11.2.12 CONTRACTOR SAFETY POLICY

Purpose

Good communication is a necessary element of maintaining safety at construction sites. Communication among subcontractor groups must identify safety hazards and prevention practices that each brings to the worksite. Therefore, Baylor University (BU) has implemented the following contractor safety program for our worksites so that on the job injuries are minimized and work practices may be standardized.

Scope

A written contractor safety policy establishes guidelines to be followed for contractors working at Baylor University. The guidelines established in this document:

- Provide a safe working environment.
- Govern facility relationships with outside contractors.
- Ensure that contractor employees and our employees are trained to protect themselves from all potential and existing hazards.

The effectiveness of the contractor safety program depends upon the active support and involvement of all employees. This plan is intended to implement a program to ensure that all contractor work practices are carried out safely to minimize the possibility of injury or harm to the contractors' employees or our own employees. It is intended to serve as an additional tool in safeguarding the health and safety of employees.

The contractor safety policy establishes uniform requirements designed to ensure that contractor safety orientation, coordination, and safety administration practices are communicated to and understood by employees.

This document is provided to ensure all corporate safety plans, policies and procedures are communicated to all participating contractors. This program aims to prevent personal injuries and illnesses.

Responsibility

The Occupational Department of Risk Management is responsible for developing and maintaining this written **Contractor Safety Policy**. Risk Management is also responsible for all facets of this policy and has authority to make necessary changes as needed to ensure the success of the policy. Contractors are responsible for ensuring their employees, subcontractors, and agents comply with policies as established by BU, as well as policies of all federal, state and local agents having jurisdiction including, but not limited to: Texas, OSHA, EPA, City of Waco DOT, and CDC.

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Contractors are responsible for ensuring all of their employees, subcontractors, and agents are properly trained on all safety and health hazards and provisions applicable to the type of work being done. A written copy of this training shall be maintained in the office of the Facility Service's Safety Professional.

Contractors and subcontractors will maintain a high standard of housekeeping on the job at all times. Daily cleanup of work areas is required. All equipment must be stored in an orderly manner. Any lumber with protruding nails must have the nails removed or bent over to prevent puncture. Access to emergency equipment, emergency call boxes, safety showers, eyewash stations, fire extinguishers, pulls stations, etc. shall not be blocked. Contractors will perform work in a manner that that will minimize the production and migration of noise, dust, and debris into adjacent areas on and off campus.

If after reading this policy, you feel improvements can be made, please contact Risk Management (710-4586). A written copy of this policy can be obtained online. We encourage all suggestions as we are committed to improving the success of our policies and programs.

General Standard Rules (or Cardinal Rules) While Working at Baylor University

1. Sexual Harassment will not be tolerated and is a clear violation of BU policy and is considered a form of discrimination, covered under Title VII of the Civil Rights Act of 1964.

2. Contractors shall park in approved parking areas.

3. All accidents (injuries, illnesses), near misses, and hazardous conditions shall be immediately reported to the Project Manager.

4. Prior to commencing any project, contractors shall familiarize themselves with the location of fire extinguishers, eye-wash stations, safety showers, emergency exits, emergency phones, etc. in case an emergency arises during construction.

5. Use signals, signs, and barriers to convey the areas of construction where specific safety precautions and requirements are necessary. A university setting can be unique as a construction site because students can be active at unconventional times. Additional steps to barricade and limit or restrict access may be necessary.

6. MSDS sheets must be kept current for all materials being used during construction work and must be readily available if requested by management.

7. Permits/Authorizations: Proper authorizations and/or current permits are required before work may begin. Permits shall be posted at the worksite when required.

Permits and authorizations commonly required for work on a site are listed below (others may be needed):

a. Confined Space Entry Permit
b. Hot Work Permit
c. Lock Out/Tag Out
d. Red Tag Permit (sprinkler system)
e. Asbestos/Demolition Notification Form

8. Fall Protection: Contractors shall use fall protection when exposed to a fall hazard (working at an elevation of four feet or more).

9. Machine Guarding: Contractors shall not knowingly tamper with or disable machine or equipment guarding while operating them under normal conditions.

10. Smoking: Smoking is prohibited in all BU owned facilities.

11. In the event that emergency response personnel (e.g. EMT or Fire Department) are needed, please contact Baylor Police Department at (254)710-2222.

Personal Protective Equipment

Personal protective equipment (PPE) is used to increase individual safety while performing potentially hazardous tasks, and may include safety glasses, hard hats, gloves, respirators, or any equipment or clothing used to protect against injury or illness. Contractors shall ensure that the proper types of PPE are available for and used by their employees. PPE shall not be modified or used in any manner other than that for which it was designed.

