



FACILITIES & CONSTRUCTION MANAGEMENT  
SAFE WORK PLAN

This document must be submitted with typed responses. Hand written forms will not be acceptable. All responses must be completed or filled in with N/A for 'not applicable'.

**SAFE WORK PLANS MUST BE SIGNED AT LEAST ONE WEEK PRIOR TO THE START OF ANY WORK. PLANS SHOULD BE SUBMITTED TO THE NYU PROJECT MANAGER**

Each Contractor shall ensure that their subcontractors, employees and suppliers, regardless of tier, comply with the Contractor's Company Safety Program and all applicable Federal, State and Local Codes, laws, Orders, Rules, Regulations and NYU FCM Work Rules and Policies.

Nothing in the Safe Work plan shall be construed to relieve persons from compliance with the Contractor's Company Safety Program and all applicable Federal, State and Local Codes, laws, orders, Rules, Regulations and NYU FCM Work Rules and Policies.

Contractor Name: \_\_\_\_\_

Foremen/Superintendent on-site: \_\_\_\_\_

email: \_\_\_\_\_

phone: \_\_\_\_\_

24 Hr Emergency Contact Person: \_\_\_\_\_

24 Hr Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_

Floor(s) \_\_\_\_\_

Project of:

Construction ☐ Alterations ☐ Demolition ☐ Number of Stories \_\_\_\_\_

\_\_\_\_\_

- Will hot work operation be required?
- Will there be a confined space entry (i.e. tanks, tank walled-containment, etc.)?
- Will any cutting be performed during this project (floors, roof, etc.)?
- Location of Material Safety Data Sheets (MSDS)?
- Type and number of portable fire extinguishers to be provided on job site?
- Will any fire alarms and/or suppressions' system and/or devices be taken out of service, removed, relocated or programmed out of the system(s)?
- If sprinkler/standpipe is to be removed, has NYC DOB approval been received and submitted to NYU?
- Will fire guard/fire watch be provided if required, if yes, list days/hours of watch.
- Will any exits, corridors or stairway be closed and/or removed? If yes, provide location(s) and architects rerouting diagram.
- Will two means of unobstructed egress be maintained?
- Will rubbish and hazardous/universal waste programs be established?
- Will rubbish be removed from project daily?
- Will powder-actuated tools be used?
- Signs that will be posted on project and areas leading to site:

No Smoking	Construction Site –Authorized Personnel Only	Hardhat Area
PPE required	Exit Signs	Emergency Contacts
Fire Extinguisher	Sidewalk closed	Other_____

- Will any flammable and/or combustible liquids be used on site?

- Will sidewalks be closed at any time for deliveries and/or hoisting? If yes, will a flag person and/or barriers be in place.
- Will any sidewalk shed(s) or scaffolding be erected?
- Will floor openings and vertical shafts be enclosed and identified with signage?
- Is a housekeeping program in place?
- Has a copy of the NYU FCM work rules been distributed to all subcontractors?
- Name of contractor employee in charge of enforcing contractor safety rules?
- Has all contractor employees, subcontractors, and vendors been trained in the contractor's safety plan?
- Has all contractor employees, subcontractors, and vendors made aware of all potential hazards in the work space (including but not limited to lead, asbestos, etc.)?
- Are regular contractor safety toolbox meetings scheduled as part of the work?
- Have all contractor employees and subcontractors completed the EPA Lead Safe Work Practice training?
- List location of First Aid kit(s) on site.
- List location of chemical spill kit(s) on site.

## HAZARDOUS AND UNIVERSAL WASTE CHECKLIST FOR CONTRACTOR

Waste	Check if this waste will be generated	Labels Needed	Comments from EH&S
Aerosol Cans		"Hazardous Waste – Used Aerosol Cans"	
Asbestos		Call EH&S for guidance	
Batteries (except alkaline)		"Universal Waste – Used Batteries"	
CFCs		Call EH&S for guidance	
Computer Equipment		Coordinate disposal with PM/BM	
Construction Debris containing lead based paint		If residential: Dispose as C&D waste. If Commercial – Contact EH&S	
Degreasing Solvents		"Hazardous Waste – Used (name of solvent)"	
Fluorescent Light Bulbs		If unbroken – "Universal Waste – Used Fluorescent Light Tubes – Contact EH&S for containers. If broken – "Hazardous Waste – Broken Fluorescent Light Tubes	
Latex Paint		"Non-Hazardous Waste – Latex Paint"	
Lead Paint Chips		If non-residential – "Hazardous Waste – Lead Paint Chips"	
Light ballasts (unless labeled non-PCB)		"Hazardous Waste – Contains PCBs"	
Oil-Based Paint		"Hazardous Waste – Paint"	
Other used lamps		If unbroken – "Universal Waste". If broken – "Hazardous Waste". To each label the name of the type of lamp would be added.	
Paint Thinners		"Hazardous Waste – Used Paint Thinner"	
Rags with Used Oil		"Non-hazardous Waste – Oily Rags"	
Rags with Used Paint		Contact EH&S	
Rags with used solvent		Contact EH&S	
Sink Traps		Coordinate disposal with EH&S	
Thermostats (if mercury containing)		"Universal Waste – Thermostats containing mercury"	
Transformers, capacitors (unless labeled non-PCB)		"Hazardous Waste – Contains PCBs"	
Used Oil		"Non-hazardous Waste – Used Oil" (use secondary containment for oil if floor drains are present)	

Note: EH&S may require copies of Material Safety Data Sheets after their evaluation of this form.

All Contractors are responsible for instructing their employees in the recognition and elimination of hazards and unsafe acts and the regulations applicable to their work. Safety training, good safety practices and appropriate immediate corrective actions are the keys to the prevention of accidents, loss of life and property damage. No matter how many rules and regulations are set forth, a good safety Program depends mainly on a positive and intelligent attitude by the Management and Labor involved in the construction of this project.

**The construction contractor and associated subcontractors are always responsible for all safety on a construction project.**

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY (FCM PM): \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY (FCM-FM): \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY (EH&S): \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY (FCM SQA): \_\_\_\_\_ DATE: \_\_\_\_\_