

2017

Results of Job Site Safety Audits

*for the Fort Bend Independent School
District*

PREPARED AND SUBMITTED BY:

GIBSON

AN EDUCATION CONSULTING & RESEARCH GROUP

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Executive Summary

In January 2016, Fort Bend Independent School District (FBISD) and its Bond Program Manager Jacobs Engineering (Jacobs) developed a Safety Program Guidelines Manual (SPGM). The manual is comprehensive in scope and addresses the major elements of construction management. This manual later incorporated recommendations for job site safety procedures made by Gibson Consulting Group, Inc. (Gibson) during a Construction Follow-up Audit conducted in April 2016. These supplemental job site safety procedures were intended to ensure the safety of students, staff, and visitors at school sites where construction is occurring at FBISD school sites during the school year.

Audit Objectives and Approach

In July 2016, the FBISD Board requested its internal auditor, Gibson, to conduct an audit of the contractors' construction job site safety to ensure compliance with the job site safety procedures. From October 2016 through April 2017, Gibson conducted periodic unannounced visits to the 10 FBISD schools undergoing additions and renovations.

Gibson developed an inspection checklist which identified key areas to observe, and included interview questions for the contractor, site superintendent, and principal at each school site. The audit checklist is presented in Appendix A. During each school visit, the audit team observed the active construction occurring at the site when possible, and conducted interviews. This information was used to complete the audit checklist for each school. Table 1 lists the schools subject to audit during each of the three site visits. During October 2016, only one school was reported to be under construction.

Table 1. List of Schools Subject to Job Site Safety Audit

School	October 2016	January 2017	April 2017
Clements High School	X	X	
Schiff Elementary School		X	X
Scanlan Oaks Elementary School		X	X
Cornerstone Elementary School		X	X
Holley Elementary School		X	X
Oyster Creek Elementary School		X	X
Sienna Crossing Elementary School		X	X
Goodman Elementary School		X	
Willowridge High School		X	X
Austin High School			X

Source: Gibson Consulting Group

This audit was different from other internal audits conducted by Gibson. Because of the nature of the work – ensuring student and staff safety – all findings and recommendations were communicated to the FBISD Design and Construction Department and Superintendent immediately after the three site visits were conducted in October 2016, and January and April of 2017. In March and May 2017, the audit team also briefed the FBISD Board Audit Committee on the results of this work. Since several schools were visited twice, the audit team was able to update its findings related to the site. Accordingly, there are only findings in this report and no recommendations. It is incumbent on FBISD to demonstrate that all audit findings at each school have been addressed.

Audit Summary

Since the beginning of construction, principals reported that there had been no reported accidents or injuries related to the construction occurring at their school. This was perhaps the greatest risk that the job site safety procedures were designed to address.

The audit identified two commendable practices (of FBISD and Jacobs) occurring at schools. These are discussed briefly below:

- In most cases, there was thoughtful and careful management of interior and exterior work in all school projects. Virtually all interior work was scheduled for nights, weekends, and breaks when students would not be in the building. All exterior “noisy” work was also well communicated and managed as to not interrupt the school day.
- Principals were notified well in advance of the onsite start of construction at all sites.

Table 2 presents a summary of the findings noted during the first two job site safety visits occurring in October 2016 and January 2017. Each finding is referenced to the applicable SPGM procedure and also cites the frequency of occurrence. Each finding is also assigned a priority by the audit team in order to convey the perceived safety risk to the district. Many of these findings were addressed by the time the final site visits occurred in April 2017.

Table 2. Summary of Job Site Safety Audit Findings, October 2016 and January 2017

No.	Priority	Findings	SPGM	No. of Campuses
1	High	Lack of proper fencing between the public and work area, job site trailer, material storage containers, and material staging areas.	6.1 (a)	3
2	High	Mechanical rooms left open, unlocked, and/or openable, as well as were being used improperly for storage.	6.1 (a,e, & i)	1
3	Low	Construction taking place in public areas during school hours.	6.1 (a)	1
4	Low	All Contractor (and sub-contractor) personnel lacked normally accepted Personal Protected Equipment (PPE).	5.21	5

No.	Priority	Findings	SPGM	No. of Campuses
5	Low	No relocation map present for an exit path that was rerouted.	6.1 (p)	4
6	Low	No regular project meetings occur that include FBISD, the Principal, the Contractor, the Architect, the FBISD Project Manager, and the Program Manager.	N/A	2
7	Medium	Fencing around job site or job materials was left open unattended.	6.1 (a)	2
8	High	Insufficient space was provided for students to escape from portable unit in case of an emergency	Not in SPGM	1
9	Medium	Work areas are not protected with cones, barriers, and/or Contractor flagmen when necessary	6.1 (b)	4
10	Medium	All Contractor (and sub-contractor) personnel did not appear to have badges.	5.1	1

Source: Gibson Consulting Group

Table 3 presents audit findings related to the April 2017 job site safety audits.

