

Construction Jobsite Administrative Requirements

Employers must meet certain administrative requirements that may include Cal OSHA notifications, special permitting, certifications, recordkeeping, and the posting of information in the workplace. Some of these requirements depend on the construction trade or type of activity in which employers are involved. The more common requirements are listed below:

Documents required at the jobsite include:

- Injury and Illness Prevention Program, IIPP: This document may be kept at the jobsite or in the main office. If requested to be viewed at the jobsite it must be available onsite within 4 hours of the request.
- Code of Safe Work Practices
- All Cal OSHA required permits
- All Cal OSHA required certifications
- Respiratory Protection Program for all work sites where respirator use is mandatory
- Heat Illness Prevention Plan
- Fall Protection Plan: Corporate Plan and Site Specific Plan if required per exposures

Postings required at the jobsite include:

- Cal OSHA poster "Safety and Health Protection on the Job"
- Code of Safe Work Practices
- Emergency phone numbers
- Employee access to records notification to inform employees that they have the right to gain access to medical and exposure records
- Operating permit for air tanks
- Operating rules for industrial trucks and tow tractors (if used) where employees operate forklifts
- Authorized access to controlled access zones
- Variance Process: Employer may file an application to the standards board for a variance from a safety regulation
- Cal OSHA registration
- Cal OSHA issued citations

Post hazard warning signs on jobsites specifically at the following:

- Where asbestos work is being performed
- Where lead work is being performed
- At confined work spaces
- At Controlled Access Zones
- On cranes, concrete pumps, high-lift trucks, high-voltage lines
- On powder-actuated tools
- On laser tools such as laser levels
- On air compressors with automatic-start function

Recordkeeping documents kept at the main office, requirements include:

- OSHA Log 300
- OSHA 300A Summary Form
- Lockout/Blockout activity records
- Medical surveillance program and records for health hazard exposure
- Safety Training records pertaining to that work site
- Inspection records pertaining to that work site

By making loss control visit(s), evaluations and/or recommendations, or providing safety materials, Berkshire Hathaway Homestate Companies and this Consultant have not and do not undertake or assume any duty to you or anyone else, including but not limited to: A) Identifying or reporting upon any hazard at your premises; B) Managing, controlling, or correcting any hazard; or C) Enforcing compliance with any local, state, or federal safety or health law. Our recommendations or safety materials may not address every possible loss potential, code violation, or exception to neither good practice nor will compliance with any submitted recommendations guarantee the fulfillment of your obligations as required by any local, state, or federal laws. Loss Control is your management's daily responsibility. You are urged to implement and maintain your safety and health management programs.

Please contact the Loss Control team at:
losscontrol@bhhc.com for any further questions.