

DISTRICT 10 SAFETY REVIEWS

July 3, 2006

PURPOSE:

- [HDM Topic 110.8\(1\)](#) indicates that it is the Department's policy that *during the planning stage all projects shall be reviewed by the District Safety Review Committee prior to approval of the appropriate project initiation document (PSR, PSSR, NBSSR, etc.). During the design stage, each project with an estimated cost over the Minor A limit must be reviewed by the District Safety Review Committee. Any project, regardless of cost, requiring a Traffic Control Plan must be reviewed by the District Safety Review Committee.*

[HDM Topic 110.8\(1\)](#) also indicates that *Safety concepts that are identified during these safety reviews which directly limit the exposure of employees to traffic shall be incorporated into the project unless deletion is approved by the District Director.*

- Provide a safety-oriented critique of a project from an independent committee whose members are familiar with current standards and instructions related to highway safety. It is intended that this process lead to cost-effective modifications that would enhance safety for motorists and highway workers without any material changes in the scope of the project. It is also intended that the reviews be scheduled when the report or plans are far enough along for a practical review, but early enough to avoid unnecessary delay in the approval of the report or the completion of PS&E.

PROCEDURE:

The Safety Review Committee shall be comprised of a member from Construction, Maintenance, Traffic Engineering (Chairperson), Traffic Operations, and Project Development. The Safety Review Committee is tentatively scheduled to convene between the hours of 8:00 a.m. and 11:00 a.m. on the first Tuesday of every month, unless indicated otherwise by the Chairperson, in the District 10 district office. Because many projects are designed in Fresno, teleconferences may be utilized to minimize travel. On those occasions where there is a significant number of projects that require a Safety Review, the hours and days that the Safety Review Committee convenes will be expanded. Also, if the tentatively scheduled date falls on a holiday, then the convening date will automatically fall to the second Tuesday of that same month. It is the responsibility of the Project Engineer to schedule a Safety Review by contacting the Safety Review Committee Chairperson*. It is recommended that the Project Engineer attempt to schedule any required safety reviews prior to any required constructibility reviews. The intent is to have design incorporate any recommended safety changes prior to the constructibility review. The Project Engineer is also responsible for assuring that minutes are kept during the Safety Review (i.e. provide note taker).

* The Safety Review Committee Chairperson will publish an agenda one week prior to a scheduled Safety Review.

I. Project Initiation Document Stage:

The Safety Review Committee shall review the project initiation documents of **all projects** when the document is approximately 90% complete. It is the Project Engineer's responsibility to deliver five complete copies of the PID to the Safety Review Committee Chairperson at least 15 days prior to the scheduled safety review. All comments and questions from the safety review should be addressed by the Project Engineer within 14 days in memorandum form and electronically sent to the Safety Review Chairperson, who will forward the comments to each member of the committee. After conferring with the committee members that all safety issues have been addressed, the Safety Review Committee Chairperson will send the Project Engineer a memorandum certifying that the Safety Review Committee has satisfactorily reviewed the project initiation document. The memorandum will also indicate if the project will require a safety review at the 60% PS&E stage.

II. 60% PS&E Stage:

Typically, the Safety Review Committee shall review the 60% plans of any project requiring a Traffic Control Plan* or those projects with an estimated cost over the Minor A limit. However, there may be some instances where this criteria is not met but the Safety Review Committee determined in the PID stage that the project should nevertheless be reviewed during the design stage. It is the Project Engineer's responsibility to deliver five copies of reduced plans to the Safety Review Committee Chairperson at least 15 days prior to the scheduled safety review. All comments and questions from the safety review should be addressed by the Project Engineer within 14 days in memorandum form and sent electronically to the Safety Review Committee Chairperson. After conferring with the committee members that all safety issues have been addressed, the Safety Review Committee Chairperson will send the Project Engineer a memorandum certifying that the Safety Review Committee has satisfactorily reviewed the 60% plans. The memorandum will also indicate if the project will require a safety review at the 95% PS&E stage.

* With regards to safety reviews, it will be assumed that a Traffic Control Plan is comprised of any graphical plan or any Transportation Management Plan.

III. 95% PS&E Stage:

Typically, the Safety Review Committee shall review the 95% PS&E of those projects that will require a Level 1 Constructibility Review. However, there may be some instances where this criteria is not met but the Safety Review Committee determined in earlier stages that the project should nevertheless be reviewed at this stage. It is the Project Engineer's responsibility to deliver five copies of reduced plans, special provisions, and estimate to the Safety Review Committee Chairperson at least 15 days prior to the scheduled safety review*. All comments and questions from the safety review should be addressed by the Project Engineer within 14 days in memorandum form and electronically sent to the Safety Review Committee Chairperson. After conferring with the committee members that all safety issues have been addressed, the Safety Review Committee Chairperson will send the Project Engineer a memorandum certifying that the Safety Review Committee has satisfactorily reviewed the 95% PS&E.

* If the Project Engineer will be providing copies of the 95% PS&E to the Offices of Maintenance, Traffic Engineering, Traffic Operations, and Project Development for the Constructibility Review, the Project Engineer has the option of not submitting these copies to the Safety Review Committee Chairperson for the Safety Review. However, the Office of Construction will still require a copy of the 95% PS&E for the Safety Review. The intent is to minimize the photocopying effort at the 95% PS&E stage. The special provisions may be submitted in electronic form.

SAFETY REVIEW COMMITTEE MEMBERS:

(as of July 3, 2006)

Traffic Engineering	Sangjun Kim- Chairperson (delegated by John Y. Liu)
Traffic Operations	Vu Nguyen
Project Development	Randall Won
Construction	Curtis Beitz
Maintenance	Donald Emukpoeruo