Cleveland State University

Contractors Safety Guide

MUST READ & SIGN

Revised 6/2015

Table of Contents

All contractors and their employees performing work activities in facilities or on properties of Cleveland State University (CSU) shall be issued a copy of this guide as part of the pre-bid material for bid and capital projects and prior to beginning work on campus. If you are using a cell phone, please inform the Cleveland Police Department to patch you through to the Cleveland State University Police dispatching center so they can properly guide emergency crews to the correct location(s)

Important Phone Numbers

Campus Emergency	911
Campus Police	216-687-2020
Campus Watch	216-687-3842
Campus Escort Service	216-687-2020
EHS	216-687-9306
AC&SS	216-687-5386
FAST Coordination Center	216-687-2500

Accidents

Please refer to the CSU Office of Environmental Health & Safety (OEHS) web site for the following:

- Procedures for Injuries/Illnesses at Work
  If you become injured at work, injured (ill) employees shall follow these procedures
- Report Accidents/Incidents on Campus by downloading Accident Report Form
- Download Accident Investigation Form
- Employee Rights and Responsibilities

Asbestos
Many of the CSU buildings have asbestos or material that has not been tested and is considered presumed asbestos-containing material (PACM). These locations will be made known to the Project Manager upon request. The Project Manager will make known the asbestos hazards in the work area before work is initiated.

All renovations or demolitions have to be approved by the Project Manager and the Director of Environmental Health & Safety prior to any project start up.

Trained and certified contract workers will handle all asbestos projects.

Automatic Sprinkler Work
The Manager of Access Control & Security Systems must approve all plans for contract work dealing with fire suppression equipment and Campus Police will be notified before work starts. No Hot Work Permits will be issued for the contracted work area until fire suppression work has been completed.

Barricades and Guardrails
Hazardous areas must be cordoned off with barricades or tape to restrict access to employees, students and the general public, and CSU staff and students. All guardrails must meet the Occupational Safety & Health (OSHA) Standards for guardrail construction and standards for fall protection of workers must also be met. When barricades, guardrails or opening covers must be removed for work to proceed, permission to remove them must be obtained from the CSU Project Manager and OEHS staff. Fall protection devices must be used to protect workers in conjunction with appropriate tie-off locations. Barricades, guardrails and covers must be replaced immediately after work is completed.

Blasting Operations
Advance notification of blasting operations must be provided to the Project Manager, the Director of Environmental Health & Safety, Campus Police Department, Cleveland Fire Department and local officials. The contractor is solely responsible to obtain all necessary permits from the appropriate agencies to conduct these operations and must also supply a copy

of these permits to the Project Manager prior to project initiation. Final authority to proceed must be granted by the CSU Project Manager prior to the onset of the operation.

All explosives and detonation caps must be removed from the CSU property at the end of each workday unless the contractor has made arrangements with the CSU Project Manager, the Manager of Access Control & Security Systems and the CSU Police Department, and blasting equipment must be stored in an approved magazine while on CSU property.

Break Rooms
Contractors are only allowed access to break rooms to be determined by the Project Manager.

Burning, Welding or Cutting
A CSU Hot Work Permit must be obtained from Environmental Health & Safety before any burning, welding or cutting operations. Non-combustible, flame-proof shields or screens must be used to protect CSU employees, general public, and students from direct rays and/or arc flash. A fire watch must be maintained and all adjacent combustible materials must be removed or protected from the area. All work practices must conform to those of the American Welding Society as well as the instructions on the Hot Work Permit. Contractors must furnish their own 10 pound ABC rated fire extinguisher. All smoke detectors in the area must be covered or bagged to prevent contaminants and smoke from getting into to the detector and causing alarm. Also, if the fire system needs to be taken out of service temporarily. The fire prevention officer MUST be notified or another member from OEHS to initiate the process.

Chemicals
Contractors must assure the safe use and disposal of any chemicals, tools, equipment or other materials with which they are working. Under no circumstances are chemicals to be emptied into drains or left behind for CSU to dispose of.

Contractor must provide the CSU Project Manager with a list of chemicals to be used on CSU property and a copy of the Safety Data Sheet (SDS) that is compliant with the current OSHA Hazard Communication Standard (i.e., Global Harmonization System-compliant). The SDS must be accessible at all times when contractors are working with said chemical(s).
Each chemical container that is brought on CSU's property must be labeled with the identity of the chemical, any hazard rating, the name of the contractor and any subcontractor using the chemical. Contractors must follow the safety procedures recommended by the manufacturer of any chemicals, tools and equipment or other materials used on CSU property, including but not limited to the procedures set forth in the SDS, those described in additional literature distributed with the items used, and those described in labels attached to the items or containers.

