

Administrative Procedures for Workplace and Construction Project Safety (Attachment for Policy No. 705)

Purpose

The purpose of these administrative procedures is to set forth guidelines for the implementation of the requirements in Policy 705 - Workplace and Construction Project Safety in order to promote accident and illness prevention in connection with operations, capital projects, and risk management, as it pertains to workplaces, jobsites, and personnel, and their impact on other staff, students, and visitors.

Procedures

Accident and Illness Prevention Program and Job Safety Committee

The Pennsylvania Workers' Compensation Act requires the District, a self-insured entity, to maintain an accident and illness prevention program.

The District operates a job safety committee ("Safety Committee"), which is established to review and address workplace safety issues that lead, or may lead, to workplace injuries; to assist in the overall effort to minimize the frequency of injuries throughout the District; to identify corrective measures needed to eliminate or control recognized safety risks; and to review any matters brought before it.

The Safety Committee consists of six (6) members representing the six (6) operational units within the Operations Division as follows: Food Services, Maintenance, Facilities, School Safety, Transportation, and, jointly, Capital Programs and Environmental Management and Services.

Meetings

Meetings of the Job Safety Committee take place every other month.

Employees who wish to bring matters to the Safety Committee may do so by submitting it to their direct supervisors, who will share with the committee member representing the District office or division.

Special meetings may be called at any time by either one of the Co-Chairs upon the written request (email) of three or more members of the Safety Committee to discuss an emergent situation.

Training

The Office of Risk Management coordinates annual training as needed for Safety Committee members regarding topics including, but not limited to, safety committee operation, hazard inspection, and accident investigation.

Construction Project Safety

Prior to bidding for each capital project, the Office of Capital Programs (“OCP”) Project Manager and representatives from OCP Design and Construction Unit and Office of Environmental Management and Services (“OEMS”) meet with the school principal to conduct a constructability review and phasing plan for the project. The goal of this process is to produce a phased construction plan that provides for the safety of building occupants and workers during all stages of construction. This phasing plan is included in the bid advertisement for the project.

Included in all OCP contracts are construction safety precautions and programs, including: expectations for general project safety, project cleanliness, indoor air quality, and environmental coordination, as necessary. After the project award, the contractor will finalize a site-specific safety plan in conformity with the contract requirements; applicable law; any applicable Board health and safety plans; and Board policies, including, but not limited to, [Policy 708](#) - Environmental Management.

An OCP Construction Safety Coordinator conducts periodic visits to construction job sites to flag any health and safety concerns and monitor that work is conducted according to the safety precautions and programs included in the project contract as well as the contractor’s own site-specific safety plan. This individual(s) will review the site-specific safety plans for compliance and issue violations as necessary.

On-site OCP Construction Project Managers and Building Construction Inspectors, working alongside OEMS professional services consultants, who will operate in accordance with [Policy 708](#) - Environmental Management, are responsible for reporting any unsafe condition created or encountered during construction activities in buildings. The OCP constantly monitors project schedules and progress. In the event that a potential delay affecting occupancy arises, options including, but not limited to, extending an existing lease for a building occupied by the District or identifying a swing space may be considered and the preparation of an interim plan should be investigated months ahead of occupancy.

Prior to the project start, a Construction Project Manager will share general safety protocols and a summary of the project with the principal which shall include information such as, but not limited to, the anticipated project start and end dates, a brief description of the project scope, and construction project staff. Principals will be encouraged to share this information and any relevant content of the phasing plan with their school communities.

Maintenance Schedule

These administrative procedures will be reviewed upon policy renewal, or in the case of a triggering event.

Related Information:

[Policy 704](#) - Maintenance

[Administrative Procedures for Policy 704](#) - Maintenance

[Policy 708](#) - Environmental Management

[Health and Safety Plan: The School District of Philadelphia](#)

[Policy 300](#) - Employee Code of Ethics

[Administrative Procedures for Policy 300](#) - Employee Code of Ethics