Table 3. Summary of Job Site Safety Audit Findings, April 2017

No.	Priority	Findings	SPGM	No. of Campuses
1	Low	Open fencing (failure to connect one segment of fence to itself)	6.1 (a)	1
2	Low	Open fencing (failure of connecting fencing to existing school building, per request of FBISD)	6.1 (a)	2
3	Medium	Emergency exit from portables directly into construction area	6.1 (a)	1
4	Low	Open gate from construction area into school courtyard	N/A	1
5	Low	No regular project meetings occur that include FBISD, the Principal, the Contractor, the Architect, the FBISD Project Manager, and the Program Manager.	N/A	2
6	Low	There were not contact names or phone numbers on any of the construction trailers	N/A	9

Source: Gibson Consulting Group

The remainder of this report discusses these audit findings in greater depth for each school, and includes photographs in support of several of the findings.

School Results

Clements High School

The audit team visited Clements High School (Clements) on October 7, 2016. The Clements contractor is Prime Contractors, Inc. Clements projects are part of Bid Package (BP) 09. This work includes several projects, including video intercom, exterior entrance doors, security vestibules, window film, emergency generators, plumbing/domestic water piping system, HVAC air distribution, updated school site lighting, carpeting, wall painting and coating, skylight, electrical transformer, HVAC system and controls, replacement air handlers, and boiler HVAC components, exterior chiller, and roof leader line.

Audit Findings

1. The contractor issued badges to those who had passed a background check. All employees present were wearing badges during the site visit.
2. The Principal was notified in advance of construction starting. The contractor had scheduled all “noisy” work around class schedules.
3. There was inadequate separation of the job site trailer, material storage containers, and material staging areas from the students and faculty. Photographs 1 and 2 display the lack of separation from the job site from students and faculty.

Photographs 1 and 2. Clements High School Job Site

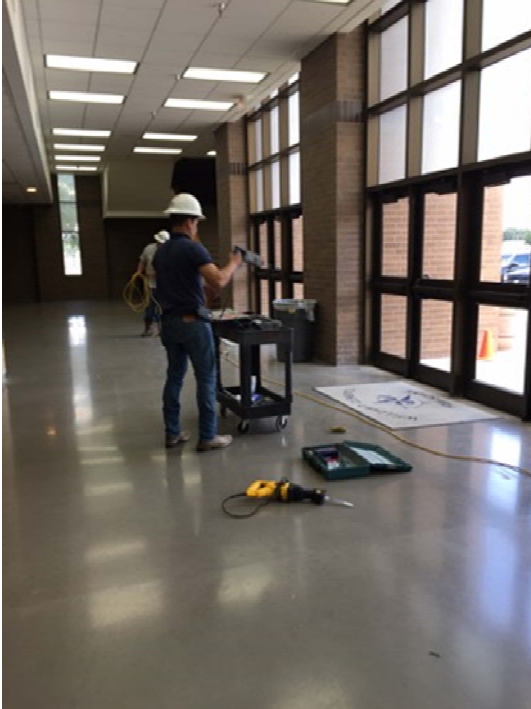


Source: Gibson Consulting Group

4. Tools and extension cords were in the path of student travel in an around the auditorium entry with students entering and exiting the facility. The Site Superintendent took action to correct this while the inspection team was present, but the practice of working in public areas during active

school hours should be minimized or eliminated in accordance with the SPGM Section 6.1 (a). Photograph 3 displays tools and extension cords in the path of students and faculty.

Photograph 3. Clements High School Job Site Work during School Hours



Source: Gibson Consulting Group

5. Some workers lacked normally accepted Personal Protective Equipment (PPE). Safety vest and protective eye wear were not being used by contraction staff in accordance with safety standards.
6. Public work areas were not protected with cones, barriers, and/or flagmen when necessary.
7. Several mechanical rooms were being used by the contractor and school to store construction materials, such as piping, and by the school to store supplies and desk chairs. Photographs 4 and 5 display construction and school materials stored in mechanical rooms.



