

HARRIS COUNTY SAFETY POLICIES
FOR CONSTRUCTION PROJECTS



APPROVED: November 13, 2025

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PART 1: Contractor Safety Record Policy

Construction Projects Under Contract with Harris County, Texas

Effective Date: February 1, 2026

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SAFETY RECORD QUESTIONNAIRE

- A. SAFETY RECORD QUESTIONNAIRE FOR PRIME CONTRACTORS
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SECTION 1: FINDINGS

Whereas, more than 5,000 working people are killed on the job every year, and nearly three million suffer a serious injury or illness;

Whereas, a serious injury or workplace fatality takes an enormous emotional and physical toll on workers, their families, and their communities;

Whereas, the total cost of work injuries in 2020 was \$163.9 billion, including, but not limited to, wage and productivity losses of \$44.8 billion, medical expenses of \$34.9 billion, and administrative expenses of \$61.0 billion;

Whereas, the total days lost due to work-related injuries in 2020 was 99,000,000, including 65,000,000 days lost due to injuries that occurred in 2020 and 34,000,000 days lost to injuries that occurred in previous years;

Whereas, safety programs result in higher productivity and employee morale, lower insurance cost, and lower employee turnover;

Whereas, this policy will substantially improve the quality of Harris County construction projects by reducing direct and indirect costs, minimizing employee absences and other time lost as a result of injury, and increase productivity;

Whereas, proactive safety and health programs are an effective way to prevent workplace injuries, illnesses, and deaths, and also reduce the costs of doing business;

Whereas, this policy will result in higher quality work; and

Whereas, Texas Government Code Chapter 2269 and Texas Local Government Code Chapter 262 authorize Harris County to take the action outlined in this policy.

SECTION 2: PURPOSE

The Harris County Contractor Safety Record Policy (the “Safety Record Policy” or “Policy”) is adopted by Harris County Commissioners Court to ensure that Harris County engages prime contractors and subcontractors that prioritize the health and safety of their workers. The Safety Record Policy is the result of two Harris County Commissioners Court Orders, dated August 27, 2019, and January 25, 2022, requiring a policy recommendation to implement the consideration of Harris County contractor safety records in awarding contracts.

SECTION 3: SCOPE, APPLICABILITY, AND EFFECTIVE DATE

This Policy applies to prime contractors as well as subcontractors for all contracts that (1) are for construction, rehabilitation, expansion, reconstruction, or maintenance work (2) have a total contract value of at least \$500,000 and, for subcontracts, a contract value of at least \$50,000; (3) and are not exempted by this Section. Prime contractors must include in all contracts with

subcontractors binding provisions that flow down Harris County's requirements of prime contractors in the Policy onto their respective subcontractors. Prime contractors must fully apply these binding contractual provisions to subcontractors, including, but not limited to, terminating subcontractor relationships for noncompliance.

The following types of contracts are exempt from this policy:

- Interlocal Government Agreements
- Cooperative Purchasing Agreements
- Emergency Contracts
- Contracts for purchases of goods and services considered to be ancillary to the purchases of goods. A business entity that only supplies goods (bricks, paper, fuel, office supplies, tools, clothing, food, etc.,) and such transportation services as may be incident to delivering those goods to County Property (including the use of common carriers (e.g., truck drivers)) is considered a "Supplier" and Suppliers are not subject to the Safety Record Policy.
- Contracts for the sale of County Property or Goods
- Contracts paid for using funds where condition of those funds is that this policy's application is prohibited
- Contracts procured under the discretionary exemptions found in Texas Local Government Code § 262.024
- Services procured under Texas Government Code § 2254 (Professional and Consulting Services)
- Contracts expressly waived by Harris County Commissioners Court if determined to be necessary

The evaluation of contractor safety violations shall include any OSHA findings or citations, regardless of location.

This policy does not limit, or impact in any way, the County's ability to consider in the manner it deems appropriate any relevant factor specifically listed in any particular request for bids, proposals, or qualifications.

SECTION 4: DEFINITIONS

1. "County" means Harris County, Texas, a political subdivision organized and existing under the laws of the State of Texas. For the purpose of the Policy, and for avoidance of doubt, construction work done by the "County" includes work done by all County departments, Harris County Flood Control District, Harris County Toll Road Authority, as well as all Precinct-led construction projects.
2. "Contractor" or "Prime Contractor" means any individual, firm, or other entity contracted to provide services to the County under a County contract. This definition applies to regional subdivisions of national and international companies.

3. “Contractor Employee” means a full-time, part-time, temporary or seasonal employee of the Prime Contractor or any Subcontractor who are Directly Assigned to the Contract.
4. “Directly Assigned” means a Contractor Employee who provides services to the County under a contract between a Contractor and the County, which includes:
 - the Contractor Employee is named in the Contractor’s contract with the County;
 - the Contractor Employee is named or is uniquely identified in a deliverables document from the Contractor; or
 - any other evidence that reasonably establishes the Contractor Employee’s relationship to the Contractor’s contract with the County; for example, payroll records.
5. “Goods” means physical items sold to the County by the Contractor, such as bricks, paper, fuel, office supplies tools, clothing, food, etc.
6. “Services” means work or labor performed by Contractor Employees.
7. “Subcontractor” means any individual, firm or entity engaged by the Contractor (including Subcontractor to Sub-subcontractor regardless of tier) to perform any element of the contract between the County and the Contractor.

SECTION 5: CERTIFICATION REQUIREMENTS

The Harris County Commissioners Court desires to avail itself of the benefits of §262.0275 of the Texas Local Government Code and §§ 2269.055 and 2269.056 of the Texas Government Code and consider the offeror’s experience and reputation, the quality of the offeror’s goods or services, the offeror’s safety record, the offeror’s proposed personnel, and any other relevant factor specifically listed in the request for bids, proposals, or qualifications by adopting the Safety Record Policy. The County will evaluate Contractors and Subcontractors through the Safety Record Questionnaire that is found within the Safety Record Policy.

The bid/proposal/qualification requirements for each County contract that is impacted by this policy will include a safety record questionnaire. Under the Safety Record Policy, the Contractor **must certify** each of the items on that questionnaire (which is provided below) and submit the certification with its materials to be considered for the work. Subcontractors **must certify** each of the items on their questionnaire (which is also provided below) and submit the certification to the Contractor. The Contractor or Subcontractor is not required to provide supporting documentation to the County unless the County specifically requests it.

The Contractor/Subcontractor will be required to certify the following conditions:

1. The Contractor/Subcontractor has not been listed on OSHA's Severe Violator Enforcement Program (SVEP) Log at any time within the three (3) years preceding the date of this certification;
2. The Contractor/Subcontractor has not been sanctioned with an OSHA Citation and Notification of Penalty classified as one of the following types (if the OSHA Citation is contested,¹ then its classification is based on the Settlement with OSHA or OSHA Final Order) within the twenty-four (24) months preceding² the date of this certification: (1) "Serious" with a Gravity³ finding of "High"; and (2) "Posting Requirements" with a Gravity finding of "High";⁴
3. The Contractor/Subcontractor has not been sanctioned with an OSHA Citation and Notification of Penalty classified as one of the following types (if the OSHA Citation is contested⁵, then its classification is based on the Settlement with OSHA or OSHA Final Order) and within three (3) years preceding⁶ the date of this certification: (1) "Willful or Repeated"; and (2) "Failure to Abate"; and/or,
4. The Contractor/Subcontractor (i.e., the company itself, not the company's employees) has not been convicted of a criminal offense within the past ten (10) years in connection with a workplace incident that resulted in serious bodily harm or death;
5. Each of the Contractor/Subcontractor's employees that will be doing manual work on the

¹ If the OSHA Citation is contested, no sanction under this policy will apply until the matter is resolved; as such, the bidder may truthfully represent that it has never been sanctioned with an OSHA Citation that would otherwise fall within the certification language during the pendency of the contest. If the contest does not result in a change to the sanction and the sanction continues to fall within the certification language, then the bidder must immediately notify Harris County that the contest was unsuccessful. Harris County is also under no obligation to award the bid to said bidder whether the contest is successful or not.

² The Issuance Date of the Citation and Notification of Penalty is the relevant date when calculating the twenty-four (24) months preceding.

³ "Gravity" is used in this policy as it is explained in the most recent OSHA Field Operations Manual, as determined by the relevant OSHA Information System (OIS) code. The Policy does not depend on the monetary amounts of the penalties assessed by OSHA in association with citations.

⁴ As noted in Section III, this policy does not limit, or impact in any way, the County's ability to consider in the manner it deems appropriate any relevant factor specifically listed in any request for bids, proposals, or qualifications. Thus, for example, even though this policy does not deem as nonresponsive bidders with OSHA violation types that are not listed, or requires certain thresholds with regard to "Serious" or "Posting Requirement" type of violations, the County may still consider any OSHA violation type, Severity finding, or Probability finding in the scoring of bids, proposals, or qualifications as specified in the bid, proposal, or qualification request documents.

⁵ If the OSHA Citation is contested, no sanction under this policy will apply until the matter is resolved; as such, the bidder may truthfully represent that it has never been sanctioned with an OSHA Citation that would otherwise fall within the certification language during the pendency of the contest. If the contest does not result in a change to the sanction and the sanction continues to fall within the certification language, then the bidder must immediately notify Harris County that the contest was unsuccessful. Harris County is also under no obligation to award the bid to said bidder whether the contest is successful or not.

⁶ The Issuance Date of the Citation and Notification of Penalty is the relevant date when calculating the three (3) years preceding.

project or other work that directly impacts workplace safety is OSHA 10 certified prior to starting work on the job site.

6. Each of the Contractor/Subcontractor's managers who manage at least one employee that will be doing manual work on the project or other work that directly impacts workplace safety, is OSHA 30 certified prior to starting work on the job site.
7. Contractor/Subcontractor will not require their managers or employees to pay for training associated with their OSHA 10 or OSHA 30 certification;
8. The Contractor/Subcontractor will compensate its managers and employees at their normal hourly rate for time spent obtaining their OSHA 10 or OSHA 30 certification; and
9. The Contractor/Subcontractor will provide access to all records, and take whatever steps necessary (e.g., obtain and disclose Gravity findings from OSHA with respect to an OSHA citation, waive any confidentiality (only to the extent necessary to comply with the Policy), etc.), to demonstrate compliance with the requirements of the Policy.

If the Contractor/Subcontractor fails to certify that it has met the above requirements, the County will deem the company's bid nonresponsive. If every question on the certification is not marked "True," a response to a question in the Safety Record Questionnaire is found to be false, the bid will be deemed nonresponsive. This determination will disqualify the Contractor/Subcontractor from only the bid at issue—the entity will not be prohibited from bidding on other County projects.

SECTION 6: ADMINISTRATION

The Harris County Purchasing Department ("Purchasing") will administer all solicitation instructions, contract clauses, and compliance requirements before the award is made. Once the award is made, the Harris County Department of Economic Equity and Opportunity ("DEEO") in conjunction with the Harris County Department overseeing the contract at issue will administer all remaining aspects of the Policy, including setting forth rules, regulations, and additional guidance to give effect to the Policy, including monitoring compliance with this policy and informing County Departments of findings as needed.

SECTION 7: COMPLAINTS

Complaints of noncompliance with this policy should be submitted in writing, via mail or email, to the DEEO at:

Attn: Assistant Director Stakeholder Engagement and Strategic Programs
Harris County Department of Economic Equity and Opportunity
1010 Lamar St., Ste. 300
Houston, Texas 77002
Compliance@eeo.hctx.net

The written complaint must contain the name of the complainant and a brief description of the alleged noncompliance with this policy. The DEEO will notify the Contractor/Subcontractor that a complaint has been submitted and provide the Contractor/Subcontractor an opportunity to respond (with supporting documentation). The DEEO will determine whether the Contractor/Subcontractor is in noncompliance and notify the Contractor/Subcontractor and the complainant.

