

# APPENDIX RR – Safety Review Templates

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## **ARTICLE 1 Safety Review Request and Final Safety Review Memorandum**

### **Requesting Safety Review**

Once safety review requirements are determined as identified under the heading “Safety Review” in Chapter 8, Section 6, it is prudent for the project engineer and Safety Review Committee (SRC) chairperson to collaborate and schedule timely safety reviews for the given project.

Access to pertinent and accurate project development documents facilitates the quality and productivity of the safety review. See PDPM Chapter 8 Section 6 headings “Project Initiation Document Phase Safety Review; Project Approval and Environmental Document Phase Safety Review; 60 Percent Plans, Specifications, and Estimate Safety Review; 95 Percent Plans, Specifications, and Estimate Safety Review” and Figure 8-7 “Required and Optional Documents for Safety Reviews in Each Phase” for required and optional documents that the project engineer sends to the SRC chairperson with the request for each safety review.

Upon receiving the safety review request, the SRC chairperson, as the committee's single focal point, is responsible for coordinating with SRC members for the review and process. See the heading “Safety Review Committee” in Chapter 8, Section 6 for details of membership requirements.

The safety review request template is provided in Article 2. The purpose of the template is to document the appropriate safety review requirements and to provide continuity between safety reviews throughout the project delivery process. This template also conveys pertinent project information to the SRC to facilitate a quality safety review. Each district may edit the template to accommodate district-specific practices or policies without deviating from the purpose of the template.

## Final Safety Review Memorandum

The final safety review memorandum ensures that all safety-related comments are addressed and documented appropriately prior to concluding the safety review for PS&E phase. For this reason, the final safety review memorandum should be generated during the 95 Percent Plans, Specifications, and Estimate Safety Review for the given project. The final safety review memorandum is retained in the project history file. See PDPM [Chapter 7](#) Uniform File System for project history file requirement.

The template memorandum for the final safety review is provided in Article 2. The purpose of the template is to document the final set of comments and resolutions in a concise format. It is not the intent of the final memorandum to document the history of the comment resolution process or iterative communications between the SRC and functional unit representatives. Districts may elect to use their own comment resolution process, format, or tools of their choice to facilitate the comment resolution process. The signature of the SRC chairperson in the memorandum is an additional accountability measure that acknowledges the names of the representatives for each division and receipt of the responses to ensure appropriate representatives performed the review.

## ARTICLE 2      Templates

When using the templates, delete any italicized text within the body of the document. The italicized text provides instructions for template users and does not provide any value to the final document.

[Appendix RR Safety Review Request Template](#)

[Appendix RR Final Safety Review Memorandum Template](#)