



CITY OF JERSEY CITY CONSTRUCTION SITE SAFETY MANUAL

2019 EDITION



DEPARTMENT OF HOUSING, ECONOMIC DEVELOPMENT & COMMERCE
OFFICE OF THE CONSTRUCTION CODE OFFICIAL

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Construction Code Official

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§ 1 - Purpose of this Manual

This Manual describes construction control policies ("Construction Controls") issued under the authority of the New Jersey Uniform Construction Code ("UCC") which include, but are not limited to:

- Work site safety
- Site responsibility & reporting requirements
- Closing construction sites
- Plans which must be filed with the Construction Official
- Monitoring of wind conditions and control of windborne materials
- Traffic control during construction and street closures

Federal, State, or local laws and regulations which exceed those in this Manual shall govern. In drafting this Manual the Construction Official has relied upon the International Building Code (known as the "IBC"/2000, and its subsequent revisions) which was adopted by the State of New Jersey and incorporated into the State's Administrative Code as N.J.A.C. 5:23-3.1 et seq. If the reader does not find an answer to a question in this Manual, the reader should consult the IBC and/or the Administrative Code.

§ 2 - Worker Safety

Construction or demolition work (as defined below) shall at all times comply with applicable provisions of the Federal Occupational Safety and Health, 29 U.S.C. 651 et seq.

§ 3 - Responsibility for construction site management; Safety Consultants

The provisions of this section shall define the construction controls required for all buildings involving professional architecture/engineering services and delineate the responsibilities of such professional services together with those services that are the responsibility of the contractor during construction.

The owner of the property on which the construction is taking place shall be responsible for strict compliance with the construction controls in this Manual and the directives of the Construction Official.

The owner may appoint "Safety Consultant," who shall have the authority to suspend or stop work if the controls herein are not implemented or followed. The Safety Consultant shall follow the directives of the Construction Official.

§ 4 - Reporting Requirements

N.J.A.C. 5:23-2.21 designates the responsibilities of all those providing professional architecture/engineering services on a construction project and the responsibilities of the contractor during a construction project, including, but not limited to, a description of the reports which must be submitted to the Office of the Construction Official.

Owners must provide a certificate of insurance in a form acceptable to the construction official and list of all those identified on any permit document including subcontractors.

In addition, the Office of the Construction Official must be notified in writing within 72 hours of the transfer of title of any construction or demolition site, whether to a corporation, limited liability company, partnership, person or other entity.

§ 5 - Special Technical Services & Emergency Actions

Pursuant to N.J.A.C. 5:23-2.19, the Construction Official is empowered to secure the services of an expert, such as a licensed engineer or registered architect, to assess the conditions stemming from the violation of any applicable code or statute with the costs of such services to be paid by the owner of record. Such expert reports shall contain the information deemed necessary by the Construction Official to aid in:

- Analysis of materials and installation or design methods not covered by the provisions of the sub-codes;
- Site investigation;
- Structural analysis; and
- Building systems analysis (that is, mechanical, electrical, vertical transportation, and so forth)

Furthermore, in accordance with N.J.A.C. 5:23-2.32(b), should any emergency condition arise, the Construction Official may take the all necessary steps to safeguard the area and may direct the owner as to what must be done to ensure safety. In such cases, owners shall be responsible for all costs incurred for failure to act within the prescribed time frame.

Should any emergency arise on a construction site requiring that the Police and/or Fire personnel shut down the site, the Construction Official shall be notified immediately, and the site will remain shut down until either the Safety Consultant or a licensed design professional provides a report to the Construction Official explaining the cause of the emergency, listing corrective actions taken and providing assurance that the site is safe to re-open. Only upon approval of this report will the Construction Official give consent to reopen the site.

§ 6 - Stop Work Orders

Consistent with N.J.A.C. 5:23-1(b), et seq., the Construction Official is empowered to stop **all** construction or demolition work by issuing a Stop Work Order and close a construction or demolition site if, in the Construction Official's sole discretion, it appears that the site is unsafe or the working conditions are in violation of any applicable statutes or regulations.

§ 7 - Work Site Safety Plans; when mandatory

If the Construction Official determines that a proposed construction project or demolition project will likely have negative impact on vehicular or pedestrian traffic, or will likely have a negative effect on adjoining properties, then the Construction Official will notify the owner that he or she must submit a Work Site Safety Plan prior to the commencement of the project. Every Work Site Safety Plan shall include plans to safeguard the site, all persons on or near the site, any properties adjacent to the site together with the following: (i) an architect's specifications for building and/or demolition; (ii) equipment to be used; (iii) traffic routing plan during that construction or demolition is to take place including and preparatory and cleanup times; (iv) parking plans for workers' cars; (v) proposed dates and times of any necessary street closings; (vi)

plans for sidewalk protection; (vii) plans for ensuring pedestrian safety in accordance with § 8 of this Manual; and (viii) a post construction/demolition site clean-up plan.

