



# **Safety Policies for Contractors and Subcontractors**

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**Modified: April 2012**

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# General Requirements

## Contractual Obligations

A copy of this document shall be made available upon request to prospective bidders/offers at the pre-bid/pre-proposal conferences for the work. This document shall be either included with, or referenced in, the contract documents.

Contractors performing building, facilities or equipment-related construction, repair, installation, renovation or maintenance activities shall attend a safety orientation as follows:

- For non-capital construction/renovation work, the Project Coordinator shall arrange the safety orientation with EH&S and the Contractor prior to the start of work by contacting EH&S at 883-4111. Contractors retained on a term contract need only attend one safety orientation held prior to the award of the first project under that contract.

The Contractor shall provide the Project Manager/Coordinator with emergency contact phone number(s), usable 24 hours a day, for the Contractor's representative. These phone numbers shall be copied to EH&S and the UTD Police Department prior to the work.

The Contractor bears sole responsibility for the safety of his or her employees. The Contractor is expected to take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the U.S. Department of Labor and Industry and the Occupational Safety and Health Administration (OSHA). These regulations include, but are not limited to:

- Title 29 of the Code of Federal Regulations (CFR) Parts 1910, Occupational Safety and Health Administration (OSHA) Standards for General Industry,
- Title 29 of the Code of Federal Regulations (CFR) Parts 1926, Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry.
- **A. Initiate and maintaining such programs as may be necessary to comply with the Code of Federal Regulations Part-1926** (OSHA Construction Standards).
- **B. Have Contractor Management Commitment to Safety**
  - (1) Giving safety and health designees' authority to correct hazards [[29 CFR 1926.32\(f\)](#)].
  - (2) Inform contractor employees of hazards [[29 CFR 1926.21\(b\)](#), [29 CFR 1926.33](#), [29 CFR 1926.59](#), [29 CFR 1926.454](#), [29 CFR 1926 Subpart Z](#)]
- **C. Conduct Hazard Identification and Determination**
  - (1) Evaluate operations, procedures, facilities, and equipment to identify hazards [[29 CFR 1926.20\(a\)](#), [29 CFR 1926.21\(b\)](#)]
  - (2) Ensure regular safety and health inspections [[29 CFR 1926.20\(b\)\(2\)](#), [29 CFR 1926.703\(b\)](#), [29 CFR 1926.1081](#)]

- (3) Conduct accident investigations [[29 CFR 1904.4](#)]. **Immediately contact UTD EH&S department in the event of an accident or injury.**
  - (4) Determine if engineering or administrative controls or personnel protective equipment are to be used [[29 CFR 1926.103](#), [29 CFR 1926.951](#)]
- **D. Conduct Hazard Elimination and Control**
    - (1) Ensure machines and tools are in safe working order and in compliance with relevant standards [[29 CFR 1926.20\(b\)\(3\)](#), [29 CFR 1926.550\(a\)](#), [29 CFR 1926.951](#)]
    - (2) Institute engineering and work practice controls to eliminate health hazards [[29 CFR 1926.55](#), [29 CFR 1926.103](#), [29 CFR 1926 Subpart Z](#)]
    - (3) Perform housekeeping to remove hazards posed by scrap and debris in work areas [[29 CFR 1926.25](#), [29 CFR 1926.852](#), [29 CFR 1926.152\(c\)\(5\)](#), [29 CFR 1926.900\(k\)\(5\)](#)]
    - (4) Provide appropriate personal protective equipment when other controls are infeasible [[29 CFR 1926.28\(a\)](#), [29 CFR 1926 Subpart E](#)]
    - (5) Guarantee safe means of egress [[29 CFR 1926.34](#)]
- **E. Work with UTD involving First Aid and Medical Response**
    - (1) Ensure availability of emergency rescue for injured employees [[29 CFR 1926.50\(e\)](#), [29 CFR 1926.106\(a\)](#), [29 CFR 1926.21\(b\)\(6\)](#), [29 CFR 1926.802\(b\)](#)]
- **F. Provide Training**
    - (1) Train their employees to recognize hazards [[29 CFR 1926.21\(b\)\(2\)](#), [29 CFR 1926.65](#), [29 CFR 1926.302\(e\)](#), [29 CFR 1926.1060](#)]
    - (2) Train workers to recognize and avoid unsafe conditions [[29 CFR 1926.21\(b\)\(2\)](#), [29 CFR 1926.65](#), [29 CFR 1926.454](#), [29 CFR 1926.901\(c\)](#)]
    - (3) Provide training on safe work practices and applicable standards [[29 CFR 1926.21\(b\)](#)] - **monthly safety meetings, weekly, and daily toolbox safety talks.**
    - (4) Provide training on safe operation of equipment and machinery [[29 CFR 1926.20\(b\)\(4\)](#), [29 CFR 1926.302\(e\)](#)]
    - (5) Provide training on hazards of access ladders and stairways [[29 CFR 1926.1060\(a\)](#), [29 CFR 1926.454](#), [29 CFR 1926.800\(b\)](#) and [\(c\)](#)]
    - (6) Provide training on confined and enclosed space entry hazards and precautions [[29 CFR 1926.21\(b\)\(6\)](#), [29 CFR 1926.353\(b\)](#), [29 CFR 1926.801](#)]. The Contractor bears sole responsibility for communication of safety-related information and requirements to his or her Subcontractors. Contractors shall assure that their Subcontractors comply with the requirements outlined herein.