Photographs 4 and 5. Clements High School Mechanical Room



Source: Gibson Consulting Group

Schiff Elementary School

The audit team visited Schiff Elementary School (Schiff) on January 04, 2017 and again on April 27, 2017. The Schiff Contractor is Teal Construction. Schiff projects are included in Bid Package 01, 01A, and 10. Projects in BP 01 and BP 01A include rekeying doors, installing security cameras, and updating existing sidewalk. Bid Package 10 includes a 10 classroom addition, access control including video intercom, exterior entrance doors, teller window/door upgrade, and window film.

At the time of this audit, the majority of work taking place was on the exterior. All of the interior work has been scheduled for holiday breaks and summer vacation. There are regular project meetings that include FBISD, the principal, the contractor, the architect, and the program manager. The principal noted that notification was given well in advance of construction beginning.

Audit Findings

1. The contractor issued badges to those who had passed a background check. All employees present were wearing badges during the site visits.
2. The work area was noted to be reasonably separated from those areas accessed by students and the public. The outside perimeter was fenced off and all connections to the building were secure.
3. The fence gate to the construction entrance was open and no personnel were present. Although Photograph 6 displays the work area properly fenced, Photograph 7 shows the construction gate open, without personnel present.

Photograph 6. Schiff Elementary Construction Site Fencing, January 2017



Source: Gibson Consulting Group

Photograph 7. Schiff Elementary Construction Site Entrance, January 2017



Source: Gibson Consulting Group

4. Public work areas were not protected with cones, barriers, and/or flagmen when necessary.
5. The audit team also viewed an internal emergency exit which was closed for construction. The exit path had been re-routed; however, a “relocation map” was not present. Jacobs SPGM 6.1 (p) states that entrances should not be blocked until staff have been notified and re-routing of students has occurred. There was tape and signage at the door, but there was not a map to show relocation of the fire exit. Photographs 8 and 9 display the outside and inside views of the emergency fire door closed for construction.

Photographs 8 and 9. Schiff Elementary Emergency Exit, January 2017



Source: Gibson Consulting Group

April 2017 Update

The audit team visited Schiff after the contractor had gone home for the day, however, several people were still working at the job site. There appeared to be no issues with job site safety, security, or noise and dust impacts upon student learning. In fact, at the weekly meeting about the project, safety was a standing item on the agenda. The addition, the trailer, and all contractor materials were inside the fenced area. Below are supplemental observations made during the April 2017 site visit:

1. There was one instance of the fence being partially open adjacent to the school building (see Photograph 10).

Photograph 10. Schiff Elementary Construction Fence not attached to the school, April 2017



Source: Gibson Consulting Group

2. Contact names and phone numbers were not listed on the construction trailers.

Scanlan Oaks Elementary School

The audit team visited Scanlan Oaks Elementary School (Scanlan Oaks) on January 4th, 2017 and again on April 27, 2017. Teal Construction is the contractor and the school projects are part of BP01, BP01A, and BP10. Bid Packages 01 and BP01 A include rekeying of doors and the addition of security cameras. Bid Package 10 includes a 10 classroom addition, access control including video intercom, security vestibules, window film, exterior entrance doors, and electrical service. There are regular project meetings that include the principal, the contractor, the architect, and the program manager.

The majority of construction currently underway is exterior, and all upcoming interior work is scheduled for upcoming breaks and holidays as to not interfere with students and staff. All deliveries of materials and heavy machinery are scheduled between 9:00 AM (after school drop-off ends) and before 2:30PM (before student pick-up begins).

Audit Findings

1. The principal was notified well in advance of the start of construction.
2. The contractor issued badges to those who had passed a background check. All employees present were wearing badges during the site visit.
3. The work area was noted to be reasonably separated from those areas accessed by the public. The outside area was completely fenced off and all connections to the building were secured. Internal emergency exits were closed and the exit paths re-routed; there was a "relocation map" present at the front entrance.
4. Some workers lacked normally accepted Personal Protective Equipment (PPE).

April 2017 Update

Below are supplemental observations made during the April 2017 site visit:

1. The emergency exits from the school into the construction area were well marked as impassible.
2. There was one instance of the site fence not being attached to the school building itself creating a possible entry for students (see Photograph 11).

