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ENGINEERING DIRECTIVE

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CHIEF ENGINEER

Work Zone Safety and OSHA Work Site Checklists

The purpose of this Engineering Directive is to reinforce MassHighway's commitment to overall safety on construction and maintenance projects. All field staff are reminded that they must take all necessary safety precautions on the work site and must identify any safety issues that could lead to injury of MassHighway or Contractor personnel.

This Directive shall also serve to alert Contractors of the need to keep safety first in their minds as they work on MassHighway projects.

The MassHighway Risk Management Task Force has developed the following checklists to aid field personnel:

- Work Zone Safety Checklist
- OSHA Work Site Checklist

Both of these checklists include steps that should be taken on a daily basis to minimize safety risks on the work site. It is easy for workers to become complacent when they become comfortable in their work environment; however, this is when accidents can occur and people get hurt. Daily work site inspections must be done to minimize the risk of accidents.

Effective immediately, the attached checklists will be presented to all parties in attendance at Pre-Construction Meetings. These checklists shall be posted in all Field Offices for the Contractor and MassHighway to help ensure that safety is always on the minds of all staff involved in our construction projects. The checklists shall be used to aid field personnel with daily work site inspections. Personnel are not required to manually complete, sign or file copies of the checklists for each daily inspection.

Remember, all field personnel are the work zone professionals on the project site.

Attachments: Work Zone Safety Checklist
OSHA Work Site Checklist

Post: _____

Do Not Post: _____

WORK ZONE SAFETY CHECKLIST

- ☐ Inspect the Work Zone daily for compliance with the approved plans. Also, inspect when they are new or changed. Monitor traffic flow for both vehicle mobility and employee protection
- ☐ Vests, Hardhats and other Personal protective equipment must be used by all workers in accordance with MHD/EOT standard procedures.
- ☐ Changes to Work Zone set-ups must be approved by the District Office and cannot be altered by police details.
- ☐ Notify your District Office of any traffic delays of more than 12 minutes over normal and of any contractor work more than 15 minutes outside of approved working times.
- ☐ All signs and devices should meet MUTCD standards, be clearly visible and in proper working order.
- ☐ No items should be placed in the buffer zone.
- ☐ Inspect work site lighting to insure it is functioning properly, meets a 10 foot candle lighting provision and is not blinding motorists.
- ☐ All MHD pavement markings are a minimum 6" wide, should be the correct color and convey a clear message to the motorist.
- ☐ FHWA minimum lane width is 10'. Lane width is measured center of line to center of line.
- ☐ Remember that you are MHD's work zone professional in the field.

OSHA Work Site Checklist

- ☐ Use all personal protective equipment required by EOT/MHD standard operating procedures. Vests and Hardhats must be worn at all times.
- ☐ Hearing protection is required when noise sources are 90 decibels or greater.
- ☐ Fall protection is required for all exposures of 5 feet or greater.
- ☐ Comply with all scaffolding standards for work on all elevated surfaces.
- ☐ Always use shoring (trench box) for excavations 5 feet or deeper.
- ☐ Take time to identify all confined spaces and rigorously enforce all confined space entry requirements.
- ☐ Ladders are required for excavations greater than 4' deep. A trench longer than 25' in length will need a second ladder. Ladders must be secured at all times. Check ladders for a minimum 4:1 slope and a minimum 36" extension over the top of the trench.
- ☐ Keep all flammable materials away from heat sources.
- ☐ All work areas must have paths of clear access and egress.
- ☐ All electrical systems must have GFCI or grounding protection. All electric cords must be rated as hard or extra hard use and must be in proper working order.

Remember, you are the MHD professional responsible for work site safety.