City of Cleveland
Justin M. Bibb, Mayor

Department of Finance
Division of Purchases & Supplies
601 Lakeside Avenue, Room 128
Cleveland, Ohio 44114-1080
216/664-2620 • Fax: 216/664-2177
www.cleveland-oh.gov

November 23, 2026

ADDENDUM 1

BID TITLE: File No.124-26 CWD Lead Service Line Replacement Year 5-1

BID DUE: Wednesday, December 9, 2026 at 12 o'clock noon (Eastern Time)

Attention Bidders:

We have been requested to issue the addendum for the following:

Please ensure that a copy of this addendum is included and returned with the bid specifications furnished to you by this office, as it will have the same force and effect as if it were part of the specifications originally issued.

1. Providing a copy of the agenda, sign-in sheet, and Power Point Presentation from the Non-Mandatory Pre-Bid Meeting.
2. Providing a copy of DPU's Contractor Safety Program
3. Notification of questions to be answered.

If you have any questions regarding the attached, please contact Jules Gilliam at jgilliam@clevelandohio.gov. Thank you for your prompt attention and assistance in this matter. Also, please ensure that copy of this addendum is included and returned with the bid specifications furnished to you by this office, as it will have the same force and effect as if it were part of the specifications originally issued.

Signature of Potential Bidder & Name of Company _____ Today's Date _____

Thank you,
Donia Patterson, Assistant Administrator
Purchases & Supplies
CC:

CITY OF CLEVELAND, OHIO
DEPARTMENT OF PUBLIC UTILITIES
CWD LEAD SERVICE LINE REPLACEMENT Year 5 - 1
FILE No. 124-26

ADDENDUM NO. 1

Bids are due Wednesday, December 9, 2026, before 12:00 p.m. and must be date stamped. The last day for questions is Wednesday, December 2, 2026, at 12:00 p.m.

Including a copy of the Sign-in Sheet, Agenda and Power Point Presentation.

Including a copy of DPU's Contractor Safety Program, Exhibit A as referenced in Section C-45 of Part C – Supplemental General Conditions.

Answers to questions received will be addressed in Addendum No. 2.

Department of Public Utilities
Non-Mandatory Pre-Bid Meeting
Thursday, November 19, 2026
10:00 A.M. - 12:00 P.M.

CWD Lead Service Line Replacement Years 5-1, 5-2, 5-3, and 5-4

Agenda

1. Introductions

2. Review of Required Submittals of Bid Package

A. Bidder's Check List
B. Bid - Schedule of Items
C. Bid Bond/Certified or Cashiers Check (Must use City's Bid Bond Form)
D. Bid Form
E. Bidder's Affidavit - Must be Notarized
F. Tax I.D Number - W-9 Form
G. Northern Ireland Fair Employment Practices Form
H. Vendor Information Form
I. Wage Theft and Payroll Fraud Disclosure Form

*OH EPA Forms - Submission required before Notice to Proceed
(See Appendix A - submission with bid packet is ***highly encouraged***)

3. Review of OEO Requirements - Jennifer Wiman

Contact Jennifer Wiman, 216--664-2667 JWiman@clevelandohio.gov

A. Subcontractor Participation Goal - 20% CSB
B. Detailed explanation of Schedules 1-4
C. Good Faith Effort
D. CSB/MBE/FBE/LPE/SUBE Bid Discount

4. Subcontracting A-19 and B-11 - After execution of contract.

5. Davis-Bacon Wage Rates - DeAndrea Pruitt

Contact DeAndrea Pruitt, 216-664-2444 X75443 DeAndrea_Pruitt@clevelandwater.com

6. Safety Requirements

A. DPU's Contractor Safety Program
B. Pre-Construction Meeting

7. Scope of Work - Aaron Bragg

- Bid Overview/Highlights of Detailed Specifications

8. Miscellaneous

A. Contract Execution
B. Addendums
1. Notification by the Division of Purchases and Supplies is a courtesy, not a guarantee
2. Check the City's webpage often to receive addendum notifications
C. Questions after the Pre-Bid Meeting (submit all questions asked during today's meeting to):

Email: purchasing@clevelandohio.gov
and
JGilliam@clevelandohio.gov

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC UTILITIES/DIVISION OF WATER
NON-MANDATORY PRE-BID MEETING
Thursday, November 19, 2026
10:00 a.m.

CWD Lead Service Line Replacement Year 5-1, 5-2, 5-3 and 5-4

SIGN-IN SHEET

REPRESENTATIVE NAME (PLEASE PRINT)	COMPANY NAME (PLEASE PRINT)	TELEPHONE NUMBER	E-MAIL ADDRESS (PLEASE PRINT CLEARLY)
Josh Jorz	Miller Pipeline	370-800-8711	joshua.jorz@millerpipeline.com
Colin Gower	Fabrizi Trucking + Paving	216-905-9436	COLIN@FABRIZI-INC.COM
Kevin Barger, Dave Mayes	Mayes and Sons Plumbing	330.603.7376	kevin.barger@mayesandsonsplumbing.com
Larry Gardner	Five Star Infrastructure	517 861 7566	lgardner@fivestarinfrastructure.com
Jules Gilliam	City of Cleveland	216-664 2621	jgilliam@clevelandohio.gov
Franco Noce	Amroc	216 538-3081	amroc@att.net
MARK ADZEMA	THE VALLEJO Co.	216-857-3311	MTA@VALLEJOCO.COM
Adam West	Razor Lake Materials	740 586 3961	adam@razorlakematerialsandservices.com
TAAIS DUCURUEW	Cosmos Technologies Inc	216 463 5341	tducuruew@cosmostechnologiesinc.com
Rhoni Thompson	R.L. Cole Ent	216-316-0281	RLCOLEENTERPRISEINC
			@gmail.com
Hicham Ali	CWD		
Aaron Blasy	CWD		
JoE NOVAK	DPU - RISK	216-857-0366	Joe_novak@clevelandwater.com
Monica Madej	DPU - Fiscal		monica_madej@clevelandwater.com
DeAndrea Pruitt	DPU		deandrea-pruitt@clevelandwater

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC UTILITIES/DIVISION OF WATER
NON-MANDATORY PRE-BID MEETING
Thursday, November 19, 2026
10:00 a.m.