Utilization of Emergency Services shall be in accordance with Fees and Procedures prescribed in the Municipal Code.

§ 8 - Pedestrian/bicyclist safety

A Work Site Safety Plan must consider the following when planning for pedestrian safety:

1. Pedestrians should not be led into conflicts with vehicles, equipment, and operations.
2. Pedestrians should not be led into conflicts with vehicles moving through or around the worksite.
3. Pedestrians should be provided with a convenient and accessible path that replicates as nearly as practical the most desirable characteristics of the existing sidewalk(s) or footpath(s).
4. Encroachment into dedicated bicycle lanes is to be avoided, if possible. If encroachment into bicycle lanes is necessary, advance signage must be placed to notify cyclists.

A pedestrian route should not be severed and/or moved for non-construction activities such as parking for vehicles and equipment. Consideration should be made to separate pedestrian movements from both worksite activity and vehicular traffic. Unless an acceptable route that does not involve crossing the roadway can be provided, pedestrians should be appropriately directed with advance signing that encourages them to cross to the opposite side of the roadway. These signs should be placed at intersections (rather than midblock locations) so that pedestrians are not confronted with midblock worksites that will induce them to attempt skirting the worksite or making a midblock crossing.

§ 9 - Traffic control

Street closings must be approved by the Division of Engineering, Traffic & Transportation **prior** to the beginning of work. Requests to re-route traffic must be approved by both the Division of Engineering, Traffic & Transportation as well as the Office of the Emergency Management. The permitted times for street closures shall be from 10:00 A.M. to 3:00 P.M., Monday through Friday. Equipment necessary for traffic control shall be specified in the approval and shall be obtained by and paid for by the individual requesting the closure. For more information about street closure consult the City's Traffic Barrier Manual available in the Office of the City Clerk.

§ 10 - Monitoring of wind conditions; control of windborne materials

Wind conditions shall be monitored daily and precaution taken against allowing any materials or debris from becoming windborne, including but not limited to:

- Installing fine mesh netting on the building exterior if sections of the building face the public rights-of-way and are exposed to the elements;
- Inspecting the entire site daily and keeping all floors and rooms swept and clean;
- Securing all construction materials on the premises capable of becoming airborne.

If wind conditions become such that equipment may no longer be safely used according to the manufacturer's recommendation, the equipment shall be shut down and properly stored until it is safe to be utilized.

§ 11 - Fire safety

In addition to requirements of the Uniform Fire Safety Code, N.J.S.A. 52:27d-139 et seq., structures of 150 feet or more must have a fire pump and structures of four stores a standpipe (See, IBC 2000, Sections 905-907). All structures, regardless of height, must have an illuminated interior stair case. Siamese connections shall be in an approved location and marked with a 24-hour red light above the connection.

High Rise Provisions. Structures of more than seven (7) stories shall comply with the following:

- Two (2) illuminated staircases with standpipes installed, two levels below the floor being constructed;
- A lock job box containing equipment required by the Fire Department to effectively extinguish a fire placed at the same level as the standpipe termination.

Combustible materials. The use and storage of all combustible liquids and gases shall be in accordance with applicable governmental regulations and Fire Department directives. All burning and combustible material permits must be affixed in a conspicuous location on site.

§ 12 - Removal of debris

No equipment or materials shall obstruct the public right-of-way. No debris shall be allowed to accumulate on or near the construction site for more than twenty-four (24) hours, nor be thrown from the site. Debris must be hoisted off in containers or discharged by chute into a dumpster.

Dumpsters or container for construction debris shall not be placed on a sidewalk or in the public right-to-way without a permit from the Division of Engineering, Traffic & Transportation.

§ 13 - Stripping of cement forms

The area below any cement form to be stripped shall be protected with netting and boards and wood supports tied off prior to removal. Materials may be stored during stripping operations provided they appropriately tied off; but they must be removed daily prior to closing the work site.

Wind conditions shall be monitored prior to stripping and safety measures to protect persons or property implemented.

§ 14 - Pile driving

Prior to driving any piles, a survey of the area must be conducted to ascertain the vibratory effects of the pile driving. Design professional must provide an evaluation of the vibratory effects and procedures that will minimize the likelihood of damage to persons or property. The pile driving shall be monitored by the design professional to ensure compliance with the methods recommended.

