

## PROJECT WORK AND ACTIVITIES

1750

(November 1991)

## PROJECT SAFETY WORK PLAN REQUIREMENTS

1751

(No. 28 September 2000)

### Definitions

**Project:** any work consisting of many phases or activities that do not involve routine maintenance of tools, equipment, or facilities. For example, routine housekeeping chores at a facility do not constitute project work. However, a major room remodeling, construction, road clearing, or road grading project involving many phases is considered project work. Any work requiring the use of hazardous substances, such as spray painting, paint removal, sand blasting, or tank resurfacing, is also project work.

**Job Hazard Analysis/Project Safety Plan:** a safety plan that identifies potential job hazards for each stage of a project with prevention steps designed to keep the project free from work related injuries and illnesses.

**Code of Safe Practice:** a list of specific safety instructions that identify safe operating procedures, reference materials, and equipment required to avoid injuries and illnesses associated with a specific work activity or use of specific tools and equipment.

### Policy

The project leader for every project as defined in this section shall complete a Job Hazard Analysis/Project Safety Work Plan ([IIPP-2](#)). The IIPP-2 shall reference and/or incorporate existing codes of safe practice for specific equipment or procedures that will be used in a project.

### Procedure

Prior to starting a project, the battalion chief or designee will approve the plan. Where hazardous substances or physical agents are involved, the plan must also be approved by a knowledgeable management person or a Cal/OSHA consultant. Hazardous substance and physical agents are defined in [Section 1740](#) Hazardous Materials and Physical Agents. Before using a hazardous material, follow the procedures set forth in that section. Also, if there is any doubt about project safety requirements (e.g., shoring of trenches, use of scaffolds, etc.), refer questions to the unit, region, or Departmental Safety Officer.

Before starting work on a project, the project supervisor will discuss the project plan, including the identification of hazards to and safeguards for employees, with crew members at a tailgate session. No deviations will be made from the project plan unless they are approved by the project supervisor and discussed with the crew at a tailgate session. If work procedures are changed, a new project plan will be prepared, approved, and discussed with crew members as outlined above. Post Project Safety Work Plans at the work sites and keep them on file for future reference and as evidence of compliance with state safety regulations. Retain plans for at least seven years.

NOTES:

- A CAL-OSHA consultant must review and approve any project involving demolition.
- If a hazardous material or physical agent is to be used on a project, a copy of the [IIPP-2](#), Hazard Analysis/Project Safety Work Plan, and the Material Safety Data Sheet must be sent to the unit, region, or Departmental Safety Officer responsible for the project oversight. This information will be placed in the Hazardous Material/Physical Agent Study File. ([See Section 1740 Hazardous Materials and Physical Agents.](#))

## PLANNING PROJECTS

1751.1

(No. 28 September 2000)

Plan each stage of project work in advance. Planning should start with the project originator and continue throughout the job, with involved managers and first-line supervisors providing input.

Project work planning will eliminate some accidents by creating a well-organized job. Expert planning gives special attention to safety, and thus is highly effective in making the operation safe and efficient.

***The following elements are important components to an expert plan:***

### Safe Access and Movements

Workers need adequate work areas, walkways, runways, ladders, stairways, or elevators. The work areas and passageways should be clear of rubbish, debris, nails, etc. Protect workers from floor and roof openings and provide adequate illumination.

### Vehicles

All vehicles should be checked for safety prior to use. Personally or privately owned vehicles or mobile equipment must be approved prior to use. [CAL FIRE 6781]

Vehicles need good roads including adequate turning and parking areas. Roads should be free from excessive mud and dump areas. Storage areas should be separate from the dump areas. Post signs, signals, etc., to route vehicles on the job. Maintain and repair vehicles as necessary.

### Location of Utilities and Service

Planners should locate saw, tool sheds, office, etc., in a safe convenient place, and consider location of high-voltage lines. They must arrange to move, de-energize, or erect a barrier if contact is a possibility. Sanitary facilities, drinking water, power, etc., should be located for safety and convenience.

### Plan for Safety

Planners should have safety materials (i.e. hard hats, trench jacks, life belt, etc.) on the job when needed. Plan work so that too many tradesmen are not in a small area at the same time.

### Work Procedures

- Post the STD 621 Form, "California Workers' Compensation Notice to State Employees" at the Command Center with the workers' compensation and emergency information.
- Conduct tailgate safety briefings before the start of each day.
- To prevent back injuries when loading and unloading materials, workers should have adequate space and use proper auxiliary equipment, i.e., cranes hoists, elevators, fork lifts, hydraulic tailgate lifts, power shovels, rigging, etc.
- Inspect repair, and maintain tools and equipment as needed, especially for required guards. Workers must have adequate supplies of the right tools for each part of the job.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)