## **Submittals**

Submittals, where required from the Contractor by this document, shall be made in writing directly to the Project Manager/Coordinator and copied to EH&S. Submittals shall be made sufficiently in advance to avoid delay of the project. Where review, approval, or coordination of submittals is required, submittals shall be made at least ten (10) working days prior to the start of the project unless prior arrangements have been made. Post-job submittals, where required as outlined in this document, shall be made no later than fifteen (15) working days after completion of the project or as specified herein.

## **Control of Fugitive Emissions**

The Contractor shall take all reasonable precautions necessary to control fugitive emissions from the job site. Fugitive emissions include, but are not limited to: nuisance dust, chemical odors/vapors/gases, hazardous materials (such as lead dust or asbestos), and noise.

Where the product(s) or material(s) to be used by the Contractor has a permissible exposure limit (PEL) established by OSHA or VDLI, and where university employees or the public may be exposed to the product or material, the Contractor shall take all reasonable steps to maintain exposures below the PEL where an exposure condition during use exceeding the PEL could reasonably be anticipated. In such instances, the Contractor shall monitor, or shall contract to have monitored, work area exposure conditions. Monitoring shall occur, at a minimum, during the start of work and whenever there is a change in procedure, process, or chemical or material used. If it is deemed not practicable to maintain exposures below the PEL, the Contractor shall restrict access to all areas where exposures exceed the PEL to authorized personnel only.

## **Accidental Spills and Releases**

In the event of an accidental release or spill of chemicals or other hazardous materials the Contractor shall:

- Immediately take action as appropriate to contain the spill if this action can be taken without jeopardizing the health or safety of employees,
- Notify the rescue squad, fire department, or other entities as needed or required,
- Contact EH&S, and
- Contact the Project Manager/Coordinator.

EH&S emergency response personnel may be reached after normal working hours by contacting the UTD Police Department at 883-2222 or 911.

All university costs associated with responding to or remediation of a chemical or hazardous material spill or release may be assessed to the Contractor.

## **General Work Requirements**

The Contractor shall abide by the requirements of any sign posted in a building that requires the use of specific personal protective equipment, that restricts access to qualified or authorized persons only, or that establishes other requirements for entry.

The Contractor shall not conduct work or operations that obstruct exits or the means of egress from an occupied building without the prior approval of EH&S and the Project Manager/Coordinator. Equipment and materials are not to be stored in exits or exit stairwells at any time, and may not be stored in the means of egress without prior approval. Fire rated doors shall not be chocked or blocked open except temporarily and while constantly supervised; such chocks/blocks must be immediately removed in the event of a building fire alarm or similar emergency.

Compressed gases shall be stored, used and transported in accordance with the requirements of the NFPA 101. New compressed gas installations shall comply with the NFPA 101.

All tents, stages and temporary structures shall comply with the requirements of the IBC (International Building Code), and a permit shall be obtained where required by this policy.

Contractors shall not use university equipment or vehicles nor shall the Contractor allow university employees to use the Contractors' equipment or vehicles without the approval of Risk Management and EH&S. If an employee of a Contractor needs to use specialized equipment owned by UTD, such as powered industrial trucks, The Contractor must provide suitable documentation that the employee has been trained and certified (if required) to use such equipment.