There shall be no pile driving before 8:30 A.M. or after 5:00 P.M.

§ 15 - Power washing

Prior to the commencement of power washing, care shall be taken to protect the area adjacent to the structure being power washed. Failure to do so shall result in the issuance of a Stop Work Order.

§ 16 - Construction sheds/storage areas; Site Storage Plan

Temporary construction sheds or storage areas within the work site must be constructed of a noncombustible material in accordance with the Fire Prevention Code. Sheds and any storage areas must be equipped with sprinklers, alarm devices and other smoke or fire notification systems. Sheds shall have placards warning of the presence of hazardous materials installed on the outside in the form proscribed in the Fire Prevention Code. If the storage area is to contain any hazardous materials, the storage area must be cordoned off with a placard warning of the presence of hazardous materials placed immediately outside the storage area in the form prescribed by the Fire Prevention Code

A Site Storage Plan, which shall include Material Specification Data ("MSD") sheets, inventory statement(s), emergency response plan(s), etc., and the locations of any storage sheds or storage areas, shall be submitted. No materials classified by the Fire Prevention Code as hazardous shall be stored at the construction until the Site Storage Plan is approved.

§ 17 - Soil & dust control

Soil

Areas in and around work sites shall be maintained to prevent soil runoff onto the streets and into the sewers. All driving lanes in and around the construction/demolition site shall be graveled and matted to allow access for emergency vehicles and to prevent trucks and equipment spreading soil/dirt onto the City's streets.

The Construction Code Official shall be provided with the name and contact information of the transporter of soils, the location where the soil came from and a certification of soil content.

Dust

Areas in and around all construction and demolition sites shall be maintained so as to minimize dust and assure that:

- saw cutting of masonry is watered;
- The hallways of all occupied buildings are swept as needed;
- A tanker truck or, if permitted by the Fire Department, a fire hydrant is present at demolition sites to water down the structure being demolished. Prior to the start demolition an inspection must be made to ensure compliance;
- Debris chutes are periodically hosed down so as to avoid the spread of construction dust;
- The area around, the construction site shall be regularly swept and watered to prevent the accumulation of dust.

§ 18 - Hours of operation

Construction/demolition activity, including the running of construction vehicles such as dump trucks, cement trucks, etc., but excluding pile driving (see § 14) is permitted between the hours 7:00 A.M. through 6:00 P.M. Monday through Friday.

Limited construction/demolition activity is permitted on Saturdays and Federal holidays between the hours 9:00 A.M. through 5:00 P.M. Work on Saturday and Federal holidays shall be limited to work in the interior of the structure and only when the structure is totally enclosed. No mechanical equipment shall be used on Saturday except exterior hoist ways for transporting workers.

Special permission to work outside the timeframes indicated above must be approved by the Construction Code Official.

§ 19 - Exterior hoist ways


Plans for exterior hoists shall be submitted to the Building Sub Code Official for approval. Tests of hoist(s) must be conducted prior to use. The manufacturer's report(s), operation reports, and testing certifications shall be maintained during use of exterior hoists and be made available upon request.

Before and after inclement weather, safety tests of hoists shall be performed in accordance with recommendations provided by the supplier or manufacturer and shall be made available upon request.

§ 20 - Construction site identification

The construction permit (yellow card) shall be posted in a conspicuous location on the work site as well as a sign no less than 36 inches wide and 36 inches long, printed on waterproof material, listing the following information:

- the owner's name and address and;
- the project name (if applicable) and a rendering of the project;
- the property address;
- a brief description of the project;
- the permit number & telephone number of the Office of the Construction Code Official;
- the anticipated completion date of the project;
- the general constructor's name, address and telephone number;
- the Safety Consultant's name, address and telephone number (if applicable);
- a telephone number where a person responsible for the project may be reached twenty-four (24) hours a day; and
- if the project has received a tax exemption, the Ordinance number authorizing the tax exemption and the email address, telephone number & QR Code of the City's Office of Diversity & Inclusion (ODI). See example below:



NAME OF PROJECT:
ALPHA TOWERS
282 GROVE STREET

ESTIMATED COMPLETION DATE:
NOVEMBER 2021

DESCRIPTION OF PROJECT:
24 STORY MIXED-USE
RESIDENTIAL TOWER
WWW.ALPHAJC.COM

BUILDER/OWNER:
ALPHA URBAN RENEWAL, LLC
123 ADAMS AVENUE
TRENTON, NJ 08601

CONSTRUCTION PERMIT NUMBER:
112233445566

GENERAL CONTRACTOR:
BETA CONSTRUCTION
456 AVENUE B
BAYONNE, NJ 07002
201-555-4567

JC CONSTRUCTION CODE OFFICE:
201-547-5055


SAFETY CONSULTANT:
CAPPA CONSTRUCTION MANAGEMENT
789 THIRD AVENUE
NEW YORK, NY 10013
212-555-0112

EMERGENCY CONTACT:
DAN DELTA
212-555-41516
DDELTA@CAPPAMGT.COM

THIS PROJECT RECEIVED A TAX ABATEMENT PURSUANT TO CITY ORDINANCE 19-001.

