

# Memorandum

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**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

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**File:** Division of Construction  
CPD 19-2

  
**From:** BOB FINNEY, Acting Chief  
Division of Construction

**Subject: SAFETY DOCUMENTATION ON EMERGENCY CONTRACTS**

A recent review by the Independent Office of Audits and Investigations of emergency contracts found incidents of missing safety documentation. This directive is a reminder of the importance of documenting safety-related information in project records.

Emergency contracts administered by construction field staff include emergency force account contracts, emergency limited bid contracts, and emergency informal bid contracts. While these projects may have short durations with accelerated work for emergency openings or restorative work, safety compliance remains critical in performance of the work. Sections 2-102, "Duties and Responsibilities," and 2-105, "Emergency Contracts," of the *Construction Manual* provide detailed safety-related guidance that should be reviewed in advance of or in conjunction with emergency contracts.

Generally, each emergency contract will require that the resident engineer file related documentation in Category 6, "Safety," of the project records, and:

- Verify receipt of the contractor's injury and illness prevention program and project code of safe practices.
- Develop a project-specific code of safe practices that Caltrans project personnel read and sign. During active operations keep this document posted in a conspicuous location in the job site office.
- Perform special safety audits on a minimum weekly basis that document construction safety activities of both the contractor and Caltrans project personnel. Document the audit on Form CEM-4601, "Assistant Resident Engineer's Daily Report," using Form CEM-0606, "Construction Safety Checklists," as support.

Project-specific work, including items such as chemicals, construction materials, trenches, excavations, or confined spaces, triggers additional safety-related requirements and documentation as identified in the *Construction Manual*.

If you have any questions or comments regarding this directive, please contact Ken Darby, Division of Construction, at [Ken.Darby@dot.ca.gov](mailto:Ken.Darby@dot.ca.gov) or (916) 653-2032.