



# SPECIAL PROVISION 2839

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San Antonio District

# Previous Provisions

- Special provision 2699
  - Implemented for May 2013 lettings
  - Using an engineer approved form:
    - Report all incidents and injuries involving prime contractor
    - Report all incidents and injuries involving subcontractors
    - Report all incidents and injuries involving a third party
  - Defined “incidents” as any work-related occurrence that **had the potential to** cause bodily harm but caused only damage to vehicles, equipment, materials, etc.
  - Defined “injury” as any OSHA-recordable injury
  - Reports were due by the 10<sup>th</sup> of each month

# Previous Provisions

- Special provision 2711
  - Implemented for June 2013 lettings
  - Changed required form to a TxDOT-prescribed form
    - Same form used state-wide
  - Defined incidents and injuries involving third parties
    - Third-party incidents *must* involve prime contractor or subcontractor
  - Changed the due date to the 20<sup>th</sup> of each month

# Best Management Practices

- District office
  - Developed a form under SP 2699
  - Develop a summary for AEs

# Best Management Practices

**Contractor reports SP 000-2699, 000-2711, or 000-2839 per CSJ**

| CSJ         | Area Engineer             | Letting Date | SP on Project | Forms Required |
|-------------|---------------------------|--------------|---------------|----------------|
| 0016-05-106 | Jessica Castiglione, P.E. | 09/11/2013   | 2711          | NS             |
| 0016-05-107 | Jessica Castiglione, P.E. | 12/03/2013   | 2711          | NS             |
| 0025-03-092 | Jessica Castiglione, P.E. | 05/08/2013   | 2699          | 5              |
| 0253-03-068 | Jessica Castiglione, P.E. | 10/09/2013   | 2711          | 1              |
| 0535-01-069 | Jessica Castiglione, P.E. | 07/10/2013   | 2711          | 5              |
| 0017-05-092 | Eddie Reyes , P.E.        | 07/09/2013   | 2711          | 3              |
| 0017-07-130 | Eddie Reyes , P.E.        | 10/09/2013   | 2711          | NS             |
| 0017-15-022 | Eddie Reyes , P.E.        | 11/05/2013   | 2711          | NS             |
| 0024-05-095 | Eddie Reyes , P.E.        | 01/07/2014   | 2839          | NS             |
| 0073-05-065 | Eddie Reyes , P.E.        | 07/09/2013   | 2711          | 5              |
| 0748-01-029 | Eddie Reyes , P.E.        | 09/10/2013   | 2711          | 2              |
| 0848-01-037 | Eddie Reyes , P.E.        | 09/10/2013   | 2711          | SLM            |
| 0915-18-028 | Eddie Reyes , P.E.        | 01/07/2014   | 2839          | NS             |
| 0073-07-050 | Mike Conrad, P.E.         | 05/05/2013   | 2711          | NS             |

# Best Management Practices

- District office
  - Developed a form under SP 2699
  - Develop a summary for AEs
  - DCO audit requirements
  - Safety topic at AGC
  
- Area offices
  - Contractor report filled out even with zero incidents
  - All paperwork filed with project records
  - Required for AO audits
  - Safety topic at safety, tailgate, project meeting

## Special provision 2839

- Implemented for January 2014 lettings
- Requires electronic project record system (EPRS) for *all* prime contractors

# EPRS Report for Area Office

Electronic Project Records System - Windows Internet Explorer

https://apps.dot.state.tx.us/apps/eprs/InjuryIncident/StatusReport.aspx

Bing

Select



Electronic Project Records System

Home Feeds (J) Read Mail Print Page Safety Tools



## EPRS

Electronic Project Records System

- Home
- Reports
- Upload Payroll
- Injuries/Incidents
- Additional Wage
- Partnering
- Help
- FAQ
- TxDOT
- Logout

**Texas Department of Transportation**  
Injury/Incident Reporting

| Period    | Submission Status | CSJ | District    | Area Office | Contract Type | Contract Status |
|-----------|-------------------|-----|-------------|-------------|---------------|-----------------|
| 03/2014 * | ALL               | ALL | San Antonio | 058         | Construction  | ACTV            |

| Period | CSJ       | Submit Status | Submitted By  | Submit Dt | Approved By | Aprv Dt | District    | Area Ofc | Contract Type | Csj Status |
|--------|-----------|---------------|---------------|-----------|-------------|---------|-------------|----------|---------------|------------|
| 201403 | 189001045 | Not Submitted | Not Submitted |           | Unapproved  |         | San Antonio | 058      | Construction  | ACTV       |
| 201403 | 210402029 | Not Submitted | Not Submitted |           | Unapproved  |         | San Antonio | 058      | Construction  | ACTV       |
| 201403 | 244001020 | Not Submitted | Not Submitted |           | Unapproved  |         | San Antonio | 058      | Construction  | ACTV       |



TxDOT Electronic Project Records System - Windows Internet Explorer  
 https://apps.dot.state.tx.us/apps/eprs/InjuryIncident/InjryIncdt.aspx

**Texas Department of Transportation**

## EPRS

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**Texas Department of Transportation  
Injury/Incident Reporting**

**Type a contract number into the 'Contract CSJ' box and click 'Go'.**

**Contract CSJ:**

**Contract Info:**  
 LANDSCAPE DEVELOPMENT  
**From:** 0.2 MI N OF STADIUM DR  
**To:** N ST MARY'S ST  
**County:** BEXAR  
**Route:** US 281  
**District:** San Antonio

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**Select reporting period and click 'Go'.**

**For Month of:**

**Report Criteria: Contract CSJ = '007308173', Reporting Period = '09/2013'**

*Submitted by 'SANDRA BROWDER (SBROWDER001)' on 9/16/2013 7:11:37 AM, Submit ID: 27*  
*Approved by 'David Henke (DHENKE)' on 3/12/2014 2:38:23 PM*

|       | Vendor ID      | Vendor Name                      | Vendor Injury Cnt | Vendor Incident Cnt | 3rd Party Injury Cnt | 3rd Party Incident Cnt |
|-------|----------------|----------------------------------|-------------------|---------------------|----------------------|------------------------|
| Prime | 15660          | ENCINO LANDSCAPE, INC.           | 0                 | 0                   | 0                    | 0                      |
|       | 06397          | N-LINE TRAFFIC MAINTENANCE, L.P. | 0                 | 0                   | 0                    | 0                      |
|       | <b>Totals:</b> |                                  | <b>0</b>          | <b>0</b>            | <b>0</b>             | <b>0</b>               |

## Special provision 2839

- Implemented for January 2014 lettings
- Requires electronic project record system (EPRS) for *all* contractors
- Kept reporting requirements under SP 2711
- Incident redefined as any work related occurrence that caused damage only to vehicles, equipment, materials, etc.
  - Previous definition *required a potential for bodily harm*
- No changes to due date or definition of injury

# Best Management Practices

- District office
  - Insert the EPRS requirement into pre-construction agenda
  - DCO audits (45 *and* 75 percent) include a check on requirement
  - Safety topic at AGC meetings
  
- Area offices
  - Ensure contractor files monthly report (even with zero incidents)
  - Run the EPRS report with each estimate
  - Accept all reports submitted
  - No hardcopy required
  - AO audits (30, 60 *and* 90 percent) include a check on requirement
  - Safety topic at safety, tailgate, project meeting



# QUESTIONS?

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District Construction Engineer

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