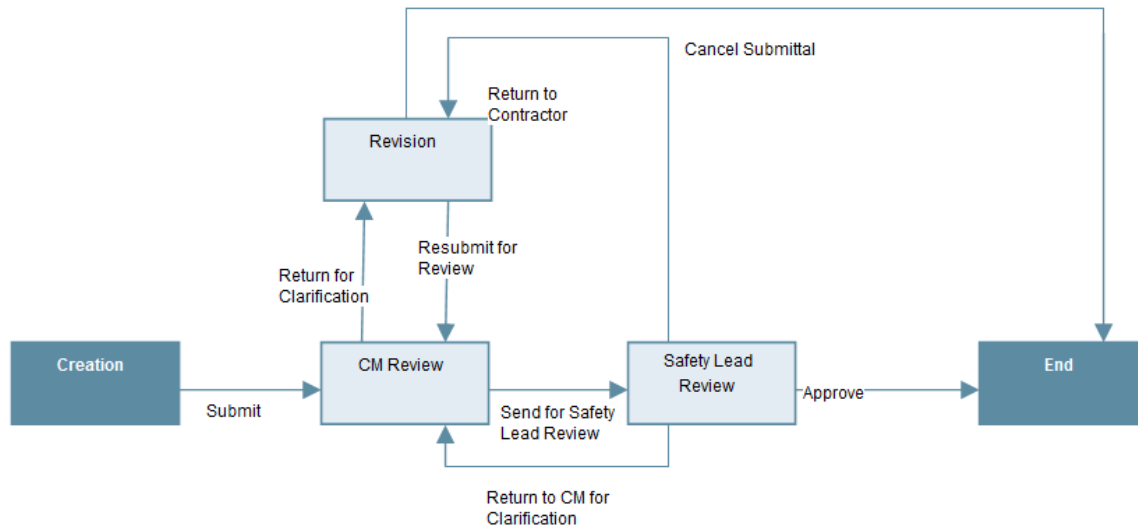


Attachment B : Site – Specific Safety Plan (SSSP) Submittal Process Guide

Site-Specific Safety Plan Submittal

Every job needs to have a Site Specific Safety Plan (SSSP) approved prior to the NTP being issued. To accommodate the submittal & approval process, Unifier has a submittal workflow that routes the SSSP to the appropriate reviewers.



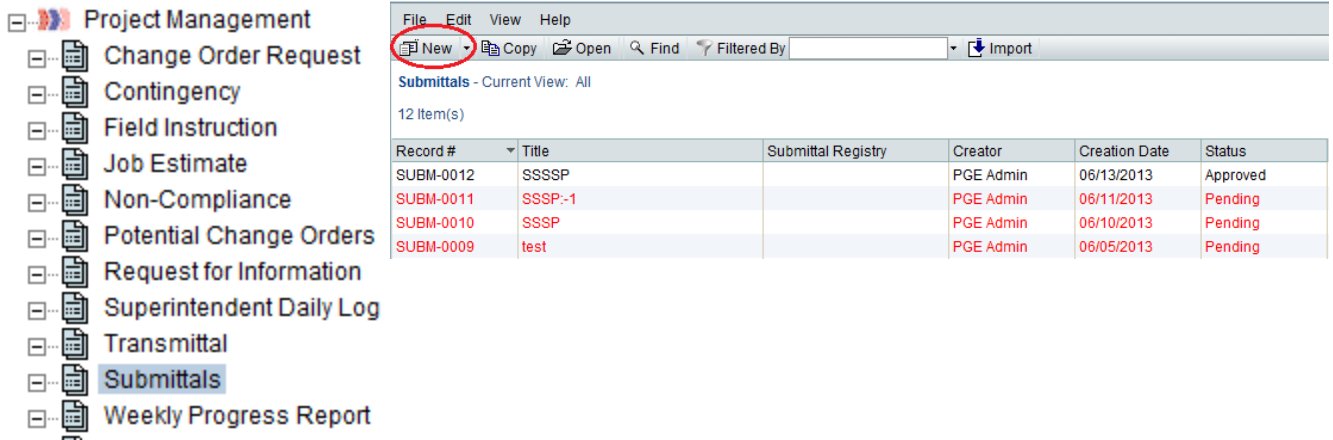
Summary of Steps

- 1. Construction Contractor** – The construction contractor launches the submittal business process, they are responsible for attaching the SSSP to the form and providing a brief description.
- 2. Construction Manager** – The project CM is the first reviewer in the SSSP process. They have the option to return the SSSP to the contractor for clarification, or approve it by moving it forward to the project safety lead.
- 3. Safety Lead** – The safety lead is the final approver in the SSSP process. They have the option to return it to the contractor, return it to the CM for clarification, or approve it. If approved, the submittal process is closed and the contract administrator is notified.

