

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

9.16

CAMPUS:	Marshall	Page 1 of 12
TITLE:	Contractors Safety	
OFFICE OF RESPONSIBILITY:	Human Resources	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: July 17, 2002

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PRACTICE:

TSTC will manage the school campus to protect the environment, health and safety of employees, students, faculty, contractors, and the public.

To accomplish this, we:

- Recognize the priority of safety and environmental protection whenever there is competition with other business issues.
- Comply with the laws and regulations pertaining to safety, health, and environmental issues that are applicable to the campus, as a minimum standard.
- Commit to a continuing effort to improve our performance with safety issues.
- Build, operate, and maintain our facility in a manner that uniformly protects the environment, health, and safety of our employees and the public.
- Educate and train each employee, and hold each employee responsible for the compliance with this policy and accountable for measured performance relative to our standard of operating excellence.

- Employ qualified staff to implement this policy and to continuously improve HS&E performance standards.
- Measure progress in HS&E performance to stakeholder, including local communities, periodically.
- Participate in programs that promote better risk management through improved technology and legislation.
- Establish and promote programs that help employees achieve a safer and healthier lifestyle.

PERTINENT INFORMATION:

This policy is designed to provide outside contractors a reference source for basic safety, health, and environmental rules, procedures and precautions to be used while working on TSTC Campus.

A publication of this size cannot encompass all the safety procedures for every situation or condition, but does provide general guidance to reduce potential accidents and to control losses. This policy is not intended to replace a contractor's safety program nor summarize all the safety, health, and environmental regulations governing the contractors operations.

Should situations arise which are not covered in these guidelines, or if you have a question about a guideline, contact your supervisor or the Safety Manager.

The primary focus of this TSTC safety program is on the prevention of accidents and the control of losses. We feel familiarization with this policy will help accomplish this goal.

If you have any questions on the content of this manual, or any specific TSTC requirements, please contact the Safety Manager or your supervisor.

PROCEDURES:

1. The contractor, contractor's employees, and subcontractors shall comply with all TSTC Health, Safety & Environmental (HS&E) policies and procedures, as well as all applicable federal, state, and local regulations and ordinances. Failure to do so will result in removal from the facility.
2. The contractor shall provide all safety and personal protective equipment (PPE) required to complete the scope of work. Equipment supplied by the contractor

must meet or exceed the requirements of the appropriate governmental regulatory agency.

3. The contractor shall ensure that copies of Material Safety Data Sheets (MSDS) are readily available for all hazardous chemicals and products that will be brought onto the campus.
4. The contractor must obtain necessary disposal manifests and approvals prior to arranging for waste shipments. These activities may be arranged by contacting the Safety Manager.
5. The contractor shall provide a competent, well-trained supervisor in charge at the site at all times during which its employees or those of its subcontractors are present.
6. The contractor shall report all injuries and illness to the Safety Manager.
7. The contractor's employees must be familiar with the contents of this policy, as they will be held accountable for complying with the provisions stated herein.

GENERAL REQUIREMENTS FOR TSTC:

1. Training/Orientation

All contract personnel must attend the TSTC Contractors Orientation prior to working on Campus.

2. General Safety Equipment

You must wear the minimum safety equipment required in the area in which you are working and for the job you are performing.

3. Normal Working Hours

Normal working hours for TSTC campus, are., 7:00 am - 5:00 p.m. Contractors should schedule their work within these hours unless otherwise approved or specified by bid requirements. The Project Manager must approve scheduled weekend work.

4. Parking and Traffic

All contract employees operating a vehicle or other piece of equipment, including forklifts, on campus, must have a current valid driver's license and proof of operator certification for the equipment in question. Speed limit signs and other informational signs are posted throughout the campus and must be obeyed.

5. **Smoking**

Smoking will not be allowed in any building or restricted area.

