



CDBG-DR

OCCUPATIONAL SAFETY & HEALTH POLICY FOR ALL CDBG-DR PROGRAMS

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PUERTO RICO DEPARTMENT OF HOUSING
CDBG-DR PROGRAM
OCCUPATIONAL SAFETY AND HEALTH POLICY FOR ALL CDBG DR PROGRAMS
VERSION CONTROL

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1 Overview

1.1 Policy Objective

This Occupational Safety and Health Policy, hereinafter referred as **OSH Policy**, has been developed for all the Community Development Block Grant Disaster Recovery (**CDBG-DR**) Housing, Multisector, Infrastructure and Economic Development, where construction will be part of the program implementation. Each section below will make reference to the applicable Program Areas.

Act No. 16 of August 15, 1975, as amended, 29 L.P.R.A. 361, *et seq.*, known as the “Puerto Rico Occupational Safety and Health Act”, (Act 16), was adopted with the purpose of guaranteeing overall safety and health conditions in the workplace. Act 16 authorizes the Secretary of the Puerto Rico Department of Labor and Human Resources (Secretary of Labor) to adopt rules and regulations pertaining to health and safety conditions for employees in the workplace. As a result of the mandates of such act, the Secretary of Labor established the Puerto Rico Occupational Safety and Health Act of Puerto Rico (PROSHA) as a mechanism to ensure the objectives specified within Act 16 are achieved. PROSHA has ample jurisdiction, extending not only to the public sector but also has authority over private sector workplaces. Given the above, Program Subrecipients/Program Contractors are subject to the provisions of Act 16 and as such are responsible for complying with the requirements found thereunder.

It is the Puerto Rico Department of Housing's (PRDOH's) priority to ensure the provisions of this Policy are complied with through periodic oversight of all Program Areas with the applicable entities, subrecipients and contractors, safety officers and any subcontractors of either entity– collectively referred to as Program Subrecipients/Program Contractors, as defined below. While Program Subrecipients/Program Contractors shall comply with the standards of safety and health as contained in Act 16 and provisions under Part 1926 of the Code of Federal Regulations, regarding Safety and Health Regulations for Construction (29 C.F.R. §1926.1 *et seq.*), they must also comply with the requirements set forth in this Policy.

1.2 Policy Description

This OSH Policy establishes requirements and protocols that have the goal of preventing accidents in the construction work areas of CDBG-DR funded project sites. It also describes the processes for investigations, reporting, and correction of unsafe working conditions observed during inspections, as well as for responding to accidents and emergencies when they occur. In order to achieve the objectives established in the OSH Policy, all Program Subrecipients/Program Contractors will need to work as a team to maintain safe and healthy work environments. For this reason, the Policy assigns specific roles and responsibilities to all Program Subrecipients/Program Contractors.

2 Definitions

Accident Response Plan: A written document to address management of an unplanned, unexpected, and undersigned event that occurs suddenly and causes injury or loss of life to people, or damage to facilities, property, or equipment.

CM Lead Safety Manager: Refers to the Construction Manager that employees designated as Lead Safety Manager.

Construction Manager or CM: Refers to an entity contracted by the PRDOH for design and construction services.

CM Safety Officer: Refers to the Construction Manager employee designated as Safety Officer.

Economic Development Programs: Refers to the Small Business Financing Program; Small Business Incubators and Accelerators Program; Construction and Commercial Revolving Loan Program; Tourism and Business Marketing Program; Work Force Training Program; Economic Development Investment Portfolio for Growth; and Re-Grow PR Urban-Rural Agriculture Program.

Emergency Plan: Written document required by Occupational Safety and Health Administration (**OSHA**) standards (including 29 C.F.R. §1910.38(a) and 29 C.F.R. §1926.35) to help facilitate and organize employer and employee actions during workplace emergencies.

Evacuation Plan: Written document containing details as to when an evacuation would be necessary, the chain of command and designation of key employees in the execution of the plan and evacuation procedures, including a system for accounting for employees following the evacuation, among other things.

General Contractors LIHTC: An entity contracted by Puerto Rico Housing Finance Authority (**PRHFA**) to manage the CDBG-DR Gap to Low Income Housing Tax Credits 9% Program through project developers according to the contract and the established scope of work as part of their contract. For additional details on their Scope of Work visit: <https://www.cdbg-dr.pr.gov/en/contracts/>.

Housing Programs: Refer to the Home Repair, Reconstruction, or Relocation Program; Title Clearance Program; Rental Assistance Program, Social Interest Housing Program; Housing Counseling Program; CDBG-DR Gap to Low Income Housing Tax Credits Program;; Community Energy and Water Resilience Installations Program; Multi-Family Reconstruction, Repair, and Resilience Program; Homebuyer Assistance Program.

Infrastructure Programs: Refers to the Non-Federal Match Program; Critical Infrastructure Resilience Program; and Community Resilience Centers Program.

Job Hazard Analysis or JHA: A technique that focuses on job tasks as a way to identify hazards before they occur. Part of the requirements for PRDOH CDBG-DR OSH Policy requirements.

Multisector Programs: Refers to the City Revitalization Program; and Puerto Rico by Design Program.

Planning Programs: Refers to Whole Community Resilience Planning Program; Agency planning Initiatives Program; Home Resilience Innovation Competition Program

Program Manager or PM: Refers to an entity contracted by the PRDOH to oversee and manage projects.

PM Safety Officer: Refers to the Project Manager employee designated as Safety Officer.

Program Subrecipients/Program Contractors: Refers to All PRDOH's CDBG-DR Subrecipients and Contractors, as well as all and any of their Subcontractors and any and all employees of the subrecipient, contractors and subcontractor, including entities that have a contractual relationship with PRDOH to carry out a public purpose authorized by law.

Program Area Safety Officers: Refers to the Safety Officers which are assigned to a particular program or project.

PRDOH CDBG-DR OSH Safety Lead: A PRDOH CDBG-DR employee designated by the Secretary of the PRDOH to manage occupational safety and health matters and matters related to this policy pertaining to the CDBG-DR Program.

Project Inspector: An entity contracted by PRHFA to manage the LIHTC program through general contractors according to the contract and the established scope of work as part of their contract. For additional details on their Scope of Work visit: <https://www.cdbg-dr.pr.gov/en/contracts/>.

Rigging Plan: The plan developed by Construction Managers for lifting operations at all workplaces which addresses risks inherent in the planning of all lifting activities and identifies mitigating actions.

R3 Program: Refers to the Home Repair, Reconstruction, or Relocation Program.

R3 Program Construction Manager: Refers to an entity contracted by PRDOH for design and construction services to implement the R3 Program according to the contract and RFP scope of work as part of their contract with PRDOH. For additional details on their Scope of Work visit: <https://www.cdbg-dr.pr.gov/en/contracts/>.

R3 Program Manager: An entity contracted by PRDOH to oversee and manage the R3 Program according to the contract and the RFP scope of work as part of their contract with PRDOH. For additional details on their Scope of Work visit <https://www.cdbg-dr.pr.gov/en/contracts/>.

R3 Program Environmental Assessment Contractor: An entity contracted by PRDOH to oversee and manage the environmental assessments according to the contract and the RFP Scope of Work. For additional details on their Scope of Work visit <https://www.cdbg-dr.pr.gov/en/contracts/>.

Request for Proposals (RFP): Solicitation method used under both the Competitive or Noncompetitive methods of procurement. Proposal evaluation and Contractor selection are based on the evaluation criteria and factors for award as stated in the RFP.

Safety Data Sheet or SDS: Refers to a sheet containing information on components of hazardous chemicals used in the construction work site and which provides guidance to workers who handle such chemicals.

Safety Vest: Refers to an article of personal protective equipment designed to have high visibility and reflectivity to be worn with the objective of making the worker more visible, thus, to minimize risks of injury.

3 PRDOH Responsibilities

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

PRDOH will exercise the following oversight responsibilities through the PRDOH CDBG-DR OSH Safety Lead in the implementation of safety oversight on all programs:

- Train Program Area Safety Officers on the requirements of the OSH Policy;
- Engage and coordinate with PROSHA as required;
- Require reporting for program areas to ensure they are following safety standards commensurate with this policy guidance and PROSHA.
- Perform compliance reviews related to occupational health and safety issues including:
 - Confirmation that all personnel at job sites have undergone the proper training;
 - Ensuring that safety policies and procedures are in place and are being followed by Program Subrecipients/Program Contractors;
 - Ensuring that Program Area Safety Officers are conducting their responsibilities in accordance with provisions contained herein and their contractual obligations; and,
 - Performing site visits to observe and document adherence to OSH Policy and other federal regulatory requirements.
- Oversee the reporting of an accident and any follow up investigation to its conclusion as required by PROSHA;

- Oversee the review and approval of the OSH Plan and site safety plans as needed; and
- Assist in the development of forms and templates to perform activities required by this OSH Policy.
- Require that all Program Areas commit to ensuring that Program Subrecipients/Program Contractors with disabilities have effective means to communicate and that Program Areas effectively communicate with Program Subrecipients/Program Contractors with disabilities regarding PRDOH policies and procedures, including this OSH Policy. All notifications, including approvals or denials of requests for effective communication referenced in this Policy, will be provided in an alternate format, upon request.

