviewed by the SCA Safety Division during the contractor's development of the SSP. In addition, a meeting shall be convened with the contractor, SCA CM, SCA Safety Division, and SCA Community Relations to review the plan and ensure that it is complete. All areas within a horizontal distance equal to one-half the height of the highest working point shall be considered for protection, including, but not limited to, courtyards, walkways, plazas, rooftop decks, balconies, backyards, side yards, playgrounds etc.

Highest working point is defined to include the working platform being used and not the height of the façade of the building. The highest working point shall include, but not be limited to, the following: scaffold platforms, stair towers, hoists, suspended scaffolds, outrigger beams, and mastclimbers.

The use of any alternative public protection other than closure of an area or installation of sidewalk bridge/shed shall only be used with prior concurrence from the Vice President of CM, the Vice President ERC, and the Director of the Safety Division.

Regardless of height of the building, public protection shall be required when the public sidewalk/walkway is within one-half the horizontal distance from the highest working point.

Sidewalk Shed is required for all projects, including, but not limited to the following: roof repair or replacement; any type of work that takes place on the roof; parapet repair or replacement; exterior masonry repairs or replacement; repair or replacement of windows and/or window guards, and new construction.

Part 15: Scaffold

Page 332 - SCA General Requirements

Add to Item 19:

19. All temporary lighting/power shall be in accordance with BEC, NEC, and NYCDOB codes and regulations *and shall be inspected by NYC licensed electrician. Letter of such inspection shall be kept on site and be made readily available for inspection.*

Add to Item 20:

20. *Wiring shall not be in direct contact with any metal component of the scaffold.*

Add Items:

34. *All workers using aerial lifts require documented proof of training to use such equipment.*

35. *All ground level public perimeter protection as detailed on the approved Site Safety Plan shall be completed prior to installation of any exterior scaffolding.*

36. *Prior to installation of scaffolding, notification shall be made to the SCA Safety Officer, Via phone or email.*

37. *Regardless of the height of the scaffold, daily inspections of supported scaffold shall be conducted by a scaffold erector/dismantler who has successfully completed the 32-hour NYCDOB training course. Inspection Logs shall be kept on site and made readily available for inspection*

38. *Workers using any scaffold regardless of height shall have successfully completed a 4-h r NYCDOB Scaffold user training program.*

39. *All suspended scaffolds shall be inspected daily by the licensed rigger or his designated foreman in accordance with Section 404 of Title 28 of the Administrative Code. A record of such inspections shall be kept and maintained at the jobsite and shall be readily available for inspection.*

40. *An NYS PE) shall inspect and certify any equipment attached or on the scaffold, including, but not limited to, electrical hoists, material chutes, tarps, etc. These inspections shall be conducted in the company of SCA Safety officer. A letter of approval/acceptance from the inspecting PE shall be kept onsite and be readily available for inspection*

Page 337 - Scaffold Platform Construction

Add to Item 18:

18. Scaffold components made of dissimilar metals shall not be used together *unless certified by the PE of Record*

Page 337 - Criteria for Supported Scaffolds

Add to Item 1

Supported scaffolds with a height to base width (including outrigger supports, if used) ratio of more than four to one (4:1) *shall be designed and inspected by the PE of Record*

prior to use. Such scaffold shall be restrained from tipping by guying, tying, bracing, or equivalent means as per design drawings

Page 338 - Criteria for Suspension Scaffolds

Add to Item 1

1. Professional Engineer of Record shall certify the structural integrity of these surfaces.

Add to Item 4:

4. Before the scaffold is used, PE of Record shall certify that the scaffold has been installed as per design drawings. This letter is to be kept on site.



Notification of Initial Crane (NOC)

SCA Safety Unit requires 48 hour (2 business days, 9:00AM-5:00PM) notification of all initial cranes that are intended for use on SCA projects.

Project Officer to ensure all applicable items noted below are complete and forwarded via e-mail to noc@nycsca.org by SCA Project Officer

Note: PE Survey letter for placement of crane is mandatory for all cranes on SCA Projects - Letter shall be submitted with NOC. All PEs shall meet with SCA safety inspectors in field.

1.	2.	2A.	3.	3A.	3B.	4.	5.	6.
Dates and Duration of Crane Use	School name and Address	Borough	Type of project	Initial Crane	Repeat Crane	SCA Project Officer name	General Contractor / Crane Equipment user	SCA Safety Officer name
7.	8.	9.	10.	11.	12.			
Crane owner / Rigging company	Crane Manufacturer / Model	Crane Max capacity (Tons)	Max Boom + Jib Length (Feet)	Material Being Lifted	Estimated Wt. of Material			