The storage and use of explosives, blasting agents, and pyrotechnic devices is strictly regulated and shall comply with the IBC. The indoor display of pyrotechnic devices is strictly controlled and shall comply with university policy; please contact EH&S at (972) 883-2381 for guidance on these requirements.

## **Specific Program Requirements**

### **Non-capital Projects**

#### **Asbestos and Suspected Asbestos Containing Building Materials**

It is the responsibility of the Contractor to provide his or her own asbestos awareness training which shall include, but is not limited to, the information contained in this section and the following governing rules and regulations.

- Texas Administrative Code – Title 25 – Part 1 Chapter 295 Subchapter C
- TSCA (15 U.S.C. § 2601) Title 1 and Title 2
- 40 CFR Part 763 and 40 CFR Part 61 Subpart M, Subpart E, Subpart G, and Subpart I
- OSHA asbestos-related regulations (29 CFR 1926.1101).

Verification of current employee training shall be included with all project submittals; additionally a copy of training shall be maintained at the job location for all employees present and be made available upon request.

Contractors employed by the university to perform building or facilities-related maintenance, repair or renovation shall be informed by the Project Coordinator and provided a completed copy of the Asbestos information Request form which will describe the types and location(s) of suspect and known asbestos-containing materials (ACM) in the work area(s) to which they are assigned by one of the following means:

- The Project Coordinator shall provide the Contractor with a copy of a completed “Asbestos Information Request Form” or an asbestos inspection report specific to their work and the materials that are to be disturbed, or
- Where the construction documents for a project clearly detail asbestos material locations within the work area, these documents may serve in lieu of the “Work Order Review Form” or inspection report.

The “Asbestos Information Request Form” is used internally at the university to document that the proposed scope of work has been reviewed for the presence of suspect or known ACM. The “Asbestos Information Request Form” will be completed by either EH&S or a delegated representative. Questions related to this issue should be addressed to EH&S at (972) 883-4111. An asbestos inspection report prepared by a licensed Texas asbestos consultant may, at the discretion of the Contracting Department, be prepared by a licensed Texas asbestos consultant. this report shall be forwarded to EH&S upon receipt. The requirements related to the performance of asbestos inspections by consultants are outlined in *UTD’s Asbestos Operations and Maintenance Program*.

Contractors shall, under no circumstances, damage or disturb suspect or known ACM unless they have been specifically employed to perform asbestos related work and hold an appropriate valid Texas Asbestos licenses as outlined in the Texas Administrative Code – Title 25 – Part 1 Chapter 295 Subchapter C. If suspect asbestos materials are discovered during the course of the work, the Contractor shall stop work immediately and notify the EH&S and the Project Coordinator or other person as indicated in the contract documents.

The Contractor shall not proceed with any change in work which requires a material to be disturbed that the “Asbestos Information Request Form”, asbestos inspection report, or construction documents show has not previously been tested (e.g. "suspect" ACM). If a change in the scope of work becomes necessary, the revised scope of work shall be reviewed and pre-approved by EH&S or other authorized person.

Asbestos materials may not be used or installed in university facilities. To ensure no ACM is used during construction MSDS sheets for all materials used during construction shall be provided to EH&S on CD-Rom in PDF format or in lieu of MSDS sheets an asbestos survey prepared by a licensed Texas asbestos consultant may also be provided.

### **Lead-containing Building Materials**

Contractors employed by the university to perform building or facilities-related maintenance, repair or renovation shall be informed by the Project Coordinator of the location of lead-containing building materials in the work area(s) to which they are assigned by one of the following means:

- The Project Coordinator shall provide the Contractor with a copy of the completed “Work Order Review Form” or a lead inspection report specific to their work and the materials that are to be disturbed, or
- Where the construction documents for a project clearly detail the location of lead-containing building materials within the work area, these documents may serve in lieu of the “Work Order Review Form” or inspection report.