4 General Responsibilities of the R3 Program

This section is for all Program Subrecipients/Program Contractors responsible for implementing the construction work as part of the R3 Program which includes but is not limited to R3 Program Construction Managers, R3 Program Managers and R3 Program Environmental Assessment Contractors working on the R3 Housing Program who are responsible for promoting and maintaining a safe work environment for their employees within their work areas.

Prevention of workplace accidents is to be given priority over any other objectives. Program Subrecipients/Program Contractors are required to identify all possible risks before starting any task or project.

To conform with this OSH Policy, the R3 Program Construction Managers, R3 Program Managers and R3 Program Environmental Assessment Contractors and their respective safety officers shall:

- Comply with delivering all safety related documentation as requested by PRDOH;
- Comply with all applicable policies and rules established by PROSHA as well as any applicable federal laws and regulations, including but not limited to, those related to Safety and Health Regulations for Construction;
- Make available to all necessary personnel appropriate personal protective equipment, job safety material and first-aid equipment according to the assigned work;
- Conduct frequent inspections and prepare a written report documenting any findings;
- Provide safety trainings to all personnel and subcontractors, and keep them updated on any change in policies;
- Submit to PRDOH all reports and records as required by PROSHA and PRDOH in its designated forms; and

- Respond to and document any accidents following the established protocols in the company safety plan as approved by PRDOH or its safety officer.

5 Safety Responsibilities of the R3 Program

5.1 R3 Program Manager Safety Officer

The PM Safety Officer has the responsibility to:

- Develop, monitor, and implement health and safety policies and procedures to ensure programs and projects follow health and safety laws and regulations, and to reduce or prevent hazards, dangers, and accidents.
- Develop, implement, and maintain an OSH Plan and any other plans as detailed below, which may include the Evacuation Plan, Accident Response Plan and Pandemic Disease Plan.
- Conduct spot inspections at project sites to identify potential hazards, assess the risk, report on them, and enforce compliance with policies and regulations.
- Verify that all information and posters as required by OSHA are posted and available to applicable personnel.
- Ensure the correction of any safety violations that occur and take any necessary disciplinary actions as required.
- Provide training as per the guidance from PRDOH to all applicable personnel on PRDOH's OSH Policy as well as all safety policies and procedures developed by the PM Safety Officer.
- Develop the training material as part of the development of the OSH Policy and shall be approved by PRDOH CDBG-DR OSH Safety Lead.
- Conduct regularly scheduled safety orientation and training sessions to ensure training opportunities are available to new construction personnel and other individuals accessing work sites, as necessary. Under no circumstances will new personnel be allowed to commence work at a construction site without completing safety training.
- Document date of safety orientation and training.
- Develop safety policies that - after being approved by the PRDOH CDBG-DR OSH Safety Lead - will be disclosed to new construction personnel and other individuals accessing work sites as part of their safety orientation and training sessions. Assist PRDOH in the development and implementation of new safety policies as needed.
- Perform monthly reviews of Job Hazard Analysis; onsite and approved by the PM Safety Officer before starting any contracted work. Any suggestions for revisions or technical assistance should be reported in the PM monthly report.
- Document all safety violations, disciplinary actions, and worksite accidents and submit all required safety-related documents and reports to PRDOH.

- Provide oversight over Construction Manager personnel as it relates to safety requirements, deliverables, and practices.
- Before beginning any onsite work, there should be inspection of all personal protective equipment (PPE), and verification that the selection, wear and use of the PPE are appropriate for the task.
- Complete corrective action letters for the approval of PRDOH in the event of any non-compliance findings and to meet the protocols as identified in the Noncompliance, Corrective Actions, and Penalties section of this policy.
- Be proactive in identifying non-compliance and flagging potential areas of onsite non-compliance to the Construction Manager.
- Request a copy of the PROSHA findings and penalties from the Construction Manager.
- Proactively request a copy of the document evidencing the resolution of the findings and/or penalties.
- Perform a review and approval of the Safety Data Sheet of each chemical compound to be used on site.

5.2 R3 Program Construction Manager, R3 Program General Contractor, and R3 Program CM Safety Officer

The R3 Program CM Safety Officer shall be responsible for:

- Development, implementation, and **maintenance of the OSH Plan** and any other plan as detailed below, which may include the Evacuation Plan and Accident Response Plan.
- Development and enforcement of **safety protocols** related to occupational safety and health with construction field employees.
- Preparing, certifying, sending to the PM and making visible in the work site, any required regulatory documentation related to occupational safety and health including, but not limited to the OSHA 300A form, accident report, safety data sheets' binder, hazard communication, and warning labels.
- Implementing and inspecting PPE, before beginning any onsite work, and verifying that the selection, wear and use of PPE are appropriate for the task.
- Analyzing **accidents, tracking accidents metrics, and taking remedial actions** to prevent future similar accidents.
- Preparing and conducting **safety meetings and trainings** with the group leaders of the safety compliance team.
- Assigning tasks to and managing the safety compliance team personnel. Assisting in the evaluation of safety compliance team, safety staff, and performance.
- Identifying and **allocating resources** to the occupational safety and health activities.

- Completing on site **JHAs prior to commencing any work** and submitting this to the assigned Program Manager for review, approval or technical assistance or feedback to be incorporated.
- Confirm that any site risk analysis sheets and JHA are reviewed, discussed, and signed by each relevant employee before starting any work. The JHA's should be submitted to the assigned PM for review.
- Completing a **risk assessment of regulatory** and occupation safety issues by identifying risks and solutions for mitigation.
- Recommending and advising as the subject matter expert in the occupation safety and health issues.
- Owning and pursuing outstanding safety and health related issues, like, but not limited to submittals, rigging plans, protocols, high risk events, OSHA, PROSHA, personal protection equipment, and safety inspections.
- Coordinating and ensuring the **on-time delivery of safety compliance** deliverables, including but not limited to rigging plan, risk evaluation, safety reports, toolbox meetings, trainings, recordkeeping, reports, and certifications.
- Assisting with status reports, trainings and presentations for safety compliance activities.
- Promoting responsible safety and health practices during the abatement, demolition, construction, closeout and warranty phases of the R3 projects.
- Assuming responsibility for the prevention, communication, and correction of safety and health issues during all the phases of the R3 projects. Verify that employees are in compliance with the standards established by PROSHA and PRDOH CDBG-DR, including the proper use of required personal protection equipment.
- Be responsible for the scheduled inspection and maintenance of all tools and equipment to be used during any work inside and outside the project site, and to verify that all equipment is used in compliance with the required certifications.
- Ensure subcontractors adhere to applicable occupational safety and health rules and regulations, and the OSH Policy and OSH Plan.
- Ensure that Accident Response Plan protocols are followed in the event of an accident, and that all required documentation is completed and submitted to PROSHA and PRDOH.
- Verify that all employees have the appropriate certifications and/or valid licenses for the work to be performed.
- Submit all reports as required by the OSH Policy or PROSHA, if applicable (Weekly, Monthly, Quarterly, etc.).
- Complete protocols as identified in the Noncompliance, Corrective Actions, and Penalties section of this policy, in case of a non-compliance finding by the R3

Program PM Safety Officer, the R3 Program CM Safety Officer, or the PRDOH CDBG-DR OSH Safety Lead.

- The CM Safety Officer should inform, both PRDOH and the PM, and send a copy about the finding and/or the penalty, in the event PROSHA imposes any.
- Send the PM and PRDOH a copy of the documents evidencing the resolution of the finding and/or penalty, as soon as the decision is settled.
- Provide training as per the guidance of PRDOH to all applicable personnel on PRDOH's CDBG-DR OSH Policy, as well as all safety policies and procedures developed by the PRDOH CDBG-DR OSH Safety Lead and PM Safety Officer. Ensure that staff has been trained by the CM Lead Safety Officer and PM Safety Officer or representative on the safety policies and procedures established in the OSH Plan.
- Schedule regular safety orientation and training sessions to ensure training opportunities are available as necessary. Under no circumstances will new personnel be allowed to commence work at a construction site without completing safety training in coordination with PM safety officer
- Document date of safety orientation and training.
- Conduct the presentation, in the event they cannot be present, the PM Safety Officer can offer the training or as a last resort the PRDOH CDBG-DR OSH Safety Lead may provide assistance.

5.3 Construction Field Employees

All construction field employees must:

- Use all required personal protection equipment;
- Comply with established safety and health standards;
- Perform all work in a safe manner;
- Notify their supervisor immediately in the event of an accident;
- Identify risks in their work area before beginning any work, and notify their supervisor of any undocumented risks;
- Keep their work area clean and organized to prevent accidents;
- Obey the signs related to occupational health and safety; and
- Adhere to the minimum standards and general requirements described in the R3 Program Requirements for Training and Orientation Requirements section of this policy.

5.4 R3 Program Environmental Assessment Contractors

The Environmental Assessment Contractor Safety Officer has the responsibility to:

- Develop, monitor, and implement health and safety policies and procedures to ensure programs and projects follow health and safety laws and regulations, and to reduce or prevent hazards, dangers, and accidents.

