

University of Dayton

Contractor Management Health and Safety Requirements



Managed by:

**Environmental Health & Safety/
Risk Management**

Department of Facilities Management

The University of Dayton

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Introduction

The University of Dayton (UD) recognizes that many hazards are inherent in construction and other contract work. Compliance with environmental, health and safety regulations can prevent most serious injuries, provide pollution prevention and reduce property damage. This document serves as notification of UD campus safety and environmental requirements to contractors who perform work at UD and any facilities owned/operated by the University. While on-site, contractors are required to follow applicable federal, state, local regulations and UD requirements.

The regulatory references included in this document are intended only as a guide or reference for contractors and are NOT inclusive of all the regulations that might affect those sections. UD reserves the right to require a contractor to cease operations at any time if it is determined that regulations or requirements are not being met/followed or, in cases, determined to be immediately dangerous to life and health.

Emergency Information

Contractors must follow all University procedures regarding alarms and emergency evacuation. Any alarm triggered by the contractor must be reported to Public Safety at (937) 229-2121 [Note: 911 from a cell phone will ring to Montgomery County Dispatch, not to UD Public Safety. Please utilize (937) 229-2121 for emergencies or urgent matters on campus].

All details regarding the incident must be reported to Public Safety.

Important Phone Numbers:

Public Safety (PS)

(937) 229-2121 (from cell phone)

911 (from campus phone)

Environmental Health & Safety/Risk Management (EHS/RM)

(937) 229-4503

Facilities Management (FM)

(937) 229-3769

Reporting Injuries:

Workplace injuries or illnesses sustained by employees of a general contractor or its subcontractor shall be immediately reported to the project manager. The incident must also be reported to EHS/RM. Assistance to serious injuries can be obtained by calling UD Public Safety at the number above.

General Information:

Contractor must obtain all applicable permits and licenses for the project. These permits and licenses must be available at the job site for inspection.

Projects involving offending odors, excessive noise, etc. that may adversely affect the campus community shall be coordinated properly with FM and EHS/RM and may require working outside of normal business hours.

Contractor Employee Conduct

Contractors shall ensure their employees and subcontractors conduct themselves in a professional manner while working at the University. Any actions considered derogatory such as gestures, remarks, catcalls, etc. will not be tolerated.

Possession of use of intoxicating liquors or drugs is prohibited while working under contract with the University. Firearms and other weapons are prohibited on campus.

Emergency Evacuations

Upon hearing any alarms or receiving similar instructions over the public address system, the contractor shall stop work and evacuate the building or seek shelter as instructed immediately. In the event of a tornado, all personnel shall evacuate to the nearest shelter area. The project manager is responsible for identifying evacuation routes and shelter locations close to work areas to contract personnel and for notification in areas of a building where the fire alarm or public address system cannot be heard.

Utility or Fire System Impairment

Prior to initiating any work that will result in the need to shut down any University utility, including but not limited to, fire suppression/detection, power, water, air handler, etc., the contractor shall notify the University project manager or representative. The impairment must be coordinated according to University procedures. This will include, for example, a notification period to coordinate with other departments, obtaining a Red Tag for fire suppression impairment, and proper communications with the campus community. Proper coordination of the impairment is critical to ensure the campus community can continue to operate with no or very minimal impact to its mission.

Fire Alarms

Fire alarms shall remain operational at construction sites where the building remains occupied. In the event the fire alarm system is activated, the contractors must evacuate the work area until the "All Clear" is received from UD Public Safety. In the event the system needs to be temporarily deactivated, please notify the University project manager or representative.

Housekeeping

The work areas shall be kept clean and free from construction debris and trash that may cause a slip or trip hazard. The contractor shall provide proper containers for such disposal. All tools and materials shall be stored and organized when not in use.

Safety Data Sheets

Contractors shall have a chemical inventory and Safety Data Sheets (SDS) of materials used on campus during the life of the project.

Use of chemicals such as lead, mercury, formaldehyde, asbestos-containing materials, etc. shall not be used without prior approval from EHS/RM.

The contractor will be responsible for having all chemical containers labeled with the chemical identity and its specific hazard (according to OSHA Hazard Communication regulations). While working with hazardous materials, the contractor shall use safe procedures, provide the training and personal protective equipment.

Laboratories

The University is obligated to inform contractors of hazardous conditions in contracted work areas and to remove or control these hazards while the contractor is working in the affected area. In addition, the University must protect the academic and research activities within our laboratories and reserve regulatory approval to conduct such activities. As such, contractors shall not be permitted to conduct any activity within a laboratory without prior coordination of the project manager with the laboratory supervisor. EHS/RM can assist with this requirement.