CWD Lead Service Line Replacement Year 5-1, 5-2, 5-3 and 5-4

SIGN-IN SHEET

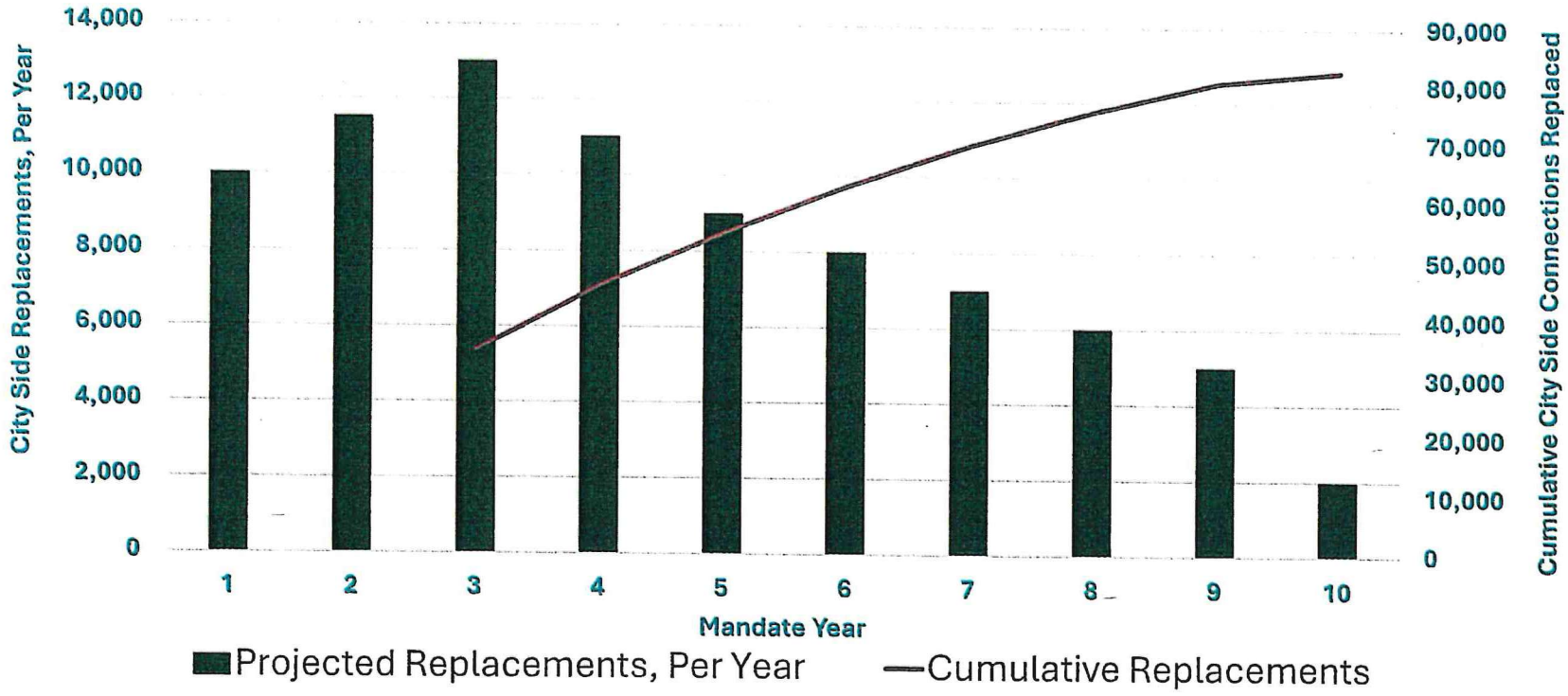
	REPRESENTATIVE NAME (PLEASE PRINT)	COMPANY NAME (PLEASE PRINT)	TELEPHONE NUMBER	E-MAIL ADDRESS (PLEASE PRINT CLEARLY)
	Ebony Watters	DPU		
	KRISTEN MILLER	R20	440.781.8327	kristen.miller@clevelandwater.com
	Tony Stevens	QCI	4405474133	tstevens@qci.group.com
	MIKE GUINTO	TERRACE	216 739 3170	TERRACE@TERRACECONSTRUCTION.COM
	CURTIS STRAUBHAAR	COLE & MAIN	33-3745 9429	CURTIS.STRAUBHAAR@COLEANDMAIN.COM
	HAROLD J. MILLER	QUALITY CONTROL INSPECTION	440-359-1900	HMILLER@QCIGROUP.COM
	Ben Luedes	Wade Trim	781-856-0644	BLUEDERS@WADETRIM.COM
	Fatoumata Coulibaly	F Coulibaly	216 664	F-coulibaly@clevelandWater.com
	Eric Mazoch	Five Star Infrastruct	262 259 3017	eric@fivestarinfrastructure.com
	Sandra Stack	CWD		
	Kendall Grimm	R20		
	Alex Margecivius	CWD		

CWD LSLR
Year 5 Pre-Bid Meeting

Contracts Year 5-1, 5-2, 5-3, & 5-4

November 19th, 2026

CWD LSLR Program Look Ahead



Work Area – Reference C-1

- Work will be assigned in Clusters along residential asphalt roadways

- ***Cluster:*** *A group of 10 or more service connections located along a street or connected streets, where each connection is within 1,000 linear feet of a least one other connection in the cluster.*

