



Office of Environmental Health and Safety
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SAFETY ALERT

No. 04-09

SAFETY PRECAUTIONS FOR STAFF
AT SCHOOL SITES UNDER CONSTRUCTION

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District employees often tour new school sites under construction, or are required to access the site in order to prepare for school openings. **District staff may not enter construction areas without authorization from the Facilities Division (Owner's Authorized Representative, OAR) or OEHS.** This authorization will allow specified individuals to access designated areas of the site that are segregated from construction activity.

To ensure the safety of District staff while visiting school sites under construction, the following procedure will be employed.

Authorization For Site Access:

1. District staff should notify the OAR of the need to tour or gain access to specific areas of the school site. It is recommended that access be requested at least 3 days in advance.
2. The OAR will prepare a site map indicating an appropriate entry point to the site, designated parking area and safe access path into the designated buildings or other areas. The OAR shall ensure that the areas to be accessed are clearly delineated and separated from construction activities with the use of caution tape, fencing, signage or other appropriate means.
3. The OAR will provide copies of the map to the requesting party prior to the arrival of District staff.

Site Check-in and Safety Orientation:

1. District staff must enter the site using the entry point indicated in the map and park only in the designated parking area. Staff shall use the designated pedestrian pathway from the parking area into the site check-in area. Staff should report to the OAR in the check-in area.
2. The OAR or OEHS Safety Officer will provide a safety orientation to staff indicating appropriate safety precautions and procedures to follow while on-site.
3. Staff should be properly attired (adequate footwear such as flat, rubber sole, no open toe or high heels), and if touring construction areas, must be provided with a hard hat and other appropriate personal protection at the discretion of the OAR or OEHS Safety Officer.

Safety Precautions While On-Site:

1. Staff shall wear a hard hat and other appropriate personal protection whenever outdoors or in buildings with potential overhead hazards.
2. Staff shall access only those areas authorized on the map provided by the OAR. When walking within the designated areas, staff should look out for any overhead hazards, construction debris, open excavations, ladders, construction equipment, trench plates and temporary ramps (Project management should consider the need to escort school staff or other non-construction personnel while on-site).
3. While on site, staff should report any unsafe condition to the OAR or OEHS at (213) 241-3199.
4. Staff should inform the OAR when departing the site.

Inquiries may be directed to the Office of Environmental Health and Safety at (213) 241-3199.