The Project Coordinator may obtain information regarding the location of lead materials within a work site from the Departmental Safety Representative or by contacting EH&S at (972) 883-4111. A lead inspection report may, at the discretion of the Contracting Department, be prepared by a lead consultant licensed in Texas to perform the duties of Lead Inspector; this report shall be copied to EH&S upon receipt. Contractors that will disturb lead-containing building materials during the course of work shall take all necessary precautions to protect university employees and the public from exposure to lead dust or contamination. These measures shall conform, at a minimum, to the OSHA requirements detailed in 29 CFR 1926.62 and applicable local, state and federal regulations. The Contractor shall submit a copy of his or her lead compliance program, as required by 29 CFR 1926.62(e), with required supporting documentation for prior review and approval to either the Departmental Safety Representative or EH&S. This submittal shall be made sufficiently in advance of construction to avoid delay of the project. Where the Contractor is engaged in work in child-occupied facilities (as defined by 40 CFR Part 745), such work shall be performed in accordance with 40 CFR Part 745, and clearance testing shall be performed by the Departmental Safety Representative, EH&S, or a licensed consultant at the conclusion of the project in accordance with the requirements of this regulation.

A copy of the analytical report(s) for any personal air samples taken during the course of the work shall be provided to EH&S.

The Contractor shall not proceed with any change in work that requires a material be disturbed that the “Work Order Review Form”, lead inspection report, or construction documents shows has not previously been tested unless pre-approved work procedures will be followed.

On projects where lead-containing materials will be disturbed or removed during the course of work, the Project Designer shall contact EH&S at (972) 883-4111 to determine disposal requirements. If the lead-containing materials will constitute a hazardous waste, disposal of these materials shall be coordinated with EH&S. The disposal requirements must be established during the design of the project.

### **Confined Spaces**

When the university arranges to have a Contractor perform work that involves entry into a confined space, the Project Coordinator shall:



- Inform the Contractor that the workplace contains confined spaces and that entry is allowed only through compliance with a confined space program meeting the requirements set forth by the VDLI and the OSHA.
- Apprise the Contractor of the elements, including the hazard(s) identified and the university's experience with the space.
- Apprise the Contractor of any precautions or procedures that the university has implemented for the protection of university employees in or near confined spaces where contractor personnel will be working.
- Coordinate entry operations with the Contractor when both university personnel and contractor personnel will be working in or near confined spaces.
- Debrief the Contractor at the conclusion of the entry operations regarding the confined space program followed and any hazards confronted or created in confined spaces during entry operations.
- Provide a copy of UTD's Confined Space Entry Program to the Contractor upon request.

Information on UTD's Confined Space Program and information on specific confined spaces on UTD Properties may be obtained by contacting EH&S at (972) 883-4111. Each Contractor who is retained to perform work that will require permit space entry operations shall:

- Coordinate entry operations with the Project Coordinator when both the Contractor and university personnel will be working in or near permit spaces;
- Inform the Project Coordinator in writing of the permit space program the Contractor will follow;
- Inform the Project Coordinator of any hazards confronted or created in permit spaces during entry operations;
- Provide a copy of the Contractor's Confined Space Program to the university upon request;
- Inform the Project Coordinator in writing of the rescue services/team they will be using during permit entry; and,
- Provide a copy of the canceled permit(s) to the Project Coordinator and EH&S at the conclusion of entry operation.

### **Hazard Communication**

The Contractor shall maintain, on-site, MSDS's for all chemicals used or stored at his or her job site as required by VDLI/OSHA regulations and the contract documents. The Contractor shall provide copies of MSDS's to the Project Coordinator and EH&S upon request.

Chemicals are used extensively on the UTD campus. Chemical use and/or storage is routine in, but is not limited to, the following areas or locations:

- Laboratories.
- Fume hood exhausts on the roofs of laboratory buildings. (In general, signs have been posted on the roof access hatch or door restricting access to the roofs of buildings where fume hood exhausts are located).
- Chemical stock rooms.

- Chemical waste accumulation areas.
- Physical Plant and Residential and Dining Programs paint and chemical storage areas.
- Custodial closets.

The Project Coordinator shall inform the Contractor of the following:

- Known hazards and any required safety procedures that must be followed in the Contractor's work area.
- Methods for obtaining access to MSDS's for hazardous chemicals present in the Contractor's work area.
- Information about the labeling system used in the work area.
- Emergency procedures that the Contractor is to follow in the event of accidental exposures or releases of hazardous chemicals.