- Develop, implement, and maintain an OSH Plan and any other plans as detailed below, which may include the Evacuation Plan, Accident Response Plan and Pandemic Disease Plan.
- Conduct spot inspections at project sites to identify potential hazards, assess the risk, report on them, and enforce compliance with policies and regulations.
- Verify that all information and posters as required by OSHA are posted and available to applicable personnel.
- Ensure the correction of any safety violations that occur and take any necessary disciplinary actions as required.
- Provide training as per the guidance from PRDOH to all applicable personnel on PRDOH's OSH Policy as well as all safety policies and procedures developed by the Safety Officer. The training material, at a minimum should be reviewed by a PM Safety Officer as part of the development of the safety policies and shall be approved by the PRDOH CDBG-DR OSH Safety Lead.
- Implementing and inspecting PPE, before beginning any onsite work, and verifying that the selection, wear and use of PPE are appropriate for the task.
- Coordinate with the PM Safety Officer, who is responsible for coordinating regularly scheduled safety orientation and training sessions. Under no circumstances will new personnel be allowed to commence work at a construction site without completing safety training.
- Document date of safety orientation and training, the PM Safety Officer will record their name, company/employer.
- Develop safety policies that -after being approved by the PRDOH CDBG-DR OSH Safety Lead- will be disclosed to new construction personnel and other individuals accessing work sites as part of their safety orientation and training sessions.
- Conduct regular scheduled safety orientation and training sessions to ensure training opportunities to new construction personnel and other individuals accessing work sites.
- Complete a JHA and submit for review and feedback to the PM Safety Officer before starting any contracted work.
- Document all safety violations, disciplinary actions, and worksite accidents, and submit all required safety-related documents and reports to PRDOH.
- Assist PRDOH in the development and implementation of new safety policies as needed.
- Complete corrective action letters for the approval of PRDOH in the event of any findings and to meet the protocols as identified in the Noncompliance, Corrective Actions, and Penalties section of this policy.
- Be proactive in identifying any non-compliance and flagging to the Construction Manager potential areas of onsite noncompliance.
- Requesting a copy of the PROSHA finding and penalty from the CM.

- Proactively request a copy of the document evidencing the resolution of the finding and/or penalty.

6 Orientation and Training Requirements

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

All Programs Subrecipients/Program Contractors, implementing the program should attend an initial safety orientation hosted by PRDOH prior to commencing work in their program to be briefed on their responsibilities for safety and how to implement this policy. Anyone whose duties include regularly working on a construction project or accessing a construction project site will have to participate in a safety orientation.

The PRDOH CDBG-DR OSH Safety Lead will conduct the initial safety training. The appropriate safety personnel and program implementation team responsible for oversight of the program should be in attendance to become familiar with the requirements for their program area. In the event of additional or new staff, the Program Partner/Program Contractor is responsible for ensuring new staff is flagged to PRDOH for the purpose of providing training.

The R3 Program foresees turnover of construction personnel through the duration of CDBG-DR program construction activities. Therefore, the safety orientation and training sessions will be conducted on a regular basis to train new construction personnel and other individuals accessing work sites. The PM Safety Officer and the CM Lead Safety Officer will hold regularly scheduled safety orientation and training sessions to ensure training opportunities are available as necessary. Under no circumstances will new personnel be allowed to commence work at a construction site without completing safety training.

All Programs Subrecipients/Program Contractors must also comply with 29 C.F.R. § 1926.21(b)(2) on safety training and education. The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

6.1 Safety Training Minimum Standards

All safety training should cover, at a minimum, the following non-exhaustive general standards:

- All work must comply with the codes and standards as established by OSHA;
- Comply with the documentation required and requested by PRDOH;
- Maintain policies and procedures of how you will implement safety standards;
- Provide Safety Orientation to staff in the field;

- Submit ongoing reporting on safety status to respective recipient and/or PRDOH;
- Implement Safety Meetings on the construction site;
- Review security policy and procedures before beginning work;
- Discuss the JHA before beginning the construction phase and as specifically described in your program area;
- Personal protective equipment must be inspected before use and use at all times as is appropriate for the work being performed;
- OSHA regulations forbid the use of mobile phones in construction sites, 29 C.F.R. §1926.1417(d), but the hazard exists across any dangerous equipment. Accordingly, active operation of mobiles during the use of construction equipment should be strictly prohibited. Mobile phone use is prohibited in work areas, it shall only be allowed in designated areas;
- Smoking is prohibited in projects according to, Act. 66 of 2006, as amended, 24 L.P.R.A. §891 *et seq.*, known as the "Act to Regulate Smoking in Certain Public and Private Places", (Act 66);
- The use, possession or distribution of drugs, alcohol and/or being under the influence is not allowed in the workplace;
- Firearms weapons are prohibited on the premises;
- When working at height, workers need to use a safety harness to avoid all kinds of injuries or accidents;
- The use of any jewelry or accessory that creates a danger in the work area is prohibited;
- Food consumption is only allowed in designated areas. That area must be separate from the construction area;
- The contractor will provide drinking water for its employees to drink. Supply disposable cups and garbage disposal to dispose of used cups. Please be mindful of the environment in your decision to opt for paper cups which are less harmful to the environment than Styrofoam;
- No one can drink directly from the water container, nor use a common glass;
- Each workplace must be assigned a meeting point and it must be clearly indicated in its Safety Plan and Accident Response Plan;
- In case of fire, a fire extinguisher must be available in the work area;
- Comply with the OSHA annual inspection and any PRDOH inspections as well as reporting;
- Be sure to have additional PPE stored;
- Include the first aid kit in the work area; and
- In the event of an accident, any applicable immediate recipient and PRDOH must be notified immediately and to your work team.

Once staff has successfully completed the safety orientation and training, the Program/Project Safety Officer will record their name, company/employer, and date of training at a minimum.

6.2 Recordkeeping for Training Material & Coordination with PRDOH

Program Subrecipients/Program Contractors shall retain documentation evidencing such training in accordance with the record retention provisions of their respective agreements but in no circumstance prior to the closeout of the project. All trained personnel will be provided with a certificate or sticker or other visual marker that is easily verifiable in the field.

All Program Subrecipients/Program Contractors must provide PRDOH copies of their RSVP List for the training prior to the training date, a copy of the training materials prior to conducting the training with reasonable time for review by PRDOH, and a copy of the final attendance list with a final count of all attendees who completed the training within a week who were verified to have attended and received a visual marker for their completion of the training. Also, please refer to requirements stated in the CDBG-DR Recordkeeping Policy, which apply to the various types of records generated across the grant files at the program level; whether they are part of an activity or program as described in PRDOH's Action Plan and all subsequent amendments. The Recordkeeping Policy is published as a standalone document in www.cdbg-dr.pr.gov.

6.3 Additional Standards

Program Subrecipients/Program Contractors are required to contact PROSHA within **sixty (60) days** of signing the Contract with PRDOH, to request training regarding the occupational safety and health standards which must be implemented during the course of the Construction Project. Program Subrecipients/Program Contractors are legally bound to comply with and maintain state and federal requirements and shall provide PRDOH evidence of compliance with the above within **thirty (30) days** of having their non-skillful workers complete training.

6.4 Employment and Safety of Minors

The Puerto Rico Employment of Minors Act, Act No. 230 of May 12, 1942, 29 L.P.R.A. § 431 *et seq.*, establishes, among other things, the days and hours that minors between the ages of fourteen (14) years and less than eighteen (18) years of age may work, be employed, permitted or tolerated to work in or for any lucrative occupation. The Act also details the pertinent periods of continuous work and meal time. Employers must have a special permit or an employment certification issued by the Puerto Rico Department of Labor and Human Resources for every minor it employs between the ages of fourteen (14) and eighteen (18) years.¹ This Act also states various occupations in which a minor may not

¹ See 29 C.F.R. § 570.5 for federal guidance on Certificates of age and their effect states that employers must have on file.

be employed. Furthermore, the employer must have a list in a visible area of the work area of the minors it has employed, their work schedule, the maximum hours that the minors can work in a day, and the schedule for the meal period. The Act defines penalties for any employer that violates any of its provisions.

The child labor provisions of the Fair Labor Standards Act 1938 (FLSA), as amended, 29 U.S.C. § 201, *et seq.*, 29 CFR § 570.1-142, are administered by the Wage and Hour Division (WHD). To protect young workers from hazardous employment, the FLSA provides for a minimum age of 18 years in occupations found and declared by the U.S. Secretary of Labor to be particularly hazardous or detrimental to the health or well-being for minors sixteen (16) and seventeen (17) years of age. Hazardous occupations orders are the means through which occupations are declared to be particularly hazardous for minors. Since 1995, the promulgation and amendment of the hazardous occupations orders have been effectuated under the Administrative Procedure Act (APA), 5 U.S.C. 551 *et seq.* The effect of these orders is to raise the minimum age for employment to eighteen (18) years in the occupations covered.

Seventeen orders, published in 29 C.F.R. § 570.50-68, have thus far been issued under the FLSA. 29 C.F.R. §570.120 and are listed below.

§ 570.50	General
§ 570.51	Occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components (Order 1).
§ 570.52	Occupations of motor-vehicle driver and outside helper (Order 2).
§ 570.53	Coal-mine occupations (Order 3).
§ 570.54	Forest fire fighting and forest fire prevention occupations, timber tract occupations, forestry service occupations, logging occupations, and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage stock mill (Order 4).
§ 570.55	Occupations involved in the operation of power-driven woodworking machines (Order 5).
§ 570.57	Exposure to radioactive substances and to ionizing radiations (Order 6).
§ 570.58	Occupations involved in the operation of power-driven hoisting apparatus (Order 7).
§ 570.59	Occupations involved in the operation of power-driven metal forming, punching, and shearing machines (Order 8).
§ 570.60	Occupations in connection with mining, other than coal (Order 9).
§ 570.61	Occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat and poultry packing, processing, or rendering (Order 10).