Photograph 11. Scanlan Oaks Elementary Schools, Site Fencing



Source: Gibson Consulting Group

3. Contact names and phone numbers were not listed on the construction trailers.
4. This site has continually sent new workers to Scanlan Oaks without badges by the subcontractor. Rather than penalizing the workers, and because they were working outside of the school building and behind the security fence, the contractor required that they get their badges within the week instead of sending workers home on their first day on the job



Cornerstone Elementary School

The audit team visited Cornerstone Elementary School (Cornerstone) on January 5, 2017 and again on April 26, 2017. The current contractor is Teal Construction. Projects scheduled for Cornerstone are part of BP10. Bid Package 10 projects include a 12 classroom addition, access control including video intercom, teller, window/door upgrade, exterior entrance doors, window film, wall painting/coating, and carpeting. There are regular project meetings that include the principal, the contractor, the architect, and the program manager. As of January 2017, the majority of work being completed was exterior, with any interior work taking place during scheduled breaks and holidays.

Audit Findings

1. The principal was notified well in advance of construction starting.
2. The contractor issued badges to those who had passed background checks. All employees present were wearing badges during the site visit.
3. The work area was reasonably separated from those areas accessed by the public. The outside area was fenced off and all connections to the building were secured. All deliveries of materials or heavy machinery were scheduled post student drop off or before student pick up. Internal emergency exits were closed and the exit paths re-routed, but there was no “relocation map” present. Photograph 12 shows the emergency exit blocked off but no relocation map present.

Photograph 12. Cornerstone Elementary School Emergency Exit



Source: Gibson Consulting Group

4. Some workers lacked normally accepted Personal Protective Equipment including vests, hats, or jackets.
5. Contact names and phone numbers were not listed on the construction trailers.

April 2017 Update

The only supplemental finding was an open gate between a school courtyard and the construction area, as shown in Photograph 13.

Photograph 13. Cornerstone Open Gate between School Courtyard and Construction Area



Source: Gibson Consulting Group



Holley Elementary School

The audit team visited Holley Elementary School (Holley) on January 5th, 2017 and again on April 26th, 2017. Teal Construction is the contractor for this project. Holley are included in BP10 and include 10 classroom additions, video intercom, a teller window/door upgrade, exterior entrance doors, window film, wall painting and coating, and carpeting. There are regular project meetings that include FBISD, the principal, the contractor, the architect, and the program manager.

As of January 2017, the majority of work was exterior and interior work was scheduled to take place during planned holidays and vacations. Interior work includes utility tie-ins, electrical, and fire alarm systems.

Audit Findings

1. The principal was notified well in advance of construction starting.
2. The contractor issued badges to those who had passed background checks. Green badges were issued for those workers who could come inside, red badges for those who were limited to outside work. All employees present were wearing badges during the site visit.
3. The work area was reasonably separated from those areas accessed by students and the public. The outside area was fenced off, all connections to the building were secured – or committed to be repaired that day.
4. Any noise issues were discussed at the bi-weekly meeting and addressed and all deliveries were scheduled between 9:00 AM and 2:30 PM (during non-drop-off and pick-up periods.)

April 2017 Update

Below are supplemental observations made during the April site visit:

1. It was noted that there was good communication between the contractor and the school. There was always someone present when materials or equipment is delivered to the job site. Noise was also kept to a minimum during school days.
2. Many of the construction workers did not appear to be wearing badges – however they were all outside, and within the construction fence.
3. Contact names and phone numbers were not listed on the construction trailers.

Oyster Creek Elementary School

The audit team visited the Oyster Creek Elementary School (Oyster Creek) on January 5, 2017 and again on April 26, 2017. The contractor is Bass Construction. Projects for Oyster Creek are within BP01, 01A, and 08. Bid Package 01 and 01A include re-keying doors and security cameras. Bid Package 08 includes a 10 classroom addition, access control including video intercom, security vestibules, exterior entrance doors, window film, central cooling, decentralized cooling, heating system supplementary components, electrical service, packaged generator assemblies, re-seal laps in open valley, steep slope roofing, mechanical/cooling-chillers/outdoor air cooled system, replacement of metal exterior door and package unit HVAC components.

The majority of work is exterior only as of January 2017. Interior work was not yet underway, and was scheduled for breaks and/or summer. The work included tie-ins of utilities, electrical, and fire alarm systems and other work described above.