DEEO shall notify the parties involved (including the complainant) of its findings not later than the 60th day after receipt of the complaint. If the noncompliance determination is made, Purchasing (before the award), the DEEO, and/or the County Attorney's Office shall have the authority to pursue any and all remedies as described in Section VIII and the Contractor/Subcontractor shall have the right to appeal set forth in Section IX below.

Employees, contractors, and stakeholders are encouraged to report any unsafe practices, hazards, or violations of safety policies without fear of retaliation. All reports will be treated confidentially to the extent possible, and no individual who in good faith reports a safety concern will suffer adverse employment action, disciplinary measures, or any form of retaliation.

Reports can be made through via mail or email, to the DEEO at Compliance@eeo.hctx.net. The County is committed to promptly investigating all reported concerns and taking appropriate corrective action to ensure a safe work environment.

SECTION 8: RECORDKEEPING, NON-COMPLIANCE, AND ENFORCEMENT

Contractors (not subcontractors) shall maintain all records, reports, and other documents or items that demonstrate compliance with the requirements of the Policy, including, but not limited to, all documents that demonstrate that subcontractors meet the requirements of this policy. Contractors shall ensure Harris County has access to all records, reports and other documents or items of contractor and/or subcontractors that are maintained to demonstrate compliance with the requirements of this policy.

Harris County may conduct compliance reviews before the award of contracts or whenever it deems it necessary after the award of the contract. Documentation must be provided within ten (10) business days of the request. Upon request, the awarded vendor must also submit OSHA 300 and 300A logs for the past three years. If every question on the certification is not marked "True", or a response to a question in the Safety Record Questionnaire is found to be false, the bid will be deemed nonresponsive.

Contractors found to have violated the requirements of the Policy during the term of their contract with the County, shall be subject to:

- A. Remedies set forth in their contract with the County, up to and including withholding payment under the contract or contract termination;

- B. Negative impact on submissions of future County solicitations and possibly denial of award of a contract;
- C. Probation, suspension, or debarment in accordance with applicable County policies;
- D. Damages, including compensating Contractor's Employees the amount(s) found to be owed to these individuals under the County Contract; and/or
- E. The County pursuing all options available under the law.⁷

SECTION 9: APPEALS

A Contractor or Subcontractor may appeal a finding of a violation of the Policy to the following authority:

- Pre-Contract Award: To the DEEO
- Post-Contract Award: To Purchasing

SECTION 10: MISCELLANEOUS

- A. Nothing in this order shall be construed to impair or otherwise affect:
 - a. The authority granted by law to a Harris County Department, or the head thereof; or
 - b. The functions of the County Administrator or the Office of Budget Management relating to budgetary, administrative, or legislative proposals;
- B. This policy shall be implemented consistent with applicable law and subject to the availability of appropriations; and
- C. The Policy is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the County, its

⁷ If the OSHA Citation is contested, no sanction under this policy will apply until the matter is resolved; as such, the bidder may truthfully represent that it has never been sanctioned with an OSHA Citation that would otherwise fall within the certification language during the pendency of the contest. If the contest does not result in a change to the sanction and the sanction continues to fall within the certification language, then the bidder must immediately notify Harris County that the contest was unsuccessful. Harris County is also under no obligation to award the bid to said bidder whether the contest is successful or not.

If an OSHA Citation is contested, no sanctions under this policy apply until it is resolved. During that time, the bidder may truthfully state it has not been sanctioned under the certification language. The bidder must notify Harris County within ten (10) business days of the OSHA decision and provide documentation of the outcome. Harris County is not obligated to award the bid, regardless of the result.

departments, agencies, or entities, its officers, employees, agents, or any other person.

Version History

- The original version of this policy was adopted by Harris County Commissioners Court on January 10, 2023.
- Version 2 of the policy was adopted on November 13, 2025, to be effective for solicitations released after February 1, 2026.

SAFETY RECORD QUESTIONNAIRE

PART A – SAFETY RECORD QUESTIONNAIRE FOR PRIME CONTRACTORS

(Part A must be submitted by prime contractor with its bid)

Pursuant to Harris County’s Safety Record Policy, this certification must be submitted in conjunction with this bid, as the project for which your company is bidding (1) for construction, rehabilitation, expansion, reconstruction, or maintenance work; (2) have a total contract value of at least \$500,000 and, for subcontracts, a contract value of at least \$50,000; (3) and are not exempted from the Safety Record Policy.

If every question on the certification is not marked “True,” or a response to a question in the Safety Record Questionnaire is found to be false, the bid will be deemed nonresponsive.

This determination will disqualify your company from only this bid—your company is not prohibited from bidding on other County projects.

CERTIFICATION ONE

The Contractor, or the firm, corporation, partnership, or institution represented by the Contractor, or anyone acting for such firm, corporation, partnership or institution, **has not been** listed on OSHA’s Severe Violator Enforcement Program (SVEP) Log at any time within the three (3) years preceding the date of this certification.

TRUE_____

FALSE_____

CERTIFICATION TWO

The Contractor, or the firm, corporation, partnership, or institution represented by the Contractor, has not been sanctioned with an OSHA Citation and Notification of Penalty classified as one of the following types (if the OSHA Citation is contested⁸ then its classification is based on the Settlement with OSHA or OSHA Final Order) within the twenty-four (24) months preceding⁹ the date of this certification:

⁸ If an OSHA Citation is contested, no sanctions under this policy apply until it is resolved. During that time, the bidder may truthfully state it has not been sanctioned under the certification language.

The bidder must notify Harris County within ten (10) business days of the OSHA decision and provide documentation of the outcome. Harris County is not obligated to award the bid, regardless of the result.

⁹ The Issuance Date of the Citation and Notification of Penalty is the relevant date when calculating the twenty-four (24) months preceding.

(1)“Serious” with a Gravity¹⁰ finding of “High” (2) “Posting Requirements” with a Gravity finding of “High”¹¹.

TRUE_____ FALSE_____

Disclosure: Do you currently have any open/contested violations that fall under this certification?

YES_____ NO_____

CERTIFICATION THREE

The Contractor/Subcontractor has not been sanctioned with an OSHA Citation and Notification of Penalty classified as one of the following types (if the OSHA Citation is contested¹², then its classification is based on the Settlement with OSHA or OSHA Final Order) and within three (3) years preceding¹³ the date of this certification:(1)“Willful or Repeated”; (2) “Failure to Abate”; and/or ,

TRUE_____ FALSE_____

Disclosure: Do you currently have any open/contested violations that fall under this certification?

YES_____ NO_____

CERTIFICATION FOUR

The Contractor, or the firm, corporation, partnership, or institution represented by the Contractor, (i.e., the company itself, not the company’s employees) within the ten (10)

¹⁰ “Gravity” is used in this policy as it is explained in the most recent OSHA Field Operations Manual, as determined by the relevant OSHA Information System (OIS) code. The Policy does not depend on the monetary amounts of the penalties assessed by OSHA in association with citations.

¹¹ As noted in Section III, this policy does not limit, or impact in any way, the County’s ability to consider in the manner it deems appropriate any relevant factor specifically listed in any request for bids, proposals, or qualifications. Thus, for example, even though this policy does not deem as nonresponsive bidders with OSHA violation types that are not listed, or requires certain thresholds with regard to “Serious” or “Posting Requirement” type of violations, the County may still consider any OSHA violation type, Severity finding, or Probability finding in the scoring of bids, proposals, or qualifications as specified in the bid, proposal, or qualification request documents.

¹² If an OSHA Citation is contested, no sanctions under this policy apply until it is resolved. During that time, the bidder may truthfully state it has not been sanctioned under the certification language. The bidder must notify Harris County within ten (10) business days of the OSHA decision and provide documentation of the outcome. Harris County is not obligated to award the bid, regardless of the result.

¹³ The Issuance Date of the Citation and Notification of Penalty is the relevant date when calculating the three (3) years preceding

years preceding the date of this certification, has not been convicted of a criminal offense in connection with a workplace incident that resulted in serious bodily injury or death.

TRUE_____ FALSE_____

Disclosure: Do you currently have any pending court cases or litigation for violations that fall under this certification?

YES_____ NO_____

CERTIFICATION FIVE

Contractor employees that will be doing manual work under a contract with the County or other work that directly impacts workplace safety has received the OSHA 10 certification, and managers that manage at least one employee that will be doing manual work on the project or other work that directly impacts workplace safety received the OSHA 30 certification, prior to entering the job site and before the commencement of construction.

TRUE_____ FALSE_____

CERTIFICATION SIX

Contractor employees are compensated for the cost of their OSHA 10 certification (workers) or OSHA 30 certification (managers) if they received such certification while employed by you. Contractor employees are also compensated at their normal hourly rate for the time workers and managers spend toward those certifications.

TRUE_____ FALSE_____

It is the sole responsibility and obligation of the Contractor to ensure that all Subcontractors performing any part of the work on this project disclose to the Contractor their safety records and meet the County's requirements under the Safety Record Policy. The Contractor may fulfill this obligation by distributing the "Safety Record Questionnaire for Subcontractors" form included in this policy as Part B to all subcontractors and verifying to the County that the forms have been satisfactorily completed (i.e., every response is a "True") and returned to the Contractor. All Safety Record Questionnaires are subject to the County's review upon request.

Prime Contractor must maintain subcontractor certifications for every subcontractor it uses to perform work on the project throughout the life of the project. Prime Contractor must also collect completed questionnaires from all subcontractors at least 30 days prior to the commencement of work and attest that this will be completed.

PRIME CONTRACTOR SAFETY RECORD CERTIFICATION

Project Title:

Name:

Title:

Business or Entity Name:

Business or Entity Address:

County of Contracting Entity:

THE STATE OF TEXAS

COUNTY OF HARRIS

I, _____, certify that:

1. I am the _____(position) of _____
("Contracting Entity") and have the authority to execute this Certification on behalf of Contracting Entity.
2. The information provided in this Safety Record Questionnaire is true and correct.
3. I have made no willful misrepresentations, nor have I withheld information in my statements and answers to questions in this Safety Record Questionnaire.
4. I acknowledge and understand that the Contracting Entity will be disqualified from participating in this project if the Contracting Entity is unable to confirm as "True" each question in the Safety Record Questionnaire.
5. I will ensure that all subcontractors that will work on this project will have satisfactorily completed and submitted to the Contracting Entity their Safety Record Questionnaires by 30 days before work begins.
6. The Contracting Entity will provide access to all records, and take whatever steps necessary (e.g., obtain and disclose Gravity findings from OSHA with respect to an OSHA citation, waive any confidentiality (only to the extent necessary to comply with this policy), etc.) to substantiate the responses in the Safety Record Questionnaire.
7. I am aware that the information I have provided in this Safety Record Questionnaire will be investigated, with my full permission, and that any misrepresentations or omissions may cause my bid to be rejected or the County to pursue any of the remedies found in Section VIII of the Safety Record Policy.

Signature

Date

PART B – SAFETY RECORD QUESTIONNAIRE FOR SUBCONTRACTORS

(Part B must be submitted by all subcontractors and submitted to the Prime Contractor with their bids. Prime Contractor is NOT required to submit this Part B with their bid.)