§ 570.62	Occupations involved in the operation of bakery machines (Order 11).
§ 570.63	Occupations involved in the operation of balers, compactors, and paper-products machines (Order 12).
§ 570.64	Occupations involved in the manufacture of brick, tile, and kindred products (Order 13).
§ 570.65	Occupations involving the operation of circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers, and abrasive cutting discs (Order 14).
§ 570.66	Occupations involved in wrecking, demolition, and shipbreaking operations (Order 15).
§ 570.67	Occupations in roofing operations and on or about a roof (Order 16).
§ 570.68	Occupations in excavation operations (Order 17).

7 Documentation Requirements

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

7.1 Occupational Safety and Health Plan

All projects are required to have an OSH Plan and ensure that, its policies and procedures are compiled with in work areas. The OSH Plan of each project must comply with the rules and regulations established by law and PROSHA, as well as follow the guidance and requirements in this OSH Policy.

The following are the minimum components that an OSH Plan shall have:

- Company safety policy
- Responsibilities of the work team
- Objectives of the plan
- Personnel Orientation protocols
- Use of personal protection equipment
- Signs in the work areas
- Safety talks
- Safety inspection
- Drug-Free Workplace Policy
- Control of hazardous materials and use of Safety Data Sheet
- Fire Safety
- First Aid procedure
- Environmental protection
- Concrete work

- Work team certifications
- Use of platforms and scaffolding
- Stairs management
- Electrical safety
- Lock-Out/Tag-Out (**LOTO**)
- Excavations and trenches
- Health and personal hygiene
- Workplace Organization and Cleaning

7.2 Accident Response Plan

All projects shall have an Accident Response Plan in place with protocols for how they will respond to any injuries, fatalities, or damage caused. The Accident Response Plan will detail the manner in which an accident will be investigated, documented, and how required information and documentation will be conveyed to PRDOH or its representative.

The Accident Response Plan shall capture the steps and actions a Program Subrecipients/Program Contractors and their personnel will take in the event of an accident including, but not limited to:

- Notifying the Supervisor or PM immediately;
- Coordinating medical attention, if necessary, to address any injuries;
- If the accident is serious, coordinating injured person(s) transfer to a medical facility;
- Notifying the injured person(s) emergency contact on file with the company;
- Notifying the PRDOH CDBG-DR OSH Safety Lead as soon as possible and no later than **four (4) hours** after the accident;
- Every employer must notify the Secretary of Labor or the person designated by them when a serious or fatal accident takes place within **eight (8) hours** following the accident. The Secretary of Labor shall determine the method of notification. See Section 6(d) of Act. 16, 29 L.P.R.A. § 361e.
- Determining the causes of the accident and evaluating potential corrective actions;
- Sending via email a digital copy of the accident report within **eight (8) hours** after the accident to the PRDOH CDBG-DR OSH Safety Lead or as soon as its feasibly possible;
- Report shall include all insurance policies including state, local and contractor and subcontractor's insurance policy as required; and
- Communicating to the employees about the accident and taking corrective actions to mitigate related hazards.

7.3 Emergency Plan

Program Subrecipients/Program Contractors shall have an Emergency Plan approved by the PRDOH CDBG-DR OSH Safety Lead. The Emergency Plan will cover actions to take in the event of a natural disaster, accounting for employees during an emergency, rescue and medical duties, procedures for reporting emergencies and contingency plans to continue work as soon possible.

All employees should be informed of this Emergency Plan during orientation and training. The Emergency Plan shall also include all critical contact information for emergency services, emergency personnel designated as emergency staff, resources and tools available during the active response of an emergency. The Emergency Plan should contain a risk assessment, exit maps and outline public resources available for assistance. Program Subrecipients/Program Contractors shall maintain records of the Emergency Plan orientation and training provided to employees.

7.4 Evacuation Plan

Program Subrecipients/Program Contractors shall have in place an Evacuation Plan approved by PRDOH, with procedures to be followed in case of a major emergency or disaster. An acceptable Evacuation Plan ensures the minimization of injuries and property damage by having a clear, effective set of procedures that can be efficiently coordinated and executed.

PRDOH notes that delegation of responsibilities is key to an effective evacuation plan. All employees, managers, supervisors, and other personnel who are routinely on site should be trained on such plan. Tasks should be delegated to responsible individuals and other employees should be made aware and trained of such delegation.

The following minimum requirements must be met in a compliant evacuation plan:

- Education and training of the Evacuation Plan. Individuals shall be delegated responsibilities in writing and be known to all employees.
- When appropriate, a meeting place shall be established that is sufficiently distant from the work area to protect employees from injury. A head count shall be performed at the meeting place to account for all employees.
- An alert system, such as a bullhorn, public-address system, or radio shall be used to effectively communicate to all personnel on site in the event of an emergency.
- Emergency contact information shall be readily available, and a delegated employee on site shall be responsible for contacting the appropriate emergency services to respond to the emergency and any injuries.
- Site supervisors are responsible for ensuring all employees are accounted for after evacuating a site.

7.5 Pandemic Disease Plan

Due to the rise of infectious diseases, including but not limited to influenza, mycoplasma, and the Corona Virus Disease 2019 (COVID-19), all entities implementing CDBG-DR programs should follow the guidance offered in the official website of the U.S. Department of Homeland Security regarding preventive measures to implement prior to and during an outbreak, epidemic and/or pandemic, as well as guidance on associated content. For more information visit <https://www.ready.gov/pandemic>.

7.5.1 Corona Virus Disease 2019 (COVID-19)

Due to the recent pandemic of COVID-19, the PR Government set forth -and keeps various executive orders to provide guidance on managing the pandemic and how to mitigate the contagion. These executive orders apply to all program areas for CDBG-DR including, but not limited to, subrecipients and contractors working within programs.

OE-2020-038 May 1, 2020	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vazquez-Garced, Extending the Lockdown and Establishing other measures necessary to Control and Prevent the Spread of the Coronavirus (COVID-19) in Puerto Rico.
OE-2020-037 April 24, 2020	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vazquez-Garced, to Amend OE-2020-033 to Allow Essential Operations for Efforts Related to Incentive or Economic Aid, Throughout Local and Federal Programs, to Small and Medium-Size Companies, as Defined under the Small Business Administration (SBA).
OE-2020-034 April 14, 2020	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vazquez-Garced in Order to Amend the Lockdown Period Implemented in Executive Order OE-2020-033.
OE-2020-033 April 12, 2020	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vazquez-Garced, for the Purpose of Continuing the Measures Implemented to Control the Risk of the Spread of the CORONAVIRUS (COVID-19) in Puerto Rico.
OE-2020-032 April 7, 2020	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vazquez-Garced, Amending Administrative Bulletin No. OE-2020-029, in order to Establish Specific Closing Rules for the Weekend from April 10-12, 2020.
OE-2020-031 April 1, 2020	Executive Orden of the Governor of Puerto Rico, Hon. Wanda Vazquez-Garced, for the Creation and Strengthening of a System for the Effective Monitoring and the Disclosure of the Prevalence of the Coronavirus SARS-COV-2 Pandemic, Known as the Coronavirus or COVID-19, Puerto Rico.

OE-2020-030 March 30, 2020	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vázquez Garced, To Adopt Additional Extraordinary Measures To Prevent, Slow Down and Control the Spread of Covid-19 and Order a Mandatory Quarantine of all Passengers Who Arrive at the Luis Muñoz Marín International Airport in a Flight from the United States of America or Any Other International Destination in Accordance with the Recommendations of the Centers for Disease Control and Prevention of the Department of Health of the United States and the World Health Organization.
OE-2020-029 March 30, 2020	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vázquez Garced, extending the Measures Taken to Control the Spread of the Coronavirus, Covid-19, in Puerto Rico.
OE-2020-020 March 12	Executive Order of the Governor of Puerto Rico, Hon. Wanda Vazquez-Garced, to Declare a State of Emergency in View of the Imminent Impact of CORONAVIRUS (COVID-19) on the Island.

On May 1st, 2020, Governor Wanda Vázquez Garced enacted Executive Order **OE-2020-038** to reactivate Puerto Rico's economy. <http://www.lexjuris.com/Ordenes/OE-2020-038-Eng.pdf> Reopening will be carried out in phases according to the guidance with the executive order. Due to its minimum contagion risk indicator, the construction sector will resume operations as of **May 11th, 2020**, as long as safety measures are adopted to mitigate the risk of contagion and protect health according to the guidance within the executive order. To see this, and all issued orders, you may access: <https://www.estado.pr.gov/en/executive-orders/> or <http://www.lexjuris.com/Ordenes/Index.htm>.

PRDOH additionally recommends that all program subrecipients/contractors refer to the Puerto Rico Builders Association Recommendations regarding Construction Jobsite Safety and the COVID-19 Outbreak available in English at <https://www.construtorespr.com/wp-content/uploads/2020/05/COVID-19-Construction-Jobsite-Safety-Rev-3-5-1-2020-f.pdf>.