Fall Protection

In accordance to **29 CFR 1910.66 Appendix C** (Person Fall Arrest Systems), when work is performed on elevated surfaces that are four feet or more above the surrounding area, protection against falls shall be implemented. Fall-arresting systems, which include lifelines, body harnesses, and other associated equipment, are often used when fall hazards cannot be controlled by railings, floors, nets, and other means. These systems are designed to stop a free fall of up to four feet while limiting the forces imposed on the wearer. A variety of systems are available to provide fall protection. Contractors shall analyze the work site, the potential hazards, and the magnitude of possible injury to workers in assessing fall protection systems that shall be used.

Scaffolding

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In its simplest form, a scaffold is any temporary elevated or suspended work surface used to support workers and/or materials. There are many types of scaffolds, both supported and suspended. Contractors who erect or use scaffolding shall be familiar with and follow the requirements of **29 CFR 1910.28 – Safety Requirements for Scaffolding.**

Barricades and Fencing

Barricades act as warning devices, alerting others of the hazards created by construction activities, and shall be used to control traffic, both vehicular and pedestrian, safely through or around the work site. Contractors should use barricades wherever necessary for the physical protection of people or property. Snow fencing, plastic safety fencing, and portable manhole barricades are examples of acceptable barricading. For areas that will be under construction for an extended period of time, yellow caution tape and/or cones are not considered acceptable barricades and shall be used only until more suitable barricades can be erected. Signage and illumination should be used where appropriate.

Hazard Communication

Chemicals Stored or Used by the University

Chemicals are used extensively at Baylor University, including, but not limited to, laboratories, maintenance activities, and janitorial work. According to requirements of OSHA's Hazard Communication regulation (or The Right to Know Act)**,** when the Contractor works in area(s) where chemicals are stored or used, the Contractor may request from the Project Manager the following information:

- Special precautions and/or safety procedures for the work area
- Method of obtaining material safety data sheets (MSDS) for hazardous chemicals present in the Contractor's work area
- Special procedures to follow in the event of an accidental release or exposure to the hazardous chemicals

Chemicals Stored or Used by the Contractor

- The Contractor must take all necessary precautions to protect University employees, students, and visitors from exposure to the chemicals.
- The Contractor shall maintain MSDS' **on-site** for all hazardous chemicals used or stored at the job site. Copies of MSDS' shall be readily available should management request a copy.
- The Contractor is responsible for cleaning up any spills created or caused by the Contractor. Contractors must alert the Department of Risk Management of a spill by contacting (254)710-4586.
- The Contractor must dispose of all hazardous chemicals in accordance with federal and state regulations. All hazardous waste generated from University

facilities must be disposed of by contacting the Department of Risk Management at (254)710-4586.

Electrical Safety

All contractors and their personnel must be familiar with OSHA's **29 CFR 1910.303 General Requirements.** This standard covers four major divisions: installation safety requirements, safety related work practices, safety-related maintenance, and environmental conditions and safety requirements for special equipment.

Exposed live electrical parts will be de-energized and locked out before working on or near them, whenever practical (see Lock Out/Tag Out section below). If it is determined by a qualified individual that de-energizing exposed live electrical parts introduces additional hazards, or is not feasible due to equipment design or operational limitations, specific safety related energized work practices will be developed by qualified contractor personnel and the Project Manager. Work practices will protect against direct body contact or indirect contact by means of tools or materials and be suitable for work conditions and the exposed voltage level.

Lock Out/Tag Out

Lock Out/Tag Out procedures are designed to prevent accidental startup of machines or equipment and to prevent the release of stored energy. Through the application of locks and/or tags as direct controls, equipment is isolated from energy sources, and injuries to workers are prevented.

Contractors shall, at a minimum, adhere to the procedures found in BU's **11.2.8 Lock Out/Tag Out for Electrical and Mechanical Equipment Policy,** found online at the Risk Management website.

Confined Space

A confined space is defined as any space that is large enough to enter and perform work, has a limited means of entry or egress (exit), and is not designed for continuous employee occupancy. Examples of confined spaces include pits, tanks, certain tunnels, manholes, and underground vaults.

