

## Outside Contractor Safe Work Policy

### Policy Purpose

This policy is intended to protect the safety, health and well being of the College community as well as visitors to the campus and Contractors by highlighting safe work practices required for all outside contractors including subcontractors.

### Policy Statement

Berea College recognizes that contractors have the primary responsibility for executing on-site safety practices for the protection of their employees and the employees of subcontractors in accordance with all applicable local, state, and federal regulations and the policies of this institution. All work performed shall be in full compliance with the requirements of the Occupational Safety and Health (OSHA) Act.

Berea College will not act as the controlling employer in regards to safety issues. It is the complete responsibility of the contractor to implement all safety precautions and procedures. Berea College maintains the right to inspect any construction site or other work area where work is being conducted by an outside contractor to determine if conditions exist that could reasonably be expected to cause death, serious physical harm, or will compromise the safety and health of the College community including visitors and contractor employees. If such conditions exist, Berea College has the right to suspend work at any location deemed unsafe.

### Scope

All contractors must read, understand, and follow the requirements below while working on the College Campus. All contractors will receive this Policy with the bid package or prior to beginning work at the College. All contractors will be responsible for providing a copy of this policy to subcontractors prior to work on campus.

1. **Safety precautions and programs:** The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of its contract with the College. The Contractor shall take reasonable precautions for the safety of and shall provide reasonable protection to prevent damage to property, and injury or loss to students, employees, visitors to the College, employees on the work site and others persons who may be affected. The Contractor shall give notices and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities concerning the safety of persons and property and their protection from damage, injury or loss, including, but not limited to OSHA standards. It is up to the Contractor to ensure that the performance of its work is in full compliance with all such safety requirements.
2. **Emergencies:** if you become aware of an emergency situation including fire, injury, or release of toxic materials that could impact health and the environment, immediately call 911 and contact Public Safety at ext. 3333. A follow up contact must also be made to the College Project Manager. Also, if an on-campus emergency occurs while contract work is being performed, the College Project Manager or a Public Safety representative will advise the onsite contractors concerning the appropriate action. Contractors must follow all emergency directives.
3. **Smoking:** The College Project Manager shall designate a smoking area at the project site. This will be the only area where individuals can smoke. The designated area should be away from any combustible or flammable materials and shall not be located near any exits or entrances to buildings, or fresh air intakes to the buildings. Provisions must be made for the collection of cigarette butts.

4. **Contractor Parking**: The College Project Manager shall work with the Department of Public Safety to designate limited areas for Contractor parking and Contractors shall park only in designated Contractor parking areas.
5. **Personal Protective Equipment (PPE)**: Contractors must provide their employees with appropriate PPE and shall mandate use of this equipment when needed for specific job conditions.
6. **Cell Phone use**: Contractors may not use cell phones while operating equipment or vehicles on campus property.
7. **Cranes, Articulating Lifts, Man lifts, and Forklifts**: Operators of this type of equipment must have a current license or certificate of training on file with their employer. Contractors are not allowed to use College equipment and must provide their own equipment based on the requirements of the project.
8. **Ladder Safety**: All ladders used on college property shall be heavy duty industrial type ladders in safe working condition. The use of aluminum ladders for electrical work is prohibited. If the use of a College owned ladder is requested to complete a project, this must be discussed prior to the project start and must be used under the supervision of a representative of the College.
9. **Campus Fleet Requirements**: Contractors are not authorized to operate any Berea College vehicles.
10. **Digging**: Contractors must notify the College Project Manager before digging anywhere on campus. All underground utilities must be clearly identified and safety barriers put up around any excavation area.
11. **Security/Fencing**: Security fencing may be necessary on large construction projects when the nature of the work presents hazards to the general community. The Contractor will work with the College Project Manager and the Department of Public Safety to determine the size, scope and location of the fencing. This shall be documented in a written construction plan.
12. **Hardhats**: The Contractor and College Project Manager will agree and incorporate in the written construction plan when an area is designated as a "hardhat" area. Both College and Contractor personnel will be required to wear hardhats while working in the designated area. The Contractor will be responsible for enforcement of the hardhat requirement.
13. **Hazard Communication**: Chemicals brought onto the construction/work site must be handled in accordance with OSHA and all other applicable laws, ordinances, rules and regulations. Contractors shall maintain Material Safety Data Sheets for all chemicals brought onto the site. All chemical containers must be properly labeled. Also, the College Project Manager must be informed when the Contractor intends to bring flammable materials onto the site. Only as much of the material that is needed for the day shall be stored onsite and it should be removed at the end of the day. When this is not practical, special storage arrangements must be made with the Project Manager. The Department of Public Safety and Environmental Health and Safety shall be informed of this storage location and the material being stored on site to protect the safety of first responders.
14. **Lockout/Tagout and Confined Space Entry**: The Contractor must enforce a Lockout/Tagout policy and Confined Space Entry policy in compliance with OSHA standards and all other applicable laws, ordinances, rules, and regulations. The Contractor will be responsible for providing all necessary equipment required to comply with both OSHA standards.
15. **Welding, Cutting, Burning Operations**: Adequate fire protection and other safety precautions must be addressed with the College Project Manager before any "hot Work" is executed. Shield, curtains, or flame retardant tarpaulins shall be used to shield personnel and equipment from hot work. An employee shall be designated to stand as a "fire watch" to make sure all sparks are contained to the area of operation. Fire extinguishers shall be maintained on site.
16. **Fall Protection**: If project requires work at elevated heights, the contractor must comply with all applicable OSHA standards and all other laws, ordinances, rules, and regulations. The Contractor must

