



Contractors Safety Guide

Department of Environmental Health and Safety

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CSU Contacts

Emergencies

**Public Safety Answering Point – PSAP - (Campus Safety Police Dispatch)
CALL 9-1-1 from any campus phone. Cell phone users may also CALL 9-1-1
and tell the operator to connect you to the CSU Police.**

Police Non-Emergency Line (Using Campus Phone).....2020

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Introduction

The key to safely performing any task begins with communication. Cleveland State University is committed to providing a safe and healthy work environment for all employees. The guidelines put forth in this program have been designed and are applicable to all employees of companies contracted (includes subcontracted employees) to perform work activities in facilities or on property of Cleveland State University. Work activities are defined as including but not limited to construction, remodeling, renovating, maintenance and/or repair.

The purpose of these guidelines is to communicate environmental health and safety protocols pertinent to work activities performed on campus by outside contractors. These guidelines are not intended nor designed to be comprehensive or address every situation on a work site, nor do these guidelines supercede any existing contract document requirements or Contractor's Safety Programs. Contractors are required to provide their own safety plans. If a situation arises or a condition exists that is not addressed in this manual, contractors should contact CSU's University Representative for guidance.

All contractors and their employees performing work activities in facilities or on properties of Cleveland State University shall be issued a copy of this guide prior to beginning work on campus (and as part of the pre-bid material for bid and capital projects).

Contractor's Acknowledgement

Contractors are to read and familiarize themselves with the protocols set forth in the CSU Contractors Safety Guide. Prior to work beginning, a duly authorized representative of the Contractor is to acknowledge the provisions set forth in the Contractor's Job Safety Guide by filling out and signing the Contractor's Job Safety Worksheet (See Appendix A), and submitting it to the CSU University Representative. The CSU University Representative shall not issue a notice to proceed until the Contractor's Job Safety Worksheet has been reviewed and signed by the appropriate University personnel. A copy shall be provided to the CSU Director of Environmental Health and Safety.

General Requirements

It is the responsibility of the contractor to ensure the safety of contracted employees, and that all work is performed in a healthy, safe, and environmentally responsible manner. In the performance of their contracted activities, contractors shall comply with all federal, state and local legislation set forth by agencies applicable to occupational health and safety, and environmental protection. These agencies include but are not limited to the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the Department of Transportation (DOT) and the Ohio Department of Health (ODH). They must also abide by any established University policies. Contact the CSU University Representative for clarification.

Accidents/Injury Reporting

Contractors are to instruct their employees to immediately report all injuries and any unsafe working condition to their supervisors. CSU University Representatives shall be notified of any such injuries and unsafe conditions. Copies of Contractor's injury reports are to be provided to the CSU Representative and the CSU Director of Environmental Health and Safety. In lieu of the Contractor's accident report form, injuries may be reported using a Cleveland State University Accident/Incident Report form (See Appendix B) and submitted to the CSU Department of Environmental Health and Safety as soon as possible.

Barricades

Contractors are to utilize physical barricades to clearly identify work areas. In addition, signage is to be posted that clearly identifies the work area and also warns the surrounding campus population as to any dangers as follows: DANGER – CONSTRUCTION AREA – AUTHORIZED PERSONNEL ONLY.

Identification

Contractors working in CSU facilities or on CSU property are to have official photo identification (ID) badges issued by their company's authorized representative. The ID shall be prominently displayed and identify each employee by name and company.

Personal Protective Equipment

Signage is also required that identifies specific personal protective equipment that may be required in any particular work zone. Examples of personal protective equipment include, but are not limited to safety glasses, safety goggles, face shields, hearing protection, hardhats, gloves and respirators. Employees are to utilize personal protective equipment as indicated by the particular job hazard that may exist.

Safety Programs

Written safety programs specific to the type of work to be performed are required of all entities intending on performing contracted work at CSU. Examples include but are not limited to Lockout/Tagout, Confined Space, Respiratory Protection, etc.... Copies of a company's written safety program shall be submitted to the CSU University Representative, who will not authorize work to proceed until the written programs have been received. Contractors shall be able to provide documentation of proper safety training for their employees pertaining to the work activities to be done upon request.

CSU University Representative

The term CSU University Representative is the point of contact designated between the Contractor and the University. The CSU University Representative is defined as that individual, employed by the University, who is designated as the University's project manager for the work activities performed by the Contractor. For construction and major remodeling and renovation projects, the CSU University Representative will be a member of the CSU Architect's Office. For maintenance and repair activities, applicable CSU supervisory and management staff are designated as the University Representative.

Asbestos

Asbestos is a term that refers to a group of fibrous minerals found in nature. Any building material containing greater than one percent (1%) asbestos is referred to as asbestos-containing material (ACM). These minerals are considered fire resistant, possess a high tensile strength, provide a good degree of sound absorption and are poor conductors of electricity. These unique qualities promoted their common use in a variety of building materials such as fireproofing and thermal system insulation (pipes, boilers, tanks, ducts, etc...). However, ACM may also be found in floor tile, ceiling tile, caulking material, gaskets, plaster and wallboard products, and roofing. Although asbestos is not commonly used in building materials made in the United States, it may be present in building material manufactured in other countries.

All building materials utilized as part of new construction and renovation to existing facilities shall be free of ACM. Contractors shall provide Material Safety Data Sheets (MSDS) for all building materials to the CSU University Representative as documentation.