Pursuant to Harris County’s Safety Record Policy, this certification must be submitted in conjunction with this bid, as the project for which your company is bidding (1) for construction, rehabilitation, expansion, reconstruction, or maintenance work; (2) have a total contract value of at least \$500,000 and, for subcontracts, a contract value of at least \$50,000; (3) and are not exempted from the Safety Record Policy.

If every question on the certification is not marked “True,” or a response to a question in the Safety Record Questionnaire is found to be false, the Prime Contractor will not be able to use your services under its contract with the County. This determination will disqualify your company from only this bid—your company is not prohibited from bidding on other County projects.

CERTIFICATION ONE

The Subcontractor, or the firm, corporation, partnership, or institution represented by the Subcontractor, or anyone acting for such firm, corporation, partnership or institution, ***has not been*** listed on OSHA’s Severe Violator Enforcement Program (SVEP) Log at any time within the three (3) years preceding the date of this certification.

TRUE_____

FALSE_____

CERTIFICATION TWO

The Subcontractor, or the firm, corporation, partnership, or institution represented by the Contractor, has not been sanctioned with an OSHA Citation and Notification of Penalty classified as one of the following types (if the OSHA Citation is contested¹⁴ then its classification is based on the Settlement with OSHA or OSHA Final Order) within the twenty-four (24) months preceding¹⁵ the date of this certification: (1) “Serious” with a Gravity¹⁶ finding of “High” (2) “Posting Requirements” with a Gravity finding of “High”¹⁷.

¹⁴ If an OSHA Citation is contested, no sanctions under this policy apply until it is resolved. During that time, the bidder may truthfully state it has not been sanctioned under the certification language. The bidder must notify Harris County within ten (10) business days of the OSHA decision and provide documentation of the outcome. Harris County is not obligated to award the bid, regardless of the result.

¹⁵ The Issuance Date of the Citation and Notification of Penalty is the relevant date when calculating the twenty-four (24) months preceding.

¹⁶ “Gravity” is used in this policy as it is explained in the most recent OSHA Field Operations Manual, as determined by the relevant OSHA Information System (OIS) code. The Policy does not depend on the monetary amounts of the penalties assessed by OSHA in association with citations.

¹⁷ As noted in Section III, this policy does not limit, or impact in any way, the County’s ability to consider in the

TRUE_____ FALSE_____

Disclosure: Do you currently have any open/contested violations that fall under this certification?

YES_____ NO_____

CERTIFICATION THREE

The Subcontractor has not been sanctioned with an OSHA Citation and Notification of Penalty classified as one of the following types (if the OSHA Citation is contested¹⁸, then its classification is based on the Settlement with OSHA or OSHA Final Order) and within three (3) years preceding¹⁹ the date of this certification:(1)“Willful or Repeated”; (2) “Failure to Abate”; and/or ,

TRUE_____ FALSE_____

Disclosure: Do you currently have any open/contested violations that fall under this certification?

YES_____ NO_____

CERTIFICATION FOUR

The Subcontractor, or the firm, corporation, partnership, or institution represented by the Subcontractor (i.e., the company itself, not the company’s employees), within the ten (10) years preceding the date of this certification, has not been convicted of a criminal offense in connection with a workplace incident that resulted in serious bodily injury or death.

TRUE_____ FALSE_____

Disclosure: Do you currently have any pending court cases or litigation for violations that fall under this certification?

YES_____ NO_____

manner it deems appropriate any relevant factor specifically listed in any request for bids, proposals, or qualifications. Thus, for example, even though this policy does not deem as nonresponsive bidders with OSHA violation types that are not listed, or requires certain thresholds with regard to “Serious” or “Posting Requirement” type of violations, the County may still consider any OSHA violation type, Severity finding, or Probability finding in the scoring of bids, proposals, or qualifications as specified in the bid, proposal, or qualification request documents.

¹⁸ If an OSHA Citation is contested, no sanctions under this policy apply until it is resolved. During that time, the bidder may truthfully state it has not been sanctioned under the certification language. The bidder must notify Harris County within ten (10) business days of the OSHA decision and provide documentation of the outcome. Harris County is not obligated to award the bid, regardless of the result.

¹⁹ The Issuance Date of the Citation and Notification of Penalty is the relevant date when calculating the three (3) years preceding

CERTIFICATION FIVE

Subcontractor employees that will be doing manual work under contract between the County and the Prime Contractor or other work that directly impacts workplace safety has received the OSHA 10 certification, and managers that manage at least one employee that will be doing manual work on the project or other work that directly impacts workplace safety has received the OSHA 30 certification, by the first day of work on the project (if you are hired as a subcontractor on the project).

TRUE_____ FALSE_____

CERTIFICATION SIX

Subcontractor employees are compensated for the cost of their OSHA 10 certification (workers) or OSHA 30 certification (managers) if they received such certification while employed by you. Subcontractor employees are also compensated at their normal hourly rate for the time workers and managers spend toward those certifications.

TRUE_____ FALSE_____

It is the sole responsibility and obligation of the Contractor to ensure that all Subcontractors performing any part of the work on this project disclose to the Contractor their safety records and meet the County's requirements under the Safety Record Policy. The Contractor may fulfill this obligation by distributing the "Safety Record Questionnaire for Subcontractors" form included in this policy as Part B to all subcontractors and verifying to the County that the forms have been satisfactorily completed (i.e., every response is a "True") and returned to the Contractor. Subcontractors should submit the Safety Record Questionnaire to the Contractor as soon as they are able to. Contractor shall have until 30 days before the start of work on the project to obtain certifications from its Subcontractors.

All safety records are to be submitted by the prime contractor as instructed on the first page of this Safety Record Questionnaire, and all such records are subject to Harris County's review upon request.

SUBCONTRACTOR SAFETY RECORD CERTIFICATION

Project Title:

Name:

Title:

Business or Entity Name:

Business or Entity Address:

County of Contracting Entity:

THE STATE OF TEXAS

COUNTY OF HARRIS

I, _____, certify that:

1. I am the _____(position) of _____
("Subcontracting Entity") and have the authority to execute this Certification on behalf of Subcontracting Entity.
2. The information provided in this Safety Record Questionnaire is true and correct.
3. I have made no willful misrepresentations, nor have I withheld information in my statements and answers to questions in this Safety Record Questionnaire.
4. I acknowledge and understand that the Subcontracting Entity will be disqualified from participating in this project if the Subcontracting Entity is unable to confirm as "True" each question in the Safety Record Questionnaire.
5. I will ensure that the prime contractor on the project will receive this Safety Record Questionnaire by 30 days before work begins.
6. Subcontracting Entity will provide access to all records, and take whatever steps necessary (e.g., obtain and disclose Gravity findings from OSHA with respect to an OSHA citation, waive any confidentiality (only to the extent necessary to comply with this policy), etc.) to demonstrate compliance with the requirements of this policy.
7. I am aware that the information I have provided in this Safety Record Questionnaire will be investigated, with my full permission, and that any misrepresentations or omissions may cause my bid to be rejected or the County to pursue any of the remedies found in Section VIII of the Safety Record Policy.

Signature

Date

PART 2: WORKSITE SAFETY POLICY

Construction Projects Under Contract with Harris County, Texas

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1. PURPOSE AND SCOPE

1.1 Purpose

This Worksite Safety Policy ensures compliance with:

- Federal Occupational Safety and Health Administration (OSHA) regulations (29 CFR 1926 - Safety and Health Regulations for Construction)
- Texas state construction safety requirements
- Section 107 of the Contract Work Hours and Safety Standards Act
- Texas Labor Code Section 411

1.2 Scope and Applicability

This Policy applies to (1) are for construction, rehabilitation, expansion, reconstruction, or maintenance work (2) have a total contract value of at least \$500,000 and, for subcontracts, a contract value of at least \$50,000; (3) and are not exempted by this Section. Prime contractors must include in all contracts with subcontractors binding provisions that flow down Harris County's requirements of prime contractors in the Policy onto their respective subcontractors. Prime contractors must fully apply these binding contractual provisions to subcontractors, including, but not limited to, terminating subcontractor relationships for noncompliance.

The following types of contracts are exempt from this policy:

- Interlocal Government Agreements
- Cooperative Purchasing Agreements
- Emergency Contracts
- Moving Contracts
- Contracts for purchases of goods and services considered to be ancillary to the purchases of goods. A business entity that only supplies goods (bricks, paper, fuel, office supplies, tools, clothing, food, etc.) and such transportation services as may be incident to delivering those goods to County Property (including the use of common carriers (e.g., truck drivers)) is considered a "Supplier" and Suppliers are not subject to the Safety Record Policy.
- Contracts for the sale of County Property or Goods
- Contracts paid for using funds where condition of those funds is that this policy's application is prohibited
- Contracts procured under the discretionary exemptions found in Texas Local Government Code § 262.024
- Services procured under Texas Government Code § 2254 (Professional and Consulting Services)

- Contracts expressly waived by Harris County Commissioners Court if determined to be necessary

1.3 Authority

This policy is established under the authority of Harris County Commissioners Court , and contractors agree to full compliance as a condition of contract award and continued eligibility to perform work.

1.4 Effective Date

1.4.1 Policy Effective Date

Except for the sections mentioned in Section 1.4.2 below, this policy is effective as of February 1, 2026.

1.4.2 County Implementation Effective Date

The following sections are effective as of July 1, 2026:

- 6.3
- 6.4
- 6.5
- 12
- 15.3

The County will submit final proposals for Commissioners Court’s consideration by February 1, 2026, regarding the topics in the following sections:

- 11.3.2
- 13.1
- 13.2

The Worksite Safety committee established in Section 16 of this policy shall review the preceding sections and make recommendations on any adjustments by May 1, 2026.

2. PRIME CONTRACTOR RESPONSIBILITIES

Prime contractors shall:

- Maintain sole responsibility for overall jobsite safety and health
- Maintain site security
- Ensure all work is performed in surroundings and under conditions that are sanitary, not hazardous, and not dangerous to workers' health or safety
- Initiate and maintain comprehensive safety programs necessary to comply with all applicable OSHA standards

- Provide frequent and regular inspections of job sites, materials, and equipment by designated competent persons
- Maintain authority to stop work immediately when imminent danger conditions exist
- Report all accidents, injuries, and near-misses to Harris County within 24 hours
- Ensure all employees and subcontractors follow these same responsibilities

3. MANDATORY SAFETY STANDARDS

3.1 OSHA Safety Standards

Contractors must comply with all mandatory OSHA safety standards. Please see Appendix B for additional details about mandatory OSHA safety standards.

3.2 Additional Health and Safety Requirements

All contractors, including subcontractors, performing work on Harris County construction projects must:

- Comply with federal and state health and safety laws, including but not limited to the Occupational Safety and Health Act, which requires safe working practices and procedures on all projects
- Respect a worker's right under the Occupational Health and Safety Act to refuse dangerous and unsafe work
- Provide their employees with Personal Protective Equipment (PPE) required for employees to conduct their work safely at no cost to the worker
- Provide a paid 10-minute rest break for every four hours worked
 - When worksite temperatures are above 90 degrees Fahrenheit, provide a paid 15-minute rest break every two (2) hours to allow workers to drink water and cool off and prevent heat illnesses such as heat strokes that could have fatal consequences
 - Contractors may use alternative rest break methods if approved by the applicable overseeing department
- Develop plans to mitigate heat hazards at their worksites and protect workers from rising temperatures (see Section 3.3.1 for detailed requirements)
- Develop emergency response plans for situations in which a worker is actively experiencing heat illness (see Section 3.3.2 for detailed requirements)
- Submit a Safety and Health Plan (SHP) before project mobilization (see Section 4.3 for detailed requirements)

3.3 Heat Illness Prevention and Emergency Response Plans

All construction employers must develop and implement written health illness prevention and emergency response plans. Such plans shall adhere to the parameters in Sections 3.3.1 and 3.3.2

below; contractors may also use alternative plans if approved by the applicable overseeing department.

