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Policy Name: Contractor / Construction Safety

Policy Number: F-1

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Campus Police; Facilities & Grounds

Most Recent BOT Approval Date: September 2011

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Finger Lakes Community College shall maintain and enforce uniform guidelines to ensure that all College safety plans, policies and procedures are consistently communicated to contractors and those contractors provide in writing their established safety plans, policies and procedures. Contractors are required to comply with their established safety plans, policies and procedures.

Reason(s) for Policy:

The College is committed to providing a safe working and learning environment for its employees and students. Effective communication is a necessary element of maintaining safety at construction sites. This policy establishes guidelines to be followed by contractors working on College property. These guidelines will ensure a safe working environment, govern relationships with contractors, and ensure that contractor employees and College employees are trained to protect themselves from potential and existing hazards.

Applicability of Policy:

This policy applies to all construction contractors hired by the College and all College departments involved in the selection, hiring and oversight of contractors.

Definitions:

None

Related Documents:

- Applicable provisions of OSHA regulations – 29 Code of Federal Regulations [identification of the specific regulations necessarily depends on the work performed]
- Any College policies and procedures applicable to the contracted work

Procedures:

General College Responsibilities

When hiring contractors to perform construction work, the College will address the following safety responsibilities:

- Obtain and evaluate information regarding the contractor's safety performance and programs.
- Inform the contractor of known potential fire, explosion, or toxic release hazards related to the contractor's work and the process.
- Explain the applicable provisions of the College's emergency response procedures to the contractor, and require that the contractor communicate that information to all of its workers who will work on the College campus.

- Develop and implement safe work practice procedures to control contract worker entry into hazardous work areas.
- Periodically evaluate the contractor's fulfillment of his or her responsibilities under this policy.
- Ensure a contractor safety plan is submitted for work that is being performed as well as any necessary licenses or standards.

General Contractor Responsibilities

Contract workers must perform their work safely. Due to the inherent hazards associated with construction work, their work must be controlled. College contractors must accept the following general responsibilities, in addition to specific responsibilities detailed later in this policy:

- Assure that the contract worker is trained in the work practices necessary to safely perform his or her job.
- Instruct the contract worker in the potential fire, explosion, or toxic release hazards related to his or her job and the process.
- Assure that the contract worker knows the applicable provisions of the College's emergency response procedures.
- Document contract worker training.
- Inform contract workers of and enforce safety rules of the College, particularly those implemented to control the hazards of the contracted process during operations.
- Require that all subcontractors abide by the same rules to which the contractor is bound.
- Abide by the College smoking policy.

Before Work Begins

College Responsibilities

The College shall designate a representative to coordinate and communicate all safety and health issues with the contractor. The designated representative must have a copy of the scope of work and be thoroughly familiar with the work and the safety and health aspects of the work, or know who to call to obtain this information. The designated representative is responsible for ensuring that the College carries out the following responsibilities:

- Provide information about the College's written safety policies and procedures to the contractor.
- Inform the contractor of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be given the telephone numbers of the nearest hospital, ambulance service, and fire department.
- Conduct an inspection of the proposed work-site area before the pre-start-up meeting so any known information about on-site hazards, particularly non-obvious hazards, are documented and thoroughly communicated to the contractor.
- Work directly with the contractor's designated representative, with whom all contacts should be made.
- Conduct a pre-start up meeting (walk through) with the contractor's designated representative and a supervisor from each of the areas of the College involved in the contractor's work.
- Review all contract requirements related to safety and health with the contractor's designated representative, including, but not limited to, rules and procedures, personal protective equipment (PPE), and special work permits or specialized work procedures. Advise the contractor that the College's safety and health policies and applicable laws and regulations must be followed.
- Inform contractor's designated representative of the required response to alarms and furnish the contractor with a demonstration or explanation of the alarms.
- Communicate thoroughly with the contractor's designated representative any safety and health hazards (particularly non-obvious hazards and hazard communication issues) known to be associated with the work, including those in areas adjacent to the work site. Tell the contractor to convey this information to its employees.
- Review preparation of the work-site before contractor begins initial work.
- Identify connect-points for all services, such as steam, gas, water, electricity, etc. Define any limitations of use of such services.

- Ensure that all affected employees at the College receive training on all hazards to which they will be introduced by a contractor during the contract work.

Contractor Responsibilities

The Contractor shall designate a representative to coordinate all safety and health issues and communicate with the College's designated representative, as well as the following:

- Provide documentation of any necessary safety training, as described in the training section of this policy, to the College's designated representative.
- Provide information to the College's designated representative on the safety and health hazards that may arise during the course of the contractor's work at the College, and the means necessary to avoid danger from those hazards, including hazard communication and all other potential hazards.
- Obtain from the College any safety rules and regulations in effect at the site or potential hazards present that may affect the contractor's work.
- Be certain to be informed of any emergency signals and procedures that may be put into operation in areas where the contractor's employees are working. The contractor should be certain to have the telephone numbers of the nearest hospital, ambulance service, fire department and campus police.
- Advise and train its employees on hazards associated with the work to be performed, including any hazard communication or other hazard information provided the contractor by the College's designated representative.
- Keep the designated representative for the College fully informed of any work, which may affect the safety of the College's employees, students or property. This includes complying with relevant right-to-know legislation and providing the designated representative appropriate material safety data sheets (MSDSs) or other required information about chemicals the contractor will bring onto the site.
- Know who to call and what to do in emergencies, including where first-aid and medical services are located and train employees on this.