If the work will be conducted on the roof of a building where fume hood exhausts are located, the Project Coordinator shall coordinate access with Physical Plant, the departments within the building, and EH&S as necessary to ensure that:

- Fume hoods within, or adjacent to, the work area are shut down,
- No experiments are in-progress that would generate toxic or hazardous airborne contaminants;
- All chemicals stored within the fume hoods are capped or otherwise sealed; and,
- The Contractor is informed of any special precautions that must be taken to prevent employee exposure to hazardous chemicals.

A minimum of three days' advance notice is generally required to coordinate fume hood shutdowns. In emergency situations (for example, when the Contractor's personnel must conduct work on, or in proximity to, active fume hood exhausts), the Contractor may access these roof areas if appropriate personal protective equipment is used. The Contractor shall be informed in writing by the Project Coordinator of the precautions that should be taken to protect his or her employees while conducting such work. This information may be obtained by contacting EH&S.

Given the number of chemicals used, and changing work within chemical laboratories, it is impractical for the university to provide the Contractor with a MSDS for any chemical potentially in-use within any given laboratory. However, MSDS's are required to be maintained and to be accessible to employees in each work area, and MSDS's for all chemicals may be obtained from EH&S.

The Contractor shall assure that all hazardous chemicals or materials are handled and disposed of in accordance with federal and state regulations. Where a hazardous waste disposal manifest is required by these regulations, the Contractor shall contact the Environmental Manager at the EH&S office to assure that manifesting, storage, and the proposed disposal method and disposal site meet university requirements. The Contractor shall supply a copy of the completed waste manifest to EH&S within 24-hours of receipt.

Where the Contractor has secured air samples documenting employee exposure to airborne chemical or particulate hazards during the course of his or her work, a copy of all air sample results shall be provided to the Industrial Hygienist with EH&S within 24-hours of receipt by the Contractor.

### **Electrical Safety and Lockout/Tag-out**

If university employees will be present on the Contractors worksite, and employees of either UTD and/or the Contractor will be performing work that requires the use of lockout and/or tag-out devices, the following requirements shall apply:

- The Project Coordinator and Contractor shall inform each other of their respective lockout/tag-out procedures.
- The Project Coordinator and Contractor shall each inform their personnel regarding the energy control procedures that are to be followed on the project site.
- A copy of UTD Electrical Safety and Lockout/Tag-out programs shall be provided to the Contractor upon request.
- A copy of the Contractors electrical safety and lockout/tag-out programs shall be made available to the university upon request.

### **Trenching and Excavations**

The Contractor shall coordinate trenching and excavation work with the Project Coordinator, Facilities, and EH&S to assure the coordination of work and shutdown of utilities if necessary.

The design of sloping and benching systems, support systems, shield systems or other protective systems shall conform, at a minimum; to the OSHA requirements detailed in 29 CFR 1926 Subpart P and VDLI requirements.

Trenching or excavations below the level of the base or footing of any foundation or retaining wall, or adjacent to any utility, sidewalk or roadway, will not be permitted unless:

- A support system, such as underpinning, is provided to ensure the safety of employees and the stability of the structure, or
- The excavation is in stable rock, or
- A registered professional engineer has approved the determination that the structure is sufficiently removed from the excavation so as to be unaffected by the excavation activity, or
- A registered professional engineer has approved the determination that such excavation work will not pose a hazard to employees or the structure.

This determination is the responsibility of the Contractor except as permitted, required or otherwise allowed by the project specifications or drawings.

The Contractor shall notify the Project Coordinator of the name of the individual that is to serve as the Contractor's competent person as defined by this program and the OSHA regulations. The Contractor's designated competent person shall maintain a written log of the

daily inspections made of excavations, adjacent areas, and protective systems. A copy of this written log shall be made available to the university upon request.

Where the design of a sloping and benching system, support system, shield systems or other protective systems requires review and approval by a registered professional engineer, the Contractor shall submit a copy of the completed review to the Project Coordinator and EH&S prior to the start of work.

### **Hot Work**

Contractors performing hot work shall contact EH&S and maintain a Hot Work Permit Program and employee-training program that meets the OSHA requirements found in 29 CFR 1926.352 and ANSI Z49.1-88 and NFPA 51B. Examples of hot work include, but are not limited to, use of open flames, compressed gases or supplied fuel burning, brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

A copy of the permit(s) shall be provided to the Project Coordinator and EH&S, before and after completion of the work.