3.3.1 Heat Illness Prevention Plans

Heat illness prevention plans must include:

- Identification of heat hazard conditions and affected work areas
- Measures to mitigate heat hazards at worksites and protect workers from rising temperatures
- Access to an unlimited supply of adequate, cool drinking water
- Access to shaded rest areas
- Work/rest schedules during extreme heat conditions
- Acclimatization procedures for new workers and workers returning from absence
- Education for workers and supervisors on mitigating heat hazards and recognizing heat illness symptoms and administering relevant first aid procedures

All construction employers must provide supervisors and workers with education on mitigating heat hazards as well as recognizing the symptoms of heat illness (heat exhaustion, heat stroke, heat cramps, heat syncope (fainting and dizziness)).

3.3.2 Emergency Response Plans

Emergency response plans must address situations in which a worker is actively experiencing heat illness, including:

- Immediate notification procedures (911 and site supervision)
- Designated personnel trained in first aid response
- Location of first aid supplies and cooling resources
- Site access information for emergency responders
- Procedures for monitoring affected worker until emergency services arrive

3.4 Integration with Existing Standards

The requirements in subsections 3.2 and 3.3 supplement and do not replace the mandatory safety standards in subsection 3.1 of this policy. Where requirements overlap, the more stringent standard shall apply.

4. SITE-SPECIFIC SAFETY PLAN

4.1 Pre-Construction Safety Planning

Before work begins, contractors must:

- Conduct a comprehensive hazard assessment of the project
- Develop a written site-specific safety plan addressing identified hazards

- Submit the site-specific safety plan to Harris County for review (minimum 10 days before mobilization)
- Identify project-specific safety representatives and emergency contacts
- Develop and post site-specific layout showing emergency evacuation routes, assembly points, and emergency equipment locations
- Maintain and update the site-specific safety plan per project progress

4.2 Required Elements of Site-Specific Safety Plan

The site-specific safety plan must include:

- Project description and scope
- Hazard assessment and analysis
- Site-specific safety procedures for identified hazards
- Emergency action plan and evacuation procedures
- Accident reporting and investigation procedures
- Safety inspection schedule and checklist
- Designated competent persons for specific operations
- Training requirements and records management
- Subcontractor coordination procedures
- Stop work authority procedures

4.3 Safety and Health Plan

In addition to the site-specific safety plan requirements above, contractors must submit a Safety and Health Plan (SHP) before project mobilization that includes:

- Contractor's safety record
- OSHA 300 logs for the past three years
- Workforce training certifications (OSHA 10/30, specialized training)
- Written plan for how workplace injuries will be prevented, including:
 - Specific control measures for identified hazards
 - Roles and responsibilities for safety management
 - Methods for ensuring subcontractor compliance
 - Procedures for incident investigation and corrective action

5. SAFETY MEETINGS AND TRAINING

5.1 Pre-Construction Safety Conference

A mandatory pre-construction safety conference shall be held before work begins, attended by:

- Harris County representatives
- Prime contractor management and safety personnel
- Invited subcontractor representatives

- Designated competent persons

Topics shall include:

- Review of this Work Safety Policy
- Project-specific hazards
- Emergency procedures
- Reporting requirements
- Coordination of multi-employer worksites
- Worker rights under this policy, including non-retaliation protections
- Complaint reporting mechanisms (Fraud, Waste, & Abuse hotline and direct reporting)
- County monitoring and enforcement procedures

5.2 Weekly Safety Meetings

Contractors must hold weekly safety meetings in adherence with the following requirements:

- Conducted weekly at minimum per shift
- All workers must attend
- Topics must address current and upcoming work hazards
- Attendance must be documented with signatures
- Safety sheet must include safety topic and PPE requirements for topic
- Meeting minutes retained for project duration

5.3 Task-Specific Training

Before performing any skilled tasks, workers must receive training on:

- Specific hazards associated with the task and SDS training to work safely with hazardous chemicals, hazardous chemical identification, proper storing and handling, PPE, and emergency procedures
- Required PPE and how to use it
- Safe work procedures
- Emergency procedures

5.4 New Employee Orientation

All workers must complete site orientation covering:

- Site-specific hazards and safety rules
- Emergency procedures and evacuation routes
- PPE requirements
- Accident reporting procedures
- Location of first aid and emergency equipment

6. SAFETY INSPECTIONS AND AUDITS

6.1 Daily Worksite Safety Inspection Checklist - Contractor Requirement

Mandatory Daily Inspections:

Contractors shall complete the Daily Worksite Safety Inspection Checklist (Appendix A) on a daily basis before work commences and whenever site conditions change in a manner that could create potential hazards or unsafe working conditions. The checklist must be completed by a designated competent person who has the knowledge, training, and authority to identify hazards and take corrective action.

Daily Inspection Coverage:

The daily inspection using the checklist shall assess the following, as applicable:

1. Fall Protection (29 CFR 1926.501)
2. Scaffolding Safety (29 CFR 1926.451)
3. Ladder Safety (29 CFR 1926.1053)
4. Personal Protective Equipment (29 CFR 1910.132-138)
5. Electrical Safety (29 CFR 1926.404)
6. Hazard Communication (29 CFR 1910.1200)
7. Machine Guarding (29 CFR 1910.212)
8. Lockout/Tagout (29 CFR 1910.147)
9. Emergency Action Plan (29 CFR 1910.38)
10. Housekeeping and Walking/Working Surfaces (29 CFR 1910.22)
11. Excavation and Trenching (29 CFR 1926.651)
12. Respiratory Protection (29 CFR 1910.134)
13. Hearing Conservation (29 CFR 1910.95)
14. Confined Space Entry (29 CFR 1910.146)
15. Record Keeping and Training (29 CFR 1904)
16. Traffic Control (29 CFR 1926.200-203, Texas MUTCD)

Documentation Requirements:

- Completed checklists must be signed and dated by the competent person conducting the inspection
- Any deficiencies identified must be documented with corrective actions and completion timelines
- Imminent danger conditions must be corrected immediately before work continues
- Completed checklists must be maintained on site and available for review
- Weekly summary of inspection findings must be provided to Harris County project manager
- All inspection records must be retained for the duration of the project plus three (3) years

Immediate Corrective Action:

When the daily inspection identifies hazards, the contractor must:

- Immediately address imminent danger conditions (see Section 6.4 for stop work criteria)
- Document corrective actions taken
- Re-inspect before resuming work in affected areas
- Notify Harris County within 2 hours of any imminent danger conditions identified

6.2 Weekly Site Safety Audits

The contractor's safety representative shall conduct comprehensive weekly safety audits that include:

- Complete review of all 16 checklist items (as applicable) across all active work areas
- Verification that daily inspections are being conducted properly
- Review of near-miss reports and trending analysis
- Assessment of subcontractor safety performance
- Evaluation of training compliance

Weekly audit results must be:

- Documented in writing using the Harris County Safety Inspection Checklist format
- Shared with all subcontractors within 48 hours
- Include corrective actions with assigned responsibility and completion dates
- Provided to Harris County project manager within 5 business days
- Reviewed at weekly coordination meetings

6.3 Harris County Safety Inspection (To be implemented July 1, 2026)

6.3.1 County Safety Inspectors

The department overseeing the contractor shall deploy County employees ("County Safety Inspectors") who will conduct oversee contractor adherence to this Worksite Safety Policy.

6.3.2 Monitoring Activities

County Safety Inspectors will conduct both random and scheduled site safety visits and inspections at any time during the project to ensure adherence to federal, state, and county safety requirements. Monitoring activities include:

- Site inspections using the Universal Site Inspection Checklist (Section 6.3.3)
- Worker interviews on safety conditions and compliance
- Review of contractor safety documents and records
- Investigation of complaints received (Section 12)
- Verification of corrective actions

Non-compliance findings will trigger immediate notification to the prime contractor, the County project manager, and any applicable labor organizations.

Non-compliance findings will be made publicly available at least twice per year and provided to Labor.

6.3.3 Universal Site Inspection Checklist

County Safety Inspectors shall use a Universal Site Inspection Checklist for all sites. The checklist shall include, but not be limited to:

- Clear and accessible posting of Fraud, Waste, & Abuse hotline information and worker rights notices
- Worker PPE compliance
- Hazard communication and signage
- Safety meetings or Toolbox Talks (verification that workers have participated in safety meetings)
- Documentation of training records and certificates
- List of observed safety violations with specific consideration to type of work being completed (trip hazards, fall hazards, lock out/tag out, hard hat usage, hearing protection, etc.)
- Verification of heat illness prevention measures and access to water/shade
- Verification of rest break availability
- Review of contractor's Daily Worksite Safety Inspection Checklist completion and corrective actions

This Universal Site Inspection Checklist supplements the 16-point Daily Worksite Safety Inspection Checklist. Industry-specific checklists may also be developed. The County Worksite Safety Committee (Section 16) may recommend additions to the Universal Site Inspection Checklist.

6.3.4 County Safety Inspector Authority

County Safety Inspectors are authorized to:

- Access all work areas, facilities, and records without prior notice
- Review completed daily inspection checklists and safety documentation
- Interview workers and supervisors regarding safety practices
- Photograph or video record site conditions and safety violations
- Verify compliance with all checklist items and applicable OSHA standards
- Issue immediate stop work orders for imminent danger violations
- Issue written notices of non-compliance requiring corrective action
- Verify that corrective actions have been properly implemented

6.3.5 County Safety Inspector Inspection Process

During Harris County safety site visits, County Safety Inspectors will:

- Use the Daily Worksite Safety Inspection Checklist (16-point checklist) and the Universal Site Inspection Checklist
- Document findings in writing with photographs or other evidence as appropriate
- Review contractor's daily inspection records for consistency and completeness
- Conduct random interviews with workers to verify training and awareness
- Provide immediate verbal notification of serious hazards or imminent danger conditions
 - See section 6.4 for imminent danger definition and protocol
- Issue written inspection reports within 5 business days

6.3.6 Contractor Cooperation

Contractors shall use commercially reasonable best efforts to:

- Provide full and immediate access to all work areas, including subcontractor areas
- Make safety records, training documentation, and inspection logs immediately available
- Provide competent personnel to accompany County Safety Inspectors during site visits
- Respond to County Safety Inspector questions and information requests promptly
- Not interfere with or obstruct county inspections
- Not retaliate against workers who speak with County Safety Inspectors

6.3.7 County Safety Inspector Inspection Frequency

Harris County will conduct safety site visits with the following minimum frequency:

- Weekly for high-hazard projects (projects involving excavation >20 feet, confined spaces, or work at heights >30 feet)
- Bi-weekly for moderate-hazard projects
- Monthly for lower-hazard projects
- Immediately upon notification of serious incidents, imminent danger, or worker complaints
- Unannounced spot checks at the discretion of the County

6.4 Stop Work Authority (To be implemented July 1, 2026)

6.4.1 Stop Work Protocol

Immediate Stop Work Required:

County Safety Inspectors have the authority and are required to issue immediate stop work orders when inspections identify imminent danger conditions as defined in the Daily Worksite Safety Inspection Checklist. The following violations constitute imminent danger and require immediate work stoppage:

Category 1: Imminent Danger - Immediate Stop Work Required

1. Fall Protection Violations

- Workers exposed to unprotected falls over 6 feet without proper fall protection
- Defective or missing fall arrest systems during active work at heights

Justification: High probability of death or serious injury from falls (leading cause of construction fatalities)

2. Excavation and Trenching Violations

- Workers in trenches 5+ feet deep without protective systems (cave-in protection)
- Unstable trench walls or lack of competent person inspection

Justification: Cave-ins can be fatal within minutes; burial/suffocation risk

3. Electrical Safety Violations

- Energized electrical work without proper safeguards
- Missing GFCIs in wet conditions or on temporary power
- Exposed live wires or improper grounding presenting shock hazards

Justification: Electrocution is immediately life-threatening

4. Confined Space Entry Violations

- Entry into permit-required confined spaces without permits, testing, or attendants
- Oxygen-deficient or toxic atmospheres

Justification: Atmospheric hazards can cause immediate unconsciousness or death

5. Scaffolding Safety Violations

- Structurally unsound scaffolding with workers present
- Missing guardrails on scaffolds over 10 feet with active work
- Unstable or improperly erected scaffold systems

Justification: Catastrophic collapse risk with multiple potential fatalities

6. Traffic Control Violations

- Workers exposed to vehicular traffic without adequate traffic control protection
- Missing or inadequate advance warning signs, channelization, or barriers
- Workers in travel lanes without proper lane closures or traffic control
- Flaggers not present when required or not properly trained/equipped
- Workers not wearing required high-visibility apparel (ANSI Class 2 or 3)
- Work on highways or high-speed roads without approved traffic control plan

Imminent Danger (absent or grossly inadequate protection) should result in a Stop Work order. A serious deficiency (present but imperfect protection) should be immediately corrected by the contractor.

