

# Memorandum

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a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

Date: December 12, 2024

File: Division of Construction  
CPD 24-10



From: RAMON HOPKINS, Chief  
Division of Construction

Subject: **NON-STANDARD SPECIAL PROVISION FOR SAFETY REPRESENTATIVE**

This directive provides information to California Department of Transportation (Caltrans) resident engineers about upcoming revisions to standard special provision, Section 5-1.15, "Safety Representative." The revision to this section is being provided as a temporary non-standard special provision until the revised standard special provision is published. This specification is revised to provide additional certification and qualification alternatives and clarifies other requirements.

Changes in the revised specification include a designated onsite safety representative to superintend project safety for the duration of a contract. This safety representative is allowed to perform other non-safety work if safety responsibilities are fulfilled. The revised specification has changed to require 3 years of safety experience in a heavy construction industry and allows for safety experience from the heavy industrial, or oil and energy industries. This is changed from the current specification which requires 5 years of safety experience in heavy construction.

With this directive, contractors have the option to request use of the non-standard special provision Section 5-1.15 for ongoing projects. Contractors may do this by submitting a no-cost change order request to the resident engineer. Attached to this directive are a sample change order memorandum, sample change order, and the revised Section 5-1.15. This directive serves as delegation of authority from the Division of Construction for change order approval, except when change order language is altered.

If you have questions or comments regarding this directive, contact George Pio, Division of Construction, at [George.Pio@dot.ca.gov](mailto:George.Pio@dot.ca.gov) or (916) 212-6648.

Attachments:

1. Sample Form CEM-4900, "Change Order" Safety Representative

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2. Sample Form CEM-4903, "Change Order Memorandum" Safety Representative
3. Non-standard special provision, Section 5-1.15, "Safety Representative"