ARE YOU A RESIDENT OF JERSEY CITY WHO IS INTERESTED IN WORK AND/OR CONTRACTING OPPORTUNITIES ON THIS PROJECT? CONTACT THE JERSEY CITY OFFICE OF DIVERSITY & INCLUSION AT 201-547-5166 OR DIVERSITYANDINCLUSION@JCHJ.ORG.

REGISTER HERE:
WWW.COGNITOFFORMS.COM/CITYOFJERSEYCITY/WORKFORCEDIVERSITYREGISTRATIONFORM



§ 21 - Security barriers

The area around all work sites shall, at all times, be surrounded by barriers sufficient to keep trespassers from obtaining access to the site. All such barriers should conform to the standards set forth in the ICB 2000 or its successor. Temporary fencing is not permitted.

§ 22 - Mechanical equipment safety

All mechanical equipment, hoisting and lifting, including, but not limited to, cranes, exterior hoist ways, mechanical scaffolding shall be operated and maintained in accordance with the manufacturer's instructions and/or the provider's directives. Inspections shall be performed by independent third-party agencies or by the manufacturer(s), and certified by a design professional. All records relating to mechanical equipment safety, including but not limited to, any manufacturer's report(s), operation reports, and testing certifications shall be maintained on site.

All accidents or incidents shall be reported to the Office of the Construction Official as soon as possible after the accident or incident. Prior to resuming the use of any damaged or failed equipment, a re-inspection shall be performed by independent third-party agency or by the manufacturer(s), and certified by a design professional. The results of this re-inspection shall be provided in writing to the Office of the Construction Official prior to the Construction Official permitting resumption of operations.

All mechanical equipment shall be operated only by those licensed or otherwise qualified to operate it. The Construction Official may request and shall be provided proof of licensure or qualification to operate any mechanical machinery on a construction or demolition site. Generators may not be used within a structure, unless the structure is properly ventilated and generators may only be used during permitted working hours.

§ 23 - Sanitation & rodent control

Sanitation

Toilets

If there are no toilet facilities available on site, portable toilets shall be provided but they shall not be placed as not to obstruct the pedestrian rights of way. Toilets must be provided in the following numbers:

- 20 workers or less - 1 toilet;
- 20 or more - 1 toilet seat and 1 urinal per 40 workers;
- 200 or more - 1 toilet seat and 1 urinal per 50 workers.

Washing facilities

The owner or general contractor shall provide adequate washing facilities for employees engaged in the application of paints, coating, herbicides, or insecticides, or in other operations where contaminants may be harmful to the employees. Such facilities shall be in proximity to the worksite and equipped as to enable employees to remove such substances.

Drinking water

Adequate drinking water must be provided at all construction/demolition sites in compliance with the following standards:

- Potable (clean and drinkable) water must meet the standards for drinking prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR part 141).
- Portable containers used to dispense drinking water must be capable of being tightly closed, and equipped with a tap. Water must not be dipped from containers.
- Any container used to distribute drinking water must be clearly marked and not used for any other purpose.
- drinking cups for all workers shall be provided.
- Disposable cups, if provided, must have both a sanitary container for the unused cups and a receptacle for disposing of the used cups.

Non-drinking water

Any water stored on site that is not meant to be used for drinking such as water for industrial or firefighting purposes must be identified by signs that the water is not to be used for drinking, washing, or cooking purposes.

Eating and drinking areas

No employee must be allowed to consume food or beverages in a toilet room nor in any area exposed to a toxic material.

Change rooms

Whenever employees are required by a particular standard to wear protective clothing because of the possibility of contamination with toxic materials, change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing must be provided.

Rodent control

Every enclosed workplace shall be so constructed, equipped, and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodents, insects, and other vermin. The owner of a property for which a construction or demolition permit has been issued shall have sufficient tamper-proof, all-weather bait stations with a Tier 1 Rating from the federal Environmental Protection Agency installed around the perimeter. Bait stations shall be checked and restocked with rodent bait blocks by a licensed exterminator on a regular basis throughout the course of construction until a certificate of occupancy is issued. A licensed exterminator shall submit monthly compliance reports to the Division of Health on behalf of the owner throughout the duration of construction/demolition. The report shall attest to the dates and times that the bait stations were checked and restocked.

