

# **Contractor Safety Guide**



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Facilities Services 610-409-3598



## **Ursinus College Safety Policy**

Ursinus College is committed to protecting the integrity of the College's human, physical and financial resources. We recognize our responsibility to manage our business in such a way that these resources are conserved and used effectively and safely. Accordingly, our policy is to:

- Furnish a workplace free from recognized hazards which are likely to cause death, injury or illness.
- Comply with International Building Codes (IBC), Federal (OSHA, EPA), State (L&I & DEP) and Local laws and regulations set forth pertaining to Environmental, Fire, and general Safety and Health.
- Recognize that Safety and Health issues are accepted as a high-priority concern at Ursinus College.
- Provide a professional Environmental Health & Safety (EH&S) employee that acts as a resource to promote and support Safety and Health programs and to assist in employee training and interpretations of applicable codes.
- Hold every contractor accountable for attending safety training as required by applicable OSHA, EPA, and DEP regulations, and to comply with all safety policies and procedures as necessary.
- Develop and implement a Safety Policies and Procedures Manual outlining specific Safety requirements adopted by Ursinus College.
- Monitor and audit Safety training, compliance, and policy development on an annual basis.



**Important Phone Numbers**

**Facilities Services**

**610-409-3598**

**Environmental Health & Safety Coordinator**

**610-409-3221**

**Campus Safety**

**610-409-3333**

**Think safety before you work**

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## **Ursinus College Contractor Safety Guide**

### **A. Introduction**

The main objective of the Ursinus College “**Contractor Safety Guide**” is the prevention of injury. **It is mandatory that you, as a contractor, and all of your employees including sub-contractors read and follow the contents of this guide as well as comply with all federal, state, and local regulations and Ursinus College safety and health policies and procedures.**

Prior to starting a construction project at Ursinus College, Facilities Services personnel (Director of Facilities, Operations Manager, Project Manager, and/or Supervisors) will meet with the contractors to ensure that all necessary fire, health and safety precautions, permits and submittals are coordinated, completed, reviewed and approved. The Contractor’s Supervisor must enforce the following policies listed herein to all employees and subcontractors.

This guide is intended to protect Ursinus College Faculty, staff, students, and the general public from the hazards created by construction and maintenance activities, as well as to protect workers from the hazards of the surrounding environment.

### **B. General Safety Rules**

- These requirements are not to be considered all inclusive.
- No trenches shall be left open over night.
- Keys must be removed from all equipment left on-site overnight.
- The general contractor acknowledges the responsibility to communicate the safety requirements listed herein to all their employees as well as subcontractor employees.
- **The contractor must provide written proof of current workers compensation and general liability insurance before beginning work on Ursinus College property at levels required in the General Subcontractor Agreement.**
- Ursinus College has the authority to verbally halt projects. If required by Ursinus College, the Contractor shall submit, in writing, procedures to be used to correct violations and safety hazards.
- Emergencies such as fires, flooding, chemical spills, power outages and severe injuries must be reported to Facilities Services, EH&S and Campus Safety. This includes any serious accident, whether or not personal injury is involved.
- When working in areas that present safety hazards to personnel, a combination of warning signs, caution tape, high visibility snow fencing and/or barricades shall be placed in effective locations to prevent unauthorized entry.
- Weapons, dogs, illegal drugs, and liquor are not permitted on construction sites, and all speed limits (15 mph), stop and parking signs and other traffic regulations shall be followed.



- Harassment of any Ursinus employee, student, faculty member, or visitor by contractors will not be tolerated. Ursinus strictly prohibits sexual harassment and harassment of any kind in the workplace. Ursinus will not tolerate unlawful discrimination, including harassment based on sex, sexual orientation, race, religion, national origin, disability, and other forms of legally impermissible harassment.
- Contractors must consult with the Project Manager and EH&S regarding a permit for welding, cutting, open flame use and fire protection shutdown systems. Contractors shall coordinate and schedule all required fire watches. Proper exhaust ventilation, filtering of welding fumes and safety fire curtains shall be utilized in welding areas. Contractors shall not disrupt normal building operations and functions during welding operations.
- **Smoking in buildings, including construction sites (interior and exterior), is prohibited.**
- Suspect and confirmed asbestos-containing materials and lead-based paint shall not be damaged. The Project Manager and EH&S Coordinator shall be contacted for determination prior to the work. If suspect asbestos is encountered during work, the contractor will cease work immediately and contact the Project Manager and Facilities Services.
- Any deviation or alternative work practice from any safety requirement outlined herein or OSHA standard shall be submitted in writing to the Project Manager for approval prior to the work.
- Contractors shall perform the work in a safe manner that does not impact building occupants.
- No offensive attire is permitted (i.e. shirts with offensive wording)