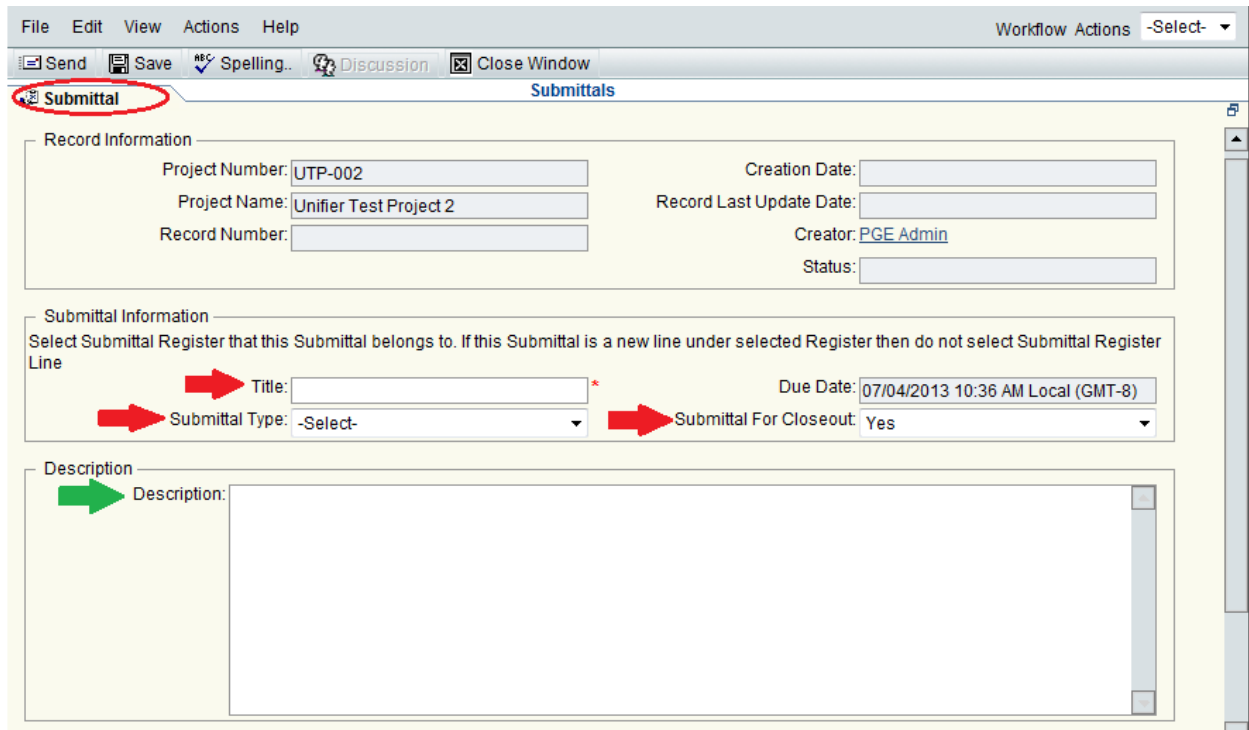
Attachment # 02B : Site – Specific Safety Plan (SSSP) Submittal Process Guide

Contractor Step

1. Once you have navigated to your project, go to the Project Management module in the left-hand navigation pane and select “Submittal.” In the main navigation area, click on “New” to launch the submittal business process.