6. **Contractor Conduct**

Campus policy prohibits carrying weapons, stealing, falsification of records, fighting, intoxication and the possession or use of alcohol or controlled substances. An individual's prescription medication is acceptable only when ingestion will not affect job performance (in the opinion of the employee's attending physician).

EMERGENCY PROCEDURES:

1. **Reporting Emergencies**

If a contractor notices signs that may indicate a fire, gas/vapor release, down electrical wires etc., they shall report it to a TSTC employee immediately. If necessary call 911. Provide the 911 operator with the location of emergency with as much detail as possible, his/her name, and the employer's name. Remain on the phone until the operator has verified the information. At this point, unless otherwise told, the contractor should leave the area per Emergency Response Guidelines.

2. **Contractor Responses**

Upon hearing any alarms, the contractor must stop all work. This includes ceasing all welding and burning activities, shutting off all equipment. (electrical, motorized, and Pneumatic), and extinguishing all cigarettes and other sources of ignition. The contractor crew leader shall take a head count to ensure that all contract personnel are accounted for. The contractor personnel shall remain in the area until the "ALL CLEAR" is announced and a TSTC employee has instructed them that they may return to work.

3. **Obtaining Assistance for a Medical Emergency**

If the contractor requires assistance for a medical emergency, assistance can be obtained by contacting a TSTC employee or call 911, or public safety. When the person answers the caller shall identify the area where assistance is needed, type of injury or accident, his/her name, and the 'company' name. The caller should not hang up until all the information has been verified.

GENERAL SAFETY RULES

1. Housekeeping

The contractor shall keep the work area, specifically walking and working surfaces, clean and free from debris and trash which could cause slipping and tripping hazards. Tools and materials shall be kept and stored in an orderly fashion. Dismantled or surplus materials, dirt, lumber; concrete, metal, insulation, paper, etc. shall be promptly cleared and disposed of by the contractor. General clean-up is required each day. TSTC has the authority to require an area to be further cleaned prior to a contractor resuming work.

2. Portable Ladders and Scaffolds

Portable ladders and scaffolds are used to provide access for temporary work and are not a substitute for stairs or fixed ladders. They are provided so that you will not have to climb over or work from equipment, pipelines or structures. Since they are portable, temporary, and involve climbing to levels above the ground or floor, there are inherent hazards in using them. Contractors must observe the following rules to help avoid injury:

- a. Do not use a defective ladder. Inspect all ladders before use for stability, defective rungs, broken or cracked sections, oil or grease, etc. Notify your supervisor if a ladder is defective and remove from service.
- b. Fiberglass ladders shall be used in conjunction with all electrical work. Wooden ladders are not acceptable.
- c. DO NOT USE MAKESHIFT LADDERS.
- d. Do not overload or abuse a ladder or a portable scaffold.
- e. Use the right size ladder for the job. A ladder that is either too short or too long can be hazardous. Work from a safe height on the ladder.
- f. When using extension or straight ladders:
 - Set ladder at an angle so that its feet extend horizontally approximately one-fourth of its height
 - If raising a long ladder have someone hold the base if possible; otherwise tie the base or block it against something solid and stationary.
 - The side rails of the ladder should extend 3.5 feet above the top landing.
 - Raise extension ladders to the vertical position (or against the wall) before extending.
 - Place ladder feet parallel with the top support and on a solid footing.
 - If the ladder is on roofs or high places or if the indicated angle cannot be observed, tie the ladder off to prevent from inadvertent movement.

- g. The ladder should be so placed as to prevent slipping and it shall be lashed or held in position.
- h. Be certain that the feet and the top of the ladder are resting firmly in place.
- i. Both hands should be free to assist you when you climb or descend from a ladder. If tools or materials cannot be safely carried; they should be raised or lowered by a rope, chain, etc. When on a ladder, be sure you are well balanced before you start working.
- k. In climbing or descending a ladder, always face the ladder and keep a firm hold.
- l. Avoid having more than one person at a time on a particular ladder.
- m. All straight ladders should have safety feet. Do not use the ladder if the rubber pads are missing.
- n. If you put a ladder in a position where it can be hit by a lift truck or other vehicle, protect yourself by setting up barricades or posting a guard.
- o. Do not place a ladder in front of a doorway unless the door is barricaded or guarded.