Justification: Vehicle strikes are a leading cause of construction worker fatalities; inadequate traffic control creates immediate risk to workers and motoring public

Note: Minor deficiencies in otherwise effective traffic control require immediate correction but do not rise to the level of imminent danger justifying work stoppage.

Category 2: Serious Hazard - Stop Work Strongly Warranted

7. Lockout/Tagout Violations

- Maintenance on energized equipment without proper LOTO procedures
- Missing or bypassed lockout devices during servicing

Justification: Unexpected equipment startup can cause amputation, crushing, or death

8. Respiratory Protection Violations (in toxic environments)

- Working in atmospheres with toxic gases/vapors without proper respiratory protection
- Using incorrect respiratory protection for the hazard

Justification: Immediate health risk from inhalation of toxic substances

9. Machine Guarding Violations (active operation)

- Operating unguarded machinery with exposed moving parts
- Removed or bypassed guards during machine operation

Justification: Amputation or crushing injuries from contact with moving parts

Category 3: Context-Dependent - May Require Stop Work

10. Emergency Action Plan Violations

- Blocked or locked emergency exits during occupancy
- No means of egress in emergency situations

Justification: Life safety issue in event of fire or emergency

11. Ladder Safety Violations (active use)

- Structurally defective ladders in use
- Extremely unsafe positioning creating immediate fall hazard

Justification: Immediate fall risk to workers currently using equipment

12. Heat Safety Violations

- Not access to potable water or shade
- Failure to provide required rest breaks or cool down breaks

Justification: Life safety issue during hot weather periods; a worker passing out from heat stress can cause additional injuries to that worker and others

6.4.2 Stop Work Order Process

When a County Safety Inspector identifies an imminent danger violation:

1. Immediate Verbal Order:

- County Safety Inspector verbally directs contractor to immediately cease work in affected area
- Affected workers must be removed from the danger zone
- Area must be secured to prevent unauthorized entry
- Contractor must acknowledge receipt of stop work order

2. Written Stop Work Notice (Within 2 hours):

- County Safety Inspector issues written Stop Work Order documenting:
 - Specific violation(s) identified
 - Applicable OSHA standard(s) violated
 - Checklist item(s) failed
 - Imminent danger justification
 - Required corrective actions
 - Area/scope of work stoppage
- Notice provided to contractor's authorized representative on site
- Notice posted in affected work area

3. Immediate Escalation (Within 4 hours):

- Stop work order escalated to Harris County department supervisory personnel
- Notification sent to the owning department's management:
 - Harris County Office of County Engineer (HCOCE)
 - Harris County Toll Road Authority (HCTRA)
 - Harris County Flood Control District (HCFCD)
 - Other applicable Harris County departments as appropriate
- Project manager and department director notified in writing
- Documentation includes photographs, inspection checklist, and written notice

4. Corrective Action Required:

- Contractor must immediately develop written corrective action plan
- Plan must address root cause of violation
- Plan must include measures to prevent recurrence

- Plan submitted to County Safety Inspector and department management for approval

5. Verification and Authorization to Resume Work:

- Contractor notifies Harris County when corrective actions are complete
- County Safety Inspector conducts verification inspection
- County Safety Inspector confirms hazard is eliminated and checklist item is now compliant
- Written authorization required from Harris County before work may resume
- Department supervisory personnel may impose additional requirements before authorizing resumption

6.4.3 Work Stoppage Scope

The scope of the stop work order will be determined by the County Safety Inspector based on the nature and extent of the imminent danger:

- Limited Stop Work: Specific activity, operation, or equipment only
- Area Stop Work: The hazard affects an entire work area or zone where hazard exists
- Complete Stop Work: The hazard affects an entire project site if violations are systemic or pervasive and not limited to a specific location, activity, operation, equipment, or area.

Other checklist items (PPE, hazard communication, housekeeping, hearing conservation, and recordkeeping) are important but typically addressed through written notices of non-compliance with specified abatement periods rather than immediate work stoppage, unless they contribute to an imminent danger situation.

6.4.4 Stop Work Authority

Any of the following individuals have authority to stop work immediately upon observing imminent danger:

- Harris County representatives
- Contractor safety personnel
- Designated competent persons
- Any worker observing imminent danger to themselves or others

Work may not resume until:

- The hazardous condition is corrected
- Affected workers are notified of correction
- Harris County approves continuation (if stop work ordered by County)

6.5 Violation Escalation and Departmental Notification (To be implemented July 1, 2026)

Mandatory Reporting to County Departments:

All safety violations identified during Harris County site visits, whether or not they result in stop work orders, must be escalated to supervisory level personnel within the Harris County department that owns the project.

Escalation Process:

Level 1 - Minor Violations (no imminent danger):

- County Safety Inspector issues written notice of non-compliance
- Notification sent to:
 - Project Manager
 - Department Safety Coordinator
- Corrective action required within specified timeframe (typically 7-14 days)
- Follow-up inspection scheduled

Level 2 - Serious Violations (no imminent danger but significant hazard):

- County Safety Inspector issues written notice requiring immediate attention
- Notification sent to:
 - Project Manager
 - Department Safety Coordinator
 - Department Director or designee
 - Affected Precinct Representative/Engineer
- Corrective action required within 48-72 hours
- Daily follow-up until corrected
- May result in partial payment withholding

Level 3 - Imminent Danger Violations (stop work issued):

- County Safety Inspector issues Stop Work Order
- Immediate notification to:
 - Project Manager
 - Department Safety Coordinator
 - Department Director
 - County Engineer, Toll Road Director, Flood Control Director, or equivalent department head
 - Affected Precinct Representative/Engineer
 - Harris County Attorney's Office (if repeat violation)
- Executive-level briefing within 24 hours
- Corrective action plan required before any work resumption
- May result in partial payment withholding
- Potential contract termination proceedings

7. ACCIDENT REPORTING AND INVESTIGATION

7.1 Immediate Notification Requirements

Contractors must notify Harris County immediately of:

- Any fatality
- Any hospitalization of a worker
- Any amputation
- Any loss of an eye
- Any serious injury requiring emergency medical treatment

7.2 OSHA Reporting

Contractors must comply with OSHA reporting requirements (29 CFR 1904):

- Report work-related fatalities within 8 hours
- Report in-patient hospitalizations, amputations, or eye loss within 24 hours
- Maintain OSHA 300 Log and make available upon request
- Post OSHA 300A Summary annually (February 1 - April 30)

7.3 Accident Investigation

For all accidents resulting in injury or property damage, contractors must:

- Preserve accident scene until investigation complete
- Initiate alcohol / drug screening protocol
- Document findings in writing
- Implement corrective actions to prevent recurrence
- Provide investigation report to Harris County within 5 business days

7.4 Near-Miss Reporting

Contractors shall establish a near-miss reporting system to capture and analyze incidents that could have resulted in injury. Near-miss investigations help identify hazards before injuries occur. Near-miss reports shall be submitted to the County Monitor within 48 hours.

8. MULTI-EMPLOYER WORKSITE COORDINATION

8.1 Prime Contractor Responsibilities

The prime contractor shall:

- Coordinate safety activities among all contractors and subcontractors
- Conduct regular multi-employer safety coordination meetings
- Resolve conflicts in safety procedures among contractors

- Ensure adequate separation or protection where multiple contractors' work creates hazards
- Maintain master list of all contractors and subcontractors on site

8.2 Subcontractor Coordination

All contractors working simultaneously on site must:

- Communicate scheduled activities that may affect other contractors
- Coordinate temporary utilities and access routes
- Share information about hazards created by their work
- Respect barriers and warnings posted by other contractors
- Attend coordination meetings as required

9. ADDITIONAL SPECIFIC REQUIREMENTS

See Appendix C, Appendix D, and Appendix E for additional requirements specific to Specialized Operations, Health Hazards, and Environmental Protection, respectively.

10. KNOW YOUR RIGHTS AND SAFETY TRAINING FOR WORKERS

10.1 Purpose

To ensure the effectiveness of this Worksite Safety Policy, workers must be aware of the policy, their rights, and the safety rules applicable to the worksite. This section establishes mandatory training requirements for all workers on covered Harris County construction projects.

10.2 Mandatory Training Requirements

All workers on covered Harris County contracts must receive the following training, at no cost to those workers, before entering the job site:

- (1) Know Your Rights (KYR) Training on their rights under this Worksite Safety Policy
- (2) The appropriate OSHA safety training:
 - Employees performing manual work shall complete the following trainings: OSHA 10-Hour Construction Industry Outreach Training, OR OSHA 30-Hour Construction Industry Outreach Training
 - Managers and supervisors overseeing manual work shall complete: OSHA 30-Hour Construction Industry Outreach Training before beginning work
 - Training must cover hazard identification, avoidance, control, and prevention and be provided by an OSHA-certified trainer. Contractors shall bear all costs for required training; employees shall not be charged. Workers may count KYR trainings and OSHA trainings from the prior 12 months towards this requirement. Training certificates must be current and verifiable.

10.3 Know Your Rights - Training

The KYR training must cover:

- Worker rights under this policy, including the right to refuse unsafe work
- Non-retaliation protections (Section 11.3)
- How to report safety concerns through multiple channels:
 - Direct communication with site supervisors
 - County's Fraud, Waste, & Abuse hotline
 - Direct contact with County Safety Inspectors or the County Safety Monitor
 - OSHA complaint procedures
- County monitoring and enforcement procedures
- Complaint investigation and resolution process
- Workers' right to participate in safety inspections and investigations
- Emergency procedures and heat illness prevention
- Location and content of posted safety information

10.4 KYR Training Delivery

Pre-recorded KYR trainings will be provided by Harris County for contractors to distribute to workers.

The KYR training may be delivered:

- Via Harris County-provided video or online module
- In-person during new employee orientation
- As part of pre-construction safety meetings

10.5 Training Documentation

Contractors must maintain records of:

- Worker names and training completion dates
- Training certificates (OSHA 10/30 and KYR)
- Training attendance sheets
- Training materials provided

These records must be available for inspection by Harris County and must be retained per Section 14.