develop a written fall protection plan specific to the job and the plan must be reviewed with the College Project Manager prior to the start of the project.

- 17. Standards of conduct:** All contractor employees are expected to respect the rights of others and conduct themselves in a professional and business-like manner while working on campus. Acts of willful, unethical or illegal actions will not be tolerated.
- 17a. The contractor shall ensure that no firearms, weapons, controlled or illegal substances, or alcoholic beverages are brought onto the job site by contractor employees.
- 17b. The contractor shall ensure that their employees do not report to work impaired by any substance, drug, or alcohol, lawful or unlawful. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e. sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably assumed to be affected
- 17c. The contractor shall require their employees to obey all precautionary warning signs, product and process labels, and posted instructions.
- 17d. Contractor personnel shall confine their activities to the assigned work area(s).
- 17e. Derisive remarks, unsolicited comments that are sexual in nature, threatening, intimidating, coercive, or other unsafe or disruptive behavior such as fighting and horseplay is prohibited while working on campus property.
- 18. Contractor Employees:** The College reserves the right for any reasonable reason to request that any employee of the contractor or its subcontractor be removed from the project and College property.

## Responsibilities

### 1. College Project Manager

- Conduct a site assessment to determine the presence of any physical or chemical hazards (i.e. asbestos, lead paint) that need to be abated or communicated to the contractor before the start of the project. Assure all applicable notifications are made to outside regulatory authorities as required.
- Ensure all initial bid packets to Contractors include this Policy or ensure it is noted in project specifications for large projects
- Ensure that all Contractors working on campus sign the receipt and acknowledgement form for each large project or annually for repeat Contractors working on campus on a regular basis.
- Obtain certificates of insurance for Contractors working on campus
- Obtain proof of workers' compensation insurance.
- Schedule a Safety orientation meeting prior to the start of the project to review this policy, to communicate specific work site hazards, and the contractor's overall plans to address worksite safety issues.
- Schedule periodic construction/worksites visits to assure performance and effectiveness of the Contractor's own safety program and compliance with this policy.
- Maintain a copy of the signed Receipt and Acknowledgement form with the project file

## 2. Contractor

- Abide by this policy while working on Campus property
- Sign the receipt and acknowledgement form
- The Contractor will maintain an active employee list of contractor's employees working on campus property (required for projects that involve more than two workers)
- Provide certificate of insurance to Project Manager
- Report any concerns to College Project Manager immediately

### Enforcement

Failure to comply with the procedures detailed in this policy may result in the Contractor or Contractor employees being removed from the project and the prohibition of bidding on future projects.

3/11/2012

**Outside Contractor Safe Work Policy**

**Receipt and Acknowledgement Form**

Contractor hereby certifies that it has received, read, and understands Berea College's outside Contractor Policy. Contractor agrees to abide by all terms of the Policy while working on campus, and further agrees to enforce the policy as to all of Contractor's representatives, employees, subcontractors, and suppliers.

---

Contractor Name (print) \_\_\_\_\_

Project Name (print) \_\_\_\_\_

Contractor Representative (print) \_\_\_\_\_

Contractor Representative (signature) \_\_\_\_\_

Contractor Representative contact information (phone, address) \_\_\_\_\_

\_\_\_\_\_

College Representative (print) \_\_\_\_\_

Date \_\_\_\_\_