Combustion Engines
Liquified petroleum (LP) or any combustion-type engine may be used with restrictions. Permission must be obtained from the Project Manager before using such equipment on, around or near any CSU building.

Compressed Air
Compressed air should never be used to clean dust from a worker's clothes or body.

Compressed Gas Cylinder

All compressed gas cylinders, whether in use or in transit, must be fastened securely in an upright position by a chain, suitable strap or a rigid retaining bar or structure. Compressed gas cylinders shall be secured on approved carriers or holders and must always be maintained in an upright position.

Regulators are required to reduce compressed gases to safe operating pressures. If a leak develops in a cylinder, it shall be immediately removed to a safe location outside. The supplier of the cylinder shall be notified if necessary. Cylinders must be permanently marked or stenciled to identify the type of gas in the cylinder in accordance with the requirements of ANSI Standards.

Confined Space Entry Permits

A confined space is a space that: (1) Contains or has a potential to contain a hazardous atmosphere. A hazardous atmosphere is an atmosphere that may expose employees to the risk of death, incapacitation, or impairment of ability to self-rescue that is, escape unaided from a permit space, injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor or mist in excess of 10 percent of its lower explosion limit (LEL).
- Combustible dust at a concentration that meets or exceeds its LEL (approximated to a visibility of 5 feet or less).
- Atmospheric oxygen concentration below 19.5% or above 23.5%.
- Atmospheric concentration of any substance for which a dose or permissible exposure limit has been established.
- Any other atmospheric condition that is immediately dangerous to life or health.

(2) Contains a material that has the potential for engulfing an entrant such as water, sand, and soil; (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or (4) Contains any other recognized serious safety or health hazard.

The contractor must have a copy of their Confined Space Entry Program on site and have all necessary equipment for entry. Prior to entering, the contractor must notify OEHS staff of their intent to enter a confined space. A contractor may not enter any confined space until authorized to do so by OEHS. Once approved, OEHS will issue the permit.

Contractor Access

For security reasons, a contractor's access to CSU buildings is restricted to designated entrances. Emergency exits shall only be used in the event of an emergency. Doors locked from the outside (emergency exits) must never be propped open without the prior approval of the Project Manager.

Before work starts:

1. New contractors must view OEHS Contractors safety video before beginning work.
2. Contractors must provide key loss insurance up to $250,000.00.

3. Contractors who will be working with asbestos must show certification of attendance to an approved asbestos awareness course for all workers.
4. Contractors must provide PPE (personal protective equipment) for their workers at all times.
5. Contractors must provide evidence of safety training.

Electrical
All electrical installations must comply with the requirements of the National Electrical Code, NFPA 70E and CSU's Electrical Standards. All equipment being worked on at CSU will be at a zero state for energy potential if possible to minimize the risk of injury.

Whenever work is to be performed on systems exceeding 600 volts, special instructions must be obtained and followed from the Department of Mechanical & Electrical Operations. An Energized Work Permit must be completed and approved by the Utilities Department before work may begin. Contractor must coordinate access/shutdown of any electric system with the Department of Mechanical & Electrical Operations. New equipment will use the same labeling used on existing equipment. Proposed grounding must be approved by the Department of Mechanical & Electrical Operations. The Project Manager must receive Lockout / Tag out documents from the General Contractor who would then forward to EHS for review before the project starts.

Emergency Equipment
CSU fire or emergency equipment must not be moved, blocked or have access restricted, unless specific permission to do so has been granted. This permission will be granted on a case-by-case basis by the OEHS staff. Fire protection and detection systems must not be moved, modified or disabled without the permission of the Access Control Manager or the Fire Prevention Officer.

Excavation and Trenches
Before beginning any excavation work, the existence and location of all underground pipes, tanks and equipment must be determined. The OSHA construction standard for excavation must be followed in all excavation projects.

Eyewash and Safety Shower
Water supply to eyewash and safety shower stations must be assured at all times. If work requires a shut-down of the water supply, building occupants must be notified in advance. Contact OEHS for additional information.

