



Florida Department of Transportation

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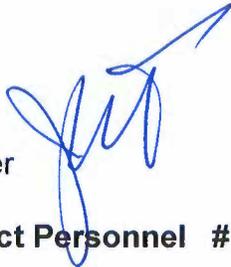
MEMORANDUM

Date: June 4, 2012

To: Resident and Operations Engineers

From: John E. Tyler, District Construction Engineer

Subject: **Safety Standards for Construction Project Personnel # 12-03**



In an effort to promote and enhance safety awareness for FDOT project staff, the following policies will be implemented as soon as practical.

1. Standard agendas for Pre-Construction Conference and Pre-Work Meetings (i.e. Pre-Pave, Pre-Pour, etc.) have been revised to include a specific topic addressing personal safety and vehicle access/parking within the construction work zone. The Project Administrator responsible for conducting these meetings will ensure Safety is on the agenda, the discussion takes place and a summary is included in the meeting minutes.
2. After the Pre-Construction Conference is held and before field operations begin, the Project Administrator, or appropriate supervisor, will conduct a Safety Kick-Off Meeting with all FDOT field personnel (Inspectors, RAS, RUS, etc.) that are expected to be involved on the project. The Safety Kick-Off Meeting Checklist will be used to prepare for and conduct this meeting. At a minimum, specific job hazards/controls, required PPE and necessary safety training requirements will be discussed. Any additional required training or PPE that needs to be obtained will be noted on the checklist. The Construction Inspection Job Hazard Analysis should be used as a guide for reviewing potential hazards and control recommendations. At the conclusion of the meeting, all present will sign the checklist for documentation purposes. Upon completion, the Project Administrator will keep the checklist in the Contract Folder.
3. Each Field Office will develop and execute a strategy for ensuring that throughout the life of a project, FDOT field personnel are periodically updated on changes to contractor's operations, MOT and vehicle access/parking within the construction work zone. This strategy could include utilizing the unit safety meetings, project progress meetings, staff meetings, field meetings (i.e. "tailgate talks") or the contractor's safety meetings. The Construction Inspection Job Hazard Analysis should be used as a guide for reviewing potential hazards and control recommendations.

Beginning later this calendar year, District Quality Assurance staff will develop a QAR guide list and QA inspection frequencies to monitor compliance with this policy and to identify and communicate best practices.

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