Likewise, PRDOH recommends all parties working to implement the R3 Program to refer to the guidance provided by OSHA on:

- Preparing Workplaces for COVID-19 available in English and in Spanish at: <https://www.osha.gov/Publications/OSHA3990.pdf> & <https://www.osha.gov/Publications/OSHA3992.pdf>.
- Preventing Worker Exposure to COVID-19 in English and Spanish at: <https://www.osha.gov/Publications/OSHA3989.pdf> & <https://www.osha.gov/Publications/OSHA3991.pdf>.
- COVID-19 Guidance for the Construction Workforce in English and in Spanish at:

<https://www.osha.gov/Publications/OSHA4000.pdf> &
<https://www.osha.gov/Publications/OSHA4001.pdf>

Additional guidance for all non-construction industry sectors can be located: <https://www.osha.gov/SLTC/covid-19/>. The Department of Labor and Human Resources², in coordination with the Department of Economic Development and Commerce³, will publish protocols or plans for risk mitigation.

Recipients of CDBG-DR funding and contractors should refer to the guidance above and continue to follow instructions provided through executive orders or other regulations and coordinate with their safety officers and the PRDOH CDBG-DR OSH Safety Lead as well as program area staff for guidance. Program Areas may also provide additional guidance specifically related to the implementation of COVID Plans.

All contractors that operate businesses exempt from closure or are going to reinstate their operations have to comply with all parameters established by the Government of Puerto Rico, including submission of COVID19 Plan, Department of Labor and Human Resources Self Certification and copy of email to PR OSHA. Consequently, these documents have to be submitted to PRDOH through:
<https://app.smartsheet.com/b/form/dccf9fcf0bd24616927fb6c0837cea8e>.

Additionally, before operations begin, workers should receive trainings, orientations, certifications and continuous supervision on the new safety measures, all in accordance with governmental dispositions and requirements as notified and amended through Executive Orders. Copies of those trainings and certifications are encouraged to be provided to PRDOH CDBG-DR OSH Safety Lead.

Data and information related to COVID-19 is subject to change.

7.6 OSHA 300A Form

OSHA requires that every employer complete a 300A form at the end of each calendar year, regardless of whether or not a work-related injury or illness has occurred. The OSHA 300A form is used to summarize work-related injuries and illnesses and must be completed and certified by a company executive as correct and complete and posted in the workplace where notices to workers are usually posted. It must be posted for **three (3) months**, from February 1st until April 30th of the current year. PRDOH will request the submission of the OSHA 300A sheet of the last **three (3) years** of the company, to carry effective documentation to validate if the company meets the requirements.

² <https://www.trabajo.pr.gov/covid19.asp>

³ https://www.ddec.pr.gov/covid19_informaciongeneral/

Refer to 29 C.F.R. Part 1904.35, which provides additional information regarding OSHA's recordkeeping rule.

7.7 Earthquake Plan

The island of Puerto Rico was affected by a swarm of earthquakes from December 29, 2019 through January 17, 2020 that battered the Island's southern coast and caused tremors felt Island-wide. The Island's geological characteristics makes it susceptible to this natural disaster, which could strike again at any time. Therefore, it is important for PRDOH, as grantee of CDBG-DR funds, to have an established plan that allows for an effective response in the event of future earthquakes. This applies to all CDBG-DR Program Subrecipients/Program Contractors as well. The Plan should aim to mitigate the effects and damage caused by natural disasters, prepare the necessary measures to save lives and prevent damage, respond before, during and after emergencies, and establish a system that allows for recovery and the execution of a contingency plan within a reasonable timeframe.

8 Job Hazard Analysis

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

For additional information on how this specifically applies to the R3 Program, see section above on Safety Responsibilities of the R3 Programs regarding the R3 Program Manager, R3 Program Construction Manager, and the R3 Program Environmental Assessment Responsibilities.

Before starting any work, a Job Hazard Analysis shall be performed by the Program Subrecipients/Program Contractors. The JHA should describe the work being performed, the possible risks identified, and mitigating actions to be taken to minimize these risks. The document shall be reviewed and approved by the Program/Project Safety Officer before starting any contracted work.

A copy of the approved JHA will be available on site at all times for review. If any change occurs in the processes that may affect a possible risk, the JHA will be updated to reflect the new process and a new copy made available on site.

9 On Site Safety Meetings

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

On-site safety meetings shall be held before starting work at every construction site that is planned to be active for the day. Personnel at the site should perform a walkthrough

of the site to identify any risk at the site. All risks not captured in the JHA will be added to it. The meeting will also entail a personal protective equipment check as well as inspection of all tools that will be used at the site. Personnel without the proper personal protective equipment shall not be allowed to commence work, and any tools found not to be in good condition where they could pose a risk to the operator should be removed from the job site. On a monthly basis, Program Subrecipients/Program Contractors shall provide PRDOH information on the topics discussed during such on-site safety meetings.

10 Monthly Reporting

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

All Entities working on CDBG-DR funded projects will be required to complete monthly reports which will be requested by PRDOH.

The monthly reports will request a summary of observations for all areas identified in this OSH Policy and compliance oversight of areas as part of PROSHA checking.

The monthly report is broken into areas requesting verification of documents to be reviewed, observations from onsite reviews, training and technical assistance and reporting any accidents or incidents during that time period.

Due to the different nature of each program, the table below outlines reporting obligations established for each program area.

Table 1: Reporting Obligations by Program Area

Program Area	Responsible Entity	Reporting Status
Housing R3 Program	R3 Program Managers	These monthly reports will be due the first Friday of every month for the month prior.
Housing LIHTC Program	Construction Managers	These monthly reports will be due the first Friday of every month for the month prior.
Housing Multifamily Reconstruction Repair and Resilience Program	Construction Managers	These monthly reports will be due the 15 th of every month for the month prior.
Community Energy and Water Resilience Installation Program	Subrecipients, Entities, Municipalities and any Contractors implementing the programs.	These monthly reports will be due the 15 th of every month for the month prior.

Economic Development Programs	Subrecipients, Entities, Municipalities and any Contractors implementing the programs.	These monthly reports will be due the 15 th of every month for the month prior.
Infrastructure Programs	Subrecipients, Entities, Municipalities and any Contractors implementing the programs.	These monthly reports will be due the 30 th of every month for the month prior.
Multisector Programs	Subrecipients, Entities, Municipalities and any Contractors implementing the programs.	These monthly reports will be due the 30 th of every month for the month prior.

11 Noncompliance, Corrective Actions, and Penalties

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

In case of a Program finding on noncompliance made by PRDOH during a compliance review -including the review of documents submitted- the PRDOH CDBG-DR OSH Safety Lead will coordinate with the program area and responsible entities to send a noncompliance notification.

As a result of the aforementioned compliance review, PRDOH may impose corrective actions and/or penalties as stated in the executed contractual documents.

12 Personal Protective Equipment

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

While all of PRDOH's CDBG-DR Program Subrecipients/Program Contractors are required to comply with applicable state and federal occupational safety and health rules and regulations, the following are the most common federal requirements under Chapter 29, Part 1926 Safety and Health Regulations for Construction of the Code of Federal Regulations (29 C.F.R. part 1926). Subpart E, Personal Protective and Life Saving

Equipment, of the above referenced part of the Code of Federal Regulations (29 C.F.R. §1926.95-1926.107), establishes the requirements related to protective and lifesaving equipment in construction work sites.

Personal protective equipment is required for all employees involved with construction work. It is imperative to use the equipment required to help prevent injury or illness. Personal protective equipment for eyes, face, head and extremities includes protective or specialty clothing, respiratory devices, shields, face masks and eyeglasses. All personal protective equipment necessary based on the type of work shall be provided, used, and maintained in good working condition. Equipment found not to be in safe working condition shall be immediately removed from the worksite and disposed of accordingly.

12.1 Use of Personal Protective Equipment

- It is the Program Subrecipients/Program Contractors responsibility, as applicable, to provide personal protective equipment to all employees at no cost.
- It is the responsibility of the contractor to ensure that all personal protection equipment provided and in use is in good working order.
- It is the responsibility of all employees to wear personal protection equipment when required. Employees should notify their supervisor when equipment is missing or defective.
- Gloves should be used generally for all tasks on a job site to protect employees from these common injuries.
- Both the employee and supervisor are responsible for ensuring that the appropriate type of glove is used for a given task.
- Appropriate gloves shall be worn for all welding work. All employees must wear Safety Vests. Employees without Safety Vests will not be allowed onto a job site.
- Employees wearing shorts, sleeveless shirts, or are without safety shoes will not be allowed on a jobsite.

12.2 Eye and Face Protection

Eye and Face Protection provisions under 29 C.F.R. §1926.102, establish the following:

- Eye and face protection shall be used for tasks that present risks to these areas of the body as identified in the risk analysis.
- If an employee wears glasses, the Contractor is responsible for providing prescription safety glasses or safety glasses that are appropriate for being placed over the employee's eyeglasses.
- For exterior work only, it is permitted to use safety glasses with dark lenses.
- For welding work, the employee shall use a welding mask with the appropriate level of tint.

- Before beginning any onsite work, there should be inspection of PPE, and verification that the selection, wear and use of the PPE are appropriate for the task.