10.6 Training in Multiple Languages

All safety training and KYR materials must be provided in languages understood by the workforce. At minimum, trainings must be available in English and Spanish. Contractors must provide additional language support based on workforce composition.

11. COMPLAINTS

11.1 Confidential Fraud, Waste, & Abuse Hotline

11.1.1 Hotline Availability and Accessibility

The Harris County Auditor's confidential hotline and website allow employees, vendors, contractors, workers, and the general public to anonymously report instances of fraud, waste, abuse, or safety violations (including retaliation for reporting a safety violation) related to County projects 24 hours per day, 7 days per week.

Hotline Contact Information:

- Phone: 866-556-8181
- Website: <https://www.harriscounty.ethicspoint.com/>
- Available in: English, Spanish, Mandarin, Vietnamese, and additional languages as needed

Reports may be made anonymously. The hotline is managed by a third-party provider to ensure confidentiality and independence.

11.1.2 Posting Requirements

All contractors must prominently post the following information at job sites:

- Fraud, Waste, & Abuse hotline phone number and website
- Available languages
- Statement that reports may be made anonymously
- Statement of non-retaliation protections
- QR code linking to online reporting portal (to be provided by County)

Postings must be:

- Located at main entrances to work areas and break areas
- In English and Spanish (minimum), with additional languages as needed
- Clearly visible and legible
- Protected from weather damage
- Maintained throughout the project

11.1.3 Complaint Routing Process

When worker safety complaints are received through the Fraud, Waste, & Abuse hotline:

- (1) The third-party hotline provider documents the complaint and transmits it to the Harris County Auditor's Office;
- (2) The Auditor's Office reviews the complaint to determine appropriate routing:

- Worker safety violations (including retaliation for reporting a safety violation) → Routed to the overseeing department for investigation under Section 12
 - Fraud, waste, or abuse of County funds → Retained by Auditor for investigation
 - Overlap issues (safety + fraud) → Joint investigation coordinated between Auditor and the overseeing department
- (3) Worker safety complaints are referred to the overseeing department within 2 business days of receipt (Note: In the case of more urgent issues, where an injury has occurred, immediate medical attention is needed, or an imminent danger is occurring, workers should call 911 rather than submit complaints through the hotline.);
- (4) The overseeing department initiates investigation under Section 12 procedures;
- (5) Upon resolution of the safety issue, the overseeing department reports the status back to the Auditor's Office to close the case in the hotline tracking system.

11.1.4 OSHA Reporting

The County will report violations of the Federal Occupational Safety and Health Administration (OSHA) regulations (29 CFR 1926 - Safety and Health Regulations for Construction) to OSHA.

11.2 Direct Communication with County Safety Inspectors or the County Safety Monitor

In addition to the confidential hotline, employees and workers may communicate complaints directly to County Safety Inspectors or the County Safety Monitor:

- During scheduled or unannounced site visits
- Via email or phone contact
- Through worker representatives or labor organizations
- Through any third parties supporting workers in the complaint reporting process

When workers communicate complaints directly to a County Safety Inspector or the County Safety Monitor, the recipient of the complaint will:

- Record the complaint directly in the County's tracking system
- Not refer the worker to the hotline
- Initiate investigation procedures under Section 12
- Provide the worker with a case number and expected timeline
- Protect worker confidentiality to the extent possible

Complaint recipients must ensure that workers are aware they may make reports anonymously and are protected from retaliation under Section 11.3.

11.3 Anti-Retaliation (Whistleblower Protection) (Effective July 1, 2026)

The County shall include a clause in its applicable General Conditions for Covered Contracts designating workers as third-party beneficiaries that will grant the workers the ability to bring a claim

against their employers and the project general contractor for retaliating against them for reporting violations of Harris County's Worksite Safety Policy. Workers will be entitled to back pay for lost wages and benefits, reinstatement (or front pay if reinstatement is not possible), and attorney's fees. The project general contractor will be jointly liable for violations by subcontractors, which amounts the general contractor may withhold from a payment to a particular subcontractor if the subcontractor is found to be solely at fault for the retaliatory conduct.

12. INVESTIGATION AND RESOLUTION (To be implemented July 1, 2026)

Complaint investigation and resolution process shall be as follows:

- Upon receipt of a complaint from a worker, the overseeing department or County Safety Monitor shall investigate the complaint within a specified timeframe based on the severity of the complaint, make an initial determination within five (5) days as to whether good cause exists to believe that the violation occurred and notify in writing the contractor, any subcontractor(s) involved in the complaint, and any affected worker of its determination. If the complaint is about an urgent health or safety concern or about a potential retaliation claim, then the complaint will be investigated within 24 hours.
- Upon finding a violation, the Contractor shall develop a written Corrective Action Plan per the protocol set forth in Section 13.

13. VIOLATIONS AND PENALTIES (Effective July 1, 2026)

13.1 Potential results of violations

Violations of this policy may result in:

- Written notice of deficiency
- Requirement for corrective action plan
- Suspension of work until compliance achieved
- Withholding of payment
- Liquidated damages per contract with the County
- Contract termination
- Barring from future Harris County contracts

13.2 Corrective Action Plans

Upon finding a violation, within five (5) calendar days the Contractor shall develop a written Corrective Action Plan:

- Plan must address root cause of violation
- Plan must include measures to prevent recurrence

- Plan must be submitted to the overseeing department or County Safety Monitor and department management for approval

The applicable County Safety Inspector will reinspect the issue within seven (7) calendar days after the CAP has been implemented. The overseeing department or County Safety Monitor may grant more time for CAP implementation before reinspection by a County Safety Inspector, where appropriate.

If the Contractor refuses to commit to the CAP or has failed to properly implement the CAP, then the overseeing department or County Safety Monitor may use their authority to ensure compliance, including the use of violations and penalties as set forth in the rest of this section.

13.3 Progressive Discipline for Violations

In addition to the use of Corrective Action Plans, the applicable overseeing department will use the following progressive discipline measures for violations that occur within the same construction project:

- First Violation: Written warning
- Second Violation: Work suspension and meeting with Harris County required
- Any subsequent violations: Work suspension, meeting with Harris County required, and considered an event of default of the contract by Contractor (allowing for the use of the County's remedies for default)
- Serious Violations: Any imminent danger violations or violations involving retaliation against a worker for reporting a violation of this policy will be considered an event of default of the contract by Contractor and may result in immediate work suspension, breach of contract remedies, or contract termination for convenience without progressive discipline.

For the purposes of this section, each violation committed by any employee or manager of the Contractor or one or more subcontractors will count toward the total number of violations.

14. CONTRACTOR DOCUMENTATION AND RECORDKEEPING

14.1 Required Records

Contractors must maintain and provide upon request:

- OSHA 300 Log and 300A Summary
- Training records and certificates for all workers and supervisors
- Safety meeting minutes and attendance
- Records of safety inspections and corrective actions
- Accident and incident investigation reports
- Equipment inspection and maintenance logs
- Confined space entry permits

- Hot work permits
- Excavation permits and daily inspection logs
- Safety Data Sheets (SDS) for all hazardous materials
- Respiratory fit test records
- Proof of workers' compensation insurance
- Medical surveillance records (maintained per OSHA requirements)

14.2 Record Retention

Contractor shall maintain records for a period of 4 years following final payment or termination of this Contract.

Documents should be retained for longer than 4 years if required by OSHA standards.

14.3 Access to Records

Harris County shall have immediate access to all safety records upon request. Workers shall have access to records as required by OSHA.

15. REPORTING AND DATA ON WORKSITE SAFETY

15.1 Central Database

Harris County will maintain a central database tracking:

- All inspection findings and checklist deficiencies
- All complaints
- All violations
- Stop work orders issued
- Corrective actions and completion status
- Contractor safety performance ratings
- Repeat violations and systemic issues
- Any additional data required for the Quarterly Worksite Safety Reports described in Section 15.2

15.2 Quarterly Worksite Safety Reports

The Harris County Department of Economic Equity and Opportunity (DEEO) will collect from departments overseeing contractors' applicable projects the following information for the previous quarter:

- (1) The number of worksites visited;
- (2) The number of workers interviewed regarding safety issues;
- (3) The number of safety issues directly identified by County Safety Inspectors during site visits;

- (4) The number of safety issues reported by workers (via hotline, direct communication with a County Safety Inspector or the County Safety Monitor, or third party);
- (5) The number of safety issues resolved to the satisfaction of the applicable overseeing department;
- (6) The number of safety issues resolved to the satisfaction of workers that filed complaints;
- (7) The number of worker injuries or illnesses on applicable County projects that result in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness; and
- (8) The identifiable causes of any injuries or illnesses to workers and the nature of those injuries or illnesses on applicable County projects.

DEEO will provide this information in quarterly worksite safety reports to Commissioners Court.

15.3 Data Collection and Adjustment

Contractors shall provide the County with OSHA 300 logs and injury/illness data upon request to facilitate quarterly reporting.

The data described above may be adjusted as needed to reflect availability of data to the County and may be incorporated into a compiled report on a staggered basis depending on feasibility.

15.4 Data Use for Contract Awards (To be implemented July 1, 2026)

Safety and anti-retaliation performance data shall be incorporated into the County's contractor evaluation and selection process for future projects.

16. COUNTY WORKSITE SAFETY COMMITTEE

16.1 Establishment and Composition

The County shall establish a Worksite Safety Committee (WSC) that will be comprised of the following positions:

- a) Two contractor representatives;
- b) One representative of unionized workers;
- c) One representative of non-unionized workers;
- d) One representative of interested community members;
- e) One representative from a County infrastructure department; and
- f) One representative from the department serving as the County Safety Monitor.

The Harris County Commissioners Court shall make these appointments by a majority vote. The WSC will be managed by DEEO (or other department as designated by Commissioners Court), which will serve as the County Safety Monitor.

16.2 Committee Meetings and Agenda

The WSC will meet quarterly to:

- (1) Review safety performance data for the previous quarter, collected and provided by the County Safety Monitor with support from other County staff;
- (2) Review post-project data from each project completed in past quarter, collected and provided by the County Safety Monitor with support from other County staff; this will include, but not be limited to:
 - a) Number of hours worked on the project;
 - b) Number of safety issues identified on the project;
 - c) Number of safety issues resolved;
 - d) Number of worker injuries or illnesses on County projects that result in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness; and
 - e) Identifiable causes of any injuries or illnesses to workers and the nature of those injuries or illnesses on County projects.
- (3) Recommend training updates or policy adjustments;
- (4) Share best practices and lessons learned; and
- (5) Review and recommend updates to the Universal Site Inspection Checklist (Section 6.3.3) and the 16-point Daily Worksite Safety Inspection Checklist (Appendix A); and

16.3 Committee Authority and Recommendations

The WSC serves in an advisory capacity to the Commissioners Court and County departments. The WSC may:

- Recommend policy revisions or additions
- Recommend additional training requirements
- Recommend changes to inspection protocols or checklists
- Recommend recognition or sanctions for contractors based on safety performance
- Request additional data or analysis from County staff

All WSC recommendations shall be provided to an internal Harris County workgroup for review before being submitted to the Commissioners Court for consideration and approval.