CSU University Representatives shall coordinate all projects with the CSU Department of Environmental Health and Safety to ascertain whether or not ACM can potentially have an impact on the specifications of the project. Some building materials have been determined to contain ACM in Cleveland State University facilities. Once notified of the presence of ACM as part of a project, contractors are to provide workers trained in asbestos awareness and, if the project scope indicates, certified in the State of Ohio as asbestos workers at the appropriate level. All work in and around existing ACM on campus, including abatement, shall be coordinated through the Departments of Environmental Health and Safety and Environmental Operations, **and shall be consistent with the General Conditions.**

Subsequent to any work involving ACM, contractors are to:

1. Obtain any authorization or permits as required by regulatory agencies, and provide copies to the CSU University Representative
2. Provide documentation of employee training and/or certification related to asbestos work to the CSU University Representative
3. Submit a work plan containing details and specification for work with asbestos containing material to the CSU Departments of Environmental Health and Safety and Environmental Operations. This plan shall include work procedures, safety precautions and personal protective equipment. In addition, identify any impact to existing building ventilation, encapsulants used and air monitoring process. Include a diagram of the work area.
4. For structure demolition, confirmatory samples as part of a demo survey in accordance with the National Emission Standard for Asbestos (NESHAPS) shall be performed that includes destructive sampling.

Any waste generated that contains asbestos must be clearly identified as such prior to removal. Removal and disposal is to be performed only by firms licensed to do so. Contractors are to present all manifests for disposal of asbestos waste to the CSU Director of Environmental Health and Safety or his or her designee for signature, through the University Representative. No contractor may sign waste manifests as a generator unless so authorized in writing by the CSU University Representative.

Blasting/Explosive Use

It is the responsibility of the Contractor to determine if any special permits are required to perform blasting operations at the work site, and to obtain those permits as part of the project. Copies of all plans, permit applications and any approvals shall be provided to the CSU University Representative. Precautions shall be taken to prevent the accidental

discharge of electric blasting caps by radio transmitters (pagers, cell phones, radios), radar, lighting, and adjacent power lines.

Contractors are to ensure that the handling and use of explosive materials are by trained and authorized individuals only. Storage of explosive materials in a manner consistent with applicable regulations is the responsibility of the Contractor. Explosives shall be inventoried upon arrival on campus and shall be accounted for at all times. Immediately report any missing explosive material to Campus Police Department and notify the CSU University Representative. Any excess explosive material shall be removed from campus immediately.

Contractors shall employ the use of signs, barricades, flags, audible and visual warning devices and any other means indicated to ensure the safety of the workers and the surrounding public.

Chemicals

Chemicals can exist in the liquid, solid, or gaseous state. They may possess varying degrees of hazards including flammability, corrosivity, reactivity, toxicity and radioactivity. Their use may be as solvents or for etching (acids or bases). Additionally, chemicals may be present as lubricants, adhesives, cleaners, paints, stripping products, resins, herbicides and pesticides.

Contractors are to ensure that all their employees are familiar with the hazards of all products used as part of projects on the Cleveland State University campus, by means of a hazard communication program that includes identification of product hazards, container labeling and the use of Material Safety Data Sheets (MSDS), and employee training.

The most comprehensive information regarding the hazard of a chemical is that chemical's Material Safety Data Sheet (MSDS). Any chemical brought onto campus as part of a project is to be accompanied by its MSDS. Submit copies of MSDS to the CSU Department of Environmental Health and Safety through the CSU University Representative during the shop drawing review process. To obtain information or MSDS on any chemical already present on campus, contact the CSU Department of Environmental Health and Safety, through CSU's University Representative.

It is required that all chemicals be properly labeled with the identity of the product and its hazard (flammable, corrosive, toxic, etc...). If the identity of a chemical becomes uncertain, the Contractor is to remove it from campus and perform testing to determine its identity. This also applies to chemicals transferred to a container other than its original.

Contractors are to ensure that their employees handle chemicals in a responsible manner in order to prevent spills and leaks into the environment. Ensure workers have all personal protective equipment required for safe use of the chemical product. Provide for adequate ventilation during chemical use. When work is in an indoor environment, contractors are to provide additional mechanical ventilation to address any dusts, mists or vapors that may result from usage, and any potentially strong odors produced.

Chemical storage shall be as per manufacturer's instructions, but shall be at the very minimum in a clean, dry and well-ventilated area away from heat sources such as radiators or direct sunlight. Any chemicals considered incompatible shall not be stored in the same area. Storage of flammable chemicals indoors shall be in approved flammable storage cabinets designed for such a purpose. Contractors are to ensure that flammable chemicals are kept away from any source or potential source of ignition.

Report all spills immediately to the University Campus Police Department using a University phone (Emergency Number 9-1-1). Tell the Dispatcher your name, location, and identity and quantity of chemical that has been released. Request assistance from the CSU Department of Environmental Health and Safety (**See Spill Control**).

Confined Spaces

Confined spaces are defined as having limited means of entry or exit, large enough for a person to enter and perform work activities, and are not designed for continuous human occupancy. Areas designated as confined spaces include, but are not limited to, sewers, manholes, tanks, bins, in-ground vaults, boilers, tunnels and any similar such area.

In the event a confined space possess the potential for containing a hazardous atmosphere, engulfing an individual, is of a configuration that an individual may become trapped, or possess any other serious hazard, the space is designated as a permit-required confined space.

Contractor activities requiring work in any University area designated as a confined space shall be brought to the attention of the University Representative. Contractors shall have a written confined space plan, compliant with the provisions of OSHA 29 CFR 1910.147), that shall control access into permit-required confined spaces using a permit program which shall include the use of only trained/qualified supervisors, attendants and entrants. They shall supply and utilize the safety equipment, monitoring devices, and personal protective equipment indicated for the project work. Provisions for rescue shall also be included as part of the permit system.

Contractors are required to provide copies of their confined space program that will govern work in such spaces to the CSU Department of Environmental Health and Safety for review, through the CSU University Representative.

Cylinders/Compressed Gases

Compressed gas cylinders brought onto campus shall be clearly labeled as to the contents of the container including any hazard designation. Contractors are to secure cylinders at all times in an upright position. During transport and when in storage, valve caps are to be in place on cylinders at all times.

Keep cylinders safely away from areas where they may contact electrical circuits, and shield from hot work operations. Contractors shall remove cylinders from campus when they are no longer needed, even if there are other project items to be completed.

Disposal Chutes

If Contractors intend on using a disposal chute for purposes of removing construction waste and debris from a building by dropping the material to the exterior of the building, the disposal chute shall be consistent with OSHA regulations. Tape and or fencing may be used as a barrier, and signage alerting the surrounding public as to the hazards of fall material is required.