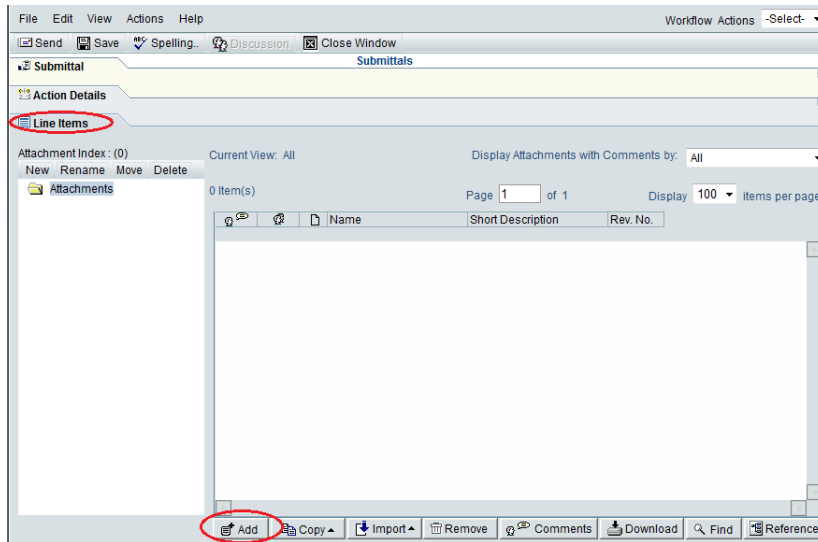


2. There are only a handful of required fields on the submittal form. Click on the “Submittal” tab to expand the upper form. Then simply fill out the “Title,” select the “Submittal Type,” and indicate that the submittal is NOT for closeout. The description field is optional; fill it out at your discretion.

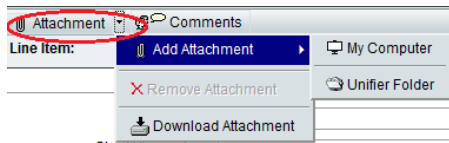


Attachment # 02B : Site – Specific Safety Plan (SSSP) Submittal Process Guide

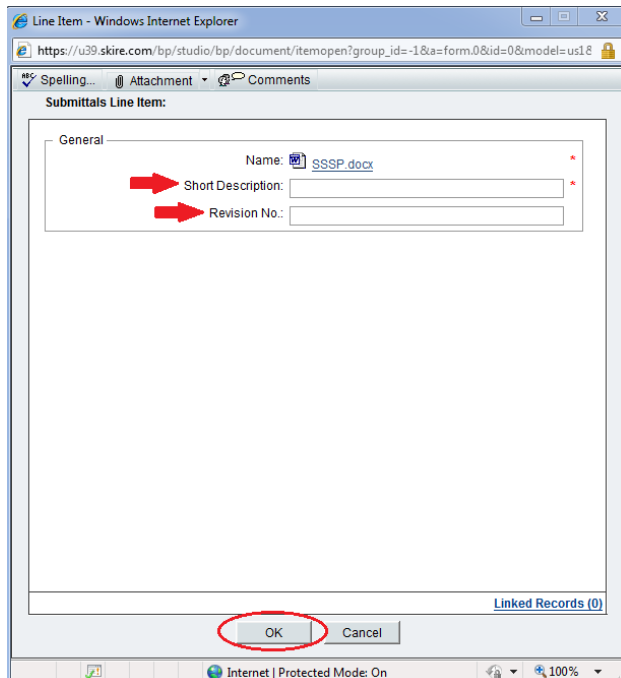
3. After you have filled out the details on the upper form, click on the “Line Items” tab to expand it, then click the “Add” button to launch the line item window.



4. In the new window, start by clicking on the “Attachment” button, then selecting “Add Attachment,” and then “My Computer” or “Unifier Folder.” If you’ve previously uploaded the file into Unifier Document Manager, select that option and navigate to it. If the file is not in Unifier yet, select “My Computer” and browse to the file.

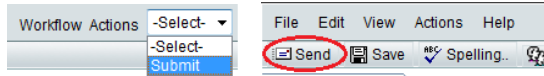


5. Adding the attachment will populate the “Title” field automatically with the name of the file. Fill out the short description and revision number and click “OK”



Attachment # 02B : Site – Specific Safety Plan (SSSP) Submittal Process Guide

6. At this point, you will be returned to the main submittal window. Verify that all the information you entered is correct, then select “Submit” from the Workflow Actions drop down in the upper right-hand corner and click the “Send” button in the upper left-hand section of the window. The submittal will be automatically routed to the Construction Manager for review.

