Police Details for Construction and Renovation Projects

1. Purpose / Background
The safety of MIT students, faculty, employees, visitors and the general public are paramount. If not managed properly, excavations, earth work, construction and renovation activities have the potential to expose these parties to hazards. The purpose of this SOP is to provide the affected MIT community with guidelines and criteria for the deployment of MIT Police Details. Police Details can be useful to enforce pre-established mitigation plans and they can provide emergency communications capabilities, if needed.

2. Scope
Police Officer Details are required to be posted for traffic control and pedestrian safety in all public works projects in the Commonwealth of Massachusetts. This SOP is intended to clarify the criteria for MIT Police Officer Detail assignments on MIT property.

3. Prerequisites
Not applicable

4. Procedures
4.1 Containment requirements
All work plans shall include provisions for access control to the work location. This includes the use of barriers, walls, signage, snow fence, covered walkways etc. to prevent access to the work zone by pedestrians, students or MIT employees. If the work zone is completely contained, and the work will only occur within the containment area, then a Police Officer Detail is not required.

4.2 Criteria for MIT Police Details
Police Officer Details provide a valuable service assisting with enforcement of construction site safety issues as they pertain to pedestrian/site access control and vehicle safety.

Police details are required in those situations where it is not possible or practical to isolate work areas by exclusive use of barriers, fences or other means. Some typical examples include:

- Crane/hoisting operations when the swing travels over areas accessible to the public. This may include areas such as lawns/green spaces, sidewalks, alleys, streets and building entrances and exit doors and exit discharges.
- The use of bucket trucks in areas accessible to the public. This typically includes tree work, repair/removal/installation of windows or erecting signage. Work on trees that are located in remote areas, away from pedestrian or vehicular traffic should be evaluated on a case by case basis to determine the need for a police detail.
- Scaffold/staging erection and dismantling in areas accessible to the public that occurs on the interior or exterior of a building.
- Demolition of a building or other structure.
- Excavation/trenching that occurs in areas that are accessible to the public including lawns, sidewalks, streets parking lot etc. Operations in remote areas should be evaluated on a case by case basis.
- The installation/set-up/hoisting of large artwork, sculptures, structures or displays.
5. Roles & Responsibilities

5.1 Department of Facilities & Contractors
Responsible to develop work plans that ensure activities as described above are evaluated for the safety impacts along with developing, documenting and implementing mitigation strategies to minimize the impact. If deemed necessary, initiate request for Police Officer Details.

5.2 EHS Office
Shall act as a resource for DOF and the MIT Police Department to assist in the identification and evaluation of safety impacts of such activities and shall assist in the development of mitigation strategies. The EHS Office will conduct site visits at the request of the MIT Police Department or the Department of Facilities and shall investigate concerns and complaints from the MIT community regarding construction safety.

5.3 MIT Police
Provide Police Officer Details as requested and shall assist in the implementation of mitigation activities to help ensure the safety of the MIT community and the public.

5.3.1 Police Details shall;
- Be a visible presence and remain in close proximity to the job site during the course of the assigned detail.
- Provide a courtesy notification to the project superintendent/foreman of any planned absence from the job site
- Monitoring and prevent pedestrian access to work area
- Ensure that building exits and discharge routes are monitored and/or diverted from the work area
- Monitor the movements of trucks, flatbed trailers etc. as they enter, back-up, and unload.
- Provide emergency medical assistance and communications capability at the work site/area.

6. Training
DOF Project Managers shall be briefed on the requirements of this SOP as part of the “Introduction to OSHA” training course offered by the EHS Office.

7. Monitoring Requirements
Not applicable

8. Record Management
Not applicable
9. References/Standards


9.2 29 CFR 1926 Subparts A-Z.

10. Definitions

Areas accessible to the public- this includes but is not limited to streets, sidewalks, parking lots, lawns, alleys, walkways, building egress, exits doors and entrance doors.

The Public: for purposes of this SOP, this includes MIT students, visitors, faculty, employees, contractor’s employees and the public at large.

Police Officer Detail: a detail assigned by the MIT Police Department.

Construction and renovation projects: for purposes of this SOP this is intended to be broadly defined to include activities as constructing, renovating, site work, tree work window work work and cleaning, hoisting, use of cranes, erecting, dismantling and the use of any type of mechanized equipment for working at heights.