16.4 Transparency and Accountability

The WSC shall submit an annual report to Commissioners Court summarizing:

- Number of meetings held and attendance
- Key issues discussed and recommendations made
- Status of prior recommendations

- Trends in worker safety across County projects
- Effectiveness of the Worksite Safety Policy
- Recommendations for the coming year

17. POLICY REVIEW AND UPDATES

17.1 Annual Review

This policy shall be reviewed annually and updated as needed to reflect:

- Changes in OSHA regulations
- Changes in Harris County requirements
- Lessons learned from incidents and near-misses
- Industry best practices
- Recommendations from the County Worksite Safety Committee

17.2 Contractor Acknowledgment

All contractors and subcontractors must:

- Acknowledge receipt and understanding of this policy in writing
- Ensure all supervisors and workers are familiar with requirements
- Maintain a copy of this policy at the jobsite
- Post notice of policy and Harris County safety contact information

17.3 Amendment Process

This policy may be amended by order of the Harris County Commissioners Court.

18. MISCELLANEOUS

- Nothing in this order shall be construed to impair or otherwise affect:
 - The authority granted by law to a Harris County Department, or the head thereof; or
 - The functions of the County Administrator or the Office of Budget Management relating to budgetary, administrative, or legislative proposals;
- This policy shall be implemented consistent with applicable law and subject to the availability of appropriations; and
- The Policy is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the County, its departments, agencies, or entities, its officers, employees, agents, or any other person.
- Version History:
 - The original version of this policy was adopted by Harris County Commissioners Court on November 13, 2025.
 - Harris County Commissioners Court adopted an amended version of this policy on January 29, 2026.

APPENDIX A: DAILY WORKSITE SAFETY INSPECTION CHECKLIST

Project Name: _____ Date: _____

Inspector Name: _____ Title: _____

Contractor: _____ Time: _____

Instructions: This 16-point checklist must be completed daily by contractor's designated competent person and may be used by Harris County Safety Inspectors during site visits. Mark each item as Compliant (C), Non-Compliant (NC), or Not Applicable (NA). Document all non-compliant items with corrective actions required.

1. FALL PROTECTION (29 CFR 1926.501)

Stop Work if Non-Compliant: YES (Imminent Danger)

☐ C ☐ NC ☐ NA

- Guardrails, safety nets, or personal fall arrest systems are in place for work at heights over 6 feet
- Fall protection equipment is properly maintained and inspected
- Workers are trained in fall protection use
- Anchor points support minimum 5,000 lbs per attached worker

Deficiencies Noted: _____

Corrective Action Required: _____

2. SCAFFOLDING SAFETY (29 CFR 1926.451)

Stop Work if Non-Compliant: YES (Imminent Danger)

☐ C ☐ NC ☐ NA

- Scaffolds are erected on solid footing with proper base plates and mud sills
- Guardrails and toe boards are installed on all open sides above 10 feet
- Scaffold supports at least 4 times maximum intended load
- Competent person has inspected scaffold this shift

Deficiencies Noted: _____

Corrective Action Required: _____

3. LADDER SAFETY (29 CFR 1926.1053)

Stop Work if Non-Compliant: Context-Dependent (if structurally defective or creating immediate fall hazard)

☐ C ☐ NC ☐ NA

- Ladders extend at least 3 feet above landing surfaces
- Ladders are secured and positioned at proper angle (4:1 ratio)
- Ladders are free from defects and damage
- Workers face ladder when ascending/descending

Deficiencies Noted: _____

Corrective Action Required: _____

4. PERSONAL PROTECTIVE EQUIPMENT (29 CFR 1910.132-138)

Stop Work if Non-Compliant: NO (unless contributing to imminent danger)

☐ C ☐ NC ☐ NA

- Workers are wearing required PPE (hard hats, safety glasses, gloves, respirators)
- PPE is appropriate for hazards present and properly fitted
- High-visibility clothing worn where required
- Safety footwear worn in construction areas

Deficiencies Noted: _____

Corrective Action Required: _____

5. ELECTRICAL SAFETY (29 CFR 1926.404)

Stop Work if Non-Compliant: YES (Imminent Danger for exposed conductors or missing GFCIs)

☐ C ☐ NC ☐ NA

- Proper grounding of electrical equipment and tools
- Ground Fault Circuit Interrupters (GFCIs) used on temporary power
- Electrical panels are labeled and accessible
- No exposed energized conductors
- Extension cords are 3-wire type and protected from damage

Deficiencies Noted: _____

Corrective Action Required: _____

6. HAZARD COMMUNICATION (29 CFR 1910.1200)

Stop Work if Non-Compliant: NO (unless contributing to imminent danger)

☐ C ☐ NC ☐ NA

- Safety Data Sheets (SDS) are available and accessible for all chemicals
- Chemical containers are properly labeled
- Workers have received hazard communication training
- Written Hazard Communication Program is on site

Deficiencies Noted: _____

Corrective Action Required: _____

7. MACHINE GUARDING (29 CFR 1910.212)

Stop Work if Non-Compliant: YES (Serious Hazard during active operation)

☐ C ☐ NC ☐ NA

- All moving parts, belts, and pulleys have proper guards installed
- Guards are secure and not bypassed or removed
- Emergency stop controls are accessible

Deficiencies Noted: _____

Corrective Action Required: _____

8. LOCKOUT/TAGOUT (29 CFR 1910.147)

Stop Work if Non-Compliant: YES (Serious Hazard)

☐ C ☐ NC ☐ NA

- Written energy control procedures are in place
- Proper lockout devices are available and used during maintenance
- Workers are trained in LOTO procedures
- Equipment is verified de-energized before work begins

Deficiencies Noted: _____

Corrective Action Required: _____

9. EMERGENCY ACTION PLAN (29 CFR 1910.38)

Stop Work if Non-Compliant: Context-Dependent (if exits blocked)

☐ C ☐ NC ☐ NA

- Emergency exits are clearly marked and unobstructed
- Fire extinguishers are accessible, inspected, and properly rated
- Emergency evacuation routes are posted and known to workers
- Emergency contact information is posted

Deficiencies Noted: _____

Corrective Action Required: _____

10. HOUSEKEEPING AND WALKING/WORKING SURFACES (29 CFR 1910.22)

Stop Work if Non-Compliant: NO (unless contributing to imminent danger)

☐ C ☐ NC ☐ NA

- No slip, trip, and fall hazards (debris, cords, spills)
- Aisles and passageways are clear and properly marked
- Floors are clean, dry, and in good repair
- Protruding nails removed or bent over

Deficiencies Noted: _____

Corrective Action Required: _____

11. EXCAVATION AND TRENCHING (29 CFR 1926.651)

Stop Work if Non-Compliant: YES (Imminent Danger)

☐ C ☐ NC ☐ NA

- Trenches 5 feet or deeper have protective systems (shoring, sloping, or shields)
- Competent person conducts daily inspections
- Adequate means of egress (ladders within 25 feet of workers)
- Excavated materials stored at least 2 feet from edge
- Utility locations marked and verified

Deficiencies Noted: _____

Corrective Action Required: _____

12. RESPIRATORY PROTECTION (29 CFR 1910.134)

Stop Work if Non-Compliant: YES (Serious Hazard in toxic environments)

☐ C ☐ NC ☐ NA

- Workers are medically cleared and fit-tested for respirators
- Appropriate respirators selected for specific hazards
- Respirators are properly maintained and stored
- Written respiratory protection program in place

Deficiencies Noted: _____

Corrective Action Required: _____

13. HEARING CONSERVATION (29 CFR 1910.95)

Stop Work if Non-Compliant: NO (unless contributing to imminent danger)

☐ C ☐ NC ☐ NA

- Noise levels are monitored in high-noise areas (>85 dBA)
- Hearing protection is available and used in required areas
- Hearing protection devices are appropriate for noise levels

Deficiencies Noted: _____

Corrective Action Required: _____

14. CONFINED SPACE ENTRY (29 CFR 1910.146)

Stop Work if Non-Compliant: YES (Imminent Danger)

☐ C ☐ NC ☐ NA

- Permit-required confined spaces are identified and labeled
- Entry permits are completed before entry
- Atmospheric testing equipment is available and calibrated
- Attendant and rescue procedures are in place
- Continuous monitoring/ventilation during entry

Deficiencies Noted: _____

Corrective Action Required: _____

15. RECORD KEEPING AND TRAINING (29 CFR 1904)

Stop Work if Non-Compliant: NO

☐ C ☐ NC ☐ NA

- OSHA 300 Log is maintained and posted (February 1 - April 30)
- Injury and illness records are complete and accurate
- Workers have received required safety training and documentation exists
- OSHA poster is displayed in prominent location
- Training records are current and accessible

Deficiencies Noted: _____

Corrective Action Required: _____

16. TRAFFIC CONTROL (29 CFR 1926.200-203, TMUTCD)

Stop Work if Non-Compliant: YES (Imminent Danger if inadequate protection from vehicular traffic)

☐ C ☐ NC ☐ NA

- Traffic control plan approved and implemented per Texas MUTCD
- Work zone properly signed with advance warning, transition, and termination areas
- Traffic control devices (cones, barricades, signs) meet TMUTCD standards
- Flaggers are trained, certified, and wearing high-visibility apparel (ANSI Class 2 or 3)
- Temporary traffic barriers/channelization devices properly placed and maintained
- Adequate separation between workers and vehicle traffic
- Night work areas have proper illumination
- Traffic control supervisor/competent person on site
- Lane closures and detours approved by Harris County and TxDOT (if applicable)

Deficiencies Noted: _____

Corrective Action Required: _____

SUMMARY OF FINDINGS

Total Items Inspected: ____ Compliant: ____ Non-Compliant: ____ Not Applicable: ____

Imminent Danger Violations Identified: ☐ YES ☐ NO

If YES, Stop Work Order Issued: ☐ YES ☐ NO Area Affected: _____

Serious Violations Requiring Immediate Attention: ☐ YES ☐ NO

CORRECTIVE ACTION SUMMARY

List all non-compliant items requiring corrective action with responsible party and target completion date:

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATIONS

Inspector Signature: _____ Date: _____

Contractor Representative: _____ Date: _____

Harris County Inspector (if applicable): _____ Date: _____

STOP WORK AUTHORITY NOTICE

Items marked as requiring stop work constitute imminent danger under OSHA regulations. Work in affected areas must cease immediately until hazards are corrected and verified by re-inspection.

Note: This checklist covers general industry and construction standards. Inspectors should also verify site-specific hazards and refer to applicable OSHA standards for detailed compliance requirements.

Authority for Stop Work Orders:

Stop work orders can be issued when there is **"imminent danger"** (defined as any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately or before the danger can be eliminated through normal enforcement procedures).

Key Principle: If continuing work presents an immediate threat of death or serious physical harm that cannot wait for normal and abatement procedures, a stop work order is justified and often mandatory until danger is mitigated or corrective action(s) are taken.

APPENDIX B: OSHA MANDATORY REQUIREMENTS

Fall Protection (29 CFR 1926.501)

- Fall protection required for all work at heights of 6 feet or greater
- Acceptable systems: guardrail systems, safety net systems, or personal fall arrest systems
- All fall protection equipment must be inspected before each use
- Workers must be trained in proper use of fall protection equipment
- Anchor points must support 5,000 pounds per attached worker

Stop Work Authority: Work shall cease immediately if workers are exposed to fall hazards without proper protection.

Scaffolding (29 CFR 1926.451)

- Scaffolds must be erected on solid footing with base plates and mud sills
- Guardrails required on all open sides and ends of platforms more than 10 feet above lower level
- Scaffolds must support at least 4 times the maximum intended load
- Competent person must inspect scaffolds before each work shift
- Workers must be trained in scaffold safety

Stop Work Authority: Work shall cease if scaffolds are structurally unsound or lack required guardrails.