### **Agencies/Firms with No Contractual Relationship with UTDa**

All agencies/firms conducting work on UTD property shall comply with the requirements of VDLI, OSHA and this program, even where no formal contractual relationship exists between UTD and the agency/firm. The agency/firm shall maintain appropriate insurance, including general liability, auto liability and workers compensation insurance. Verification of insurance shall be coordinated with UTD Director of Risk Management, prior to the start of work. Such agencies/firms shall not, without prior written approval of EH&S:

- Use a product(s) or material(s) that has a permissible exposure limit (PEL) established by OSHA or VDLI,
- Perform work on UTD property that may damage or disturb known or suspect asbestos materials,
- Perform work on UTD property that may damage or disturb known or suspect lead-containing materials,
- Perform work on UTD property that involves entry into a permit-required confined space,
- Perform work on any electrical system or utility,
- Construct nor enter excavations, nor
- Perform hot work.

### **Work Site Inspections**

#### **Non-capital Projects**

Work site inspections may be conducted by EH&S or other designated university personnel. These inspections are conducted solely for the benefit of the university, and shall not relieve the contractor of responsibility for enforcement of, and compliance with, VDLI and the OSHA regulations.

In the event that work site conditions exist that potentially impact the safety of university employees, students, or the public, the university inspector shall issue a verbal or written warning to the Contractor and shall notify the Project Coordinator. If the unsafe conditions cannot be immediately corrected and represent a danger or have the potential to harm university employees, students or the public, then the university inspector will:

- Detail the VDLI and/or OSHA violations that were noted, and explain the potential impact upon university employees, students or the public,
- Require that the Project Coordinator have the Contractor either stop work or implement measures to isolate the hazardous condition until the unsafe condition can be mitigated,
- Issue a formal written report of the violation(s) to the Contractor. This report shall be copied to the Project Coordinator.

Reports of deficiencies may be factored into the evaluation of the contract by the university, and may be included in a vendor complaint file that is available for review by other state agencies. Repeat safety violations of a similar nature and/or a single serious, willful safety violation by a Contractor may warrant review and termination of the contract.

#### **Agencies/Firms Where No Formal Contractual Relationship Exists**

When hazardous conditions are identified by EH&S related to work performed by agencies/firms conducting work on UTD property where no formal contractual relationship exists between UTD and the agency/firm, the hazardous condition shall be immediately corrected. If the hazardous condition cannot be immediately corrected, the agency/firm shall stop work and shall take effective steps to isolate the hazardous condition from personnel and the public. Repeat safety violations of a similar nature or willful disregard for the VDLI/ OSHA requirements or the requirements outlined in this program will result in immediate removal from UTD property.

## Definitions

**Capital Project:** A capital project is one whose total project cost exceeds \$500,000.

**Competent Person:** As related to excavation, trenching or shoring work, the Contractor's "competent person" means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Confined Space:** A confined space is a space that is large enough for a person to enter, that has limited means for entry or exit, and that is not designed for continuous occupancy. Examples include tanks, silos, storage bins or hoppers, utility vaults, and pits.

**Contracting Department:** The Department at the university that has contracted for work to be performed by a Contractor. In regards to agencies/firms conducting work on UTD property, where no formal contractual relationship exists between UTD and the agency/firm, the department that is coordinating or approving the work of the agency/firm is the Contracting Department.

**Contractor:** An entity or agency employed by the university to perform the installation or maintenance of equipment, or the renovation or construction of a building, room or space on university property, or that provides services to the university on university property including, but not limited to, vending and the supply and erection of tents.

**Field Engineer:** The representative from UTD Facilities department that oversees capital construction and/or renovation activities.

**Friable Asbestos:** An asbestos material that is capable of being reduced to powder by hand pressure when dry, or a nonfriable asbestos material that is subject to grinding, sanding, cutting or abrading or that is otherwise rendered friable by mechanical means.

**Lockout/Tag-out:** A program used to ensure that employees are protected from sources of potentially hazardous energy. The program requires that hazardous energy sources be identified and locked and/or tagged-out before work is done on the system(s).

**Permit-required confined space:** A permit-required confined space is a confined space that contains potential or known safety hazards that must be dealt with prior to or during entry to assure the safety of those employees performing the work.

**Project Coordinator:** The individual(s) within a Department that has been assigned duties related to oversight or coordination of work performed by a Contractor as defined in this program.