Scaffolding

- a. If you are working on a scaffold, first be sure that it is constructed soundly.
- b. Scaffolding cannot have mixed parts from different manufacturers or of different makes.
- c. Scaffolding cannot be supported by bricks, boards, boxes, or any other materials, which might shift or prove unstable.
- d. If you are working above four feet, your scaffold must have handrails. If you're above ten feet, your scaffold requires both handrails and mid-rails.
- e. The boards used in scaffolding must be cleated.
- f. Toe boards and wire mesh is required on the working platform of the scaffold.
- g. Scaffolding must never block stairways or passages.
- h. Ladders must extend three and a half feet above the highest platform.
- i. Free-standing scaffolds must have guy wires or out-triggers if they are higher than 10 feet. Keep the working platforms of scaffolds clear of tools and other objects that could be hazardous to you or to those below.
- k. Scaffolds and ladders shall not be positioned so that they block walkways or means of egress.
- l. All scaffolding must be constructed in accordance with OSHA regulations.
- m. When the scaffold is being built or dismantled, the scaffolding contractor is responsible for attaching a "DANGER" tag to the scaffold, indicating that is unsafe and incomplete.
- n. When the scaffold is complete, the scaffolding contractor must have a Competent Person inspect it and then attaches a scaffolding inspection tag to the scaffold.
- o. Altering scaffolds in anyway by anyone other than the scaffold builder is prohibited.

- p. If you have any questions regarding scaffolds or ladders, consult your supervisor for further information/requirements.

3. Fall Protection

All contractor employees working above ground in areas not protected by standard guardrails and work platforms must wear a full body harness and shock absorbing lanyard that is secured to a structural support meeting the requirements of the OSHA standards. Areas where standard guardrails and work platforms have been temporarily removed for access, revision, addition, etc. should be barricaded, and clearly marked of the impending danger.

4. Fire Extinguishers

Contractors shall provide, at a minimum, 10 lb. Dry chemical fire extinguishers with ABC ratings for each area where hot work is being performed. The contractor is responsible for training his/her employees on the proper operation of the fire extinguisher. A fire watch supplied by the contractor is required for each hot work permit issued. The fire watch is required to stay at the job site for a minimum of 30 minutes after the time that the hot work activity has been completed.

5. Compressed Gas Cylinders

Storage, transportation and use of compressed gas cylinders must meet or exceed the OSHA requirements. Examples of those requirements include:

- a. Compressed gas cylinders are not allowed inside vessels.
- b. Compressed gas cylinders must be stored in a secured upright position.
- c. Full and empty cylinders must be stored separately. All empty cylinders must be tagged as "Empty" and valves closed with safety cap in place.
- d. Compressed gas cylinders must not be stored on a soil surface.
- e. Compressed gas cylinders must be stored separately by the type of gas.
- f. Protect cylinders from elevated temperatures.
- g. Care must be taken to ensure that compressed gas cylinders containing incompatible gases are stored away/protected from one another appropriately.
- h. Never place an unidentified cylinder into service.

6. Electrical Tools and Equipment

The use of electrical tools and equipment requires certain precautions to be considered:

- a. All electrical hand tools used must be grounded via a ground fault circuit interrupter (GFCI) or grounding assurance program. A grounding assurance program requires routine testing of the ground circuit.
- b. Lighting used inside confined spaces must be explosion proof and must not exceed 12 volts unless a GFCI is provided and used.
- c. Equipment and piping cannot be used for grounding purposes.
- d. Only use campus electrical service outlets equipped with proper plug-ins do not use adapter "pigtailed". Extension cords supplied by contractor should be checked monthly.