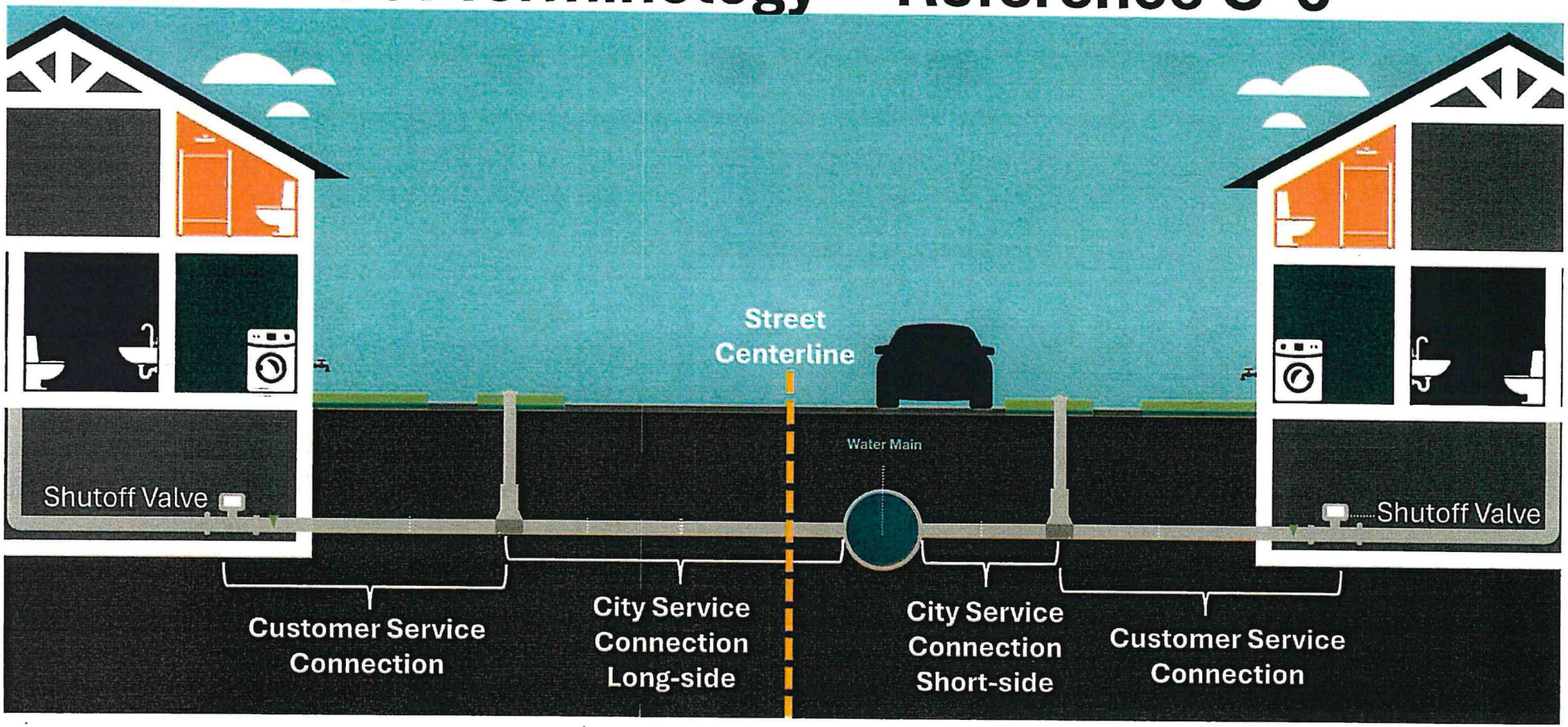
Length of Contract – Reference C-2

- 38 months total
  - NTP – up to 8 months after contract award (September 2027)
  - Substantial Completion of LSL Replacement Work – 12 months after NTP
  - Final Completion and Restoration – 30 months after NTP

- Substantial completion of LSL Replacements shall be achieved within one (1) year of the Notice to Proceed (NTP) to support EPA reporting requirements

- Contractor shall price all work in the bid for the full duration of the contract

Year 5 SOI Terminology – Reference C-6



Schedule of Items (SOI): Contract Year 5-1

Item	Description of Labor	Unit of Measure	Estimated Quantity	Total Unit Cost	Extension
1	Investigation - Active Curb Stop Locating, Assessing, Operating & Material Identification	EA	2000		
2	City Service Replacement (Short-side)	EA	710		
3	City Service Replacement (Long-side)	EA	710		
4	Customer Service Replacement ≤ 55 LF	EA	160		
5	Paired City Connection – Plug and Replace	EA	290		
6	Paired City Connection – Plug	EA	30		
7	Concrete Sidewalk Restoration ≤ 25 SF	EA	300		
8	Concrete Driveway Restoration ≤ 50 SF	EA	300		
9	Roadway Concrete/Pavement Restoration (non-arterial) ≤ 50 SF	EA	1420		
10	Asphalt Paving ≤ 60 SF	EA	1420		
11	Concrete Curb Installation	LF	6820		
12	Tree Lawn/Yard Restoration ≤ 50 SF	EA	1900		
13	Premium Backfill – Controlled Low-Strength Material (CLSM)	CY	1000		
14	Force Account Work	Allowance	NA	NA	$350,000
15	Off-Duty Police Officer	Allowance	NA	NA	$20,000

Schedule of Items (SOI): Contract Year 5-2 and Year 5-3

Item	Description of Labor	Unit of Measure	Estimated Quantity	Total Unit Cost	Extension
1	Investigation - Active Curb Stop Locating, Assessing, Operating & Material Identification	EA	1300		
2	City Service Replacement (Short-side)	EA	470		
3	City Service Replacement (Long-side)	EA	470		
4	Customer Service Replacement ≤ 55 LF	EA	110		
5	Paired City Connection – Plug and Replace	EA	190		
6	Paired City Connection – Plug	EA	20		
7	Concrete Sidewalk Restoration ≤ 25 SF	EA	200		
8	Concrete Driveway Restoration ≤ 50 SF	EA	260		
9	Roadway Concrete/Pavement Restoration (non-arterial) ≤ 50 SF	EA	940		
10	Asphalt Paving ≤ 60 SF	EA	940		
11	Concrete Curb Installation	LF	4510		
12	Tree Lawn/Yard Restoration ≤ 50 SF	EA	1240		
13	Premium Backfill – Controlled Low-Strength Material (CLSM)	CY	650		
14	Force Account Work	Allowance	NA	NA	$250,000
15	Off-Duty Police Officer	Allowance	NA	NA	$20,000

Schedule of Items (SOI): Contract Year 5-4

Item	Description of Labor	Unit of Measure	Estimated Quantity	Total Unit Cost	Extension
1	Investigation - Active Curb Stop Locating, Assessing, Operating & Material Identification	EA	800		
2	City Service Replacement (Short-side)	EA	290		
3	City Service Replacement (Long-side)	EA	290		
4	Customer Service Replacement ≤ 55 LF	EA	70		
5	Paired City Connection – Plug and Replace	EA	120		
6	Paired City Connection – Plug	EA	20		
7	Concrete Sidewalk Restoration ≤ 25 SF	EA	120		
8	Concrete Driveway Restoration ≤ 50 SF	EA	160		
9	Roadway Concrete/Pavement Restoration (non-arterial) ≤ 50 SF	EA	580		
10	Asphalt Paving ≤ 60 SF	EA	580		
11	Concrete Curb Installation	LF	2780		
12	Tree Lawn/Yard Restoration ≤ 50 SF	EA	760		
13	Premium Backfill – Controlled Low-Strength Material (CLSM)	CY	400		
14	Force Account Work	Allowance	NA	NA	$150,000
15	Off-Duty Police Officer	Allowance	NA	NA	$20,000

SOI Summary – Reference C-6

- Contractor must include all material costs in bid pricing.
- Restoration work is unit cost based.
- Allowances established for Force Account Work and off-duty police must be ***Pre-authorized*** by the City.

SOI Replacement Work – Reference C-6

- **Customer Service Connection Replacement ≤ 55 LF (SOI #4)**
  - Unit of Measure – Each
  - Work required to replace lead and GRR Customer-owned service line material 1" and smaller, from the curb stop to the main shutoff valve in the building.
  - Excess length to be paid out of Force Account Work Allowance (SOI # 13) at a calculated unit price.

Example Assumptions:

- *Bid Unit Price (≦ 55 LF) = $2200 per EACH*
- *Actual Service Length = 65 LF*
- *Excess Length = 10 LF*

Step 1: Calculate Excess Unit Rate

$$\text{Excess Unit Rate (per LF)} = \frac{\$2200}{55\ LF} = \$40\ per\ LF$$

Step 2: Calculate Excess Payment

$$\text{Excess Payment} = 10\ LF \times \$40/LF = \$400$$

SOI Restoration Work – Reference C-6

- **Concrete Sidewalk Restoration ≤ 25 SF (SOI #7)**
  - Unit of Measure – Each
  - Restoration of 4" thick concrete sidewalk sections disturbed by the Work
- **Concrete Driveway Restoration ≤ 50 SF (SOI #8)**
  - Unit of Measure – Each
  - Restoration of 6" thick concrete driveway disturbed by the Work
- **Roadway Concrete/Pavement Restoration (Non-Arterial Roadway) ≤ 50 SF (SOI #9)**
  - Unit of Measure – Each
  - Restoration of 6" thick non-arterial concrete roadway disturbed by the Work
- **Asphalt Paving ≤ 60 SF (SOI #10)**
  - Unit of Measure – Each
  - Restoration of asphalt pavement and asphalt driveways disturbed by the Work

SOI Restoration Work – Reference C-6

- **Concrete Curb Installation (SOI #11)**
  - Unit of Measure – Linear Foot
  - Restoration of concrete curbs disturbed by the Work
- **Tree Lawn/Yard Restoration ≤ 50 SF (SOI #12)**
  - Unit of Measure - Each
  - Restoration of tree lawn/yard work disturbed by the Work
- **Premium Backfill – Controlled Low-Strength Material (CLSM) (SOI #13)**
  - Unit of Measure – Cubic Yard
  - Furnishing and placing CLSM backfill in roadway pavement excavations when required by the community in which the Work is performed.
  - Unit price represents compensation for the additional cost of furnishing and placing CLSM in lieu of the standard granular backfill.
  - No payment will be made for CLSM placed without prior authorization from the City.