§ 24 - Noise control

All construction and demolition activity must comply with the City's Noise Control regulations which can be found in Chapter 222 of the Municipal Code. No construction/ demolition work shall be performed between the hours of 6:00 P.M. and 7:00 A.M. on weekdays, or between the hours 6:00 P.M. and 9:00 A.M. on weekends and Federal holidays, unless such activities can meet the limits in Tables I, II and III found in Chapter 222-5.2. At all other times the limits in Tables I, II and III do not apply.

All motorized equipment used in construction and demolition activity shall be operated with a muffler and/or sound reduction device.

§ 25 - Fines

Violation of the construction controls specified in this manual or any City Ordinance pertaining to it may result in a fine of up to \$2,000 per day.

OFFICE OF THE CONSTRUCTION CODE OFFICIAL
Contact List

TITLE	LAST NAME	FIRST NAME	OFFICE PHONE	MOBILE PHONE	EMAIL
CONSTRUCTION CODE OFFICIAL	MEYER	RAYMOND	201.547.5055	551.256.2550	E: RAYMONDM@JCNJ.ORG
BUILDING					
SUBCODE OFFICIAL	SEVERINI	JOSEPH	201.547.5020	551.256.2545	E: JOSEPHS@JCNJ.ORG
BUILDING INSPECTOR	CHOHAN	NASTR	201.547.5020	551.256.2517	E: NCHOHAN@JCNJ.ORG
BUILDING INSPECTOR	CILENTO	JEFFREY	201.547.5020	551.256.2518	E: CILENTOJ@JCNJ.ORG
BUILDING INSPECTOR	LOIZOU	PANAYIOTIS	201.547.5020	551.256.2529	E: PLOIZOU@JCNJ.ORG
BUILDING INSPECTOR	MALIK	MOHAMMAD	201.547.5020	551.256.2530	E: MMALIK@JCNJ.ORG
BUILDING INSPECTOR	TORRES	ANTONIO	201.547.5020	551.256.2551	E: TORRESA@JCNJ.ORG
ELECTRICAL					
SUBCODE OFFICIAL	ESPOSITO	PAUL	201.547.5697	551.256.2519	E: PESPOSITO@JCNJ.ORG
ELECTRICAL INSPECTOR	SAAD	MAHMOUD	201.547.5697	551.256.2542	E: SADDM@JCNJ.ORG
ELECTRICAL INSPECTOR	SADEK	KHALED	201.547.5697	551.256.2543	E: KSADEK@JCNJ.ORG
ELECTRICAL INSPECTOR	SOOKDEO	RAMESH	201.547.5697	551.256.2549	E: RSOOKDEO@JCNJ.ORG
ELEVATOR					
SUBCODE OFFICIAL	SNYDER	JOSEPH	201.547.4986	551.256.2548	E: JSNYDER@JCNJ.ORG
ELEVATOR INSPECTOR	MCGOONAN	STEPHEN	201.547.4986	551.256.2548	E: SMCGOONAN@JCNJ.ORG
ELEVATOR INSPECTOR	ROCHE	JOHN	201.547.4986	551.256.2548	E: JROCHE@JCNJ.ORG
FIRE PROTECTION					
SUBCODE OFFICIAL	KARLOK	MICHAEL	201.547.5475	551.256.2527	E: MKARLOK@JCNJ.ORG
FIRE INSPECTOR	FINK	FREDERICK	201.547.5475	551.256.2520	E: FFINK@JCNJ.ORG
FIRE INSPECTOR	LANGON	PHILLIP	201.547.5475	551.256.2528	E: PLANGON@JCNJ.ORG
FIRE INSPECTOR	PREZIOSO	FRANK	201.547.5475		E: FPREZIOSO@JCNJ.ORG
PLUMBING					
SUBCODE OFFICIAL	RIZZO	ALDO	201.547.5048	551.256.2540	E: ALDO@JCNJ.ORG
PLUMBING INSPECTOR	SILVA	EVARISTO	201.547.5048	551.256.2547	E: SILVAE@JCNJ.ORG
PLUMBING INSPECTOR	CARDINALI	ROBERT	201.547.5048	551.256.2516	E: RCARDINALI@JCNJ.ORG
PLUMBING INSPECTOR	MCMILLAN	JOHN	201.547.5048	551.256.2532	E: JMC MILLAN@JCNJ.ORG
PLUMBING INSPECTOR	MIUCCIO	CHARLES	201.547.5048	551.256.2534	E: CMIUCCIO@JCNJ.ORG