Facilities
The use of CSU-owned equipment such as electrical trucks, machinery, and power/hand tools is not permitted except where specifically authorized by the CSU Project Manager.
Contractor personnel are not to operate valves or controls to shutdown, isolate, start or adjust operating systems or equipment without specific permission of the CSU Project Manager.
When working on systems which could be activated or on isolated sections of active systems, the isolation device must be locked and tagged out. The CSU Project Manager will arrange the

notification and scheduling of Lockout/Tag out with affected CSU areas in accordance with the project specifications.

Fall Protection
All safety belts and lanyards must meet OSHA requirements. When a lanyard is a wire rope or nylon webbing, a shock absorber must be used.

Fire

1. Contractors shall preview work areas to identify components of the fire alarm detection, notification and activation devices, sprinkler and or special suppression systems that may be affected by their work. Contractors shall work with Access Control & Security Systems (AC&SS) and make necessary provisions to reduce accidental damage or activation of all life safety systems.
2. Contractors requiring a sprinkler or fire alarm system to be deactivated or put into test mode shall give a minimum of 48 hours' notice prior to commencement of their work.
3. Only contractors licensed by the State of Ohio Department of Commerce Division of State Fire Marshal for fire alarm and or sprinkler systems may initiate any modifications to the system, including but not limited to new installations, relocations, or removals of any and all devices.
4. Contractors will provide their own fire extinguishers and apply for a Hot Work Permit when appropriate.
5. Contractors must know how to call CSU Police in the event of an emergency. This information is provided during the Contractor Training session that is required before contractors are permitted to work on campus.
6. Contractors who need a Hot Work Permit must plan work accordingly and provide 48 hour notice to AC&SS before permit is issued.

First Aid Kits
Every contractor is required to have a first aid kit and contractor employees must be made aware of its location. All injuries requiring first aid assistance by local hospitals must be reported to the CSU Project Manager and OEHS.

Hot Work Procedure - CSU Employees

1. Obtain a Hot Work Permit from the CSU Fire Prevention Officer.
2. Fire Prevention Official will consult with Applicant to verify as much detail as possible.
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. **The signature of authorized fire safety personnel is required for permit to be issued**.
4. Employees' signature is verification that applicable precautions have been taken.

5. Departmental representatives reserve the right to inspect all job sites prior to issuing the permit. Fire Prevention Officer maintains original application and Applicant receives carbon copy.
6. Post and maintain permit(s) in work area throughout the duration of the hot work activity and restrict access to the area until work is complete and the area restored to its original condition.
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 Fire Prevention Officer.
2. Fire Prevention Official will consult with Applicant to verify as much detail as possible.
3. If fire alarms systems 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. **The signature of authorized fire safety personnel is required for permit to be issued**.
4. Employees' signature is verification that applicable precautions have been taken.
5. Departmental representatives reserve the right to inspect all job sites prior to issuing the permit
6. Fire Prevention Officer maintains original application and Applicant receives carbon copy.
7. Post and maintain permit in work area throughout the duration of the hot work activity and restrict access to the area until work is complete and the area is restored to its original condition.
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.
9. All work practices must conform to the American Welding Society and the instructions on the hot work permit.
10. Contractors must furnish their own 10 pound ABC rated fire extinguisher.

Keys

The University has installed electronic key boxes to provide access to work areas. A *Key Box Access Request Form* must be signed by each contractor and your CSU Point-of-Contact, and approved by the AC&SS Department for processing. Following approval, each contractor will be given a key code that will allow access to the key boxes needed for their work activities.

1. Do not loan, transfer, give possession of, misuse, modify, or alter CSU keys or the key ring.
2. Never allow others to use your PIN (code), nor is it permissible to use another's PIN/code.

3. Upon noticing any damage to a key, key ring, or key box, the contactor must report it to AC&SS (x5386) immediately.
4. Contractors must have suitable key loss insurance to the value of $250,000.00 and must show proof of said insurance coverage.
5. Never cause, allow, or contribute to the making of a copy/duplicate of any CSU key.
6. Loss of a key can be a significant financial responsibility for you, ranging from $58 to $500,000. The contractor (and his or her company) are responsible for costs associated with replacing all locks/keys affected by your loss.
7. Ask the value of your particular key(s) before you sign the *Key Box Access Request Form* to be aware of the liability.
8. Abide by the CSU *Access Control Regulations* described on the CSU website.
9. Prior to departure from the CSU campus, contractors must lock and verify all doors in areas they have worked in are locked and return all keys.
10. For any questions or concerns, please contact *Access Control and Security Systems* at (216) 687-5386.