SOI Allowances – Reference C-6

- **Force Account Work Allowance (SOI #14)**
  - For work directed by the City that is not included in other bid items.
  - Work under this item will be performed only when authorized by the City in writing before the Work begins.
  - Used for excess length or area payments and unforeseen work, as authorized by the City

- **Off-Duty Police Officer Allowance (SOI #15)**
  - For an off-duty police officer when directed by the City

NTP Submittals – Reference C-9

- Approved NTP submittals govern all Work Orders unless revised and approved by the City.

Category	NTP Submittals	Section	Purpose
Capacity	SOI Completion Timeline and Capacity Plan	C-9, C-10	Demonstrate staffing, crews, production rates, and capacity to meet Contract milestones and SLA requirements.
Materials & Compliance	Product Schedule and Technical Data Domestic-Source Compliance Package	C-9	Establish approved products, manufacturers, material sources, and AIS/BABA compliance.
Construction Methods	Construction Procedures	C-9	Establish how the Work will be performed and documented.
Personnel Qualifications	Personnel and Subcontractor Qualifications Pipe Tapping Qualifications	C-9, C-11	Demonstrate qualified personnel and subcontractors are available to perform the Work.
Quality, Restoration & Safety	Quality-Control and Inspection Plan Backfill and Restoration Materials Contractor Safety Plan and Qualifications	C-9	Establish quality-control, inspection, restoration, and safety requirements.

LSLR Field Staff – Reference C-20

- CWD Subject Matter Expert (SMEs)
- Field Service Coordinator (FSC)
- Resident Project Representative (RPR)

Material Testing – Reference C-49

- The City will perform material testing at its own expense at locations and frequencies determined by the City for the following:
  - Concrete
  - Granular Backfill and Aggregate Base
  - Premium Backfill CLSM

- Failed results will be reported promptly to the Contractor. Affected Work shall be evaluated and corrected by the Contractor as directed by the City, at the Contractor's expense.

EXHIBIT A

CITY OF CLEVELAND
DEPARTMENT OF PUBLIC UTILITIES

Contractor Safety Program

Addendum No. 1
File No. 124-126

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15**	EFFECTIVE DATE	**08/01/2017**
PROGRAM TITLE	**Contractor Safety**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

1.0 PURPOSE

The purpose of this Contractor Safety Program is to assist the Department of Public Utilities personnel in proactively communicating to contractors any/all recognized health and safety concerns that may potentially affect contractor employees or Department of Utility personnel.

2.0 SCOPE

This policy applies to all Department of Utilities contractors for hire when performing assigned work or activities that may expose them to hazards associated with DPU contracted work. This policy will ensure all contractors comply with Federal, State and local regulations applicable to contracted work being performed.

3.0 DEFINITIONS

Contract – is defined as any written agreement between the City of Cleveland/DPU and a Contractor set forth by a specific scope of work within but not limited to the City of Cleveland/DPU jurisdiction, infrastructure and facilities.

Construction Project – is defined as any/all work necessary to complete repair or replacement of infrastructure, facility, landscaping etc. in accordance with the City of Cleveland/DPU by Contractor.

Contractor – is defined as the individual, partnership, corporation, joint venture, or other legal entity having a contract with the City of Cleveland/DPU.

Contractor Safety Potential Hazard Notification Form – is defined as a written notification provided by the City of Cleveland/DPU to the contractor that lists recognized and potential hazards associated with the work activities. The hazards identified on this form are not all-inclusive, and the list shall be updated as necessary.

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15**	EFFECTIVE DATE	**08/01/2017**
PROGRAM TITLE	**Contractor Safety**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

Department Contract Administrator – is defined as the City of Cleveland/DPU employee appointed designee who has the responsibility for overseeing the contractor's activities. This designee may be but not limited to engineer, inspector, field supervisor etc.

Notice of Non-Compliance Safety Form – is defined as written notification provided to the Contractor alerting them that they are not in compliance with Federal, State, local and City safety regulations, or other best management practices.

Non-Compliant Hazardous Work Condition – is defined as any hazardous work condition that is considered to be non-compliant with Federal, State, local and City safety regulations.

Non-Construction Project – is defined as a project dedicated to preventive or scheduled maintenance on but not limited to parts, repairs, carpeting, painting, rodent control and other services such as surveying and building services etc.

Pre-Construction Safety Meeting Checklist – is defined as a checklist used by the City of Cleveland/DPU personnel to ensure that health and safety issues are discussed and communicated to the contractor prior to the start of work activities.

Safety Concerns – is defined as conditions that may become dangerous if best safety management practices are ignored.

Pre-Construction Safety Meeting Checklist – is defined as a checklist used by the City of Cleveland/DPU personnel to ensure that health and safety issues are discussed and communicated to the contractor prior to the start of work activities.

Safety Concerns – is defined as conditions that may become dangerous if best safety management practices are ignored.

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15**	EFFECTIVE DATE	**08/01/2017**
PROGRAM TITLE	**Contractor Safety**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

4.0 RESPONSIBILITIES

4.1 DPU Director

Ensure that the Contractor Safety Policy is implemented. The Director for the Department of Public Utilities has the authority to delegate any or all portions of this policy to subordinates; however, the Department Director is responsible for compliance.

4.2 DPU Division Commissioner

- Assign a Divisional Contractor Administrator for any work regarding outside contractors.
- Ensure this Contractor Safety Program is implemented and followed at their respective divisions.

4.3 DPU Purchasing and Contract Manager

- Regularly communicate DPU planned and in process contracts and procurement activity to DPU Risk Management.
- Request review and comment by DPU Risk Management on contract and bid documents including specifications and associated documents.

4.4 DPU Divisional Contractor Administrator

- Complete and include requests for safety programs information and potential hazard notification forms regarding the contract. ***(HSE-SWP-15b and 15e)***
- Coordinate Pre-Construction Safety Meetings. ***(HSE-SWP-15c)***
- Issue Notice of Non-Compliance notifications to contractors observed not working safely, creating unsafe conditions, or not following their submitted health and safety plans while performing DPU contracted work. ***(HSE-SWP-15d)***

4.5 DPU Employees

- Initiate Notice of Non-Compliance (Safety) for identified safety and health hazards at the worksite.
- Notify immediately the Divisional Administrator or Risk Management Group of any identified safety and health hazards at the worksite.