7. Contractor Tools and Equipment (including Manlifts)

All equipment brought on the TSTC campus by all contractors must be in safe operating condition, all guards must be in place, and must meet or exceed all applicable governmental regulations (OSHA, EPA, DOT, etc.) The contractor's equipment is subject to inspection by the Safety Manager at any time. Such inspections or failure to inspect does not relieve the contractor from responsibility for the safe operation of their equipment.

8. Transfer of Flammable Liquids to Containers, Equipment, and Vehicles.

All flammable liquids must be stored in an approved UL listed safety can and also in approved storage areas on campus. Equipment refueling must be accomplished by using approved containers and methods. Transfer of flammable liquids to containers and equipment must incorporate the use of grounding and bonding. All vehicle engines must be turned off during refueling activities. Using TSTC fuel pumps for refueling be provided in the immediate area of the refueling and chemical storage areas.

9. Use of Cranes and Other Lifting Devices

- a. Cranes shall be operated only by trained and experienced operators. The contractor is responsible for assuring that the crane has been properly sized for the job and that the cranes have been properly maintained and inspected.
- b. Tag lines are required to secure materials while being moved or handled with cranes or other mobile equipment.
- c. All cranes working in the vicinity of overhead power lines shall be grounded and should be equipped with proximity guards. Minimum clearance between the lines and any part of the aerial lift shall be at least 10 feet.
- d. The use of personnel baskets on cranes must comply with the OSHA standards.

10. Lockout/Tagout

The contractor is required to comply with the TSTC Lockout/Tagout procedure, which requires the contractor to provide individually keyed locks for each employee. The procedure requires that all energy sources be locked out and/or tagged out by each worker or crew with potential exposure. The procedure also requires that each worker in a crew lock out the "lock-box". To reference the actual procedure required by TSTC consult the Chief of Safety on campus.

11. Back Injury Prevention

Contractors are required to have a back injury prevention program in place, which should include employee medical history, screening new hires and an ongoing Back Safety Awareness Program.

12. Confined Space Entry Training

If a contractor is performing work that requires a confined space entry, the contractor must provide employees that are trained and qualified as required by OSHA 29 CFR 1910.146 (i.e. Authorized Entrants, Attendants, Entry Supervisor, Rescue and Emergency Services, etc.). Contract employees who have not received specific training on the duties associated with confined space entry are prohibited from participating in entry activities.

13. Excavation Safety

All excavations on plant property must be performed in accordance with applicable OSHA regulations (shored, sloped, shielded, barricaded, acceptable egress, etc.). The contractor is responsible for providing a "Competent Person" at every excavation site. This individual must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them. Also, he/she must be able, through experience or training, to determine the suitability of equipment or materials used for support systems, shield systems, and other protective systems. Additionally, excavations that will be made with mechanical equipment require an excavation permit. To obtain an excavation permit, the contractor is responsible for ensuring that an excavation plan is submitted to campus Safety Manager two days prior to the desired excavation date.

INDUSTRIAL HYGIENE REQUIREMENTS

1. Asbestos

If materials are suspected of containing asbestos, the material should not be disturbed until it has been sampled by qualified personnel and analyzed for the presence of asbestos. Qualified asbestos abatement contractor will only handle asbestos containing materials. The use of ACM is prohibited without approval of the campus Safety Manager.

2. Hazard Communication

Prior to bringing any hazardous chemicals, mixtures, or products on to the campus, a list of these materials must be provided to the Safety Manager.

3. Respirator Program

If respirators are required as part of the job, all affected employees must be involved in a formal Respiratory Protection Program. Employees who are not involved in the Respiratory Protection Program are prohibited from participating in respiratory-related tasks.

4. Hearing Conservation

The contractor is required to provide hearing protection devices for his/her employees in any areas on campus where the noise level exceeds 85dba or is deemed necessary by the Safety Manager.