13. What is the crane being used for (Check appropriate box)

13A. Delivery of materials <input type="checkbox"/> New School <input type="checkbox"/> CN# _____ Existing School <input type="checkbox"/> CD# _____	13B. Replacement in kind (RTUs, HVAC, Etc) <input type="checkbox"/> New School <input type="checkbox"/> CN# _____ Existing School <input type="checkbox"/> CD # _____	13C Construction / Steel Erection <input type="checkbox"/> CN# _____ When a CN exists, 10E sign offs shall be signed by the PE of record or PE designated by PE of record. All PEs shall meet with SCA safety inspectors in field.
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14. Type of Rigger assigned: (Check appropriate box)

14A. Master Rigger <input type="checkbox"/>	Name _____	License # _____
14B. Special Rigger <input type="checkbox"/>	Name _____	License # _____
14C. Designated Rigging Foreman (Tear-off) <input type="checkbox"/>	Under Master Rigger Name _____	License # _____
	Under Special Rigger Name _____	License # _____
14D. Qualified Rigger <input type="checkbox"/>	Name & Company _____	

15. Is a DOT permit needed for streets / sidewalk closure? _____ Y N

16. Are power lines / electrical lines present? (If "Yes" grounding will be required) _____ Y N

17. Has the foundation for placement of crane been designed / approved by a Professional Engineer? _____ Y N

18. Are rail or subway lines present? If so, has NYCTA/MTA been notified of equipment? _____ Y N

19. Is the crane going to be used on weekdays between 6:00 PM - 7:00 AM, or weekends or holidays. _____ Y N

If yes,

19A. Has GC filed / obtained an after hours work variance from DOB ? _____ Y N

(Variance must mention crane use)

20. Are there any critical picks / lifts involved in this crane operation? _____ Y N

21. Is an assist crane going to be utilized? _____ Y N

22. Additional Comments / Concerns: _____

23. Name of Person filling and title: _____

24. Date Filed: _____

25. Organization name: _____



NOC Instruction Guidelines

Purpose of the form: This form is intended to inform SCA safety unit of any crane activities. This form must be sent to noc@nycsca.org 48 hours before any activity.

1. Enter date/dates and duration that the crane will be on site
2. Enter complete name and address of the school
 - 2A. Enter X-Bronx, K - Brooklyn, Q-Queens, M-Manhattan, R-Staten Island
3. Provide a description of the project being done at that school
 - 3A. Check this box if this is the first time crane is on site
 - 3B. Check this box if the same crane was on site before in the same location
4. Indicate SCA project officer for this project
5. Indicate who is the General Contractor for this project
6. Indicate who is the SCA Safety Officer for this project
7. Indicate the name of the rigging or crane company
8. Provide Manufacturer / Crane Model
9. Provide Maximum crane capacity (Ton)
10. Provide Maximum Boom and Jib Length (Feet)
11. Describe material / materials being lifted
12. Provide maximum weight of load being lifted
13.
 - 13A. Use this box if the crane only purpose is to deliver/ pick up materials.
 - 13B. Use this box if the crane will be used to hoist mechanical units (HVAC, RTU, etc)
 - 13C. Use this box if the crane will be used for construction.
14. Indicate the type of rigger that will be on site the day or days of the operation.

From lines 15- 21 check the appropriate box

21. A separate NOC is required for the assist crane.
22. Provide any other comments or concerns not listed on this form
23. Provide the name of the person filling this form
24. Enter today's date.
25. Provide the organization for the person on line 22

Notification of Excavation (NOE)

SCA Safety Unit requires 48 hour (2 business days) notification of intended for use on SCA projects.

Project Officer to ensure all applicable items noted below are complete and forwarded via e-mail to noe@nycsca.org.

Note: NYS PE or Architect drawing is required for all excavation over 5 inches in depth

1. Dates and Duration of Excavation	2. School name and Address	2A Borough	3. Trench/ Non-Trench/ Both Description of Excavation	3A Initial	3B Repeat	4. SCA Project Officer	5. General Contractor	6. SCA Safety Officer
7 Is excavation over Five ft in depth?	8 Did a NYS PE or Architect design protection?	9 Name of PE or Architect	10 Date of design drawing	11 Name of Competent person	12 Any underpinning required?			

13. Reason for Excavation:

14. Have near by under ground installation been identified? Y N

15. Type of Excavation (Check appropriate box)

Depth

Length

15A Trench

15B Non Trench

15C Both

15D Underpinning

16. Is a DOT permit needed for streets / sidewalk closure? Y N

17. Are power lines / electrical lines present? Y N

18. Are workers exposed to vehicular/machinery traffic? Y N

19. Are rail or subway lines present? If so, has NYCTA/MTA been notified of equipment? Y N

20. Is the excavation going to be used on weekdays between 6:00 PM - 7:00 AM, weekends or holidays. Y N

21. Has contractor reviewed excavation section of SCA Safety Manual? Y N

20.A Has GC filed / obtained appropriate DOT permits? Y N

22. Have utilites been notified? Y N

23. Additional Comments / Concerns: _____

24. Name of Person filling and title: _____

26 Date Filed: _____

25. Organization name: _____

NOE 1/1/2011

CONTRACTOR DESIGNATED Safety Representative

This form shall be completed, in its entirety, by a Principal/Owner of the General Contractor, identifying the “Safety Representative” that he/she has assigned to the project. The General Contractor must include appropriate certifications, training documentation(s) or other information specifying why and how the stated employee meets the requirements of “Safety Representative”.