Electrical Safety

IMPORTANT: Working on or near energized equipment or circuits is prohibited on the Cleveland State University campus. If a proposed task or project activity will result in the Contractor's exposure to live parts, the Contractor shall apply for an Energized Work Permit (See Appendix C) and obtain approval from the CSU Director of Utilities and/or the CSU Director of Environmental Health and Safety via the University Representative prior to any work being performed. Work activities that risk exposure to live parts shall be discussed as early as possible in the project schedule and preferably during the Pre-Construction Meeting. (See Lockout/Tagout.)

Contractors shall not place cords or run cable across aisles, corridors, hallways in a manner that results in a trip hazard. Support, protect and secure electrical cords at all times.

Prior to beginning any excavation activities, Contractors shall make every effort to locate all power lines. In areas where the exact location cannot be determined, contact the CSU Department of Utilities through the CSU University Representative for assistance.

In conjunction with provisions identified as part of Lockout/Tagout Procedures, and in compliance with additional provisions set forth by the Occupational Safety and Health Administration (OSHA 29 CFR 1910 Subpart S) regulations and the National Fire Protection Association (NFPA 70E) Standards, Contractors shall ensure that all employees are compliant with these provisions and are provided with and utilize personal

protective equipment indicated for a particular level of electrical work. (**See Lockout/Tagout**).

Contractors shall consider CSU as a additional utility, and must notify and coordinate all utility shutdowns including electrical, steam, gas, etc.... with the CSU Facilities Operations.

Emergencies

Report all emergencies immediately to the Campus Police (Department of Public Safety) by Calling 9-1-1 using any campus phone. Cell phone users may also Call 9-1-1 and tell the operator to connect you with CSU Police. Remain calm and give the dispatcher your name, location and the nature of the emergency. Follow instructions given.

If a fire alarm has sounded, all personnel are to leave the building immediately and seek refuge in areas at a safe distance from the affected building. Do not re-enter the building until authorized to do so by emergency response personnel.

Non-emergency contact with Campus Police can be achieved by dialing 2020.

Excavations and Trenching

An excavation is defined as any man-made cavity, trench, or depression in the earth's surface formed as a result of earth removal. Due to the innate dangers associated with excavation activities, Contractors shall plan for the following:

1. Employee Safety and Protection as applicable, but not limited to, vehicular traffic control, falling loads, and hazardous atmospheres
2. Utilization of support, sloping and benching systems to address cave-in potential
3. Mechanisms for access/egress at excavation site(s)
4. Address impact of vehicular traffic on employee activities at site(s)
5. Stability of adjacent structures to the excavation site(s)
6. Water accumulation at the excavation site(s)

Locate all underground lines and pipes prior to performing any excavation activities. Contact the applicable CSU Department of Facilities Operations (Environmental Operations, Building Maintenance and Grounds, or Utilities for assistance) through the CSU University Representative. Contractors are to document inspections of excavation sites on a daily basis, or more frequently as indicated by weather or environmental conditions. Discovery of any evidence of a possible cave-ins or slides shall result in an immediate work stoppage until the necessary safeguards are taken.

Contractors are to install barricades on all sides of an excavation site to facilitate the safety of pedestrians and others near the excavation site. Flashing warning lights to alert individuals in the area at night are required to be provided and installed by the Contractor. Any walkways installed shall be kept free of slippery surfaces, nails, protrusions and trip hazards. Contractor is to employ the use of fall protection safety procedures (see Fall Protection) where applicable by OSHA regulations.

Fall Protection

Project activities involving work in areas six (6) feet above the lowest level of a worksite are required to have a formal Fall Protection Program for their employees. Such sites/activities may include, but are not limited to, excavations, ramps, wall openings, concrete and steel erection/reinforcement, form work and roofing. In addition, work using hoists, cranes, scaffolding and some ladders also require fall protection equipment. Contractors shall make provisions and are responsible for guardrails, fences, safety nets, and any other item deemed necessary for controlled access.

Fire (Life) Safety Systems

IMPORTANT: Contractors working on detection systems operating at voltages above 50V shall comply with Electrical Safety Requirements.

As a state institution, CSU also falls under the regulation of the Ohio State Fire' Marshall's Office. Regarding emergency response to fire emergencies, Cleveland State University is under the jurisdiction of the local fire agency, the Cleveland Fire Department.

All activities that affect, or potentially could affect a University building's life safety systems as part of a renovation or remodeling project is to be coordinated with the CSU Department of Environmental Health and Safety by the CSU University Representative.

CSU facilities are protected by various fire suppression and detection systems. If work to be done involves generation of dust, smoke, vapors or fumes that potentially could result in the activation of smoke detectors and alarms, Contractors shall notify the CSU Fire Inspectors in the Department of Environmental Health and Safety through the CSU

University Representative in advance. The authority having jurisdiction shall advise the University Representative and Contractors as to preventive measures to be taken, notify Campus Police of any system modification and provide additional assistance where necessary.

If work will result in an existing fire suppression system becoming non-operational, or if the fire suppression system becomes non-operational at any time during the work, the Contractor shall immediately contact CSU University Representative and the CSU Department of Environmental Health and Safety. If it is so determined by CSU Fire Inspector, the Cleveland Fire Department, or the authority having jurisdiction, a fire watch shall be assigned by the Contractor on-site with the following duties:

1. The fire watch must be a competent person capable of making a complete walking tour of the entire building. Tours must be done at least hourly.
2. The fire watch must be able to sound an audible alarm (megaphone, shouting, air horn or fire alarm pull station if working).
3. The fire watch must be able to communicate immediately either by radio or cell phone with police dispatch.
4. A fire watch log must be maintained for the duration of the watch at the fire alarm panel or main lobby of the building

Fluorescent Lamps and Cathode Ray Tubes (Universal Waste)

Fluorescent lamps, including but not limited to such mercury-containing lamps as metal halide and high-pressure sodium and mercury vapor. Others metals such as lead and small amounts of antimony, cadmium and manganese may also be present in the lamps as well as in cathode ray tubes (computer monitors). It is CSU policy to recycle such material, considered Universal Waste by the Environmental Protection Agency (EPA), in adherence with regulatory guidelines in order to avoid the need to process as hazardous waste.