12.3 Head Protection

Head Protection provisions under 29 C.F.R. §1926.100, require the use of safety hard hats at all times while on the construction work site.

12.4 Hearing Protection

Provisions under 29 C.F.R. §1926.101, establish the requirements related to hearing protection in construction work sites. In areas of work where high noise levels are generated above permissible noise exposures established under 29 C.F.R. §1926.52, hearing protection shall be worn. A table of these permissible noise exposures is below.

Table 2: Permissible Noise Exposure at Construction Work Sites

Duration per day, hours	Sound level DBA slow response
8	90
6	92
4	95
3	97
2	100
1 ½	102
1	105
½	110
¼ or less	115

12.5 Foot Protection

Occupation Foot Protection provisions under 29 C.F.R. §1926.96, require the use of steel-toed safety shoes by all employees and other personnel while present on a jobsite.

12.6 Respiratory Protection

Respiratory Protection provisions under 29 C.F.R. §1926.103 and 29 C.F.R. §1910.134, should be adhered to, including but, not limited to the following:

- **1910.134(a)(1):** In the control of those occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic materials). When effective

engineering controls are not feasible, or while they are being instituted, appropriate respirators shall be used pursuant to this section.

- **1910.134(a)(2):** A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended. The employer shall be responsible for the establishment and maintenance of a respiratory protection program, which shall include the requirements outlined in 29 C.F.R. §1910.134(c). The program shall cover each employee required by this section to use a respirator.
- **1910.134(c)(4):** The employer shall provide respirators, training, and medical evaluations at no cost to the employee.
- **1910.134(d)(1)(i):** The employer shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed to and workplace and user factors that affect respirator performance and reliability.
- **1910.134(d)(1)(ii):** The employer shall select a National Institute for Occupational Health and Safety (NIOSH)-certified respirator. The respirator shall be used in compliance with the conditions of its certification.
- **1910.134(d)(1)(iii):** The employer shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Where the employer cannot identify or reasonably estimate the employee exposure, the employer shall consider the atmosphere to be Immediately dangerous to human life or health.
- **1910.134(d)(1)(iv):** The employer shall select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user. Masks shall comply with the NIOSH⁴.
- **1910.134(d)(3)(i)(A): Assigned Protection Factors (APFs):** Employers must use the assigned protection factors listed in Table 3 to select a respirator that meets or exceeds the required level of employee protection. When using a combination respirator (e.g., airline respirators with an air-purifying filter), employers must ensure that the assigned protection factor is appropriate to the mode of operation in which the respirator is being used.

⁴The National Institute for Occupational Health and Safety is the federal agency responsible for conducting research and recommendations for the prevention of work-related illnesses and injuries.

Table 3: Assigned Protection Factors⁵

Type of respirator ^{1, 2}	Quarter mask	Half mask	Full facepiece	Helmet/hood	Loose-fitting facepiece
1. Air-Purifying Respirator	5	³ 10	50
2. Powered Air-Purifying Respirator (PAPR)	50	1,000	⁴ 25/1,000	25
3. Supplied-Air Respirator (SAR) or Airline Respirator					
• Demand mode	10	50
• Continuous flow mode	50	1,000	⁴ 25/1,000	25
• Pressure-demand or other positive-pressure mode	50	1,000
4. Self-Contained Breathing Apparatus (SCBA)					
• Demand mode	10	50	50
• Pressure-demand or other positive-pressure mode (e.g., open/closed circuit)	10,000	10,000
Type of respirator^{1, 2}	Quarter mask	Half mask	Full facepiece	Helmet/hood	Loose-fitting facepiece
3. Supplied-Air Respirator (SAR) or Airline Respirator					
• Demand mode	10	50
• Continuous flow mode	50	1,000	⁴ 25/1,000	25
• Pressure-demand or other positive-pressure mode	50	1,000
4. Self-Contained Breathing Apparatus (SCBA)					
• Demand mode	10	50	50
• Pressure-demand or other positive-pressure mode (e.g., open/closed circuit)	10,000	10,000

Notes:

¹ Employers may select respirators assigned for use in higher workplace concentrations of a hazardous substance for use at lower concentrations of that substance, or when required respirator use is independent of concentration.

² The assigned protection factors in Table 3 are only effective when the employer implements a continuing, effective respirator program as required by this section (29 C.F.R. 1910.134), including training, fit testing, maintenance, and use requirements.

³ This APF category includes filtering facepieces, and half masks with elastomeric face pieces.

⁴ The employer must have evidence provided by the respirator manufacturer that testing of these respirators demonstrates performance at a level of protection of 1,000 or greater to receive an APF of 1,000. This level of performance can best be demonstrated by performing a Workplace Protection Factor (WPF) or Simulated Workplace Protection Factor (SWPF) study or equivalent testing. Absence of such testing, all other PAPRs and SARs with helmets/hoods are to be treated as loose-fitting facepiece respirators, and receive an APF of 25

⁵ These APFs do not apply to respirators used solely for escape. For escape respirators used in association with specific substances covered by 29 C.F.R. 1910 subpart Z, employers must refer to the appropriate substance-

specific standards in that subpart. Escape respirators for other IDLH atmospheres are specified by 29 C.F.R. 1910.134 (d)(2)(ii).

- **1910.134(d)(3)(iv)(C):** For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMAD) of at least **two micrometers (2 µm)**, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.

Table 4: Assigned Protection Factors

Altitude (ft.)	Oxygen deficient Atmospheres (% O ₂) for which the employer atmosphere-may rely on supplying respirators
Less than 3,001	16.0-19.5
3,001-4,000	16.4-19.5
4,001-5,000	17.1-19.5
5,001-6,000	17.8-19.5
6,001-7,000	18.5-19.5
7,001-8,000 ¹	19.3-19.5.

¹Above 8,000 feet the exception does not apply. Oxygen- enriched breathing air must be supplied above 14,000 feet.

13 Elevated Work

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Many injuries and fatalities in construction job sites occur through the unsafe use of ladders, scaffolding, or elevated platforms due to failure to use proper fall protection equipment.

13.1 Ladder

Ladder safety provisions under 29 C.F.R. § 1926.1053, establish the following:

- If a ladder is defective, a label may be placed on it indicating that shall not be used and removed from the job site as soon as possible.
- All ladders shall be kept in good condition.
- All ladders shall be inspected before each use.
- No employee is permitted to use the last top rung of the ladder.
- If extension ladders shall be used to perform tasks on rooftops, it is required to extend at least **three (3) feet** above the roof.
- If an extension ladder is used, it shall be secured, so that it can be kept fixed.
- The use of fiberglass ladders is required over metal or aluminum ladders.
- All ladders shall comply with OSHA standards and PRDOH CDBG-DR OSH Policy.
- To cover or remove safety information on ladders is prohibited.

- Employees shall comply with all specifications and safety notices on the ladders (i.e. maximum load, height, etc.).

13.2 Fall Protection

Subpart M, Fall Protection (29 C.F.R. §1926. 500 - §1926. 503), establishes the requirements related to fall protection in construction work sites.

- Fall protection equipment shall be used correctly according to the manufacturer specifications.
- Employees working in residential construction activities more than over **six (6') feet** or more above the next closest floor or ground below them shall be protected by guardrail, safety net and/or personal fall arrest system.
- Employees are responsible for notifying their supervisor if the equipment is found to be defective, or if an accident occurs.
- If using anchor points, they are required to hold no less than **five thousand (5,000 lb.)** pounds per each person connected to it.
- Fall protection equipment shall be visually inspected daily before being used.
- The equipment shall be inspected by a certified professional annually.

13.3 Scaffolding

Subpart L, Scaffolds (29 C.F.R. §1926.451 - §1926.454), establishes the requirements related to scaffolding in construction work sites.

- For scaffolds that are more than **six (6') feet** high, the installation shall be performed by a qualified professional.
- The scaffold shall be inspected daily before use and the inspection card will be signed and dated by the person performing the inspection.
- The scaffolding shall comply with the OSHA standards
- Scaffolds shall have guardrails at all times
- Scaffolding alterations will not be allowed.
- At the time of installation or removal, additional security measures must be taken to ensure the surroundings of the scaffolding are secure.

13.4 Aerial Lifts

Air Lifts provisions under 29 C.F.R. §1926. 453, establish the following:

- The employee shall be trained on the safe use of aerial platform equipment.
- The operator shall have their current operator certification with them at all times.
- Aerial platforms shall be inspected before use, per manufacturer specifications.
- Equipment shall be maintained and operated in accordance with the manufacturer's instructions.
- Elevated platforms shall have their safety manual and fire extinguisher available at all times.

- If using a raised platform, all employees shall use fall protection equipment as required.
- If the platform is in an inclined area, the employee shall use the brakes and shocks.
- Do not exceed the maximum load limits of the equipment listed in the manufacturer specifications.

14 Signage in the Work Area

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Subpart G, Signage in the Work Area (29 C.F.R. §1926.200 - §1926.203), establishes the requirements related to signage in construction work sites. Signage in the work area has the purpose of maintaining order around the work area, as well as notifying employees and visitors of the hazards that exist in the area so that they may take necessary precautions.

