



SCA School Construction Authority

SCA SAFETY UNIT POCKET GUIDE

PRIOR TO COMMENCEMENT

- **Submit Site Safety Plan for approval**
- **Notify assigned SCA Safety Officer when:**
 - The Site Safety Plan has been approved for projects that include any of the following: Scaffolds; Hoists; Cranes; Debris Chutes
 - The following Meetings are scheduled:
 - Pre-Construction Meeting
 - UFT Protocol Meeting
 - Special Condition Meeting

UPON MOBILIZATION

□ **Items to be available on site:**

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| □ Approved Site Safety Plan | □ Emergency Phone Numbers |
| □ Contractor's Hazard Communication Program | □ Site Specific Emergency Evacuation Plan |
| □ Contractor's Safety Program | □ OSHA 300 Log |
| □ OSHA Poster | □ Training Documentation
Reqd. OSHA 10 hr Training |
| □ First Aid Kit | □ All permits (DOB, DOT, DEP) & sealed Drawings |

COMMENCEMENT OF GROUND LEVEL PERIMETER PROTECTION

- **Request SCA Safety Inspection when:**
 - Installation of sidewalk bridge is complete – including inspection by PE (permittee).
 - **NOTE:** Overhead work activity may proceed **ONLY** when ground level perimeter protection is installed in accordance with approved Site Safety Plan.

COMMENCEMENT OF CONTRACT WORK

- **Pre-Construction Meeting to be held prior to start of any of the following:**
 - **Scaffold Installation** – Training records, Permits, Site Safety Plan, Request SCA Safety & PE Inspections.
 - **Installation of trench/excavation protective system** – request SCA Safety & PE Inspection.
 - **Crane arrival** – Request Operator's Information, CD-4, On-Site Inspections, Waivers, etc.
 - **Roofing/ Hot Work** – Kettle Inspection, permits for Storage & Use, Certificate of Fitness, Fire Watch, Hot Work Permit - Welding / Burning.
 - **Demolition** – Roof survey, permits from DOB, dust control plan, fall protection program.
 - **Steel Erection** – Site layout plan, training records, fall protection program.

SAFETY INSPECTION

- **Contractor compliance with safety observations within 24 hours.**
- **Project Officer to verify and confirm to Safety Unit.**
- **Stop Work Order (SWO) observations to be corrected a.s.a.p.**
- **Project Officer to contact Safety Officer to secure SWO release.**

SAFETY INSPECTION CHECKLIST

LADDERS		TOOLS	
PROPERLY SECURED		POWER CORDS	
EXTEND>36" ABOVE LANDING		PROPER GROUNDING	
GOOD CONDITION		MECHANICAL SAFEGUARDS	
RIGHT LADDER FOR THE JOB		RIGHT TOOL FOR JOB	
SUPPORTED SCAFFOLD		POWDER ACTUATED TOOLS	
CONNECTIONS SECURE / CROSS BRACE		FDNY COF	
TIED INTO STRUCTURE		QUALIFIED OPERATOR	
CLEAN FREE OF DEBRIS		SAFETY GOGGLES	
GUARD RAILS, TOEBOARDS		MASONRY	
CROSS BRACED		PROPER PPE	
NYCDOB 32 hrs CARD FOR ERECTOR / MODIFIER		HOISTS, CRANES	
NYCDOB 4 hrs CARD FOR USER		CD-4	
SIDEWALK BRIDGING		CABLES O.K.	
ADEQUATE LIGHTING / BEC LETTER		TAG LINE USED	
PADDING NUTS AND BOLTS		SAFE OPERATION	
CATCH ALLS		FLAGMEN & BARRICADES	
GUARD RAILS		OPERATORS LICENSE	
TOP, MID RAIL, TOEBOARD		GASES / WELDING / PROPANE	
CABLES TAUT-200lb PRESSURE		FDNY STORAGE AND USE PERMIT	
ELEVATORS SHAFTS / STAIRS		PROPER STORAGE ENCLOSURE	
FALL PROTECTION IN PLACE		CERTIFICATE OF FITNESS-USERS & FIRE GUARDS	
ADEQUATE SIGNS AND LIGHTING		GRINDING SCREEN / BLANKETS	
TEMPORARY RAILING AT STAIRS		PROPER PPE	
UNPOURED PANS FILLED		SECURED / CAPPED CYLINDERS	
OPENING PROTECTION		SUSPENDED SCAFFOLD	
ALL OPENINGS COVERED		CD-5	
COVERINGS SECURED AND MARKED		DOB -TRAINING CARDS	
GUARD RAILS IN PLACE		DAILY LOG	
GENERAL SAFETY		RIGGING FOREMAN CARD	
SAFETY / TOOL BOX MEETINGS		PE LETTER-PARAPETS	
REQD. OSHA 10 HRS. TRAINING		TIE BACK & LIFELINES	
EMERGENCY NOS. POSTED		PROPER COUNTERWEIGHTS SECURED	
OSHA POSTINGS		DOB CONFIRMATION NUMBER	
WORK PERMITS		ELECTRICAL	
SCAFFOLD DRAWINGS		EXTENSION CORDS - OK	
SITE SAFETY PLANS		TEMPORARY PANEL PROTECTION	
HOUSEKEEPING		GFCI IN USE	
CLEANLINESS		EXPOSED WIRING TO BE PROTECTED	
COMBUSTIBLE DEBRIS		FIRE PROTECTION	
DUST CONTROL		EXTINGUISHERS	
SLIP, TRIP AND FALL HAZARD		EVACUATION PLAN	
NOTIFICATIONS		TEMPORARY HEATING	
CRANE ON SITE		FIRE PROTECTION PLAN	
CALL BEFORE YOU DIG		FIRE DEPARTMENT EXITS	
EXCAVATION		FDNY HOLDING AREA	
SHORING DESIGN		TEMPORARY STAND PIPE SYSTEM	
DOB NOTIFICATION		NOISE CODE - NYC DEP	