Audit Findings

1. There were no regular project meetings that included the principal, the contractor, the architect, and the program manager.
2. The contractor issued badges to those who had passed a background check. All employees present were wearing badges during the site visit.
3. During the site visit, the work area appeared reasonably separated from those areas accessed by students and the public. The outside area was fenced off and all connections to the building were secured. All deliveries of materials and heavy machinery were scheduled between 9:00 AM and 2:30 PM (during non-drop-off and pick-up periods).
4. Some workers lacked normally accepted Personal Protective Equipment. Safety vests and protective eye wear were not being used by construction staff in accordance with safety standards.
5. Internal emergency exits were closed and the exit paths re-routed, but a "relocation map" was not present.
6. Work areas were not protected with cones, barriers, and/or contractor flagmen when necessary.
7. While construction was taking place, the entrance to the construction area was open, with no warning signs posted of possible moving vehicles (see Photograph 13).

Photograph 13. Oyster Creek Construction Entrance



Source: Gibson Consulting Group

April 2017 Update

As of April 2017 the majority of work taking place was still exterior only. The interior work was not underway, and was scheduled for summer. Below are supplemental observations made during the April 2017 site visit:

1. There was a fence around the entire work area, and the front gates were closed.
2. Some contractor personnel were wearing badges only when they come inside the school.
3. There was an area of the construction fence that was not attached to itself and could allow students through.
4. There were fire exits from portable classrooms that exited directly into the construction area (see Photograph 14).

Photograph 14. Oyster Creek Showing Fire Egress from Portable Units



Source: Gibson Consulting Group

5. Contact names and phone numbers were not listed on the construction trailers.



Sienna Crossing Elementary School

The audit team visited Sienna Crossing Elementary School (Sienna Crossing) on January 5th, 2017 and again April 27th, 2017. The contractor is Bass Construction. Sienna Crossing projects are located under BPs 01, 01A and 08. Bid Package 01 and 01A include the rekeying of doors and security cameras. Bid Package 08 includes a 10 classroom addition, access control including video intercom, security vestibules, window film, exterior entrance doors, emergency generators, low-slope roofing, update fire alarm, re-sealing metal roof panel laps, replacement of public address, air handler HVAC component, exterior air handler, and metal roof architectural roof coverings. At the time of this audit, the majority of work is exterior. Interior work was not yet underway, and was scheduled for breaks and/or summer. The work included tie-ins of utilities, electrical, and fire alarm systems, and other items mentioned above. While onsite, there was no work being completed by the contractor and no workers were present.

Audit Findings

1. Because the contractor was not working at the time of the site visit, the audit team could not assess whether the staff of the contractor were wearing badges or had passed background checks.
2. There are no regular project meetings that include the principal, the contractor, the architect, and the program manager.
3. There was a location where the emergency exits and stairs pointed inward from the portable classrooms and were not providing sufficient space for many students to escape. Photograph 15 shows portable classroom exits providing insufficient space to escape between the unit and the construction fence.

Photograph 15. Sienna Crossing Portable Classroom



Source: Gibson Consulting Group

4. Internal emergency exits were closed and the exit paths re-routed, but a “relocation map” was not present.
5. The work area fencing was not consistently secured either to the building or to itself. Photograph 16 shows the trailer outside the fenced in area. Photographs 17 and 18 provide examples of how a fence was not consistently secured around the construction site in multiple areas.

Photograph 16. Sienna Crossing Construction Trailer



Source: Gibson Consulting Group

Photograph 17. Sienna Crossing Construction Fence



Source: Gibson Consulting Group

Photograph 18. Sienna Crossing Construction Fence and Adjacent Play-Recess Area



Source: Gibson Consulting Group

April 2017 Update

- All aspects of the project that involve the existing building, including the tie-ins and the replacement of air handling units will wait until the school building is empty in June.
- The audit team noted that the construction contractor had corrected all of the previously identified problems. Photograph 19 below displays how construction fence was moved away from the portables. Photograph 20 displays the site plans in the front lobby.

Photograph 19. Sienna Crossing Fence away from Portables Fire Exit



Source: Gibson Consulting Group



Photograph 20. Sienna Crossing Showing Lobby and Plan of Classroom Addition



Source: Gibson Consulting Group

- The only other finding was that contact names and phone numbers were not listed on the construction trailers.



Goodman Elementary School

The audit team visited Goodman Elementary School (Goodman) on January 6, 2017. The contractor is Bass Construction. Goodman projects are located under BPs 01, 01A and 08. BP 01 and 01A include rekeying doors and adding security cameras. Bid Package 08 projects include access control including video intercom, security vestibules, window film, decentralized cooling, domestic water equipment, heat generation, low-slope roofing, update fire alarm, repairing of generator, replacement of multi-ply bitumen roof covering and metal roof architectural roof covering.