The following, is a list of the minimum signage required to be displayed in the work area:

- General project information at the main entrance.
- A list of the personal protection equipment required in the workplace.
- Signage indicating hazard areas or situations, such as:
 - Fall Hazards
 - Debris Hazards
 - Hazardous Material
 - Fall Hazards
 - Heavy Equipment Use Areas
 - Flammable materials

In addition to the aforementioned signage, the Construction Manager shall ensure that all signage required by PROSHA are clearly and visibly displayed at the project site at all times.

15 Control of Hazardous Materials

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

The Contract Manager is responsible for the safe handling and storage of hazardous materials on the job site. All employees shall be oriented on the safe handling, management and disposal of hazardous materials. An **SDS** of each chemical compound

to be used on site is to be submitted for approval to the appropriate oversight manager before making use of it.

Additional controls shall be implemented per the Puerto Rico Environmental Quality Board, the Department of Natural and Environmental Resources of Puerto Rico, rules and regulations under the Puerto Rico Solid Waste Authority, 29 C.F.R. Subpart Z, and other applicable regulations.

16 Fire Protection

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Subpart F, Fire Protection (29 C.F.R. §1926.150-1926.155), establishes the requirements related to fire protection in construction work sites. Before starting work, the Construction Manager is responsible for ensuring the fire protection equipment is operable and all employees know how to use it.

The following requirements shall be met:

- Fire equipment shall be maintained in optimal conditions;
- Shall have the certification about the current inspection;
- Shall be located properly and must be visible;
- Label the location of the equipment; and
- Access to the fire extinguisher cannot be blocked.

17 Housekeeping

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Provisions under 29 C.F.R. §1926.25 establish the requirements related to housekeeping in construction work sites. During the construction, effective housekeeping is the key to control or eliminate workplace hazards.

The following requirements shall be met:

- Alteration, or repairs, form, and scrap lumber with protruding nails, and all other debris shall be kept cleared from work areas, passageways, and stairs, inside and around buildings or other structures.
- Combustible scrap and debris shall be removed at regular intervals during the course of construction.
- Safe means shall be provided to facilitate such removal.

- Containers shall be provided for the collection and separation of waste, trash, oil, etc.
- Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be equipped with covers.
- Garbage and other waste shall be disposed of at frequent and regular intervals.

18 Tools – Hand and Power

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Subpart I, Tools – Hand and Power (29 C.F.R. §1926.300 - §1926.307), establishes the requirements related to hand and power tool usage in construction work sites.

- All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
- When power operated tools are designed to accommodate guards, they shall be operated with such guards when in use.

19 Welding and Cuttings

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Subpart J, Welding and Cuttings (29 C.F.R. §1926.350 - §1926.354), establishes the requirements related to welding and cuttings in construction work sites. The tasks and jobs that involve welding and cutting can present several hazards to the health and safety of the employee. Safety risks, such as fire, could result in fatalities, serious injuries and/or property damage. Health hazards are due to the possible inhalation of toxic fumes and vapors that could cause illnesses to employees. In an effort to eliminate or reduce risks associated with tasks and work welds and cuts, contractors must train their employees.

20 Excavations

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Subpart P, Excavations (29 C.F.R. §1926.650 - §1926.652), establishes the requirements related to excavations and trenching operations in construction work sites. Excavation and trenching are among the most hazardous construction operations. This part highlights key elements of the standards and describes safe work practices that can protect workers from cave-ins and other hazards. Establish the safety requirements to

perform excavation work and be protected from cave-ins by an adequate protection system in all projects.

The following requirements shall be met:

- Know where underground utilities are located before digging.
- Keep excavated soil (spoils) and other materials at least **two (2) feet** (0.61 meters) from trench edges.
- Keep heavy equipment away from trench edges.
- Identify any equipment or activities that could affect trench stability.
- Test for atmospheric hazards such as low oxygen, hazardous fumes, and toxic gases when workers are more than **four (4) feet** deep.
- Inspect trenches at the start of each shift.
- Inspect trenches following a rainstorm or other water intrusion.
- Inspect trenches after any occurrence that could have changed conditions in the trench.
- Do not work under suspended or raised loads and materials.
- Ensure that personnel wear high-visibility or other suitable clothing when exposed to vehicular traffic.

21 Confined Spaces

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Subpart AA, Confined Spaces (29 C.F.R. §1926.1200 - §1926.1213), establishes the requirements related to confined spaces in construction work sites. To manage the risks associated with working in confined spaces, the Contractor Manager must develop and implement a confined space hazard assessment and control program, specific for the work being conducted and should be installed in each and every confined space.

A confined space hazard assessment and control program should include the following:

- Description of roles and responsibilities of each person or party (e.g., employer, supervisor, workers, attendants, and emergency response team);
- Advice on how to identify confined spaces;
- The identification and assessment of all potential hazards that may exist at the beginning of the work as well as those that may develop because of the work activities;
- A plan to eliminate or control all identified hazards;
- Written work procedures;
- Training program for all the workers that will enter into the confined spaces;
- The establishment of an entry permit system for each entry into a confined space;

- Development of an Emergency Plan and to train the employees;
- An emergency response system;
- Reporting and investigating accidents related to work in confined spaces;
- Record and documentation control; and
- Program review whenever there is a change in circumstances or at least annually, to identify program weaknesses and make any necessary changes to the program.

22 Lockout and Tagging of Circuits

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Provisions under 29 C.F.R. §1926.417 establish the requirements related to lockout and tagging of circuits in construction work sites. Contractor Managers must establish a program consisting of written lockout/tagout procedures, employee training, and periodic inspections.

The lockout/tagout (control of hazardous energy) program covers any work, servicing, or maintenance of machines and equipment in which the unexpected start up or energization of the machine or equipment, or the release of stored energy, could cause injury or death. Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal, or springs under tension. If an energy control switch/valve can be locked out, then lockout procedures must be used. Otherwise, a tagout system must be used.

This program does not apply to cord and plug connected equipment if the plug is unplugged and controlled by the employee performing the maintenance, or to hot tap work. Also, normal production operations are not covered unless a guard/safety device is removed, or the employee is exposed to a point-of-operation hazard.

The following requirements shall be met:

- Written lockout/tagout procedures for controlling hazardous energy must be developed and used (See exemption below). These procedures must clearly outline the scope, purpose, authorization, rules, techniques to be utilized, and means to enforce compliance, for the lockout/tagout procedure. They must be specific for each affected machine/equipment and outline specific procedural steps for shutting down and/or isolating the machine from its energy source, specific steps for applying and removing the lock(s) or tag(s), and specific steps for verifying the effectiveness of the isolating measures. Inherent to these procedures is identifying the sources of energy.

- Employees must be trained to ensure they understand the purpose and function of the program, that they can recognize applicable lockout/tagout situations, and that they have acquired the knowledge and skills required for applying, using, and removing the lock(s) and tag(s).

23 Electrical Safety Procedures

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Subpart K, Electrical (29 C.F.R. § 1926.400 through § 1926.449), establishes the requirements related to electrical safety procedures for construction work sites. PRDOH recognizes its obligation to manage risks regarding health and safety associated with electrical hazards at the workplace and to make sure that, so far as is reasonably practicable, persons at work are safe from the risk of death, electrical shock or other injury caused indirectly or directly by electricity or fire caused by an electrical fault.

The electrical safety procedure aims to:

- Eliminate risks associated with electrical installations, equipment, and work.
- Identifying reasonably foreseeable electrical hazards at the workplace and eliminating risks so far as is reasonably practicable, or where that is not reasonably practicable, minimize risks by implementing the Job Hazard Analysis;
- Ensuring that electrical installations and electrical equipment are maintained in good condition, inspected and tested; and
- Requiring that the electrical work performed on an electrical installation or electrical equipment shall be carried out by a competent person. This task applies to all workers who manage, supervise or undertake activities that involve electricity, electrical installation or electrical equipment.

24 Rigging Plan

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Provisions under 29 C.F.R. § 1926.753, establishes the requirements related to hoisting and rigging in construction work sites. Planning is an essential component in every lifting operation at all workplaces. The risks inherent in the planning of all lifting activities are required to be addressed, with mitigating actions identified and implemented. Additionally, accidents are often as a result of either poor planning or lack of communication between or among stakeholders.

The following requirements shall be met:

- Ensure the underground search has been conducted.
- Document any overhead encumbrances or hazards.
- Ground shall be evaluated for crane and load support.
- If action is required, indicate who is going to take the appropriate action.

Contract Managers must also comply with the following documentation:

- Operator's License
- Riggers Card
- Annual Crane Inspection
- Rigging Plan

25 Beams and Columns

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Solid web structural members as diagonal bracing shall be secured by at least one bolt per connection drawn up wrench-tight or the equivalent as specified by the project structural engineer of record.

25.1 Double connections at columns and/or at beam webs over a column

When two structural members on opposite sides of a column web, or a beam web over a column, are connected sharing common connection holes, at least one bolt with its wrench-tight nut shall remain connected to the first member unless a shop-attached or field-attached seat or equivalent connection device is supplied with the member to secure the first member and prevent the column from being displaced (See Appendix H to Subpart R of Part 1926- Double Connections: Illustration of a Clipped End Connection and a Staggered Connection: Mandatory Guidelines for Complying with §1926.756(c)(1)).).