Ladders

Ladders must conform to OSHA design requirements and be free of defects. Wooden ladders must not be painted. Ladders must be secured to keep them from shifting, slipping, being knocked over or blown over by climatic conditions. Wooden ladders should be used during electrical work or activities

Mechanical Equipment

Contractor must follow CSU&#8217s Mechanical Standards. All access/shutdowns of mechanical equipment must be coordinated with the Department of Mechanical & Electrical operations. All work must be scheduled off hours unless permission has been otherwise granted. All equipment installed must be connected to the Building Automation System, and all electrical connections must comply with CSU&#8217s electrical safety requirements.

Mercury Spills

Every effort should be made to prevent all spills of metallic mercury. For mercury spills of any volume, all personnel shall leave the area and contact Environmental Health & Safety to arrange for cleanup. The Contractor should also notify Campus Police when there has been a spill. The spill area must to roped, taped or barricaded to prevent accidental exposure. The contractor may be held responsible for the cost of cleanup and disposal.

Mercury Bulbs

All fluorescence light bulbs and high intensity mercury lights will be recycled by a licensed bulb recycler and removed off site by the contractor. Contractors should never leave waste behind. All broken bulbs will be handled as hazardous waste. For further information, contact OEHS.

Overhead Work

Overhead work must not be performed above CSU's employees, students or the general public. Access to areas affected by overhead work shall be restricted.

Parking
All vehicles parked outside a fenced staging area on university property must display a valid CSU Parking permit unless parked in a pay-per-hour space (at a meter or in Lot 22, Prospect or South Garage). If parked at a meter, the meter must be paid. Use of any parking facilities for construction related activity must be approved in advance by CSU Department of Parking & Transportation Services. CSU Parking & Transportation Services offers the following options for contractors and construction workers who choose to park on campus:

- Purchase a contractor hangtag. This hangtag will have an expiration date based on the needs of the patron and will be accepted for parking in any CSU parking facility except at meters or in Lot 22, Prospect or South Garage. Contractor hangtags cost $40 per week, and the full fee is charged for any partial week unless the purchase is made after 12 noon on a Friday.
- Purchase scratch off hangtags which permit access to parking on a per-day basis according to the color of the hangtag. Green scratch-offs permit parking in facilities at the core of campus ($8.00 each). White scratch-offs permit parking in facilities at the perimeter of campus ($6.00 each).

Contractor tags or scratch off hangtags must be purchased from the office of Parking & Transportation Services located in Euclid Commons at East 24th and Euclid. The Office is open Monday through Friday 8 AM to 5 PM. The CSU Parking & Transportation Services Office accepts cash, check, Visa & MasterCard, for parking purchases. Contractors and construction workers may also find parking options in the CSU neighborhood. Information about these options can be found on the parking website at www.csuohio.edu/parking/parking.
Parking Prohibitions: Contractors are not permitted to park vehicles in any of the following areas:

- Under the overhang of the Main Classroom building
- Sidewalks
- Plazas
- Loading Docks
- Aisle ways
- Driveways
- East 24 Street in front of Fenn Tower
- The “No Parking” area on north side of Fenn Tower
- Drive in front of Rhodes Tower on street level
- Grass
- Police, Parking, or CSU Service Vehicle designated spaces
- Along curbs
- Any other areas not marked as a parking space

Contractors who must park in any prohibited location in order to discharge their duties while on campus may request an official dashboard pass when registering for the parking hangtag. The request must be accompanied by details regarding the specific nature of their duties. Dashboard passes must be displayed in tandem with a prepaid hangtag or scratch-off and are intended for short-term use related to the defined duties – not for all day parking.

CSU Contractors are subject to CSU Parking Rules and Regulations. Violations of these rules are subject to issuance of parking citations and/or vehicle impound. Persons cited for parking infractions have the right to appeal by following the written instructions on the parking citation.

PCBs

Before starting work that involves PCBs or PCB containing material, the contractor must submit two copies of their procedures for handling, packaging, shipping and disposal of PCBs. The contactor must also label all items and containers with the appropriate labels for removal from CSU property. The contractor must ensure that the manifest and land disposal requirements (LDR) are properly completed and signed in accordance with Federal and State regulations.