Contractors shall manage the disposal of all fluorescent lamps and computer monitors by submitting said material for recycling. Care should be taken to keep lamps intact and undamaged. Store universal waste products in clean, dry and low traffic area to reduce potential for breakage. Contractors shall enlist the service of firms that are licensed to recycle such material, and shall be able to provide the University with certificates of recycling. Logs and other inventory records identifying the amount of material removed are to be kept on site, and provided to the CSU Department of Environmental Health and Safety through the CSU University Representative upon completion of the work.

Hazardous Waste (includes PCB)

Contractors are to ensure that all chemical waste is handled properly in compliance with applicable waste regulations. This includes, but is not limited to proper packaging and labeling, providing manifests and placards, transporting and disposal, in conjunction with a firm licensed and permitted to perform such activities in the State of Ohio.

No chemical waste may be disposed of on Cleveland State University property, which includes drains, sanitary or storm sewers, or in the surrounding environment (soil, air, etc...). If a contractor intends on disposing of chemical waste owned by Cleveland State University as part of the project, the waste must be accurately identified. Any unused chemicals shall be removed from campus prior to the project being closed. Any waste considered hazardous must be labeled specifically as such (labeled HAZARDOUS WASTE). PCBs shall be specifically identified as such.

IMPORTANT: Contractors MAY NOT SIGN any hazardous waste manifests as a generator of hazardous waste for Cleveland State University. They are to coordinate hazardous waste removal, through the CSU University Representative, with the CSU Department of Environmental Health and Safety. Only the Director of Environmental Health and Safety or his or her designee may sign such documentation as an agent for CSU.

Hoists, Lifts and Cranes

Important: If a Contractor will be working near overhead power lines, an application for an Energized Work Permit needs to be submitted to the CSU Director of Utilities through the University Representative.

Contractors shall ensure that all such equipment is functioning as designed prior to and while in use. Any deficiencies and/or defective parts are to be repaired before continuing use. All use shall be within safe work loads as specified by the equipment manufacturer. Barricades shall be clearly established using appropriate methods (tape, sawhorses, etc...). Care should be taken to maintain adequate distance from power lines and to take appropriate precautions when working near power lines. All such equipment shall be adequately anchored (do not use roofs or walls of CSU buildings) pursuant to OSHA regulations.

Hot Work (Permits)

“Hot Work” is defined as the performance of any welding, flame cutting, grinding, or other heat, fire or spark-producing activity including soldering. Should “hot work” be necessary inside an occupied building, arrange activities so that any occupants exposure to fumes generated are eliminated and/or kept to a minimum. Ventilate the work area to the outside if possible. Close and seal access to any adjacent rooms or areas.

Safely performing “hot work” is rooted in planning and communication. Instances where such work would be required under emergency (immediate) circumstances are considered to be rare. Contractors shall coordinate “hot work” activities with the CSU University Representative in advance in order to facilitate notification of building occupants that the potential exists for odors to be present, and also to allow time to obtain the necessary Hot Work Permit (See Appendix E) from an authorized University individual if applicable (securing University Hot Work Permits are not applicable to new construction).

New Construction

Contractors shall develop and implement their own “hot work” permit system prior to beginning the project. Contractors shall ensure the following items are included in the permitting process:

1. All equipment to be used is in good operating condition
2. Workers have proper personal protective equipment to safely perform work
3. All flammable and combustible materials within thirty-five (35 feet) of the operation have been relocated; any remaining have been protected using flame-proof curtains
4. Floors have been swept and, if necessary, wetted
5. Portable fire extinguishers are available and workers are trained in their use
6. Workers advised on process of initiating a fire alarm
7. Provisions for addressing modifications to fire suppression and/or detection systems, if applicable
8. Permits shall be in effect for a specified time period not to exceed 16 hours

As a mechanism to prevent flash burns, contractors are to provide and install welding screens/shields in areas whenever possible. In addition, should any modifications be required to existing fire protection or suppression systems, Contractors are to notify the CSU University Representative and request guidance/assistance from the authority having jurisdiction. Contractors shall provide copies of all Hot Work permits to the CSU Department of Environmental Health and Safety through the CSU University Representative.

Remodeling/Renovation and Maintenance/Repair

PLEASE NOTE: Contractors are instructed to refer to the Hot Work Standard Operating Procedures (See Appendix C) for guidance on safely performing hot

work on campus and for a list of individuals authorized to issue a Hot Work Permit.

Contractors shall adhere to the standard operating procedures for performing “hot work” in existing buildings. This entails securing a CSU Hot Work Permit from an authorized University individual. Contractors shall obtain a Hot Work Permit in well in advance of performing “hot work”. Allowances have been made for specifically indicated “emergency hot work” procedures, which are defined as “hot work” not within the planned scope of a project or maintenance/repair job, as part of the CSU Hot Work Standard Operating Procedures (See Appendix C).

IMPORTANT: It is the responsibility of the CSU University Representative to secure a signed Hot Work Permit from an authorized individual (as found in Appendix D).

In the event a deactivation of any fire alarm or suppression system be required as part of the “hot work”, notification of the Department of Fire Prevention & Security. Any subsequent modifications to the University life safety systems shall be coordinated with the Department of Fire Prevention & Security, who will also be responsible for approving all fire watch procedures where indicated.

Indoor Air Quality

Contractors shall make every effort to maintain acceptable indoor air quality on campus while performing their work, and to reduce the generation of unwanted odors, vapors, gases and fumes that potentially can make their way into the spaces of students and employees in adjacent areas and buildings. Strategies including scheduling off-hours, the use of fans and even something as simple as not leaving a vehicle’s engine running all can aide in ensuring indoor air quality and the reduce/eliminate complaints that can delay projects.