Each column splice shall be designed to resist a minimum eccentric gravity load of **three hundred (300) pounds** (136.2 kg) located **eighteen (18) inches** (.46 m) from the extreme outer face of the column in each direction at the top of the column shaft.

Perimeter columns shall not be erected unless the perimeter columns extend a minimum of **forty-eight (48) inches** (1.2 m) above the finished floor to permit installation of perimeter safety cables prior to erection of the next tier, except where constructability does not allow.

Additional details and guidance from 29 C.F.R. 1926 Subpart R, Appendix F and H should also be adhered to where applicable. In addition to the above, Program Subrecipients/Program Contractors shall adhere to additional details and guidance found under Appendix F to Subpart R of Part 1926- Perimeter Columns: Non-Mandatory

Guidelines for Complying with §1926.756(e) to Protect the Unprotected Side or Edge of a Walking/Working Surface and such guidance included under the above referenced Appendix H.

26 Demolition and Cleanup

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Primary Demolition Standards can be referenced in Subpart T, Demolition (29 C.F.R. §1926.850 - §1926.860), establishes the requirements related to demolition and cleanup works in construction work sites. Demolition poses additional hazards due to unknown factors such as: deviations from the structure's original design, approved or unapproved modifications that altered the original design, materials hidden within structural members, and unknown strengths or weaknesses of damaged materials. To prepare and address these unknowns, all personnel involved in a demolition project need to be fully aware of these types of hazards and the safety precautions available to control these hazards. Related construction standards and letters of interpretation that should be adhered to can be located here : <https://www.osha.gov/doc/topics/demolition/standards.html>.

26.1 Completion of Preliminary Tasks

PRDOH requires that CDBG-DR Program Subrecipients/Program Contractors to implement preparatory operations which involve the overall planning of the demolition job, including the methods to be used to bring the structure down, the equipment necessary to do the job, and the measures to be taken to safely perform the work. Before beginning any demolition work, there should be an inspection of PPE, and verification that the selection, wear and use of the PPE are appropriate for the task.

Furthermore, a written engineering survey must be performed on each structure being considered for demolition to determine the condition of the framing, floors and walls, and to assess the possibility of an unplanned collapse of any portion of the structure. Brace or shore the walls and floors of structures which have been damaged and which employees must enter. Program Subrecipients/ Program Contractors are expected to inspect and maintain all stairs, passageways and ladders and properly illuminate all stairways.

Additionally, they should shut off or cap all electric, gas, water, steam, sewer and other service lines outside the building and notify the appropriate utility companies. If needed, there should be temporary relocation and protection of any essential power, water, or other utilities.

Program Subrecipients/Program Contractors are expected to determine the types of hazardous chemicals, gases, explosives, and flammable materials which have been used in any pipes, tanks, or other equipment on the property. They should test and purge the

hazardous chemicals, gases, explosives, or flammable materials and survey for asbestos or other hazardous materials.

All wall openings should be guarded to a height of **forty-two (42) inches**. All floor openings should be covered and secured with material able to withstand the loads likely to be imposed. Debris dropped through holes on the floor without the use of chutes must be completely enclosed with barricades not less than **forty-two (42) inches** high and not less than **six (6) feet** back from the projected edge of the opening above. Floor openings used for material disposal must not be more than **twenty-five percent (25%)** of the total floor area. Use enclosed chutes with gates on the discharge end to drop material to the ground. Design and construct chutes that will withstand the loads likely to be imposed without failing.

The appropriate signage should be present at each level of structures, warning of the hazard of falling materials. Entrances to multi-story structures should be protected with sidewalk sheds or canopies for a minimum of **eight (8) feet**. Storage of material and debris must not exceed the allowable floor load.

26.2 Wall and Masonry Removal

Provisions under 29 C.F.R. §1926.854-§1926.856 establish the requirements related to wall, floor and masonry removal in construction work sites. Demolition of exterior walls and floors must begin at the top of the structure and proceed downward. Masonry walls must not be permitted to fall on the floors of a building in masses that would exceed the safe carrying capacities of the floors.

No wall section, one story in height or higher, should be permitted to stand alone without lateral bracing, unless such a wall was originally designed and constructed to stand without such lateral support, and is safe enough to be self-supporting. All walls must be left in a stable condition at the end of each work shift. Employees shall not work on the top of a wall when weather conditions create a hazard.

Structural or load-supporting members on any floor must not be cut or removed until all stories above such a floor have been removed. In buildings whose frame consist of steel or have a "skeleton-steel" construction, the steel framing may be left in place during the demolition of masonry. Walkways or ladders must be provided to enable workers to safely reach or leave any scaffold or wall. Walls, which serve as retaining walls to support earth or adjoining structures, must not be demolished until the supporting earth has been properly braced or until adjoining structures have been properly underpinned. Walls, which will serve as retaining walls against which debris will be piled, must not be used unless they are capable of supporting the imposed load. Steel construction should be dismantled by column length, and tier by tier.

26.3 Mechanical Demolition

Provisions under 29 C.F.R. §1926.859 establish the requirements related to mechanical demolitions in construction work sites. When using a demolition ball, it must not exceed 50 percent of the crane's rated load. The crane boom and load line must be as short as possible. The ball must be attached to the load line with a swivel-type connection to prevent twisting of the load line, and it must be attached by positive means in such a manner that the weight cannot become accidentally disconnected. Only those workers necessary to perform such operations must be permitted in this work area at any time.

When pulling over walls or portions thereof, all steel members affected must have previously been cut free. All roof cornices or other such ornamental stonework must be removed prior to pulling walls over. During demolition, continuing inspections by a competent person shall be made as the work progresses to detect hazards resulting from weakened or deteriorated floors, or walls, or loosened material. No employee shall be permitted to work where such hazards exist until they are corrected by shoring, bracing, or other effective means.

27 Silica, Crystalline

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

Crystalline silica is a common mineral found in the earth's crust. Materials like sand, stone, concrete, and mortar contain crystalline silica. It is also used to make products such as glass, pottery, ceramics, bricks, and artificial stone.

Breathable crystalline silica – very small particles at least one hundred (100) times smaller than ordinary sand you might find on beaches and playgrounds – is created when cutting, sawing, grinding, drilling, and crushing stone, rock, concrete, brick, block, and mortar. Activities such as abrasive blasting with sand; sawing brick or concrete; sanding or drilling into concrete walls; grinding mortar; manufacturing brick, concrete blocks, stone countertops, or ceramic products; and cutting or crushing stone result in worker exposures to breathable crystalline silica dust. Industrial sand used in certain operations, such as foundry work and hydraulic fracturing (fracking), is also a source of breathable crystalline silica exposure. On Average about 2.3 million people in the U.S. are exposed to silica at work.

Workers who inhale these very small crystalline silica particles are at increased risk of developing serious silica-related diseases, including but not limited to:

- Silicosis, an incurable lung disease that can lead to disability and death;
- Lung cancer;
- Chronic obstructive pulmonary disease (COPD); and

- Kidney disease.

Silica should not be treated as just simply dust. The following non exhaustive list of protective measures should be implemented for employers and employees to protect against Crystalline silica exposures:

- Replace crystalline silica materials with safe substances, when possible;
- Provide engineering and administration controls, as much as possible, such as ventilation in the area and containers for abrasive cleaning. Where it is required to reduce exposures to levels below the permissible exposure limit, use personal protective equipment or other measures of protection;
- Use all available work practices to control exposures to dust, such as water sprinklers;
- Use only a N95 certified respirator NIOSH, if respiratory protection is required.
- The respirator must not be modified. It is not practical to use a tight respirator with a beard or with a mustache that prevents a good fit between the respirator and the face;
- Use only a powered respirator of air for abrasive cleaning of type "Type CE" for abrasive cleaning;
- Wear work clothes that can be thrown away or washed and shower if showers are available. Use a vacuum cleaner to dust clothes or put on clean clothes before leaving the place of work;
- Participate in training, supervision of exhibition and analysis and surveillance programs in order to monitor any negative effects on health due to crystalline silica exposures;
- Become aware of the operations and tasks that create exposures to crystalline silica in the workplace and learn how to protect yourself;
- Become aware of the associated health hazards with exposures to crystalline silica. The fact that smoking worsens lung damage caused by exposures to silica; and
- Do not eat, drink, smoke or use products or cosmetics in areas where crystalline silica dust exists. Clean your hands and face out of areas that contain dust before performing any of these tasks.

28 PRDOH CDBG-DR Authority to Monitor and Audit

This Section applies to all CDBG-DR Program areas: Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

The PRDOH, as grantee, has the discretion to perform ongoing monitoring and onsite audits of Program Subrecipients/Program Contractors performance in compliance with the requirements contained herein and audit at any time to ascertain compliance with

this policy and applicable local, OSHA and federal rules and regulations. Notice of monitoring and auditing efforts will be given to the Program Subrecipients/Program Contractors with reasonable time.

29 Project Closeout

This Section applies to all CDBG-DR Program areas Housing, Multisector, Infrastructure, and Economic Development where construction will be part of the program implementation.

The PRDOH will perform a file review of safety reports, submitted documents and other documents required to be on file prior to project closeout. Program Subrecipients/Program Contractors implementing the CDBG-DR program are responsible for complying with the requirements contained in this policy and providing documentation as requested throughout the program implementation and before project closeout.

END OF POLICY.