Ladders (29 CFR 1926.1053)

- Ladders must extend at least 3 feet above landing surface
- Portable ladders must be positioned at 4:1 ratio (1 foot out for every 4 feet up)
- Ladders must be secured to prevent displacement
- Workers must face ladder when climbing
- Defective ladders must be tagged and removed from service

Excavation and Trenching (29 CFR 1926.651)

- Protective systems required for all excavations 5 feet or deeper (sloping, shoring, or shielding)
- Competent person must inspect excavations daily and after rain or other hazard-increasing events
- Ladders, stairs, or ramps required within 25 feet of lateral travel for workers in trenches 4 feet or deeper
- Excavated materials must be stored at least 2 feet from excavation edge

- Atmospheric testing required where oxygen deficiency or hazardous atmospheres may exist

Stop Work Authority: All excavation work shall cease immediately if workers enter unprotected trenches 5 feet or deeper.

Electrical Safety (29 CFR 1926.404)

- Ground Fault Circuit Interrupters (GFCIs) required on all temporary 120-volt, single-phase, 15- and 20-ampere receptacles
- All electrical equipment must be properly grounded
- Extension cords must be 3-wire type and protected from damage
- Overhead power lines must be de-energized or protected with insulation
- Minimum clearance distances must be maintained from energized parts
- Only qualified electricians may work on energized circuits

Stop Work Authority: Work shall cease if exposed energized conductors present shock hazards or GFCIs are absent in required locations.

Personal Protective Equipment (29 CFR 1926.95-106)

- Hard hats required in areas where falling object hazards exist
- Safety glasses with side shields required where eye hazards exist
- Hearing protection required where noise levels exceed 85 decibels
- Safety footwear required in all construction areas
- High-visibility clothing required for workers exposed to vehicular traffic
- Gloves appropriate to tasks must be worn
- Employer must assess workplace hazards and provide appropriate PPE at no cost to employees

Hazard Communication (29 CFR 1926.59)

- Written Hazard Communication Program must be maintained on site
- Safety Data Sheets (SDS) must be readily accessible for all hazardous chemicals
- All containers must be labeled with contents and hazard warnings
- Workers must receive training on hazardous chemicals before initial assignment

Lockout/Tagout (29 CFR 1910.147)

- Written energy control procedures required for equipment servicing
- Only authorized employees may perform lockout/tagout
- Locks and tags must be durable and identify the employee
- Stored energy must be dissipated before work begins
- Equipment must be tested to ensure de-energization
- Workers must receive lockout/tagout training

Stop Work Authority: Work shall cease on energized equipment if proper lockout/tagout procedures are not followed.

Confined Space Entry (29 CFR 1910.146)

- All permit-required confined spaces must be identified and labeled
- Entry permits must be completed before any entry
- Atmospheric testing required for oxygen, flammable gases, and toxic contaminants
- Continuous ventilation or monitoring required during entry
- Attendant must remain outside space during entry
- Rescue equipment and procedures must be in place before entry

Stop Work Authority: Work shall cease immediately if entry occurs without proper permits, testing, and procedures.

Machine Guarding (29 CFR 1926.300)

- All moving parts of machinery must be guarded
- Point of operation guards required on all equipment
- Guards must prevent contact with dangerous moving parts
- Guards may not be removed or bypassed during operation
- Emergency stop controls must be readily accessible

Respiratory Protection (29 CFR 1910.134)

- Written respiratory protection program required where respirators are necessary
- Medical evaluations required before fit testing
- Fit testing required for tight-fitting respirators
- Appropriate respirator selection based on hazard assessment
- Respirators must be properly maintained and stored

Fire Prevention and Protection (29 CFR 1926.150-155)

- Fire extinguishers must be provided and accessible (travel distance not exceeding 100 feet)
- Fire extinguishers must be inspected monthly and annually
- Workers must be trained in fire extinguisher use
- Hot work permits required for welding, cutting, and other spark-producing operations
- Flammable and combustible materials must be properly stored
- Emergency action plan required

Emergency Action Plan (29 CFR 1926.35)

- Written emergency action plan must be maintained
- Emergency evacuation routes must be posted and kept clear

- Emergency contact information must be posted
- Alarm system must be in place and tested
- Employees must be trained in emergency procedures
- First aid supplies must be readily available
- Emergency phone numbers (911, poison control, hospital) must be posted

Housekeeping (29 CFR 1926.25)

- Work areas must be kept clean and orderly
- Scrap materials, debris, and waste must be removed regularly
- Combustible materials must not accumulate
- Walkways must be kept clear of tripping hazards
- Protruding nails must be removed or bent over
- Spills must be cleaned immediately

Cranes and Rigging (29 CFR 1926.1400-1442)

- Crane operators must be certified and qualified
- Pre-shift inspections required
- Load capacity must not be exceeded
- Lift plans required for critical lifts
- Ground conditions must be adequate to support crane
- Power line safety clearances must be maintained
- Signal persons must be used when operator's view is obstructed

Traffic Control (29 CFR 1926.200-203, Texas MUTCD)

All construction projects affecting vehicular or pedestrian traffic must implement comprehensive traffic control measures to protect workers, motorists, and the public. Traffic control shall comply with:

- 29 CFR 1926 Subpart G - Signs, Signals, and Barricades
- Texas Manual on Uniform Traffic Control Devices (TMUTCD) - current edition
- TxDOT Work Zone Traffic Control Guidelines
- Americans with Disabilities Act (ADA) requirements for pedestrian access

Stop Work Authority: Work shall cease immediately if workers are exposed to vehicular traffic without adequate traffic control protection. This constitutes an imminent danger violation.

APPENDIX C: SPECIALIZED OPERATIONS

Hot Work Operations

For welding, cutting, grinding, or other spark-producing operations:

- Hot work permits required
- Fire watch required during and for 30 minutes after operations
- Combustible materials removed or protected within 35 feet
- Fire extinguisher immediately accessible
- Confined space procedures if applicable

Steel Erection

Comply with 29 CFR 1926 Subpart R, including:

- Controlled Decking Zones where allowed
- Connector requirements for fall protection
- Column anchoring requirements
- Pre-erection meeting and plan

Concrete and Masonry Construction

Comply with 29 CFR 1926 Subpart Q, including:

- Formwork design and construction requirements
- Shoring and reshoring procedures
- Protection from falling materials
- Protruding rebar protection

Demolition Operations

Comply with 29 CFR 1926 Subpart T, including:

- Engineering survey before demolition
- Utility disconnection
- Controlled access to demolition area
- Material chuting and removal procedures

APPENDIX D: HEALTH HAZARDS

Silica Exposure Control (29 CFR 1926.1153)

For operations generating respirable crystalline silica:

- Provide respiratory protection as required
- Establish regulated areas if exposure exceeds PEL
- Provide medical surveillance if required
- Train workers on silica hazards

Asbestos (29 CFR 1926.1101)

- Conduct surveys to identify asbestos-containing materials
- Use only certified asbestos abatement contractors
- Establish regulated areas and negative pressure enclosures
- Provide medical surveillance for exposed workers
- Comply with notification and disposal requirements

Lead (29 CFR 1926.62)

For work disturbing lead-containing materials:

- Conduct exposure assessment
- Implement engineering and administrative controls
- Provide respiratory protection as needed
- Medical surveillance for workers exposed above action level
- Comply with hygiene facilities requirements

Noise Exposure (29 CFR 1910.95)

- Monitor noise levels in high-noise areas
- Implement hearing conservation program where 8-hour TWA exceeds 85 dBA
- Provide hearing protection
- Annual audiometric testing for enrolled workers

APPENDIX E: ENVIRONMENTAL PROTECTION

Stormwater Management

Contractors must comply with:

- Texas Pollutant Discharge Elimination System (TPDES) requirements
- Stormwater Pollution Prevention Plan (SWPPP) if disturbing 1+ acre
- Erosion and sediment control measures
- Regular inspection and maintenance of controls

Waste Management

- Separate and properly dispose of construction waste
- Hazardous waste managed per EPA and Texas regulations
- Recycling encouraged where feasible
- Daily cleanup to prevent windblown debris

Air Quality

- Implement dust control measures
- Equipment emission standards compliance
- Idling restrictions for vehicles and equipment

APPENDIX F: DEFINITIONS

County (or Harris County): Harris County, Texas, a political subdivision organized and existing under the laws of the State of Texas. For the purpose of the Policy, and for avoidance of doubt, construction work done by the “County” includes work done by all County departments, Harris County Flood Control District, Harris County Toll Road Authority, as well as all Precinct-led construction projects.

Competent Person: One who is capable of identifying existing and predictable hazards in surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures.

Qualified Person: One who, through recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated ability to solve problems relating to the subject matter.

Imminent Danger: Any condition or practice that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through normal enforcement procedures.

Stop Work Authority: The right and obligation to halt work when imminent danger exists or serious safety violations are observed.

Personal Fall Arrest System (PFAS): A system used to arrest an employee in a fall from a working level, consisting of an anchorage, connectors, body harness, and may include a lanyard, deceleration device, lifeline, or combinations.

County Safety Inspector: Harris County personnel responsible for conducting safety inspections.

County Safety Monitor: Harris County personnel responsible for investigating worker complaints, enforcing compliance with this Worksite Safety Policy, and compiling and providing data and other information.

Covered Contract: A contract that meets the applicability criteria in Section 1.2.

Worker: Any person performing construction work on a Harris County project, whether employed by the prime contractor, subcontractor, or sub-subcontractor.

Retaliation: Any adverse action taken against a worker for exercising rights under this policy, including but not limited to: discharge, demotion, reduction in pay or hours, threats, intimidation, harassment, or blacklisting.

Heat Illness: A spectrum of medical conditions resulting from exposure to high heat and humidity, including heat cramps, heat exhaustion, and heat stroke.

Safety and Health Plan (SHP): A comprehensive written plan submitted by contractors before project mobilization that documents the contractor's safety record, injury prevention strategies, and compliance with this policy.

Contractor (or Prime Contractor): Any individual, firm, or other entity contracted to provide services to the County under a County contract. This definition applies to regional subdivisions of national and international companies.

Goods: Physical items sold to the County by the Contractor, such as bricks, paper, fuel, office supplies tools, clothing, food, etc.

Services: Work or labor performed by Contractor Employees.

Contractor: A full-time, part-time, temporary or seasonal employee of the Prime Contractor or any Subcontractor who are Directly Assigned to the Contract.

Directly Assigned: A Contractor Employee who provides services to the County under a contract between a Contractor and the County, which includes the Contractor Employee is named in the Contractor's contract with the County; the Contractor Employee is named or is uniquely identified in a deliverables document from the Contractor; or any other evidence that reasonably establishes the Contractor Employee's relationship to the Contractor's contract with the County; for example, payroll records.

Subcontractor: Any individual, firm or entity engaged by the Contractor (including Subcontractor to Sub-subcontractor regardless of tier) to perform any element of the contract between the County and the Contractor.

APPENDIX G: HARRIS COUNTY CONTACT INFORMATION

For Safety Questions or to Report Safety Concerns:

Harris County Office of County Engineer

Address:

Phone:

Email:

County Safety Monitor

Phone:

Email:

Harris County Fraud, Waste, & Abuse Hotline

Phone: (To be provided - Available 24/7 in English, Spanish, Mandarin, Vietnamese)

Emergency Contact: 911

OSHA Houston Area Office

Address:

Phone:

Website: www.osha.gov

CONTRACTOR ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Harris County Worksite Safety Policy for Construction Projects. I understand that compliance with this policy is a condition of contract award and performance. I agree to implement and enforce all requirements of this policy on Harris County construction projects.

Contractor/Company Name: _____

Authorized Representative Name (Print): _____

Signature: _____

Title: _____

Date: _____

Project Name/Number: _____