4.6 DPU Risk Management Group (To Include Divisional Safety Programs Managers)

- Review this Contractor Safety Program annually
- Attend pre-construction meetings
- Act as subject matter experts in support of the DPU appointed Contract Administrator
- Review and approve contractor submitted safety programs, and plans.
- Inspect contractor work sites as needed and address any non-compliance issue with contractor and contract administrator.

5.0 CONTRACTOR PROCEDURES

5.1 Contractor General Requirements

All contractors are required to follow the requirements of the U.S. Department of Labor regulations under the Occupational Health and Safety Act Standards for the Construction Industry (29 CFR 1926) and General Industry (29 CFR 1910).

Contract specifications for all projects shall provide worksite information regarding known health and safety concerns. Contractor shall supply all safety related documentation listed in the safety section of the contract specifications.

5.2 *Pre-Construction Safety Meeting Preparation*

Prior to bid, all safety and health concerns shall be addressed. The DPU Divisional Contractor Administrator shall complete the "Request for Safety Information Form" ***(HSE-SWP-15e)*** and the "Contractor Safety Potential Hazard Notification Form" ***(HSE-SWP-15b)***. These forms will be used to review general safety guidelines and safety issues covered in the contract specifications.

5.3 *Divisional Pre-Construction Safety Meeting Guidelines*

DPU representatives and the Contractor(s) shall have a Pre-Construction Safety Meeting prior to the start of work activities. Participation in the meeting shall include, at a minimum: Contractor representative, Department/Division Contractor Administrator, Safety Personnel (or designee), and any person familiar with potential hazards that may arise throughout the project.

The following forms shall be reviewed and signed by the DPU representative and Contractor(s):

- Contractor Safety Potential Hazard Notification Form (***HSE-SWP-15b***)
- Pre-Construction Safety Meeting Checklist (***HSE-SWP-15c***)
- Request for Safety Information Form ***(HSE-SWP-15e)***

The Contractor have a written safety program and enforcement policy in place and available for review at the Pre-Construction Safety Meeting.

At any time, representatives of the Department of Utilities or members of the Risk Management Group have the right to request and review all safety-related documents referenced in the Program.

5.4 Non-Construction Projects

The Department/Division Contractor Administrator (or designee) who manages non-construction projects at DPU worksites shall ensure that all safety-related forms and checklists (HSE-SWP-15b through HSE-SWP-15e) are completed and approved.

All documentation shall be kept available for review for the duration of the work activities.

5.5 Contractor Safety Deficiency Notifications

If the Department/Division Contractor Administrator becomes aware of a hazardous or potentially hazardous situation, or a violation of Federal, State or local safety regulations, the Contractor shall be notified immediately. Field Construction inspectors shall follow guidelines outlined in the SOP ***(HSE-SWP-15a)***, Field Inspection Guidelines.

Verbal notification is acceptable as an immediate action, provided that a "Notice of Non-Compliance Safety Form" (***HSE-SWP-15d***) is completed and acknowledged by the Contractor as soon as possible.

The Department/Division Contractor Administrator (or designee) has complete authorization to stop all Contractor work activities when there is a potential for serious injury or death, or when there is observed non-compliance of safety regulations.

Any City of Cleveland/DPU employee may report their concerns or observations of uncontrolled hazardous conditions at a contractor worksite to the Department/Division Contractor Administrator (or Designee). The Department/Division Contractor Administrator shall notify the Contractor as stated previously in this section.

If the hazardous conditions remain uncontrolled after the "Notice of Non-Compliance Safety" has been issued, the Department/Division Contractor Administrator shall contact

the Chief Safety Officer to determine if further action is warranted and if the Contractor's failure to comply meets Section B-35 "Failure to Meet Performance Requirements" outlined in contract Part B General Conditions.

5.6 Sample Contractor Health and Safety Specifications

This section contains proposed wording **(in *Italics*)** for contract specifications. The wording in the following seven (7) paragraphs shall be reviewed and incorporated in contracts valued at $500,000 or based on the complexity and inherent hazards of the work. Modification of the wording is permissible, as necessary, to meet specific contract requirements and specifications.

It is recommended that the Contractor-appointed Safety Officer be present during discussions and approval of the health and safety portion of any contract.

5.6.1 Health and Safety Information Submittals:

- *In accordance with regulatory requirements, contractors are required to maintain written health and safety program information at the work site.*
- *At a minimum the contractor shall maintain, at the worksite, the relevant safety programs included in Item 4 of the "Contractor Safety-request for Safety Information" checklist.* ***(HSE-SWP-15c)***
- *The contractor must, by means of a qualified person (i.e. an individual knowledgeable of applicable regulations), certify that the requested environmental health and safety submittals are compliant with the Federal, State and Local regulatory requirements.*

5.6.2 Safety Equipment:

- *The contractor is also responsible for providing and maintaining their own safety equipment and personal protective equipment as required by OSHA, Public Employee Risk Reduction Program (PERRP) and EPA regulations.*

5.6.3 Pre-Construction Safety Meetings:

- *Prior to the start of work activities, the contractor shall meet with representatives of the City of Cleveland/DPU in a Pre-Construction Safety Meeting for the purpose of reviewing safety procedures and other pertinent safety information that will aid in ensuring safe project completion.*
- *During the Pre-Construction Safety Meeting, the City of Cleveland/DPU and the Contractor will review and complete the "Contractor Safety-Potential Hazard Notification" and the Pre-Construction Safety Checklist" forms.*

5.6.4 Site Health and Safety Plans:

- *The Contractor is responsible for development of a site-specific Health and Safety Plan, as required by contract specifications, OSHA, PERRP and EPA regulations.*
- *Health and Safety Plans will be required when construction activities are conducted in hazardous waste areas regulated under Federal, State and Local HAZWOPER regulations. The City of Cleveland/DPU will assist the contractor in the determination of applicability of these regulations regarding any work location in question.*
- *Where required, the Contractor will be responsible for completing specific training, or obtaining specific certifications to work in regulated areas.*

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15**	EFFECTIVE DATE	**08/01/2017**
PROGRAM TITLE	**Contractor Safety**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

5.6.5 Contractor Designated Health and Safety Representative:

- *The Contractor shall be responsible for appointing an individual to act as Health and Safety Officer for the awarded project. Contractor Health and Safety Officers must have knowledge of safe work practices and regulations governing the project. Documentation outlining the Health and Safety Officer's qualifications shall be submitted to the DPU Contract Administrator or designee within 15 days of the award of the contract or the start of work activities.*

- *The Contractor's Health and Safety Officer shall participate in the Pre-Construction Safety meeting and will have the authority during the project to correct safety deficiencies identified at the work sites. The Contractor's appointed Health and Safety Officer shall address any "Notice of Non-Compliance (Safety)" issued by the City of Cleveland/DPU Contract Administrator.*
- *The Contractor understands that the City of Cleveland/DPU and Division Administrator has the responsibility of ensuring that the project is completed in compliance with the contract specifications. Therefore, the City of Cleveland DPU/Division Administrator has the right to protect the City of Cleveland's/DPU's personnel from non-compliant hazardous work conditions created by the contractor and will request to have hazards abated prior to inspecting and accepting any aspect of the project.*