**Project Manager:** The representative from UTD Facilities department that coordinates the work of the Field Engineer and the Architect/Engineer related to capital construction and/or renovation projects.

***Serious, willful safety violation:*** “Serious, willful safety violation” is defined, for the purposes of this program, as a work activity with a substantial probability that death or serious physical harm could result and where the hazard was known or should have been known, but where the work activity was continued regardless of the existence of the safety hazard.

## Appendix A

The following checklist is provided to assist the Project Manager/Coordinator with complying with the requirements outlined in this program. Contact EH&S at (972) 833-4111 for assistance.

Name of Project Manager/Coordinator:	
Work Site(s) and Location(s):	
Applicable Date(s):	
Contractor Name:	
Contractors Representative:	
24-hour phone number:	

<b>Action Required</b>	<input checked="" type="checkbox"/>
<b>Safety Orientation with UTD EH&amp;S Required?</b> If yes, the Contractor is scheduled to attend on _____ (month/day) at _____ (time).	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Asbestos review required?</b> If yes, provide completed "Work Order Review Form" or inspection report to Contractor or assure that the Construction Documents detail the location(s) of asbestos within the work area. Contact EH&S at (972) 833-4111 for assistance as needed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Lead materials review required?</b> If yes, provide completed "Work Order Review Form" or inspection report to Contractor or assure that the Construction Documents detail the location of lead-containing materials within the work area. Contact EH&S at (972) 833-4111 for assistance as needed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Will the work require entry into a permit-required confined space?</b> <ul style="list-style-type: none"> <li>• If yes, inform the Contractor about known hazards and history of entry operations for each space that they will enter. Contact EH&amp;S at (972) 833-4111 for assistance as needed.</li> <li>• If yes, the Project Manager/Coordinator will debrief the Contractor after the work in these spaces is completed.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Will both the Contractor and university personnel be working in or near the permit-required confined space(s)?</li> <li>• If yes, determine if the Project Manager/Coordinator or the Contractor will coordinate entry operations to assure that everyone is aware of any work that is taking place that could affect personnel in the confined space.</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If yes, provide a copy of the university's Confined Space Program to the Contractor and require that he or she conform to the requirements of that program.</li> <li>• If yes, at the end of entry operations, obtain a copy of all canceled permits, and send a copy of this information to EH&amp;S.</li> </ul>	



<p><b>Hazard Communication:</b> Provide the following to the Contractor:</p> <ul style="list-style-type: none"> <li>• Information on precautions and safety procedures that must be followed in the work area.</li> <li>• Access to MSDS's for hazardous chemicals located in the work area.</li> <li>• Information regarding the labeling system used in the work area.</li> <li>• Emergency procedures to be followed in the event of accidental exposure or release of hazardous chemicals or materials.</li> </ul> <p>Obtain a list of, and MSDS's for, all chemicals that the Contractor will be using. Provide a copy to EH&amp;S for review and approval.</p> <p>The Contractor understands that MSDS's must be kept on-site for all chemicals used by the Contractor on university property, and that no other chemicals may be brought on-site without prior approval by the Project Manager/Coordinator and/or EH&amp;S.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Will work be conducted on the roof of a building where fume hood exhausts are located?</b></p> <ul style="list-style-type: none"> <li>• If yes, either coordinate access with Physical Plant, EH&amp;S and the department to make sure that fume hoods in the work area are shut down, or inform the Contractor of precautions that should be taken.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Will work by the Contractor involve electrical or mechanical systems?</b></p> <ul style="list-style-type: none"> <li>• If yes, inform the Contractor of the lockout/tag-out procedures followed by university personnel. Make sure that all university employees in the work area are aware of the Contractors lockout/tag-out procedures.</li> </ul>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Will Hot Work Permits be required during the Contractors work?</b> If yes, coordinate Hot Work permits with EH&amp;S or other designated personnel.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>The Contractor understands that any hazardous waste generated during the work must be disposed of in a manner consistent with all applicable state and federal regulations, and that prior approval is required for the disposal method and disposal site?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>The Contractor representative understands that it is his/her responsibility to relay the above information to other contract employees and his or her subcontractors.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>The Contractor has been given the opportunity to ask questions and have those questions answered to his/her satisfaction.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>