ENVIRONMENTAL PROTECTION REQUIREMENTS

1. General Environmental Requirements

TSTC has specific environmental policies and procedures to allow the campus to comply with applicable federal, state, and local environmental regulations and with permit restrictions. These policies and procedures cover air emissions, water discharges, solid waste, hazardous waste, spills, and other similar areas. The contractor is required to follow these policies and procedures and to coordinate all related activities with the campus Safety Manager. The contractor should educate all of his/her employees on TSTC campus environmental practices and requirements.

2. Solid Waste Handling and Disposal

All solid waste generated by the contractor during the project will be disposed of under the supervision of the campus Safety Manager. All projects turn-key operations or otherwise, may be bid with disposal, waste handling, and treatment costs incorporated. This work may be performed by the contractor if bid this way, but actual approval of disposal details as well as manifesting and manifest signatures will be the responsibility of the Safety Manager. It is required that the

Safety Manager is contacted during the initial planning stages of a project to determine disposal issues, which may impact the project. All waste material created while on campus must be handled in an approved manner while on site and must be shipped to an approved site accompanied by a waste manifest.

3. Ditches, Spill Reporting, and Containment

- a. The contractor must provide adequate spill protection and shall not allow any oil, grease, fuels, lubricants, anti-freeze, paints, solvents, acids, alkalis, soil sediments, or contaminated liquids to migrate to any drain, ditch, or be spilled on the ground.
- b. The contractor must report any spills immediately to the Safety Manager. The Contractor must take immediate action to contain the spill. The Chief of Safety will coordinate the clean up and disposal. All clean-up and disposal costs will be charged to the contractor, but will be handled by the campus Safety Manager.
- c. All storage, loading/unloading, and tankage of chemicals, fuels, and other bulk materials must be contained within curbed or diked areas that are reviewed by the campus Safety Manager. Refueling of field equipment from a fuel truck is exempted from this regulation.
- d. The contractor shall not discharge any materials, liquids, wastes, chemicals, etc. to any sump without approval of the Safety Manager. This includes the wash down of any parts or equipment in or on areas that eventually drain to ditches or sumps i.e. (parking lots, or driveways around maintenance or elsewhere).

4. Air emissions Requirements

- a. Contractors are prohibited from burning construction debris and other materials on the property of TSTC campus.
- b. Contractors are required to report any unplanned releases of chemicals to the atmosphere to the Safety Manager immediately.

5. Disposal Manifest

Contractors are required to obtain appropriate disposal manifests for all wastes (liquid, solids, slurry) shipped from campus property. Information pertaining to waste generation should be given to the campus Safety Manager.

INCIDENT REPORTING-INCLUDING FIRST AID

1. Accident/Incident Reporting

All incidents occurring at a project on the TSTC campus must be immediately reported to the Safety Manager. Within 48 hours of an incident, the contractor

shall furnish the Safety Manager a copy of any accident/incident report (including near-miss report) that is generated on the campus. Such reports must include a medical description of the injury (if applicable) and action taken to prevent recurrence. If a person is seriously injured, the contractor will keep the Safety Manager informed of that person's condition. If the contractor has an unusual happening, such as a serious fire, explosion, fatality, or other serious incident, the contractor shall notify the Safety Manager immediately. The contractor shall coordinate any news releases with TSTC College Relations office on campus.

2. Medical Treatment

The contractor shall provide first aid supplies and a sufficient number of employees on site that are trained in first aid. If additional first aid is required beyond the expertise of the trained first aid employee, assistance can be obtained from the Safety Manager.

3. Chemical Contact

If the contractor employee is splashed with a chemical, the employee must be washed for a minimum of 15 minutes under the closest safety shower and eyewash. The Safety Manager must be notified as soon as possible to offer needed assistance. After this initial wash has occurred further evaluation will determine if continuing medical assistance is required.

4. Toxic Substances Control Act

It is the contractor's responsibility to report any information or incident associated with any chemical that results in an adverse health or environmental effect. This should be reported to the Safety Manager.