Goodman is midway thru construction; however, construction was halted during occupancy. Only painting has been completed so far and the majority of the remaining projects are scheduled to take place during breaks.

No compliance exceptions were noted at this site.

Audit Findings

1. There are regular project meetings that include FBISD, the principal, the contractor, the architect, and the program manager.
2. Because the contractor was not working at the time of the auditors visit, the auditors could not tell whether the staff of the contractor were wearing badges or had passed background checks.
3. Since no students will be in the building when the work is scheduled, the construction areas will not have to plan to be separated from student and staff access.



Willowridge High School

The audit team visited Willowridge High School (Willowridge) on January 6, 2017 and again on April 27, 2017. The contractor is Prime Construction. Projects at Willowridge are included in BPs 01, 01A, and BP07. Bid Package 01 and 01A include re-key of doors and security cameras. Bid Package 07 includes access control including video intercom, security vestibules, window film, emergency generators, wall painting and coating, re-route electrical power, updating school site lighting, repairing of elevator cab, replacement of metal exterior door, elevator control/relay, generator, exterior dry type transformer, public address, skylight, air handler HVAC component replacements, exterior chiller, acoustical treatment in cafeteria, and electrical switchgear replacement.

As of January 2017, the majority of work was interior only. It included a number of items such as replacement of skylights, construction of a new “wall of honor,” and replacement of many air handling units (AHU’s).

As of the site visit, the site superintendent had only been assigned to the current job for less than a week.

Audit Findings

1. There were regular project meetings that include FBISD, the principal, the contractor, the architect, and the program manager.
2. The contractor issued badges to those who had passed background checks. Not all employees present, however, were wearing badges during the site visit.
3. All the interior mechanical rooms in which the air handling units had been replaced were locked, and none visited by the audit team had any contractor or school storage of material.
4. Some workers lacked normally accepted Personal Protective Equipment. Safety vests and protective eye wear were not being used by contraction staff in accordance with safety standards.
5. Proper warning signage was not present around the trailer, storage areas, or work underway.
6. No proper fencing around one construction site, although no students were present. Photographs 21 and 22 show the lack of fencing around this construction area.



Photograph 21. Willowridge High School Construction Site



Source: Gibson Consulting Group

Photograph 22. Willowridge High School Construction Site



Source: Gibson Consulting Group

April 2017 Update

The contractor (Prime Construction) is waiting for the summer in order to complete the new switchgear and security vestibule for the school. They intend to finish the contract required work in early summer 2017. The work area remains unchanged from the previous description; however, no contractor or sub-contractor workers or construction materials were seen on site at the time of the visit.



The only supplemental audit finding was that contact names and phone numbers were not listed on the construction trailers.

Austin High School

The audit team visited Austin High School (Austin) on April 26, 2017. The contractor is Prime Construction. Projects at Austin are included in BP15: Access Control including video intercom, Security Vestibules, Window Film, Repair Controls, Replacement of Metal Exterior Door, Water Heater Plumbing Fixtures, Multi-Ply Bitumen Roof Covering, Switchgear, Aluminum Window, and Retractable Bleachers. During the schematic design approval process, several projects were considered unnecessary and removed from the scope of work. This included Membrane Flashings at Drain, Motor Control Center, Wood Roof Subdeck and Exterior Entrance Doors. Two other items were added through BP01 and BP01A: Re-keying of Doors and installation of Security Cameras. The majority of work is interior only, although there was a small addition to the rear of the school.

Audit Findings

There were regular project meetings that include the principal, the contractor, the architect, and the program manager.

1. The principal reported that personnel working for the contractor have badges. Workers were not present when the audit team was on site.
2. The construction trailer was located outside the fenced-off construction area (see Photograph 23).

Photograph 23. Austin High Showing the Construction Trailer



Source: Gibson Consulting Group

4. Contact names and phone numbers were not listed on the construction trailers.

Appendix A – Construction Site Safety Audit Checklist

Construction Site Safety Audit Checklist

Today's date: [\[Click to select a date.\]](#)

School:

Principal:

Name: [\[Your Name\]](#)

Project Manager:

Contractor:

ADMINISTRATIVE ITEMS (Program Management Level)

Has the School Principal and the District's Police Force been notified of the construction?