Lead-Based Paint

Any project that results in chipping or removal of paint from surfaces suspected of having lead shall make provisions to have the paint analyzed for the presence of lead. Lead analysis is the responsibility of the Contractor. Documentation and results of such testing shall be provided to the CSU University Representative and shall be performed prior to the beginning of work. If lead-based paint is present, the work must be performed by persons licensed in the State of Ohio to work with lead.

Lockout/Tagout

IMPORTANT: No work shall be performed on energized lines or panels on the Cleveland State University campus. If a specific task or part of the proposed project activity is deemed by the Contractor as requiring work on energized lines, the Contractor shall fill out an Energized Work Permit and obtain approval from the CSU Director of Utilities and/or the CSU Director of Environmental Health and Safety. (See Lockout/Tagout.)

Lockout/tagout programs are designed to remove workplace hazards from electrical/mechanical energy sources. Such hazardous energy sources include but are not limited to electrical, hydraulic and pneumatic. Lockout procedures entail deactivating circuit breakers, disconnect switches, panels or valves, and then affixing a lock in such a manner that the equipment cannot be energized. In the event a lockout is not physically capable of being performed, a tagout process may be used. This entails deactivating the equipment and placing a tag at the energy source identifying that the equipment is not to be used.

Contractors are required to have a written Lockout/Tagout Program, compliant with OSHA 29 CFR 1910.147 (Control of Hazardous Energy), that outlines the procedures their employees will follow when working with sources of hazardous energy. The written Lockout/Tagout Program shall also adhere to the provisions set forth in the most recent edition of the National Fire Protection Association (NFPA) Standard 70E. This standard identifies employee protection from electrical hazards such as arc blasts, shock and explosions, and sets forth minimum requirements for electrical worker personal protective equipment (PPE).

Machine Guarding

All power equipment that comes equipped with guards from the manufacturer is to be used with the guards in place. Contractors are to ensure that all power equipment and tools are used with the utmost care.

Permitting

Cleveland State University is an agency of the State of Ohio. Therefore any work conducted on campus is being performed on state property. It is the responsibility of the Contractor to obtain any applicable permits from the appropriate compliance agency in order to facilitate the work. This includes, but is not limited to, electrical permits, building permits, installation permits, storage permits, demolition notices, etc...

PCBs

Polychlorinated Biphenyls (PCBs) can be present in certain light ballasts and possibly transformers. Unless such items specifically are labeled as non-PCB or no PCBs, contractors are to assume PCBs may be present. PCBs are considered by CSU as a hazardous waste (**See Hazardous Waste**). Contractors whose projects will involve the handling and/or disposal of Polychlorinated Biphenyls (PCB's) shall submit two (2) copies of their procedures for handling such material to the CSU University Representative and incorporate these procedures as part of their safety plan.

Contractors shall ensure that all PCB and PCB-containing items are properly labeled prior to removal from campus using the services only of firms licensed to handle PCBs. In the event the project calls for the Contractor to handle and/or dispose of PCB-containing equipment (transformers, ballasts, etc...), the Departments of Environmental Health and Safety and Utilities are to be notified through the CSU University Representative.

IMPORTANT: Contractors MAY NOT SIGN any hazardous waste manifests as a generator of hazardous waste for Cleveland State University. They are to coordinate hazardous waste removal, through the CSU University Representative, with the CSU Department of Environmental Health and Safety. Only the Director of Environmental Health and Safety, or his or her designee, may sign such documentation as an agent for CSU.

Radiation (including X-ray generating equipment)

Ionizing radiation exists primarily in the form of alpha, beta and gamma rays and neutrons. In addition, X-ray generating equipment also creates radiation. In the event use of x-ray generating equipment is specified as part of a renovation or construction project, such equipment shall be registered with the Nuclear Regulatory Commission, or in the event of an agreement state the agency of jurisdiction. In Ohio, all such equipment shall be registered by the Ohio Department of Health's Bureau of Radiation Protection.

Prior to utilizing such equipment, Contractors are required to submit to the University Radiation Safety Officer (RSO) a standard operating procedure outlining the process by which x-ray generating equipment is to be used, through the CSU University Representative. Also include the source used and its activity, evidence of equipment licensure/calibration, steps to protect personnel and property from exposure and description of barricades and their intended location.

Refrigerants (Chlorofluorocarbons – CFCs)

Chlorofluorocarbons (CFCs) are present in certain refrigerants and impart a negative impact on the environment by depleting the ozone layer that protects our atmosphere. Contractors working on or disposing of any appliance that has refrigerant products must have the material reclaimed by a trained individual authorized to perform reclamations. Under no circumstances can the CFC-containing refrigerant be permitted to be released into the air.

Scaffolds

All scaffolds shall be secured in place. Contractors shall adhere to applicable OSHA requirements pertaining to erecting and use of scaffolds on campus, including but not limited to planking, guardrails and safety harnesses.

Security Systems and Access to Campus

Security systems exist in various areas across campus. Contractor's access to campus buildings shall be limited to designated entrances. If applicable, Contractors may request designated keys through the CSU University Representative.

For all keys and access cards that are requested, the CSU University Representative shall inform each Contractor as to any special access issues or protocols for entry that involve security systems pertaining to the Project which includes but are not limited to card access systems, motion detectors, and entry alarms.

Spill Control, Containment, and Reporting

Spills constitute the physical release of chemicals or oils to the environment which includes, but is not limited to floors, containment areas, sidewalks, floor drains, storm drains, lakes and streams. Contractors are responsible for providing for spill control for all chemicals brought onto campus. Any containers (drums, tanks, etc...) shall be provided with secondary containment (berms, pans, etc...).

In the event of a spill, extinguish any potential ignition sources in the area. Efforts to contain and control the spill should be made only if such actions can be done without employees putting themselves in any dangerous situation. Contact the University Police Department (2111) immediately and request assistance from the CSU Department of

Environmental Health and Safety. Representatives shall oversee spill cleanup and facilitate any reporting to outside regulatory agencies if required.