Waste

Contractors shall report all chemicals, infectious, radiological and/or other regulated wastes generated from their contracted operations to EHS/RM. All such waste shall be removed from the University properly containerized, labeled, manifested and disposed of in compliance with applicable environmental regulations. Waste materials (including but not limited to waste water, system fluids, and other liquids, solids, gases) shall not be discharged to any storm drain or sanitary system. Any spill or accidental release must be reported immediately to EHS/RM. Failure to make proper notification could result in regulatory violations and fines.

Radioactive Materials/Equipment Users/Lasers

Contractors shall inform the University Radiation Safety Officer in EHS/RM at (937) 229-4503 and the University project manager or representative of any intent of bringing onto University property any radioactive materials or radiation generating equipment, including generally licensed devices or equipment used for non-destructive testing. The materials or devices must comply with all relevant Ohio Department of Health rules including licensure or registration,

exposure monitoring, security and training. The contractor must supply any of the above information requested by EHS/RM.

Contractors shall inform EHS/RM and the University project manager or representative if bringing a Class IIIb or IV laser to the University. The laser system and its usage must fulfill the latest specification of American National Standard Institute Z136.1 and 29 CFR 1926.54.

Parking/Driving

Contractors shall not park in roadways designed as “Access Routes” or “Fire Lanes”. If it is deemed necessary, the contractor shall coordinate with EHS/RM. In addition, prior approval shall be obtained from Facilities Management before parking (or driving) on campus areas (main roads excluded) to avoid damage to walking surfaces, foundation supports, structures and utilities.

When working on campus, the contractor must obtain a parking permit from Parking Services and park in their designated area. Parking Services is located in the first floor of Fitz Hall and can be reached at (937) 229-2128.

Smoking

The University strives to maintain a healthy workplace and productive environment for all faculty, staff, students, and visitors. For that reason, the University allows smoking on campus only in designated smoking areas.

"Smoking" is defined as the smoking of tobacco, other nicotine products, and/or smoking devices that expel a smoke or vapor. It includes, but is not limited to, use of cigarettes, electronic cigarettes, cigars, and pipes.

Smoking is allowed only in the exterior designated smoking areas. All tobacco products should be disposed in appropriate smoking receptacles – not on the ground. Designated smoking areas are clearly marked with signs. Public streets, alleys, and sidewalks are not affected by this policy nor are any privately owned vehicles. Smoking is not allowed on University owned roadways, parking lots outside of designated areas, and sidewalks.

Stairway and Corridor Egress

Exit corridors of all areas are to be kept clear at all times. Tools, ladders, materials, etc. must be removed from stairways and corridors when not in use. When a project involves construction in a corridor, the remaining part of that corridor must remain clear. Blocking an exit or corridor must be coordinated with EHS/RM and the University project manager or representative prior to doing so.

Data Centers and Telecommunications Closets

The University has a number of data centers and telecommunication rooms in campus buildings. Contractors that need to access these rooms shall be escorted by a Udit Representative. While working in these areas, the contractor will be responsible for protection of all equipment and returning the area back to its prior condition. Storage of construction materials and tools must be coordinated with Udit. Combustible storage is prohibited.

Asbestos/Lead

Asbestos and lead may be present in buildings where the contractor may be working. Contractors must consult with the University project manager or representative and EHS/RM to determine if work may involve the disturbance of asbestos or lead.

If the contractor encounters what they suspect to be asbestos or lead not previously identified, they shall immediately stop the work in that area and notify the University project manager or representative. The University project manager or representative will contact EHS/RM to evaluate the materials. Only licensed personnel shall perform sampling and subsequent removal of asbestos or lead containing material. The licensed contractor shall provide all necessary notifications and obtain any permits prior to beginning removal or abatement.

Barricades and Public Safety

Barricades and warning signs shall be in place at all construction areas before the beginning of the project. This includes providing protection for areas such as excavations, holes, floor openings, heights and overhead work. The area must be of sufficient size to compensate for usage of large equipment such as bobcats, aerial lifts and cranes without infringing on the community's safety.

Confined Space Entry

Permit required confined space entry shall be coordinated with EHS/RM. Contractor must have documentation of complete compliance with OSHA 29 CFR 1910.146 prior to being contracted to do the work in the permit required confined space. Where required, the contractor shall furnish their employee safety equipment for permit required confined space entry and furnish the permit according to their company confined space program.

Lockout-Tagout

Lockout-Tagout procedures shall be used where required. All electrical work shall be de-energized work. If the work required working on an electrically-live component, then "Energized Work" must be approved by the Facilities Management Operations Electrical Manager and EHS/RM.

Electrical

Shutdown of any electrical system or other utilities shall be approved by Facilities Management. Electrical rooms/vaults and breaker panels shall be secured when unattended. Electrical rooms and vaults shall not be used for storage purposes during the space of a project. Ground Fault Circuit Interrupters (GFCI) shall be used where required by the National Electric Code or where prudent practice would deem their use appropriate. Any work that involves high voltage or a potential arc flash situation shall follow all NEC/NFPA requirements. Appropriate PPE shall be worn at all times.