No Yes Explain: [\[Explanation\]](#)

Has the Contractor's own Safety Plan been filed with the District? Section 3.

No Yes Explain: [\[Explanation\]](#)

Has the Contractor's Safety Plan been "reviewed by the Project Manager and approved by the Executive Director?" Section 3.

No Yes Explain: [\[Explanation\]](#)

Does the Contractor have a designated Safety Representative? Section 4.3.

No Yes Explain: [\[Explanation\]](#)

Has the Contractor's designated Safety Representative made daily safety inspections and filed reports as required? Section 4.3.

No Yes Explain: [\[Explanation\]](#)

Is there a list of the Contractor's "Competent and Qualified" safety personnel on file? Section 4.1 (e).

No Yes Explain: [\[Explanation\]](#)

Are there annual (quarterly, monthly, and daily) crane inspections, operator certifications, and maintenance reports? Section 4.1 (g).

No Yes Explain: [Explanation]

Have all employees of the Contractor and Sub-Contractor(s) completed a safety orientation of the contractor's Safety Plan? Is there a list of all employees? Section 4.1 (k).

No Yes Explain: [Explanation]

Is there a sticker or badging program? Section 4.1 (p).

No Yes Explain: [Explanation]

Has the Contractor obtained background checks pursuant to Section 5.1 and Section 4.1 (o) on all of his/her employees?

No Yes Explain: [Explanation]

Has the Contractor obtained certifications from all Sub-Contractors (on the "Certification of Criminal History Record Information Review by Service Subcontractor" form attached as Exhibit 4.2) for each individual working for said Sub-Contractor? Section 5.1.

No Yes Explain: [Explanation]

Is there a Traffic Plan filed with the District? Section 5.12

No Yes Explain: [Explanation]

Does the Traffic Plan address safety on the sidewalk and pedestrian pathways that are used by students, faculty, staff, and the general public? Section 5.12 (c).

No Yes Explain: [Explanation]

Have records been kept by the Contractor of all weekly "Tool Box" meetings? Section 8.1.

No Yes Explain: [Explanation]

ON-SITE (SCHOOL) REVIEW OF CONDITIONS

Do all employees of the Contractor and Sub-Contractor(s) have stickers or badges? Section 4.1 (p).

No Yes Explain: [Explanation]

Does each Sub-Contractor have an on-site safety representative? Section 4.1 (f).

No Yes Explain: [Explanation]

Does the Contractor's Job Superintendent maintain the job site in accordance with the student, faculty, staff, and visitor sections of the Safety Plan? Section 4.4 (a, b, and c)

No Yes Explain: [Explanation]

Is there any work in public areas that was specified by the Contract? Section 5.5 (a)

No Yes Explain: [Explanation]

Is "protection" installed wherever there is such work? Section 5.5 (b)

No Yes Explain: [Explanation]

Is there any work in public areas not specified by Contract or District? Section 5.5 (a)

No Yes Explain: [Explanation]

Is "protection" installed wherever there is such work? Section 5.5 (b)

No Yes NA Explain: [Explanation]

Are all "travel ways, access, emergency exits, and egress points" maintained clear of obstructions? Section 5.5 (c).

No Yes Explain: [Explanation]

Are "warning signs" conspicuously positioned and "flag persons" present whenever moving equipment may encounter pedestrians or private vehicles? Section 5.5 (d)

No Yes Explain: [Explanation]

Is appropriate "overhead protection" in place wherever required? Section 5.5 (e)

No Yes Explain: [Explanation]

Are there fences at least 6 feet high around the work areas? Section 5.5 (f)

No Yes Explain: [Explanation]



Are there appropriate Barricades secured against accidental displacement in accordance with Section 5.5 (h)?

No Yes Explain: [Explanation]

Are there temporary alternative pedestrian walkways wherever sidewalks are obstructed or removed? Section 5.5 (i).

No Yes Explain: [Explanation]

If emergency exits have been re-routed, has the Contractor notified the Principal? Section 6.1 (p).

No Yes Explain: [Explanation]

If emergency exits have been re-routed, has the Contractor provided and installed necessary signs, maps, etc. that show where the nearest emergency exits are located? Section 5.5 (j).

No Yes Explain: [Explanation]

Are there any flammable liquids being stored that are in violation of Section 5.15 (f)? That is, in non-UL rated safety cans (and NOT in plastic containers).

No Yes Explain: [Explanation]

Are there any flammable liquids being stored in areas of access by students, faculty, staff, or the general public?