5.6.6 Hazard Disclosers Relevant to Contractor Work Site:

- *The City of Cleveland/DPU shall, to the best of its ability and knowledge, provide information pertaining to unique hazards of the work site to the contractor.*
- *If safety hazards remain unaddressed following the issuance of a "Notice of Non-Compliance (Safety)", the Contract Administrator may utilize the assistance of the DPU Risk Management Group in determining the need for further intervention to assure that compliance is achieved.*

5.6.7 Contract Scheduling and Miscellaneous Disclosers

- *If the contract work disrupts the City of Cleveland's/DPU's staff or the general public, the Contractor shall make every effort to schedule work after normal business hours. Where absolutely necessary, the temporary relocation of affected City employees will be made for the duration of the construction work.*
- *All affected City of Cleveland/DPU employees shall be informed with advanced notice of any construction-related work that may affect their work areas. Notifications shall be made via email or written memo. Notifications must include; start and end dates, work areas affected, description of work, name and phone number of the Department/Division Contract Administrator, names and phone numbers of the Safety Officers and Risk Manager.*
- *Employees should be instructed to notify the Department/Division Contract Administrator pertaining to any logistical issues or concerns.*
- *Safety and health concerns should be directed to the DPU Risk Management Group.*

6.0 TRAINING

DPU employees who are Contract Administrators, Commissioners, Engineers, Field Inspectors, and members of the DPU Risk Management Group shall receive initial training on this Contractor Safety Program.

6.1 Training Frequency

All employees who oversee contracted work whether construction related or non-construction related shall receive training on this program according to the following schedule:

- New employees will receive initial training within the first six months of hire.
- Current employees will be required to attend mandatory training on an as-need basis, or at least every three (3) years.

7.0 RECORDKEEPING

Associated training records will be maintained by the Training Department. All training session attendance rosters will be turned into the Training Department within two (2) business days after the training session and will be entered into the ADP system.

Hard copies of the training materials and class rosters will be maintained by DPU Risk Management.

8.0 FORMS/REFERENCES

HSE-SWP-15a	DPU Field Safety Inspection Guidelines
HSE-SWP-15b	Contractor Safety Potential Hazard Notification Form
HSE-SWP-15c	Pre-Construction Safety Meeting Checklist
HSE-SWP-15d	Notice of Non-Compliance (Safety)Form
HSE-SWP-15e	Request for Safety Program Information
CPL 02-00-124	OSHA Multi Employer Citation Policy

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15a**	EFFECTIVE DATE	**9/1/2018**
PROGRAM TITLE	**Field Safety Inspection Guidelines**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**8/21/18**

1.0 PURPOSE

Provide general guidance to DPU's Field Inspectors should they encounter a work site safety hazard while performing their routine inspection duties.

2.0 SCOPE

This procedure defines general actions to be taken by the Field Inspector. It is not intended to be all-inclusive nor does it give the Inspector responsibility or authority for the Contractor's safety program and practices.

3.0 RESPONSIBILITIES

3.1. ***Contractor***–Construction site safety rests solely with the Contractor. The Contractor is responsible for providing a safe workplace for its personnel, including its Subcontractors, Suppliers, DPU, consultants, and general public, etc. who may be in the area.

3.2. **Field Inspector** – As applicable to this procedure, the Field Inspector is responsible for notifying the Contractor's representative(s) should the inspector recognize any hazard, which in the best, knowledgeable judgment of the inspector is deemed a safety hazard.

3.2.1. The Field Inspector is not a qualified Safety Professional and is not expected to recognize all types of hazards.

3.2.2. The Field Inspector is only expected to recognize a hazard that any reasonable non-safety professional may be expected to recognize, or one for which they have received training. For example, unprotected excavations, confined spaces, traffic control deficiencies.

3.2.3. The Field Inspector is responsible for enforcing contract specifications, including verification that the Contractor fulfills its safety requirements (for example: having a "responsible person" on site or having a documented safety plan, etc.).

3.2.4. The Field Inspector's safety obligations extend ONLY to recognizable hazards identified while performing his/her normal onsite duties. The Field Inspector's focus shall be on whether or not construction activities are in accordance with contract and design requirements and not on safety hazards or practices.

3.2.5. The Field Inspector shall not agree to review the Contractor's safety program or the adequacy of a specific safety activity or practice by the Contractor. The contractor's safety program will be reviewed by the DPU's Chief Safety Officer's Office, and questions regarding specific safety activities should be directed to the Safety Programs Officer assigned to their division.

3.2.6. The Field Inspector shall document any conversation with the Contractor regarding safety. Documentation may be as simple as a log entry or a note to file, or as formal as a letter to the Contractor.

3.2.7. As appropriate, the Field Inspector shall document identified hazards with photographs.

3.2.8. As a representative of the City, the Field Inspector shall set an example and abide by DPU's and Contractor's safety program requirements while in the construction area. This includes wearing hardhats and safety glasses in designated areas, observing confined space entry procedures, etc.

4.0 PROCEDURE

4.1. Should the Field Inspector observe ***an <u>immediate</u> hazard that at any moment may result in an accident causing severe injury or death,*** the Field Inspector shall:

4.1.1. **ACT immediately to protect human life. STOP THE OPERATION. REMOVE personnel from threat of the hazard. If necessary, bypass the normal chain-of-command.**

4.1.2. No work will be permitted to continue in the vicinity of the hazard until the hazard is abated.

4.1.3. Immediately notify the Contractor's Foreman or responsible person, and the Safety Programs Officer assigned to that division.

4.1.4. Record in the daily log or notes the date, time, and name of person(s) notified.

4.1.5. Document the hazard with photographs and written detailed report, if deemed necessary.

4.2. Should the Field Inspector **observe *a hazard that may not be an immediate danger, but could result in an accident causing severe injury or death***, the Field Inspector shall:

4.2.1. Notify the Contractor's Foreman or responsible person, both verbally and in writing.

4.2.2. Record in the daily log or notes the date, time, and name of person(s) notified.

4.2.3. Allow the Contractor reasonable time to correct the hazard.

4.2.4. Document the hazard with photographs and written detailed report, if deemed necessary.

4.3. Should the Field Inspector observe a ***hazard that could result in minor or less serious injury***, the Field Inspector shall:

4.3.1. Advise the Contractor both verbally and in writing of the hazard and the necessity of mitigating the hazard.

4.4. If the Contractor does not correct the hazard in reasonable time (for the severity of the hazard):

4.4.1. The Field Inspector shall notify their supervisor or the Safety Programs Officers assigned to their division for assistance in resolving the matter with the Contractor's Superintendent.

4.4.2. The Safety Programs Officer shall consult the DPU Division's Safety Programs Manager if further assistance is needed to resolve the matter.

4.4.3. DPU's Chief Safety Officer shall determine whether or not OSHA shall be notified and if Contractor shall be prevented from continuing work in the hazardous area.

