



Developing the Project Code of Safe Practices (COSP)

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	05-30-2018	Original issue.	Steve Altman

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures regarding safe work practices for field projects.

Process Inputs

1. Contract documents.
2. Site-specific conditions.
3. Contractor's work plans.
4. Contractor's schedule.
5. Contractor's Injury and Illness Prevention Plan (IIPP) and Code of Safe Practices (COSP).
6. Caltrans' Injury and Illness Prevention Plan (CT IIPP) and Code of Safe Practices (CT COSP)

Procedure

1. All work associated with this process is charged as (1) [Project-Direct – Construction](#), (2) [Project-Direct – Preconstruction](#).
2. At the start of a new project, the Structure Representative (SR) and Resident Engineer (RE) will meet to review the project conditions and identify possible hazards as a result of, but not limited to:
 - a. Traffic handling and staging
 - b. Night work.

- c. Noise.
 - d. Dust, lead, asbestos, or other contaminants that may cause illness to the worker.
 - e. Confined space.
 - f. Exposure to falls.
 - g. Tripping hazards.
 - h. Pinch points.
 - i. Climate related hazards.
 - j. Water.
 - k. High priority utilities.
 - l. Equipment access.
 - m. Falsework and temporary support systems
 - n. Bridge demolition.
 - o. Pile drilling/driving.
 - p. Concrete placement.
 - q. Loads on structures due to temporary construction operations.
3. Review the [CT IIPP](#), the [CT COSP](#), the [SC COSP](#) Addendum, and the contractor's IIPP and COSP.
 - a. Select the appropriate sections of the CT COSP template and SC COSP Addendum that apply to the project and prepare a project-specific CT COSP.
 - b. Contact the Construction Safety Coordinator (CSC) and/or Structure Construction, Construction Safety Engineer (SC SE) for assistance to address additional health risks specific to the project not covered in the CT COSP template.
 4. Review the project-specific CT COSP with the District CE and Bridge Construction Engineer (BCE).
 5. Review the project-specific CT COSP to field staff. Review site-specific hazards and mitigation efforts. After reviewing, have field staff sign the project specific CT COSP.
 6. Post the project-specific CT COSP in a conspicuous place where it is accessible to all Caltrans project staff.
 7. Communicate with other visiting Caltrans functional unit's specific project conditions and the location of the project-specific CT COSP. All others visiting the project must read and sign the job specific CT COSP through the RE's office.
 8. The RE is responsible for conducting and documenting weekly job site safety inspections. The SR and Assistant SR assist District employees with safety inspections of

structure related work items. The *Construction Safety Checklists*, form [CEM 0606](#) is available to assist staff with the inspections protocol.

9. Safety records as required by [Title 8](#), the CT IIPP, and the [Construction Manual](#) must be filed in Category 6 of the project record files. These should include but are not limited to training records, job site safety inspections, accident records and corrective actions and the Tailgate Safety meetings.

Process Outputs

1. Project-specific CT COSP
 - a. Customers: District, Cal/OSHA.
 - b. Customer Expectations: Compliance with Title 8 and a safe working environment for CT employees.
2. SC employees review, sign, and understand CT IIPP and CT COSP
 - a. Customers: District, Cal/OSHA.
 - b. Customer Expectations: Compliance with Title 8, safe working environment for CT employees, ability to take corrective action to address safety hazards.
3. Caltrans functional units and others visiting project review, sign, and understand CT IIPP and CT COSP.
4. Cooperation between District and SC personnel in creating a safe work environment.
 - a. Customers: District and Public
 - b. Customer Expectations: Safe working environment for all CT employees.
5. Address and mitigate job site hazards.
 - a. Customers: District, Cal/OSHA, Contractor.
 - b. Customer Expectations: Assist RE to identify safety concerns to enable a safe working environment, taking corrective action to address safety hazards, timely communication, fair and consistent administration of the contract.
6. Jobsite safety inspection protocol.
 - a. Customers: District, Cal/OSHA, Contractor, other interested parties.
 - b. Customer Expectations: Timely communication, identification and correction of safety hazards to enable a safe working environment, and documentation and records required by Title 8 and the Construction Manual are in the project records.
7. Document and retain records for job site safety issues and Bi-weekly safety meetings.
 - a. Customers: District, Cal/OSHA.
 - b. Customer Expectations: Documentation and records required by Title 8 and the Construction Manual are in the project records.