

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII	SUBSECTION E	DATE
WORK ZONE SAFETY	FUNCTIONS OF OFFICE OF CAPITAL PROJECT SAFETY	10/10/2019

The goal of the Office of Capital Project Safety (OCPS) is to promote and monitor capital project safety for NJDOT employees, construction contractors, site workers and the motoring public by taking an aggressive proactive approach toward work zone safety. OCPS supports the Department's goal to reduce injuries on Capital Program construction projects.

The office is concerned with the assessment and development of processes that affect safety in the work zone. Elements of the safety process, responsibility, knowledge, training, implementation, feedback and culture are examined for the purpose of making improvements. Independent audits are made of construction sites to evaluate site safety and collect data. Improvements are implemented, monitored, evaluated and revised in a continuous feedback loop. Monitoring, training and incident records are maintained to accomplish the feedback.

The OCPS is located in the Bureau of Construction Management and includes three field personnel, one in each region. These people perform audits on all projects, point out deficiencies, suggest changes, train and provide feedback. They provide positive recognition to those who are maintaining a safe project.

OCPS regional representatives provide the following services:

- a. Routinely review projects to ensure traffic control setups are in conformance with the traffic control plans (TCP). Safety improvement reports are prepared for each visit and given to the RE for his action. They are available to assist in working out solutions on site; however they are not authorized to make changes to the TCP. The Regional Traffic Engineer, Work Zone is the only person authorized to approve changes to a TCP.
- b. Perform limited quality assurance audits of construction sites for conformance with contract site safety requirements. A report of their findings is given to the RE and the Contractor.
- c. Perform independent monitoring of Capital Program employees for conformance with Department site safety requirements.
- d. Participate in Preconstruction Meetings to discuss work zone safety devices to highlight the safety aspects of a project.

- e. Review Contractor safety and health plans. They will provide a standardized letter that addresses comments pertaining to the plan. They provide continuing reviews until the safety plan meets the specifications.
- f. Provide assistance and guidance to the RE during night lighting demonstrations.

OCPS staff also performs the following functions:

- g. Monitoring the Department's involvement with the New Jersey State Police Construction Unit.
- h. Participation in the annual TCP review process and providing a summary of the TCP review findings to the TCP review Team Coordinator in Traffic Engineering.
- i. Issuance of Safety Alert Bulletins to regional construction staff to raise safety culture awareness and implement changes.
- j. Provides safety training on an individual or group basis.
- k. . Revises safety related specifications for construction projects and methods of operation.