This document shall be submitted to the SCA Project Officer and SCA Safety Unit prior to commencing work activities. This form shall also be posted on site.

General Contractor: _____

School Project: _____ Contract #: _____

I have determined, that

_____ *will act as my designated “Safety Representative” for the above referenced project. He/she shall be responsible and accountable for all safety related matters.*

Mr./Ms. _____ has my explicit authority to take prompt corrective action(s), as necessary, including stopping the work, to eliminate hazards, at risk conditions, unsafe acts or any other condition that affects the safety or well-being of an employee or the general public and/or the safety of property and/or equipment. He/she will be responsible for representing our company during all safety meeting and shall maintain all records/documentation mandated by Contractor and/or governing codes and standards.

1. The following information and/or attached documents(s) support our selection of the above named individual as “Safety Representative” at the aforementioned project. *(Note: minimum requirement is OSHA 30-Hour Construction Safety & Health Certificate issued within the last 5 years and a 7 hour site safety manager certification from the NYC Department of Buildings)*

Print Name _____ Company Name _____

Signature _____ Title _____ Date _____

2012 Updates to 2009 Safety Program & Procedures Manual

SUBCONTRACTOR COMPETENT FOREMAN

This form shall be completed, in its entirety, by the *Principal/Owner of the General Contractor*, identifying the “Competent Person” that he/she has assigned to the project. Said General Contractor must include appropriate certifications, training documentation or other information specifying why and how said employee meets the requirements of “Competent Person”, as defined by OSHA 29 CFR 1926.32(f)(read below).

This document shall be submitted to the General Contractor, SCA Project Officer and SCA Safety Unit prior to commencing work activities.

Subcontractor: _____

School Project: _____ Contract #: _____

I have determined, based on the review of OSHA 29 CFR 1926.32(f) (below), that

_____ *will act as my designated “Competent Person” for the above referenced project. He/she shall be responsible and accountable for the following:*

() *Site Safety* For Site Safety, provide NYCDOB Site Safety Manager Lic. No. _____

() *Specific Activity:* _____

Mr./Ms. _____ has my explicit authority to take prompt corrective action(s), as necessary, including stopping the work, to eliminate hazards, at risk conditions, unsafe acts or any other condition that affects the safety or well-being of an employee or the general public and/or the safety of property and/or equipment. He/she will be responsible for representing our company during the weekly safety meeting and shall maintain all records/documentation mandated by Contractor and/or governing codes and standards.

OSHA 29 CFR 1926.32(f): “Competent Person” means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

1. The following information and/or attached documents(s) support our selection of the above named individual as “Competent Person” at the aforementioned project. (Note: minimum requirement is OSHA 30-Hour Construction Safety & Health Certificate issued within the previous 5 years)

Print Name _____ Company Name _____

Signature _____ Title _____ Date _____

CONTRACTOR DESIGNATED COMPETENT SITE SUPERVISOR

This form shall be completed, in its entirety, by the *Principal/Owner of the General Contractor*, identifying the "Competent Person" that he/she has assigned to the project. Said General Contractor must include appropriate certifications, training documentation or other information specifying why and how said employee meets the requirements of "Competent Person", as defined by OSHA 29 CFR 1926.32(f)(read below).

This document shall be submitted to the SCA Project Officer and SCA Safety Unit prior to commencing work activities. This form shall also be posted on site.

General

Contractor: _____

School Project: _____ Contract #: _____

I have determined, based on the review of OSHA 29 CFR 1926.32(f) (below), that _____ will act as my designated "Competent Person" for the above referenced project. He/she shall be responsible and accountable for the following:

() *Site Safety* For Site Safety, provide NYCDOB Site Safety Manager Lic. No. _____

() *Specific Activity:* _____

Mr./Ms. _____ has my explicit authority to take prompt corrective action(s), as necessary, including stopping the work, to eliminate hazards, at risk conditions, unsafe acts or any other condition that affects the safety or well-being of an employee or the general public and/or the safety of property and/or equipment. He/she will be responsible for representing our company during the weekly safety meeting and shall maintain all records/documentation mandated by Contractor and/or governing codes and standards.

OSHA 29 CFR 1926.32(f): "Competent Person" means one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

The following information and/or attached documents(s) support our selection of the above named individual as "Competent Person" at the aforementioned project. *(Note: All projects greater than \$500,000 a minimum OSHA 30-Hour Construction Safety & Health Certificate issued within the last 5 years and a 7 hour site safety manager certification from the NYC Department of Buildings is require. In addition to the above, for Line(new Construction) projects and Boiler projects, the competent site super shall also have successfully completed the Construction Site Fire Safety Manager (CSFSM) course"*