5.0 RECORDS

5.1. Log entries.

5.2. Written communications to and from the Contractor.

5.3. Reports and photographs.

6.0 REFERENCE

HSE-SWP-15 DPU Contractor Safety Program

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15b**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Contractor Safety Potential Hazard Notification Form**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

Project Title and Contract No: _____
Pre-Construction Meeting Date: _____
Contractors Name: _____
Scheduled Project Start Date: _____
Contractor's Safety Representative: _____
Contractor's Phone No: _____
DPU Representative: _____
DPU Divisional Safety Programs Manager:

_____ _____
NAME PHONE NUMBER

Safety Considerations and Potential Hazards

Item #	Location & Precautions
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

I (*contractor name*) _____ understand that I am required to provide this information to my employees. I also understand that the hazard information presented to me is based on the City of Cleveland/DPU's understanding of the work location as it pertains to their (City of Cleveland/DPU) activities. I further understand that my (contractors) activities will

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15b**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Contractor Safety Potential Hazard Notification Form**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

require me to assess the work location and implement safety controls and procedures, as appropriate, which are compliant with Federal, State and Local regulations.

Contractor Representative: _____ Date: _____

DPU Representative: _____ Date: _____

Disclaimer: *Potential hazards identified on this form may not be complete. It is the contractor's responsibility to address and notify DPU of any unforeseen hazards that may arise while executing their contracted work activities.*

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15b**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Contractor Safety Potential Hazard Notification Form**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

Project Title and Contract No: _____
Pre-Construction Meeting Date: **01/01/17**
Contractors Name: **The Excavation Company**
Scheduled Project Start Date: **01/05/17**
Contractor's Safety Representative: **Mike Safety**
Contractor's Phone No: **216-555-DIGG**
DPU Representative: **Mr. Engineer**
DPU Divisional Safety Programs Manager:

Bob Safety Manager (NAME) 216-555-DIGG (PHONE NUMBER)

Safety Considerations and Potential Hazards

Item #	Location & Precautions
1.	**Intersection of Cleveland and Euclid Street- know underground utilities**
2.	**Existing utilities – previously disturbed soil – "C" soil conditions observed**
3.	**Playground and residential houses near work locations**
4.	**Speed limit 35 mph – Additional traffic control and flagger needed for construction work zone.**

I (*contractor name*) __ Excavation Company understand that I am required to provide this information to my employees. I also understand that the hazard information presented to me is based on the City of Cleveland/DPU's understanding of the work location as it pertains to their (City of Cleveland/DPU) activities. I further understand that my (contractors) activities will require me to assess the work location and implement safety controls and procedures, as appropriate, which are compliant with Federal, State and Local regulations.

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15b**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Contractor Safety Potential Hazard Notification Form**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

DPU Representative: **Bob Engineer** Date: **01/01/17**

Contractor Representative: **Larry Boss** Date: **01/01/17**

Disclaimer: *Potential hazards identified on this form may not be complete. It is the contractor's responsibility to address and notify DPU of any unforeseen hazards that may arise while executing their contracted work activities.*

Example of Completed Form

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15c**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Pre-Construction Safety Meeting Checklist**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

Project Title and Contract No: _____
Pre-Construction Meeting Date: _____
Contractors Name: _____
Scheduled Project Start Date: _____
Contractor's Safety Representative: _____
Contractor's Phone No: _____
DPU Representative: _____
DPU Risk Management's Representative Name and Phone No:

	Yes	No	N/A	
1.				Hazardous Materials Information relevant to the City of Cleveland/DPU involvement with the project has been provided to the contractor as required by the Hazard Communications Standard.
2.				Confined Space Entry, Lockout/Tagout, Electrical Safety, and Emergency Action Plan requirements have been reviewed with the contractor. The contractor understands to comply with OSHA.
3.				The contractor has been instructed to provide their employees with the information identified on the "Contractor Safety – Potential Hazard Notification" form and in contractor specifications.
4.				In accordance with regulatory requirements, the contractor is reminded to maintain written Health and Safety Program(s) at the work location Lockout/Tagout, HazCom, Confined Space Entry (CSE). etc.). Certified Safety Submittals will be required by the City of Cleveland/DPU prior to authorizing construction activities to begin.
5.				The contractor understands that the City of Cleveland/DPU will provide written notifications of non-compliance for non-compliant safety conditions created by the contractor's operation affecting City of Cleveland/DPU or contractor personnel. "Notice of Non-Compliance Conditions" will not be provided for "perceived unsafe conditions" that are inherent to the nature of the work and that do not violate project specifications or OSHA guidelines. The contractor further understands that the contractor is obligated to immediately address all non-compliant conditions(s).

SAFE WORK PRACTICE

PROCEDURE NUMBER	**HSE-SWP-15c**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Pre-Construction Safety Meeting Checklist**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

6.				The contractor understands that the City of Cleveland/DPU Construction Inspector is not a safety professional, and will only provide "Notice of Non-Compliance Conditions" for obvious and serious Non-Compliant conditions affecting City of Cleveland/DPU or contractor personnel. The contractor has responsibility for the safety of all individuals (including the City of Cleveland/DPU Construction Inspector) who enter into the construction work Zone.
7.				Contractors are required to operate and maintain their own equipment (safety equipment, etc.). City of Cleveland/DPU safety equipment will not be loaned to the contractor.
8.				The "Contractor Safety-Potential Hazard Notification" has been reviewed.

SAFE WORK PRATICE

PROCEDURE NUMBER	**HSE-SWP-15d**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Notice of Non-Compliance**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

DPU Representative: _____
(Name)

Contractor's Safety Representative: _____
(Name)

Project Name: _____ Contract No: _____
Contractor: _____

Issued to Contractor's representative, _____
(Name)

on_____ at_____ An unsafe condition was observed in the area of_____
_____
_____
_____

If the unsafe condition is not immediately corrected, DPU may suspend work activities at the cost of the contractor until a resolution on this matter is reach.

_____ _____
(Inspector) (Supervisor)

Further Action Taken: _____
_____
_____

Unsafe Condition Resolved: Date: _____ Time _____

Further Remarks: _____
_____
_____

SAFE WORK PRATICE

PROCEDURE NUMBER	**HSE-SWP-15d**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Notice of Non-Compliance**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

DPU Representative Signature: _____ Date: _____

Contractor Representative Signature: _____ Date: _____

☐ *Check the box if the Contractor Refused to Signature*

SAFE WORK PRATICE

PROCEDURE NUMBER	**HSE-SWP-15e**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Request for Safety Program**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

Company Name: _____

Project: _____ Date: _____

Address: _____

Safety Rep: _____

Health and Safety Officer: _____

Phone No: _____ Email: _____

1. Current Experience Modification Rate (EMR) _____
2. Name of Current Workers Compensation Carrier

   _____
3. The Department of Utilities has determined that during this project you will be engaging in work activities that will require your submission and on the job enforcement of written health and safety programs. All items marked below, shall be submitted to the City of Cleveland/DPU within **15** calendar days from the execution of the contract and or start of construction.

