

SAFETY MANUAL FOR OTHER THAN MAJOR CONSTRUCTION

1.0 Purpose and Scope

The purpose of this manual is to establish a practical and effective program for the prevention of and response to incidents and injuries, and to assign specific responsibilities to contractors for program compliance. This basic safety program has been designed to assist all contractors and their supervisors in the recognition, evaluation and control of hazardous activities or conditions within their respective areas of contract responsibility. This manual applies to all contractor activities performed on or at a Metro site including all operating, maintenance, and warehouse sites and locations as well as the Headquarters building. At a minimum, all contractor employees need to be aware of Metro's safety principles and need to be familiar with safety and emergency procedures for the site where their activity is focused. For example, contractors working at the Headquarters building will be issued a copy of the building handbook.¹

The minimum incident and injury prevention efforts expected from each contractor are indicated in the following sections. Activities or conditions, which do not meet or exceed these minimums as determined by Metro shall be considered not in compliance with this manual. The contractor immediately upon notification by Metro shall correct any such activities. Corrective actions by the contractor as determined by Metro shall be considered part of the original scope of work and shall not delay the schedule for performance of work by the contractor. Strict compliance with the provisions of this manual as determined by Metro shall be considered part of the original scope of work and shall not delay the schedule for performance of work by the contractor.

No declaration, act, or omission of the Construction Manager, Los Angeles County Metropolitan Transportation Authority (Metro), or its staff will be deemed to exempt, wholly or in part, expressly or by implication, any contractor or the contractor's place of employment, on Metro contracts, from full compliance with the terms of any safety regulation as stated by the Federal government, the State of California, the County and City of Los Angeles or other jurisdictions applicable to the contractor's work on Metro project.

2.0 Program Objectives

The overall objective of this program is to establish the concept that people, not property, are our most important assets. All project safety and loss control efforts shall be directed towards the elimination of personal injuries and damage to property, and minimizing the effects of incidents on both the individuals and on the project.

¹ The handbook is available from General Services.

3.0 Organization and Administration

Metro, through this document, and other contract provisions, as applicable, establishes performance standards for safety during the course of the project. Oversight of these standards shall be by Metro through the project manager or Corporate Safety representative and as appropriate to the job. Metro will oversee individual contractor performance for compliance with all applicable federal, state, local and Metro safety and environmental requirements.

4.0 Specifications of the Contract

Prior to commencement of work, contractor's Project Manager, shall attend a safety indoctrination and coordination conference with Metro project manager and Corporate Safety representative to familiarize contractor personnel with job site hazards and other conditions. In addition, the contractor's project manager shall familiarize contractor personnel with the safety features of the site. For example, if working in the headquarters building Metro project manager shall make available the building handbook, which describes the safety features, exits, etc. of the building.

Whenever a violation of job safety is observed by Metro, the contractor will be notified, verbally and in writing, to correct the violation. The contractor shall respond in writing within 24 hours of receipt of a written notice. Immediate corrective action of the safety hazard shall be taken.

5.0 General Duty Statement

- a. It is the duty of all supervisory personnel, regardless of their employer or contracting tier, to take all immediate corrective actions possible when they discover, or have reported to them, an unsafe condition or unsafe employee act on a Metro project.
- b. Contractors shall comply with the California Code of Regulations Title 8, Title 29 Code of Federal Regulations, or the provisions of this manual whichever is most restrictive in regulating the safety conditions to be maintained in the work environment as determined by Metro. The contractor recognizes that all government promulgated safety regulations are minimum standards and that Metro may require additional safeguards to ensure worksite safety and prevent loss.
- c. Strict Compliance with all sections of this manual, as determined by Metro shall be considered part of the original scope of work and shall not delay the schedule for performance of work by the contractor.
- d. Documents, reports and materials required by this manual to be completed, submitted, maintained in file or otherwise handled by the contractor shall be considered the property of Metro and shall be available at all times for review

by Metro without prior notice to the contractor. Where required by law, the contractor shall maintain a copy of these records for their purposes.

6.0 Application

This manual applies to all contracts whether or not the contractor will be installing a piece of equipment, reviewing sites for estimating installation requirements, or providing a service from our offices. At a minimum, the contractor must acknowledge and accept Metro safety program for its employees while working at our facilities.

7.0 Metro Safety Responsibilities

Metro desires to ensure that all participants in Metro contracts observe the required safety standards in the performance of their work. Metro goal is the effective execution of a comprehensive occupational safety, health, and environmental program which best serves the interests of all workers involved in the construction of the system and those of the general public. The implementation of and compliance with Metro Safety Program lies with the contractor. Metro oversees the day-to-day management of the project's safety program as set forth in this safety and health manual.

Metro is responsible for:

- a. Monitoring the effectiveness of the contractor's safety program.
- b. Requiring timely application of safety and injury prevention procedures.
- c. Reporting unsafe work conditions wherever observed to the contractor's Safety Representative or to the project manager/superintendent for immediate corrective action.
- d. Notifying Metro project management team of the names of contractors, subcontractors, or any individuals who continually or deliberately violate safety regulations and, where appropriate, initiating action to remove an individual from the Project.
- e. Metro Safety Specialists or Metro Supervisory staff may order the temporary removal of an individual from all Project sites who continually or deliberately violates safety requirements.
- f. In the event of a serious safety hazard requiring immediate corrective action(s), or non-compliance with a written notice of hazard; Metro Project Manager or designee shall order a work stoppage until such time as the condition is corrected.
- g. Metro Project Manager or designee shall ensure that the contractor and its relevant personnel are in compliance with all contract safety requirements. Metro's Corporate Safety Department or Construction Safety Department

should be contacted if there are any questions as to the safety issues pertaining to the work.

- h. Where the contract requires personnel to work at remote Metro locations (e.g. Bus Operating Sites), and work must be performed in the industrial environments where repair and or movements of vehicles and equipment may occur, the contractor shall make available appropriate Personal Protection Equipment such as reflective vests, steel toe non-slip shoes, eye protection, and hard hat as applicable. These costs are to be borne as part of the overall contract.
- i. Should the contract require personnel to visit a Metro industrial operating site for purposes of evaluating job requirements or when meeting with operating personnel, then vests and other protective equipment will be issued as needed by the operating personnel. Visits to the office portions of the site, which do not require contractor personnel to enter the industrial portion of the site, do not require personal protective equipment to be issued. Safety shoes are not available for intermittent visits. Hence, contractor personnel may NOT enter the yard or operating industrial environment unless accompanied by an authorized Metro staff person.

8.0 Contractor Responsibilities

The effectiveness of Metro safety program depends on the active participation and cooperation of personnel assigned to the project. It is the responsibility of all assigned personnel to carry out the following:

- a. Proper planning of all work to minimize the potential for and maximize the prevention of personal injury, property damages and loss of productive efforts.
- b. Establish and maintain a safety program, which will eliminate unsafe practices and conditions, or provide early detection and correction of them
- c. Establish and implement safety education and incentive programs that focus on the following:
 - (1) Employee indoctrination.
 - (2) Safety meetings and safety communications.
 - (3) Investigation of incidents to determine cause and necessary corrective actions.
 - (4) Use of proper work procedures, personal protective equipment and mechanical guards (where appropriate).
 - (5) Safety instruction to individual employees and group safety training program (where appropriate).
 - (6) Maintenance of records of injuries and losses and development of injury/loss experience summaries.