Excavation Safety

Digging, excavation, trenching, drilling, driving posts or any other type of earth moving activity shall be coordinated with Facilities Management. Contractors are required to call the Ohio Utilities Protection Service at 1-800-362-2764 to clear all utilities. Excavation and trenching shall comply with all applicable regulations. The contractor is responsible for providing a competent person at the excavation site.

Fall Protection

Fall protection meeting OSHA requirements shall be provided where employees are working at elevated heights of six feet or more and /or where guardrails are not in use. This includes being tied off from any elevated devices, such as but not limited to aerial lifts (when required). Toe boards shall be installed on all elevated work. Any work on a roof without guardrails requires a 15 foot minimum distance from the roof edge. A warning line with stanchions is required. Individuals issued fall protection equipment, for example a harness, shall be instructed by a qualified person on proper wear of the device.

Scaffolding

All scaffolding shall be erected and maintained in compliance with 29 CFR 1926, Subpart L and the manufacturer's requirements. Contractors shall ensure inspections of the scaffolding are performed by a competent person prior to use.

Hot Work

Prior to the start of any hot work such as welding, burning, torching, cutting, grinding, soldering or any other activity that has the potential for creating sparks, high heat or potential for fire, the contractor shall obtain a Hot Work Permit from EHS/RM. Upon receiving a Hot Work Permit, work cannot begin until the work site has been inspected by the contractor. The contractor must sign the permit verifying that the area has been examined and the precautions are checked on the Required Precautions Checklist of the Permit to prevent a fire. All applicable safety precautions on the permit checklist must be followed at all times during the hot work operation. The permit must be posted at the work site for the duration of the Hot Work operation. After the Hot Work operation is complete, the permit must be returned to EHS/RM to indicate the job is complete.

The contractor performing the work will check the work site for approximately 4 hours after the work is completed for any hot spots or potential fire hazards from the work.

Internal combustion engines are not permitted in buildings. If all other power sources are not feasible, and a combustion engine can be used safely, then a short term hot work permit may be issued on an emergency basis.

Personal Protection

The contractor shall provide all required personal protective equipment (PPE) and clothing. All PPE and clothing must meet OSHA and ANSI standards. PPE and clothing required for the work shall be worn at all times while on the jobsite, or performing the activity requiring it.

Tools and Equipment

The contractor shall provide all tools and equipment. Use of University-owned tools or equipment is prohibited with the exception of an emergency or other consideration as deemed necessary by the project manager.

Power tools shall be maintained in a safe working condition. Designed safety features such as guards and interlocks shall not be removed or disabled. Any damaged tools or equipment shall be removed from service immediately.

Powered Industrial Trucks and Aerial Lift Equipment

Only qualified contracted personnel shall operate equipment such as personal lifts, aerial lifts, forklifts, etc. The contractor shall provide proof of training if requested by EHS/RM or the University project manager or representative.

Cranes and Rigging

Only properly trained and qualified operators/riggers may operate and/or inspect a crane, as well as perform rigging functions. Proof of qualification shall be provided upon request by EHS/RM or University project manager or representative.

Proper authorization from the University project manager or representative shall be obtained before any crane or lift is brought to campus. They shall be properly planned before arrival. When demarcating the area for the crane, consideration shall be given for the swing radius of the boom and counterweight. All personnel working within the vicinity of the crane shall wear hardhats and other PPE as required. If left at the jobsite for any significant time, the crane or lift shall be properly secured and not used for suspended storage.

THE FOLLOWING IS A WRITTEN ACKNOWLEDGEMENT THAT THE CONTRACTOR
MUST READ AND SIGN.

The University project manager or representative may serve as a witness to the signing. A copy of the signed acknowledgement will be provided to EHS/RM prior to the start of work.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand University of Dayton's Health and Safety Requirements for Contractors. I further acknowledge that all employees of my company and any subcontractors will be briefed on these rules and will be required to comply while working on University of Dayton property.

BY SIGNING THIS ACKNOWLEDGEMENT, YOU ARE INDICATING THAT YOU UNDERSTAND AND WILL ABIDE BY UNIVERSITY OF DAYTON HEALTH AND SAFETY REQUIREMENTS, AS WELL AS ALL FEDERAL, STATE AND LOCAL REGULATIONS.

Project or Purpose of work:

Location on Campus: _____

Start Date: _____

Name and Address
of Company: _____

Print Name of
Company Representative: _____

Signature: _____

Date: _____

Witness (Print Name of University
project manager or
representative): _____

Signature: _____

Date: _____