A.		Trenching and Excavation Program (Competent Person For Excavation)
B.		Electrical Safety Program
C.		Respiratory Protection Program
D.		Confined Space Entry Program
E.		Lockout/Tagout Program
F.		Fall Protection Program
G.		Health and Safety Plan
H.		Hazardous Materials Communication Program (HazCom)
I.		Powered Industrial Trucks or Earth Moving Equipment Copies of Training Certificates

SAFE WORK PRATICE

PROCEDURE NUMBER	**HSE-SWP-15e**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Request for Safety Program**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

J.		Asbestos Work Plan
K.		Lead Work Plan
L.		Silica Exposure Plan
M.		Any other health and safety program or procedure (not checked nor listed on this form) that the Contractor recognizes must be followed during construction.

Site Safety Officer Resume

Please submit a summary of qualifications/resume of the Health and Safety Officer, who by virtue of training and experience is qualified to recognize and address safety issues that may arise at the construction locations (s).

I certify, on the behalf of _____ *(Company Name)* that the information provided herein is true and correct.

DPU Representative: _____ Date: _____

Contractor Representative: _____ Date: _____

SAFE WORK PRATICE

PROCEDURE NUMBER	**HSE-SWP-15e**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Request for Safety Program**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

Company Name: _____

Project: Remove abandoned water lines on Euclid Ave Date: 01/01/17

Address: 123 Euclid Court

Safety Rep: Mike Safety

Health and Safety Officer: James Safety, Director of Safety

Phone No: 216-555-DIGG Email:msafety@excavatingco.com

1. Current Experience Modification Rate (EMR) .086
2. Name of Current Workers Compensation Carrier:
   American Insurance
3. The Department of Utilities has determined that during this project you will be engaging in work activities that will require your submission and on the job enforcement of written health and safety programs. All items marked below, shall be submitted to the City of Cleveland/DPU within **15** calendar days from the award of the contract and or start of construction.

A.	✓	Trenching and Excavation Program (Competent Person For Excavation)
B.	✓	Electrical Safety Program
C.	✓	Respiratory Protection Program
D.	✓	Confined Space Entry Program
E.	✓	Lockout/Tagout Program
F.	✓	Fall Protection Program
G.	✓	Health and Safety Plan
H.	✓	Hazardous Materials Communication Program (HazCom)

SAFE WORK PRATICE

PROCEDURE NUMBER	**HSE-SWP-15e**	EFFECTIVE DATE	**7/21/2017**
PROGRAM TITLE	**Request for Safety Program**	REVISION NO.	**1**
PROGRAM OWNER	**DPU Risk Management**	REVISION DATE	**11/2/2018**

I.	✓	Powered Industrial Trucks or Earth Moving Equipment Copies of Training Certificates
J.	✓	Asbestos Work Plan
K.	✓	Lead Work Plan
L	✓	
M.	✓	Any other health and safety program or procedure (not checked nor listed on this form) that the Contractor recognizes must be followed during construction.

Site Safety Officer Resume

Please submit a summary of qualifications/resume of the Health and Safety Officer, who by virtue of training and experience is qualified to recognize and address safety issues that may arise at the construction location(s).

I certify, on the behalf of _____, *(Company Name)* that the information provided herein is true and correct.

DPU Representative: **Bob Engineers** Date: **01/01/17**

Contractor Representative: **Larry Boss** Date: **01/01/17**

Example of Completed Form

****

NOTICE

CONTRACTOR SHALL SUBMIT AT THE PRE-CONSTRUCTION MEETING, A NOTARIZED AFFIDAVIT STATING COMPLIANCE WITH OSHA REQUIREMENTS. THE NOTARIZED AFFIDAVIT SHALL BE SUBMITTED IN THE FORM AND CONTAINING THE LANGUAGE ON THE NEXT PAGE.

****

OSHA AFFIDAVIT

The following should be typed on Contractor's letterhead. See Part C, Section C-23.

The undersigned certifies that _____ is/are a competent person(s) as defined in the Federal Register, Part II, 29 C.F.R. 1926, Subpart P, Occupational Safety and Health Standard – Excavations; Final Rule, and he/she will perform the duties and responsibilities of the position on the City of Cleveland, Division of Water, Department of Public Utilities contract for: CWD Lead Service Line Replacement Year 5-1, authorized by Ordinance No. 624-2026.

EXCAVATION INSPECTION AND ENTRY AUTHORIZATION FORM

LOCATION:	**DATE:**
TIME OF INSPECTION(S):	
WEATHER CONDITIONS:	**APPROX. TEMP.:**
CONTRACTOR:	**SUPERVISOR:**

DIMENSIONS:			
	DEPTH =		
	TOP =	W	L
	BOTTOM =	W	L

SOIL TYPE:	**TESTED:**
❑ Solid rock (most stable)	❑ Yes
❑ Average soil (clay/clay mixture)	❑ No
❑ Fill material	
❑ Loose sand	

PROTECTION METHODS:

(Walls MUST be vertical—NO voids)

Barricade opening(s) and provide adequate lighting

SHORING

- ❑ Timber
- ❑ Pneumatic
- ❑ Hydraulic
- ❑ Screw Jacks
- ❑ Trench Shield

UNEVEN, IRREGULAR WALLS

- ❑ Trench Box

Sloping: q 1:1 (45°) q 1 ½:1 (34°)

Yes	No	**ENVIRONMENTAL CONDITIONS:**
❑	❑	Gas detector used?
❑	❑	Hot Work permit issued?
❑	❑	Confined space permit issued?

Yes	No	**HAZARDOUS CONDITIONS**
❑	❑	..... Saturated soil / standing or seeping water
❑	❑	..... Cracked or fissured wall(s)
❑	❑	..... Bulging wall(s)
❑	❑	..... Floor heaving
❑	❑	..... Frozen soil
❑	❑	..... Super-imposed loads
❑	❑	..... Vibration
❑	❑	..... Depth greater than 5'

PLACEMENT OF SPOILS & EQUIPMENT

❑	❑	..... Spoils at least 2 feet from edge of trench
❑	❑	..... Equipment at least 2 feet from edge
❑	❑	..... Backhoe at end of trench with ramp
❑	❑	..... Compressor, etc. at remote location

LADDER LOCATION

❑	❑	..... Located in protected area
❑	❑	..... Within 25 feet of safe travel
❑	❑	..... Secured
❑	❑	..... Extends 36 inches above the landing

OTHER:

❑	❑	Are overhead utilities and piping located?
❑	❑	Shoring equip. & matls inspected prior to use?
❑	❑	Are underground utilities and piping located?
❑	❑	Is continuous de-watering needed?

COMMENTS AND SPECIAL INSTUCTIONS:

NOTE

All unsafe conditions must be corrected prior to excavation / trench entry. If any hazardous conditions are observed, the trench must be immediately evacuated and no one allowed to re-enter until corrective action has been taken.

TO BE FILLED OUT BY COMPETENT PERSON (29 CFR 1926 Subpart P)

Excavation Entry Authorized By:_____

Signature / date