Traffic Control

Contractors performing traffic control activities in conjunction with a construction or renovation project shall wear appropriate warning vests or other suitable garments equipped with reflectorized or high visibility material. Any modification or alteration of traffic patterns shall be set forth in advance of the project, and where applicable, the University Representative shall notify the appropriate local agency of jurisdiction.

Utilities

The vast majority of renovation and construction projects at some point involve tying into existing utility systems that include but are not limited to electric, natural gas, and water/plumbing lines. This action may involve interrupting utility services to areas of buildings or to entire buildings. Should this be necessary, the Contractor is to plan well ahead of the actual date the shutdown by submitting an outage request to the Director of Utilities through the CSU University Representative. All utility outages shall be scheduled outside CSU's normal working hours (defined as 6:30 A.M. to 11:00 P.M.), and may be scheduled on Sundays and holidays.

Contractors shall consider CSU as a additional utility, and must notify and coordinate all utility shutdowns including electrical, steam, gas, etc.... with the CSU Facilities Operations.

Vehicles

Contractors shall utilize designated parking areas for their vehicles only. Building loading areas/docks may be used for loading and unloading equipment and supplies only; no vehicles may be left in loading areas/docks unattended and are subject to removal at the owner's expense.

Any auxiliary vehicles such a forklifts, motorized carts, etc... operated outside of the worksite on public roads must have a Slow Vehicle Placard clearly visible and affixed to the rear of the vehicle.

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Appendix A

Contractor's Job Safety Worksheet

Cleveland State University
Contractor Job Safety Worksheet

This form is to be filled out completely prior to performing any work activities for all campus renovation and improvement projects

Project Site _____ Company Name _____
(Building/Rooms)

Proposed Start Date _____ Company Contact Person _____

Duration of Project _____ Contact Phone Number _____
Emergency Phone Number _____

Coordinating CSU Department _____

CSU Project Coordinator _____ Extension _____
Emergency Phone Number _____

Brief Description of the Project:

Which of the following services will be interrupted as part of the project?

	Yes	No		Yes	No
Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	Heating	<input type="checkbox"/>	<input type="checkbox"/>
Data Lines	<input type="checkbox"/>	<input type="checkbox"/>	Security System	<input type="checkbox"/>	<input type="checkbox"/>
Electric	<input type="checkbox"/>	<input type="checkbox"/>	Telephones	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarms	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Gas (Natural)	<input type="checkbox"/>	<input type="checkbox"/>	Water	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>				

Will any hot work (Cutting, welding, etc...) be done as part of the project

If hot work is to be performed, a Contractor's Hot Work Permit shall be obtained from designated individual prior to any such work beginning.

Will any hazardous waste be generated for either recycling/disposal as part of the project?

If Yes, check applicable

- | | | | |
|-------------------|--------------------------|---------|--------------------------|
| Chemicals | <input type="checkbox"/> | PCBs | <input type="checkbox"/> |
| Fluorescent Lamps | <input type="checkbox"/> | Mercury | <input type="checkbox"/> |

Will work involve the use of chemicals or materials which may release vapors or odors at the work site and into adjacent areas?

Contractors are to supply copies of Material Safety Data Sheets for all hazardous chemicals used in the project prior to beginning work to the Department of Environmental Health and Safety.

The Contractor agrees to provide for a safe and healthy work environment, and to maintain compliance with all applicable provisions of the Occupational Safety and Health Administration's (OSHA) regulations as set forth in the Chapter 29 of Code of Federal Regulations pertaining to health and safety in the workplace (29 CFR 1910 and 1926). The Contractor also agrees to provide to the Department of Environmental Health and Safety evidence of applicable written programs prior to beginning work. These include, but are not limited to Lockout/Tagout (Control of Hazardous Energy), Confined Space, Hazard Communication, and Hearing Conservation.

As an agent of the above company, I agree to the above outlined conditions:

Contractor's Authorized Representative

Date

Authorization for Work to proceed

Director of Access Control and Security

Date

Director of Environmental Operations

Date

IS&T Representative

Date

Director, Environmental Health and Safety

Date

CSU Project Coordinator

Date

Appendix B

Accident/Incident Report Form

ARN# _____

Cleveland State University

Accident/Incident Report
(Applicable for Employees, Students, Visitors)

Instructions for Report completion:

Complete the form in its entirety within 24 hours of the accident/incident occurrence and send to the Director of Environmental Health and Safety, Plant Services Building Room 210. Phone: (216) 687-9306 Fax (216) 687-9346. PLEASE PRINT ALL INFORMATION.

IMPORTANT: All CSU Employees must sign the form, and also obtain their supervisor's signature on the report form. Forward a copy of the completed form to Human Resources/Benefit Services, Keith Building 1300. Fax (216) 687-9334

Affected Individual's Relationship to CSU (Check one):

Employee Student Visitor

Individual Identification

1. Date/Time of Accident/Incident _____ Date of Hire _____
2. Full Name _____
3. Street Address _____
4. City/State/Zip Code _____
5. Home Phone Number _____
6. Work Phone Number _____
7. Social Security Number _____
8. Birth date _____

CSU Employees Only:

Department _____ Campus Extension _____
 Supervisor _____ Campus Extension _____
 CSU ID# _____
 Supervisor Signature _____

Accident/Incident Information

9. Location (Indoors – provide building/room # or area such as stairs, hallway etc.... Outdoors – describe area) _____

10. Was person performing regular job duties at the time of the accident/incident? Yes No

11. Did injury occur? Yes No

12. Did loss of property occur? Yes No

13. Please describe details of accident/incident:

14. If property damage occurred, please describe the loss as best as possible:

15. Were there any witnesses? Yes No

16. Name, address and phone number of witnesses (if applicable):

17. If injury occurred, please indicate the portion of the body that was injured:

- Left Right
- Hand Finger(s) Arm Elbow Wrist
- Shoulder Neck Face Teeth Eye(s)

- Foot Toe(s) Leg Knee Ankle
 Head Ear(s) Nose Throat Lungs
 Abdomen Groin Lwr Back Mid Back Upr Back