No Yes Explain: [Explanation]

If welding is part of the work, have "hot work" permits been applied for and received? Section 5.28 (j)

No Yes Explain: [Explanation]

Have there been any accidents or emergencies on site? Section 6.1

No Yes Explain: [Explanation]

If so, were each of the people (911 - if the event requires Police, Fire Department, or EMT, the Principal of the school, the Project Manager, the Executive Director of Design and Construction Services, Risk Management, and the Life Safety Systems Manager) been notified? Section 6.1

No Yes Explain: [Explanation]



Are construction work areas kept segregated from school operations, staff and students at all times? Separation may include temporary walls, handrails or caution tape, barricades, fencing and bulkheads. Section 6.1 (a).

No Yes Explain: [Explanation]

Are work areas protected with cones, barriers, and/or Contractor's flagmen if it is necessary, to leave a work area momentarily? Section 6.1 (b).

No Yes Explain: [Explanation]

Are doors or gates closed/secured when these open directly into occupied areas? Section 6.1 (c).

No Yes Explain: [Explanation]

Does the Contractor or Sub-Contractor(s) maintain appropriate warning signage? Section 6.1 (d).

No Yes Explain: [Explanation]

Has the Contractor or Sub-Contractor(s) left tools and equipment unattended while in areas occupied by the school and its operations? Section 6.1 (e).

No Yes Explain: [Explanation]

Are there any piles of debris or materials in areas occupied by children or teachers and are the piles unattended? Are any construction debris or materials left over-night? Section 6.1 (f).

No Yes Explain: [Explanation]

Are any compressed gas cylinders left unattended or overnight in occupied areas? Section 6.1 (g).

No Yes Explain: [Explanation]

If a situation has arisen that is not covered by the Contractor's Safety Manual or the Construction Safety Program Guidelines Manual, has the Project Manager been called or notified? Section 6.1 (h).

No Yes Explain: [Explanation]

Is good housekeeping maintained at all times? Do not leave scraps of material on floor in occupied areas. Section 6.1 (i).

No Yes Explain: [Explanation]

Are any nails and screws protruding from lumber or other materials? All nails and screws shall be removed or bent over. Section 6.1 (j).

No Yes Explain: [Explanation]

Are any exposed electrical box panels left exposed, even during breaks? Cover exposed boxes physically with the panel cover, and protect area with barricades if necessary? Section 6.1 (k).

No Yes Explain: [Explanation]

Are all work areas toured regularly, especially if the type of work being done is deemed to create problems and exposures to accidents? Section 6.1 (l).

No Yes Explain: [Explanation]

Are dust and noise controlled properly to allow the school to maintain its teaching schedules without interruptions? Treat complaints as real and immediately establish control measures. Section 6.1 (m).

No Yes Explain: [Explanation]

Is the following true? The requirements of NFPA 101, Life Safety Code chapters 14 and 15 New and Existing Educational Occupancies, must be maintained during construction. Separate atmospheres must be maintained between the school areas in full occupancy and the areas under construction. Construction activities must not interfere or interrupt the normal teaching schedules. Means of egress for the school occupancy must be maintained free of obstructions, clean and lighted. While this may be a function of the school custodian, no construction related operations must be allowed to cause an impairment of the normal means of egress facilities. In addition, existing smoke detection, communications and alarm systems must be maintained during construction? Section 6.1 (n).

No Yes Explain: [Explanation]

Is the delivery of heavy equipment, tools and materials properly coordinated around off hours of school operation to ensure that school traffic, i.e. morning drop off of children and afternoon pickups, bus unloading in the morning or bus loading in the afternoon is not interfered or disrupted in any way? Section 6.1 (o).

No Yes Explain: [Explanation]

Are entrance and exit from schools not blocked until school officials have been notified and re-routing of students, faculty, or staff has been established and appropriate notifications have been sent to the appropriate parties? Section 6.1 (p).

No Yes Explain: [Explanation]

Other (ad hoc questions that may arise)

Question #1:

No Yes

Question #2:

No Yes

From the Jacobs PM Plan May 2015 (Task 13; p22 and p32)

Safety - Establish and implement a Safety Program, including background check, ID badging, drug testing and fingerprinting in accordance with FBISD and Texas law. Ascertain and monitor that the Contractor has safety and accident prevention programs and procedures in place which cover all construction activities and all persons at the site of the Project, including subcontractors, visitors and suppliers of materials and equipment.

