

# Memorandum

*Making Conservation  
a California Way of Life.*

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

**Date:** June 3, 2025  
**File:** Division of Construction  
CPD 25-2



**From:** RAMON HOPKINS, Chief  
Division of Construction

**Subject: SAFETY REPRESENTATIVE CERTIFICATION IMPLEMENTATION**

This directive provides guidance to resident engineers and contractors about meeting the requirements of safety representatives. Several contractors are encountering challenges in certifying their safety representatives under the newly implemented specification outlined in Section 5-1.15, "Safety Representative," of the standard special provisions. Industry feedback indicates that additional time is needed to adequately prepare for certification exams while concurrently managing ongoing construction projects.

This directive would apply to any contractor who failed to comply with the certification requirements under "Certifications," of Section 5-1.15 and has submitted written proof of a failed attempt to the resident engineer to pass a qualifying exam. Therefore, resident engineers may give a contractor a one-time 90-day waiver of the certification requirement, provided that during this period, the contractor designates in writing an on-site safety representative with at least 5 years of safety experience in heavy construction industry, heavy industrial, or oil and energy industries, instead of the specified 3 years of safety experience.

Contractors have the option to request a one-time 90-day waiver of certifications listed in Section 5-1.15 for ongoing contracts. Contractors may do this by submitting a no-cost change order request to the resident engineer. The last day contractors can request implementation of the 90-day waiver is December 31, 2025. This allows contractors adequate time to establish a pool of certified safety representatives who meet compliance requirements.

This directive serves as a delegation of authority from the Division of Construction for change order approval, except when the change order language is altered. Attached is a sample change order memorandum and a sample change order.

DEPUTY DISTRICT DIRECTORS, Construction et al.

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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-4903, "Change Order Memorandum," Safety Representative Certification Waiver
2. Sample Form CEM-4900, "Change Order," Safety Representative Certification Waiver