18. Type of injury (cut, sprain, exposure, bruise, burn, etc.)

19. Did the accident/incident involve a slip, trip, or fall? Yes No
20. Did the accident/incident involve lifting? Yes No
21. If lifting was involved, please indicate approximate weight of material being lifted, and how high it was lifted? _____
22. Is this type of work performed on a regular basis? Yes No
23. If injury occurred, did it appear immediately? Yes No

Information Regarding Medical Treatment/Missed Work Time

24. Were you treated by a physician? Yes No

If yes, Physician Name _____ Phone: _____

Date(s) of Treatment _____

25. Did you go to a hospital? Yes No

If yes, Hospital Name _____ Date _____
 Hospital Phone _____

CSU EMPLOYEES: For medical attention, please proceed to St. Vincent Charity Hospital Occupational Medicine Center (2322 East 22nd Street) during regular work hours for non-emergency matters. For emergency care, go to the St. Vincent Charity Hospital Emergency Room. Call 2020 for emergency transport.

26. Did you miss work? Yes No

CSU EMPLOYEES: Please call Benefits Services at 3636 for Assistance)

27. If injury occurred, is the injury an aggravation of an old injury? Yes No

Signature/Authorization

I certify that the information set forth above is true and correct to the best of my knowledge. By signing this form, I authorize any person(s) who did or who may hereafter provide medical attention, examination, or treatment, or who may possess information or knowledge which may be used to render a decision in my claim for injury/disease of _____(date), to disclose such information or knowledge to my employer and/or to any other agency contracted by my employer to investigate this health claim.

Employee Name (Print)

Employee Signature (Sign)

Date _____

Revised, January 18, 2007

Appendix C

CSU Hot Work Standard Operating Procedures



Hot Work Standard Operating Procedures

Department of Environmental Health and Safety

Revised July 2007

Cleveland State University
Department of Environmental Health & Safety
Hot Work Procedures

The Cleveland State University Hot Work Standard Operating Procedures have been developed to comply with requirements set forth in the Occupational Safety and Health Administration (OSHA) General Industry Standards for Welding Cutting and Brazing (29 CFR 1910 Subpart Q)

Hot Work Procedures Defined

The following operating procedures refer to the performance of activities described as “hot work” on the campus of Cleveland State University. Any “hot work” performed on campus outside of a workshop specifically designated for such work requires a permit. **“Hot work” is defined as any heat, fire or spark-producing activity such as welding, flame cutting or grinding.** Blank Hot Work Permit Forms shall be provided to applicable areas upon request by the Department of Environmental Health & Safety.

Who needs a Hot Work Permit?

Permits are required of both university employees and outside contracted employees as part of building renovations, maintenance and repair (non-emergency). Workers are to follow the procedures applicable to their employment status in obtaining a hot work permit from a designated CSU competent individual authorized to issue permits. Hot work performed as part of new construction shall be monitored by the General Contractor in conjunction with their responsibilities for providing and maintaining a safe work environment. Such responsibility shall be set forth in the Project Specification for each job and is included as part of the CSU Contractor’s Safety Guide.

How to get a Hot Work Permit

A CSU Hot Work Permit for maintenance and repairs by CSU employees and Outside Contracted Employees can be secured by following the standard operating procedures for each respective group that follows.

PLEASE NOTE: It is the responsibility of the CSU Representative (Project Manger/Supervisor) to secure approval in the form of a signature from an authorized individual.

Impact on Fire Prevention Systems

If the potential exists for the hot work to impact fire prevention systems (activate alarms, smoke detectors, etc...), workers are to contact the CSU Department of Fire Prevention and Security, and must secure signature from a departmental representative, in order for the competent person to issue a Hot Work Permit.

Emergency Repairs

Should an emergency situation arise where an immediate repair is needed, repair workers are to notify University Police at 2111 that a hot work repair is necessary and to indicate whether any modification is needed to the fire alarm and/or suppression system. Police personnel shall log this information and notify the CSU Director of Environmental Health and Safety, and where applicable, the University Fire Inspector. These actions are reserved for EMERGENCIES ONLY and are not to be employed for general maintenance and repair.

Parties involved are expected to adhere to the same precautions necessary for performing hot work under normal circumstances as follows:

- *Equipment to be used shall be in good operating condition
- *Workers shall utilize personal protective equipment to safely perform work
- *All flammable and combustible materials within thirty-five (35) feet of operation shall be relocated; any remaining shall be protected using flame-proof curtains
- *Floors shall be swept clean and, if necessary, wetted

*Portable fire extinguishers shall be available and workers shall be trained in their use

Designated Individuals

CSU has designated the following positions as competent to issue Hot Work Permits:

Director of Environmental Health and Safety
Director of Environmental Operations
Director of Fire Prevention and Security
Director of Building Maintenance and Grounds
Director of Utilities
Environmental Health and Safety Officer
Environmental Safety Specialist

It is the responsibility of the competent person issuing the Hot Work Permit to ensure copies are forwarded to applicable parties.

Designated Individual – Alternate

In the event no primary designated individual can be accessed, the Assistant Vice President for Facilities Operations may issue a hot work permit.

Recordkeeping

Prior to issuing a Hot Work Permit, the authorized individual is to make a copy and forward to the Department of Environmental Health and Safety for documentation.

Hot Work Procedure - CSU Employees

1. Obtain a blank Hot Work Permit from your Supervisor

2. Fill out the form as completely as possible by checking the items applicable to the project
3. If fire alarms need to be taken out of a service or if any modification to the fire prevention systems is deemed necessary to safely perform hot work, contact the University Fire Inspector for assistance in this process and approval of fire watch measures. **Signature of authorized fire safety personnel required for permit to be issued.**
4. Verify applicable precautions have been taken by signing the form.
5. Bring to the competent individual for approval. Departmental representatives reserve the right to inspect all job sites prior to issuing the permit. **After signing, the person issuing the permit is to make a copy and forward to the Department of Environmental Health and Safety for documentation and recordkeeping purposes.**
6. Post and maintain permit in work area throughout the duration of the hot work activity.
7. Additional permits are required should work extend twenty-four (24) hours beyond the start time indicated on the permit. A permit may be issued for a period of time longer than twenty-four (24) hours for longer remodeling/repair jobs but no longer than one (1) week.