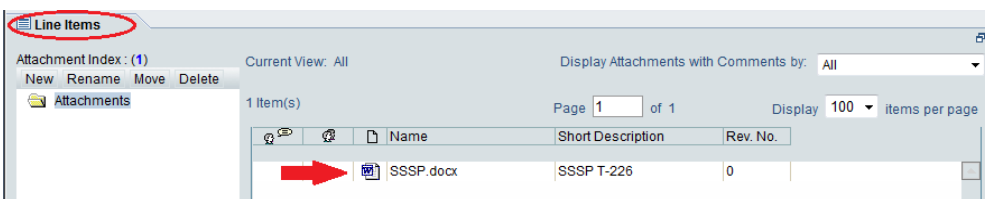
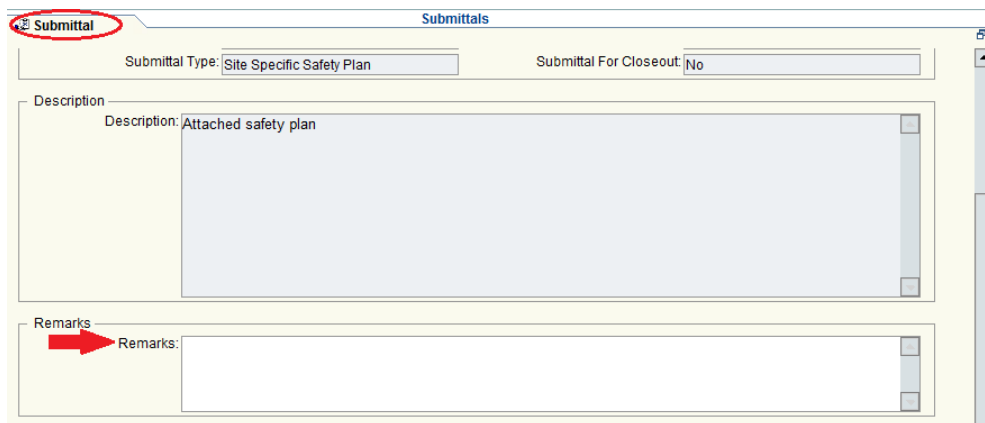


Construction Manager Step

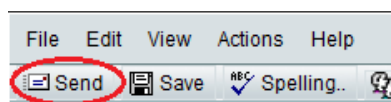
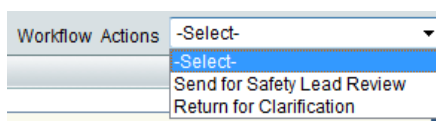
1. When the contractor has submitted their SSSP, the CM will receive an e-mail notification and a task in Unifier. Open the task and click the “Accept Task” button in the upper left-hand corner to open the SSSP for editing.



2. The actual SSSP file that the contractor uploaded is in the bottom section of the window. Click on the “Line Items” tab to expand the section. You can double-click on the attached file to open and review it. After you have reviewed the file, you can input any remarks on the upper form by clicking on the “Submittal” tab to expand it, and writing in the section labeled “Remarks.”



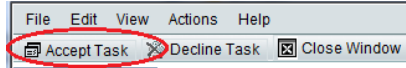
3. Once you have reviewed the SSSP and made any remarks, click on the Workflow Actions drop down in the upper right-hand corner. You have two choices at this point: “Send for Safety Lead Review” or “Return for Clarification.” Pick the appropriate action, then click the “Send” button in the upper left-hand corner of the window.



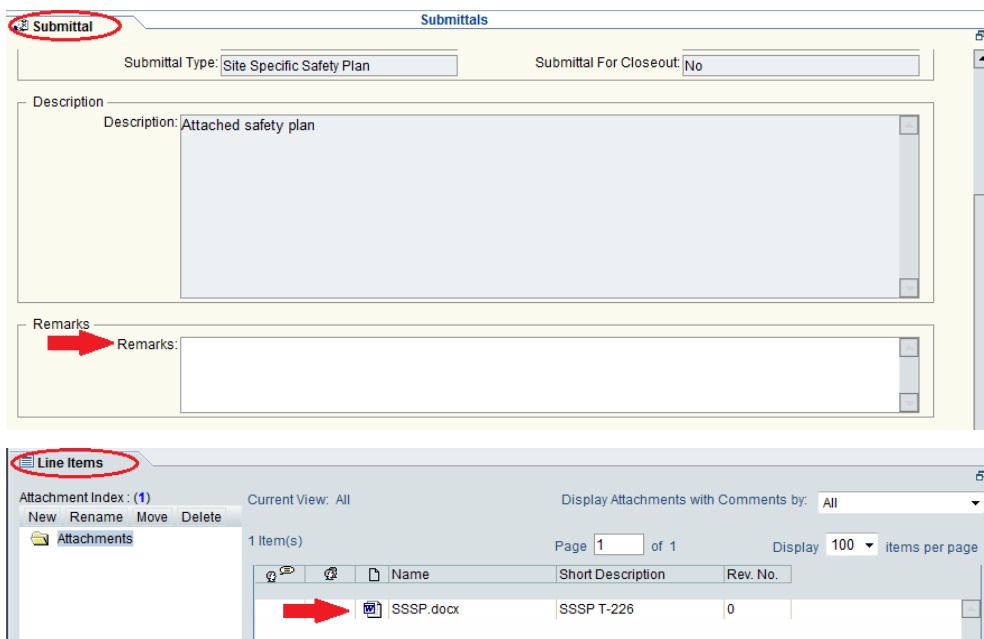
Attachment # 02B : Site – Specific Safety Plan (SSSP) Submittal Process Guide