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Contractors shall be familiar with Baylor's Confined Space Policy and use appropriate entry procedures when working in confined spaces. "Permit Required Confined Spaces" are identified and marked by a sign near the entrance stating:

"DANGER"
Permit Required
Confined Space
Do Not Enter

Before entering a "Permit Required Confined Space", proper training in Confined Space Entry and Lock Out/Tag Out is required. Contractors shall provide all necessary equipment and support personnel required to enter a "Permit Required Confined Space". The Project Manager will coordinate obtaining a "Permit Required Confined Space" entry permit with Risk Management and will provide information regarding space hazards and entry operations.

Hot Work

Hot Work is any work using an open-flame or spark-producing apparatus. Hot work includes, but is not limited to, welding, cutting, burning, grinding, and any related heat-producing job that could ignite combustible materials or flammable atmospheres. The Department of Risk Management strives to control the hazards associated with Hot Work through the implementation of an effective program. This program includes training, Hot Work Permits, and fire watches.

Training – It is now mandatory for anyone requesting to perform Hot Work at Baylor University to take the online training course or to watch the training video provided by FM Global. Please contact the Risk Management for more information (254)710-4586.

Hot Work Permit – **Hot Work Permits** serve as a checklist for operators and those performing fire watch duties. Persons requesting shall be qualified to examine the work site and ensure that appropriate protective steps, such as those listed in this section, have been taken.

Fire Watch – A person other than the operator shall perform fire watch duties and remain at the work site for at least one hour after Hot Work operations have ended. Additionally, the following steps should be taken:

- A fire extinguisher rated at not less than 2-A:10-B:C shall be attached to all portable cutting and welding carts.
- If a building or area is equipped with a sprinkler system, then that system shall be operational when Hot Work is performed.
- **A Hot Work Permit** is required for all operations involving open-flame or work producing heat and/or sparks.

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Red Tag Permit

The Red Tag Permit program is a system designed to manage fire suppression system impairments in the event the suppression system must be taken out of service. In the event a Contractor should need to disable a fire suppression system, please contact the Risk Management at (254)710-4586.

Exposure Monitoring

Potential exposure includes, but is not limited to, nuisance dust, chemical vapors, hazardous materials (such as lead), and noise. The Contractor shall take all necessary precautions to control or contain fugitive emissions from the job site.

- Any exposure to airborne hazardous substances must be maintained below OSHA permissible exposure limit (PEL) or American Conference of Governmental Industrial Hygienists (ACGIH) threshold limit value (TLV) for any chemical.
- Where engineering controls will not adequately control exposures or are not feasible, and the potential exists to create air concentrations in the work area above the PEL or TLV, work area exposure conditions shall be monitored. Monitoring should occur, at a minimum, during the start of work and whenever there is a change in procedure, process, or chemical or material used.

Asbestos

Asbestos has been used in the production of numerous products, many of which have been used in building construction. The most common use of asbestos, in the University's buildings, is in flooring materials, mastics, thermal insulation, finish (sprayed, trowelled, etc.) coats, plasters, textures and joint compounds. Contractors, employed by the University, who will be performing building/facilities-related maintenance, repair, and/or renovation, shall be provided the location of known asbestos-containing materials (ACM's) in the area of their assigned work.

Under no circumstances shall a contractor damage/disturb known ACM (unless they are a licensed Asbestos Abatement Contractor and have been specifically employed to perform asbestos repair or removal). If, during the course of work, suspect or unknown ACM's are discovered, the contractor shall immediately stop the work in that area and notify the Project Manager.

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Indoor Air Quality

Maintaining Indoor Air Quality while construction occurs in an occupied building requires pre-planning by all parties. This includes the designers, contractors, construction managers, Department of Risk Management, and the occupants. Methods to maintain air quality include, but are not limited to: containing the work area, modifying HVAC operation, reducing emissions, increasing housekeeping, rescheduling work hours, and relocating occupants.

Radiation Safety Awareness

Radioactive material can be found in several areas on campus, being used for different reasons. Whether it is being used in an x-ray machine or in a science laboratory, maintaining a safe distance and/or proper shielding are the most ideal safety measures. In the event a Contractor must enter an area where a sign is posted with the following symbol:

please contact Risk Management at (254)710-4586 before entering.

Formulated: 4/25/2008

Reviewed:

Revised: 12/23/10

[Signature on File]_____ _____

Warren A. Ricks, CRM Date
Chairman, Risk Management Committee
Assistant Vice President and Chief Risk Management Officer

[Signature on File]_____ _____

Charles D. Beckenhauer Date
General Counsel

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[Signature on File]_____ _____

Dr. Reagan Ramsower Date
Vice President for Finance and Administration