Hot Work Procedure – Outside Contracted Employee

1. Obtain a blank hot work permit from the CSU Representative (Project Manager/Supervisor)

2. Fill out the form as completely as possible by checking items applicable to the project.
3. If fire alarms need to be taken out of a service or if any modification to fire prevention systems is deemed necessary to safely perform hot work, contact the CSU Department of Fire Prevention & Security for assistance in this process and approval of fire watch measures. **Signature of authorized fire safety personnel required for permit to be issued.**
4. Verify applicable precautions have been taken by signing the form.
5. Bring to the CSU Representative (Project Manger/Supervisor). **It is the responsibility of the CSU Representative (Project Manger/Supervisor) to secure approval in the form of a signature from an authorized individual.** Departmental representatives reserve the right to inspect all job sites prior to issuing the permit
6. **After signing, the person issuing the permit is to make a copy and forward to the Department of Environmental Health and Safety for documentation and recordkeeping purposes.**
7. Post and maintain permit in work area throughout the duration of the hot work activity.
8. Additional permits are required should work extend twenty-four (24) hours beyond the start time indicated on the permit. A permit may be issued for a period of time longer than twenty-four (24) hours for longer remodeling/repair jobs but no longer than one (1) week.

**Cleveland State University
Designated Individuals Authorized to Issue
Hot Work Permits**

Paul M. Novak,
Director of Environmental Health and Safety
Plant Services Building 210.....216-687-9306
Cell.....330-719-8228
Pager.....216-207-2502

Almino Taddeo,
Fire Safety Inspector
Plant Services PS 243.....216-687-3842
Cell.....216-256-5572
Pager.....216-207-2673

Robert Howerton,
Environmental Health & Safety Officer
Plant Services Building 233.....216-687-3715
Cell.....216-276-4324
Pager.....216-207-1009

Dan Cueno
Environmental Safety Specialist
Plant Services Building 234.....216-523-7588
Cell.....216-276-1395
Pager.....216-591-6152

Pat O'Malley
Fire Inspector
Plant Services Building 243.....216-687-3842
Cell.....216-244-2485

Shehadeh Abdelkarim,
Director of Environmental Operations
Plant Services Building 211.....216-687-6964

Ray Cecys,
Director of Buildings and Grounds
Plant Services Building 217.....216-687-6918

Chris Wilson,
Executive Director for Facilities Operations
Plant Services Building 212.....216-687-5009

Appendix D

Hot Work Permit
(Contractor)

Cleveland State University
Department of Environmental Health & Safety
Contracted (Outside) Employee (Non-University)

Hot Work Permit

Outside contractors intending to perform “hot work” (defined as any welding, flame cutting, grinding, or other heat, fire, or spark-producing activity) as part of their renovation project on campus, shall be instructed to secure a hot work permit IN ADVANCE OF WORK by the appropriate University Project Manager or Supervisor. Designated CSU officials (Plant Services Building) shall issue a permit based on verification of conditions below applicable to proposed work.

NOTE: Permit is to be posted at job site and shall expire twenty-four (24) hours following the start time indicated. Additional permit(s) are required for work to continue beyond this period, unless otherwise indicated.

Date of Work: _____ Start Time: _____
 Responsible Person: _____
 Work to be performed: _____
 Building: _____ Room Number/Area: _____
 Company Name: _____

A check indicates the item(s) have been addressed by the employee:

- | | |
|--|--------------------------|
| | Yes |
| *Equipment to be used is in good operating condition | <input type="checkbox"/> |
| *Workers have proper personal protective equipment to safely perform work | <input type="checkbox"/> |
| *All flammable and combustible materials within thirty-five (35) feet of operation have been relocated; any remaining have been protected using flame-proof curtains | <input type="checkbox"/> |
| *Floors have been swept clean and, if necessary, wetted | <input type="checkbox"/> |
| *Portable fire extinguishers are available and workers are trained in their use | <input type="checkbox"/> |
| *Workers advised on process of initiating a fire alarm | <input type="checkbox"/> |
| *Sprinklers are operational and will not be taken out of service during work | <input type="checkbox"/> |
| *Smoke alarms are operational and will not be taken out of service during work | <input type="checkbox"/> |
| *Fire alarms will not be taken out of service during work | <input type="checkbox"/> |
| Should fire alarm or suppression systems require inactivation, fire watch has been arranged with CSU Fire Safety (requires signature of University Fire Inspector) | <input type="checkbox"/> |

_____ University Fire Inspector _____ Date

I affirm that the above precautions have been taken _____ Date

Approved _____
 CSU Approval Date Department

Appendix E

Energized Work Permit

EWP#OC-_____

**Cleveland State University
Department of Environmental Health & Safety**

**Contracted Employee (Non-University)
Energized Work Permit**

CSU Employees intending to perform energized work (defined as any work process or task on electrical lines that have not been de-energized)) are to fill out this form completely, and bring to the Department of Utilities (Plant Services Building) for evaluation prior to starting work. A signed permit is required prior to performing any energized work..

NOTE: Permit shall expire twenty-four (24) hours following the start time indicated. Additional permit(s) are required for work to continue beyond this period.

Date of Work: _____ Start Time: _____

Responsible Person: _____

Work to be performed: _____

Building: _____ Room Number/Area: _____

If CSU employee, indicate Department: _____

Justification for Request to Perform Energized Work:

Check the items applicable to the job/project:

*Equipment to be used has been inspected and is in good operating condition

*Workers have proper personal protective equipment to safely perform work

*Life Safety Systems (Sprinklers, Smoke Alarms) are operational and will not be taken out of service during work

I affirm that the above precautions have been taken _____
Person responsible for Energized Work

Approved _____
CSU Utilities Department Date