Safety Lead Step

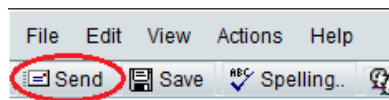
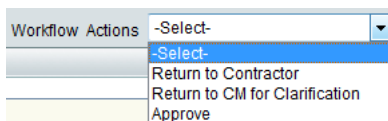
1. Once the CM has approved the SSSP, the Safety Lead for the project will receive an e-mail notification and a task in Unifier. Open the task and click the “Accept Task” button in the upper left-hand corner to open the SSSP for editing.



2. The actual SSSP file that the contractor uploaded is in the bottom section of the window. Click on the “Line Items” tab to expand the section. You can double-click on the attached file to open and review it. After you have reviewed the file, you can input any remarks on the upper form by clicking on the “Submittal” tab to expand it, and writing in the section labeled “Remarks.”

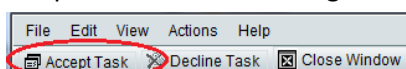


3. Once you have reviewed the SSSP and made any remarks, click on the Workflow Actions drop down in the upper right-hand corner. The Safety Lead has three choices at this point: “Return to Contractor,” “Return to CM for Clarification,” or “Approve.” Pick the appropriate action, then click the “Send” button in the upper left-hand corner of the window. If approved, the SSSP submittal will be closed.



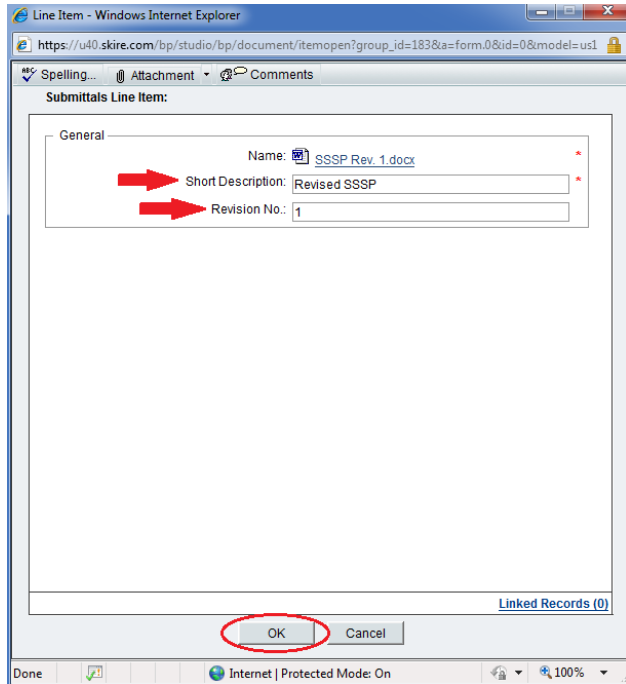
Contractor Revision Step

1. If either the CM or the Safety Lead returns the SSSP back to the contractor for revision, Unifier will send an e-mail notification and a new task will appear on your home screen. As always, accept the task to open the form for editing



Attachment # 02B : Site – Specific Safety Plan (SSSP) Submittal Process Guide

2. Once you've accepted the task, make any updates necessary to the "Description" field and click on the "Line Items" tab to add a new line-item for the revised plan following the directions provided in the original **Contractor Step**, sections 2 - 5. **DO NOT** remove the original plan for historical reference.
3. When adding the second attachment, be sure to fill out the appropriate "Revision No." and reference that it's a revised plan in the "Short Description" field, then click "OK."



4. After you have attached the revised SSSP, click on the Workflow Actions drop down in the upper right-hand corner, select "Resubmit for Review," and click the "Send" button in the upper left-hand section of the window. **DO NOT** select "Cancel Submittal" unless directed to by either the CM or the Safety lead.