### **C. General Housekeeping Rules**

- Aisles, doors, fire extinguishers, eyewash stations, stairways, and other emergency-type equipment shall be kept clear, operational and readily accessible at all times.
- Nails and screws protruding from boards, floors and walls must be removed.
- Combustible construction scrap material (wood, paper, cardboard, loose stock, etc.) accumulating inside a building shall either be removed daily or placed in a metal container with a tight cover at the end of each workday.
- The contractor shall provide for the collection, segregation, and legal disposal of all hazardous and general waste in compliance with OSHA, EPA, PA DEP and/or DOT standards.
- Temporary or permanent overhead storage of debris, tools, equipment, or pipes is prohibited. This includes the area above suspended ceiling panels.
- All walking surfaces shall be free of splinters, nails, or other protrusions, which may cause injury.
- The work area must be kept as clean as possible at all times.



- Upon project completion, the contractor shall remove excess materials (not designated as attic stock), loose stock, scrap, paints, mastics, cleaning compounds and chemicals from the Ursinus College campus.
- Dust control measures should be used at all times to prevent dust, particulates, welding fumes, smoke, odors and debris from dispersing into the occupied areas outside the work area. This includes the use of airtight dust barriers, exhaust fans and HEPA-filtered power tools and equipment.
- Waste oils, light tubes and ballasts shall be carefully collected, properly labeled, and stored for recycling by the Contractor to a campus location designated by the Project Manager.

#### **D. Training Documentation and Submittals**

- **OSHA training** – Upon request, Contractors shall provide documentation of OSHA training including, but not limited to Hazard Communication and General Safety for each worker.
- **Permits** – Contractors shall obtain and submit documentation of all required Federal, State and local permits, applications, licenses, etc.
- **Safety Data Sheets (SDS)** – Contractors shall maintain on site safety data sheets (SDS) for chemicals, gases and other products used on-site.

#### **E. Fire Alarm and Sprinkler Systems**

- No work shall directly or indirectly impact the fire safety detection systems or fire sprinkler systems without the prior approval of Facilities Services.
- Construction materials or other equipment shall not be placed upon or suspended from any fire detection system or fire sprinkler pipes, valves and supports.
- Facilities Services shall be immediately notified of any damaged or altered fire sprinkler or fire detection system or equipment.

#### **F. Ladders, Scaffolds and Lifts**

- Contractors must furnish OSHA compliant ladders, staging and other equipment for use by their employees and used safely in accordance with manufacturer's guidelines and OSHA standards.
- The use of broken or faulty ladders is prohibited.
- Portable metal ladders must not be used on electrical conductors or equipment, or in the immediate vicinity of exposed electrical conductors. Fiberglass or wood ladders shall only be used in and around electrical equipment.
- Scaffolds and temporary and rolling staging shall be installed, used and maintained in accordance with current OSHA standards.



- Mechanical and aerial lifts shall be operated in accordance with manufacturer's guidelines and OSHA standards. The Contractor shall ensure that workers are OSHA trained in mechanical aerial lift operations.
- Workers shall wear personal safety harnesses while in mechanical bucket aerial lifts.

#### **G. Personal Protective Equipment (PPE)**

- Eye protection (face shields, goggles, etc.) must be worn while: drilling, chipping, grinding, jack hammering, breaking bricks/concrete, welding, and any other operations which create a possible eye hazard.
- Provide and ensure appropriate dust masks and respirators are worn for the job task, and personnel properly trained.
- Hard hats shall be worn in all construction sites where there is a potential of falling objects from elevated locations. "Hard Hat Required" signs shall be posted in an area where anyone entering the site will see it clearly.
- Hearing protection shall be provided to and worn by all employees during (interior and exterior) mechanical operations including sawing, drilling, jack hammering, cutting, grinding, sanding, etc., work.

#### **H. Fall Protection**

- Fall protection shall be worn at elevated locations (six foot or greater drop) which are not protected by guard rails. This applies to any roof, elevation and when in a bucket truck or lift. Harnesses shall be worn at all times and tied off to a secure anchor point.
- Alternative methods involving guardrails, etc. shall be submitted for approval in writing to the project Manager and EH&S Coordinator prior to project initiation. Work and fall protection methods shall be in accordance with OSHA regulations. Ursinus College reserves the right to stop work until OSHA regulatory compliance is met.

#### **I. Chemicals**

- Containers of flammable/toxic materials shall be kept closed while not in use. Store flammable/combustible/toxic materials, solvents and chemicals in a safe manner in accordance with manufacturer recommendations and OSHA regulations.
- Upon request, Contractors shall provide the EH&S Coordinator with all Safety Data Sheets (SDS) for each hazardous substance to be used *prior* to bringing such materials onto Ursinus College property.
- Facilities Services reserves the right to reject the use of any material that may impact the health and safety of building occupants.
- Prior to performing work which generates vapors, fumes, dust, etc.; (epoxy, mastics, solvents, etc.) contractors must inform Facilities Services to determine building occupant and HVAC impact.