During the Performance of the Work

College Responsibilities

- Limit, as necessary, the entry of College employees and students into contractor work areas.
- Monitor the contractor's compliance with the contract throughout the duration of the work. When checking contractor work during the project, note any negligent or unlawful act or condition in violation of safety standards or requirements. Any items noted should be brought immediately to the attention of the contractor's designated representative in writing.

NOTE: If an unsafe act or a condition creates an imminent danger of serious injury, immediate steps should be taken with the contractor's designated representative, or in his or her absence, the contractor's employees to stop the unsafe act or condition. Do not allow work that is in violation of a regulation to continue.

- Document all discussions, including place, time, and names of contractor employees in attendance.
- Approve the contractor beginning work each day, unless it is routine service or maintenance work or periodic outdoor service or maintenance work.
- For work for which the College has developed specific and generally applicable procedures, make sure contractors and their sub-contractors follow the same procedures.
- Do not allow loaning of tools and equipment to outside contractors and their subcontractors. The contractor is required to provide the necessary tools and equipment.
- Contact the nearest medical facilities, when available, in emergency situations where severity of the injury dictates immediate attention.
- Obtain a copy of each OSHA recordable injury report from the contractor and subcontractor. Investigate and report to Campus Facilities all personal injuries to contractor and subcontractor employees.

- Investigate any report of any property loss. Maintain an accident report file. After conclusion of the contract work, Campus Facilities or a representative will complete a post-project assessment of the contractor's safety performance.

Contractor Responsibilities

- Have a designated site safety coordinator present and attentive to the work performed at all times by the contractor and/or subcontractors working at the College.
- Ensure that all subcontractors are abiding by the terms of this plan.
- At times, perform its work while the College is operating, if necessary, and establish necessary safe practices to permit work under operating conditions without endangering the College's employees, students or property. This includes, but is not limited to barricading, sign-posting, flagging and fire watches.
- Make sure that any equipment, chemicals, or procedures to perform contracted work meet all OSHA requirements.
- Be responsible and accountable for any losses or damages suffered by the College and/or its employees or students as a result of contractor negligence.
- Provide its employees with medical care and first-aid treatment.
- Use only the designated building entrance, if applicable, and follow the College access control practice. The contractor also will ensure that each contractor employee is issued and wears some form of easily seen identification.
- Provide supervisors and employees who are competent and adequately trained, including training in all health and safety aspects of the work involved in the contract.
- Provide all tools and equipment for the work, including personal protective equipment (PPE), and ensure the equipment is in proper working order and employees are instructed in its proper use.
- Maintain good housekeeping in the workplace.
- Follow specific instructions supplied by the College should emergency alarms be activated.
- Notify the designated representative immediately of any OSHA recordable injury or illness to contractor employees or subcontractor employees occurring while on the College campus. Provide a copy of each accident report to the designated representative if requested. After conclusion of the contract work, the contractor is responsible for cleaning all work areas and disposing of any discarded materials in a proper and legal manner.

Training

College Responsibilities

- Ensure that affected employees and or students receive training on all hazards to which they will be introduced by a contractor.
- Emphasize to the contractor that it is the contractor's responsibility to convey to its employees any safety information provided by the College to the contractor.

Contractor Responsibilities

- Train all workers on all safety and health hazards and provisions applicable to the type of work being done and provide documentation of completed training to the College's designated representative.
- Train employees on where to obtain first-aid and medical services.

Recordkeeping

College Responsibilities

- Have on file a copy of the contract; be thoroughly familiar with its contents and with the safety and health aspects of the work.
- Keep on file copies of all forms or statements related to the contract that are required to be filled out before or during contract work.
- Maintain a daily log of pre-work start-up inspection findings.

- Keep records of all documentation received from the contractor, including records of training completed, MSDSs, accident reports, etc.
- Keep records of all documentation given to the contractor, including list of hazards to train their employees on, MSDSs, etc.
- Document all discussions, letters, memos, or other communications to the contractor regarding safety issues, including place, time, and names of people involved.

Contractor Responsibilities

- Keep records of all training conducted with contractor employees and all documentation provided to the College regarding such training.
- Keep copies of all types of statements related to the contract required by the College to be completed prior to or during contract work.
- Keep on file current telephone numbers for the nearest hospital, ambulance service & fire department.
- Keep on-site copies of all material safety data sheets (MSDSs) or other required information about chemicals relevant to the work on-site.
- Keep an OSHA recordable injury and illness log for the project along with copies of detailed reports on any accidents that occur in the course of the project.

Forms/Online Processes:

- Material Safety Data Sheet
- FLCC Accident Report form

Appendix:

None