- Any material spills or chemical entrainment into buildings shall be reported immediately to the EH&S Coordinator and Facilities Services. Contractors are required to arrange clean up of spills at their root and assume liability for damages. Immediate evacuation of the building may be required prior to fumes entering vents.
- Drain disposal of chemicals is prohibited.

## **J. Confined Spaces**

- Confined spaces include: storage tanks, manholes, shafts, bins, sewers, vaults, boilers, etc.
- Before entering, the contractor must perform OSHA required testing and follow all required procedures, including the use of a tripod, harness, permits, training, monitoring, communication and an attendant for each confined space entered.
- “Permit Required” confined spaces: permits must be used and completed by the Contractor prior to confined space entry.
- Provide continuous monitoring with a calibrated 4-gas meter for oxygen, Hydrogen sulfide, Carbon monoxide and combustible lower explosive limit (LEL).
- Workers and supervisors shall be trained according to OSHA confined space regulations.

## **K. Electrical Safety**

- Metal parts of fixed, portable, or plug-connected equipment which do not carry a current shall be grounded.
- Extension cords shall be UL approved, be the three-wire type, and shall not be used if worn or frayed (including electrically taped).
- Temporary light fixtures shall be guarded to prevent contact.
- Contractors are responsible to provide their own Lockout/Tagout equipment and to follow the OSHA Lockout/Tagout standard, including the completion of a lockout/tagout permit. **Contractors must notify and coordinate with Facilities prior to locking out equipment and then again, prior to re-energizing equipment.**
- GFCI protected circuits shall be utilized at all times and GFCI extension cords must be provided and used by the contractor.

## **L. Floor or Roof Openings**

- Floor/roof openings shall be guarded by barriers, railings, and/or a covering material per OSHA specifications.
- Barrier covers and signage depicting the hazard shall be provided by the contractor and display letters no less than 1” high reading: “Do Not Remove.”





### **M. Excavations and Trenches**

- The contractor shall comply with OSHA requirements dealing with excavation and shall notify Facilities Services and the EH&S Coordinator prior to commencing work.
- Before excavation begins, the locations of underground pipes, cables, etc., must be taken to prevent accidents. The Contractor shall coordinate and schedule PA One Call services with Facilities Services.
- Walls and space of excavations **more than five (5) feet deep** shall be guarded by shoring, sloping of the ground, or other means per OSHA guidelines.
- Trenches across roads shall be covered at all times with steel plates made for that purpose, except when workers are in the trenches.
- Asphalt installation shall be scheduled immediately upon completion of backfilling of the trench. When this is not possible, the contractor shall fill the trench with sand or fill material to bring it up to the top of asphalt, and shall monitor to ensure traffic does not result in removal of fill material.
- All contractor equipment shall be kept out of traffic lanes and walkways and trenching guards shall consist of wooden or metal barricades spaced side by side.
- Properly mark hazards with signage and caution tape and provide adequate fencing and stakes to restrict public access.
- A minimum of two battery lighted barricades shall be used at corners and where traffic approaches the trench at right angles. Where trenches parallel roads, distance between lights barricaded shall not exceed 40 feet.
- Handrails shall consist of an intermediate and top rail on both sides of the bridge. The top rail shall be a minimum of 42" high and should be capable of withstanding lateral force of 200 lbs against its center.

### **N. Additional Safety Instructions**

- Each contractor shall provide their employees with any additional required safety instructions as applicable to each employee's job prior to the start of the job, including, at a minimum, the OSHA requirements specific to the task to be done.
- The contractor and all sub-contractors must meet all applicable safety requirements in the performance of work on Ursinus College property, whether or not such requirements are addressed in this guide.
- EH&S is available for consultation on these matters and other safety issues.
- Remember, safety is a vital part of Ursinus College.

**Reference:** Bridgewater State College, "The Contractor's Guide to Safety at Bridgewater State College".



**The contractor is urged to:**

**Think safety before you work.**

**Perform safely as you work.**

**Leave your work area in a clean, safe  
condition.**

**Be aware that Ursinus College is an active campus  
and the contractor must maintain a safe work  
environment for contractor's workers AND the  
Ursinus community.**



**Contractor Receipt and Acknowledgement of  
Ursinus College  
Contractor Safety Guide**

**I hereby agree to abide by all applicable federal, state, and local regulations, codes, and Ursinus College policies.**

**Company Name:** \_\_\_\_\_  
(Printed Name)

**Responsible Official:** \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

**Date:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

**Date:** \_\_\_\_\_

This form shall be completed yearly and retained in the Facilities Office.