Environmental Health & Safety staff will review and sign all Hazardous Waste Manifests.

Personal Protective Equipment

In certain construction and maintenance operations personal protective equipment, including but not limited to safety glasses, goggles, respirators, hardhats and other protective clothing must be worn at all times. The type of PPE to be worn will be determined by the physical and chemical hazards of the contracted job. The contractor is responsible for the selection of PPE for their employees that is necessary to perform the job safely and correctly. All OSHA requirements for employee safety must be strictly adhered too.

Plumbing

All plumbing work and installations must comply with the requirements in the Ohio Plumbing Code with points of emphasis/special importance given to:

- Backflow protection must be provided for all domestic water installations that use water for a non-potable use. For Non-health (Non-Toxic - no chemicals added cross connections) an ASSE 1015 double-check backflow preventer shall be installed. This is defined as any point on a water supply system where a polluting substance may come in contact with potable water aesthetically affecting the taste, odor or appearance of the water, but not hazardous to health.
- For Health Hazard (Toxic - cross-connections defined as any point on a water supply system where a contaminating substance may come in contact with potable water creating an actual health hazard, causing sickness or death) an ASSE 1013 shall be installed. Irrigation systems must be protected from backflow by either a pressure vacuum breaker, or a reduced pressure backflow preventer. The device must be protected from freezing the temperature shall be maintained at 40 degrees Fahrenheit or higher inside the enclosure.
- When any mechanical or plumbing line penetrates any floor surface or a brick/block/ concrete wall it must be sleeved. The sleeve shall be 2 times the diameter of the pipe penetrating the surface. Annular spaces between sleeves and pipes shall be filled or tightly caulked in an approved manner. Annular spaces between sleeves and pipes

in fire-resistance rated assemblies shall be filled or tightly caulked in accordance with the Ohio Building Code.

- All storm drains shall receive water only from the following sources: rainwater; surface water; subsurface water; and similar liquid wastes. Drain disposal of chemicals is never permitted (i.e., cement; rubber/silicone based products; or paints, etc.). In addition, the maximum discharge temperature into any drain shall be 140 degrees Fahrenheit.

Refrigerants
Only certified technicians may perform work on equipment with refrigerants. The contractor must provide a copy of the technician's certifications prior to project start-up. The contractor must provide documentation to the CSU Project Manager indicating the date, type of service, amount and type of refrigerant used. All work must conform to the 40 CFR parts 82 for the protection of stratospheric ozone.

Roof Safety
At least two of the contractor's employees must be present during all work on campus roofs. All construction projects that have the potential for a fall hazard must comply with OSHA's 29 CFR 1926 sub part M, and 1910.23. It is the contractor's responsibility to train all of their employees on all relevant safety issues.

Safety Representative
It is the responsibility of all contractors to appoint a Safety Representative (holding at least a foreman position), to oversee all contract work at Cleveland State University. The foreman will perform daily job inspections and correct any unsafe conditions. It is the contractor's responsibility to train all of their employees on all relevant safety issues. The foreman must investigate any accident and report to the CSU Project Manager and Director of Environmental Health & Safety.

Safety Rules and Procedures
To report a medical emergency:

- Call 216-687-2020 or dial 911 to contact the University Police Department.
- Police will provide or arrange required services, including Cleveland Emergency Medical Services.

Security Requirements
The following items are not permitted on CSU's property: alcoholic beverages, illicit drugs, drug related paraphernalia, explosives, firearms and ammunition.

Smoking
Smoking in CSU buildings is prohibited. CSU is a smoke-free campus. If you chose to smoke, you must do so outside in a location no closer than 20 feet from building doorways.

Solvents and Paints
The use of solvents, chemicals or paints requires prior approval of CSU. An SDS for each substance must be submitted to the OEHS for review and approval. Adequate ventilation must be maintained at all times when paints, chemicals or solvents are used. Personnel must use

proper respiratory protection and protective equipment when toxicity of the material requires such protection. Flammable solvents and materials must be used with caution when possible sources of ignition exist.

When flammable solvents are being used, the contractor must post signs in the area to identify the hazard(s) present in the area. Flammable paint and solvents must be stored in an approved flammable liquids storage cabinet when storage is required. Corrosives (acid, bases) and flammables must never be stored together. If a cabinet is not available, all chemicals must be removed from CSU property by the end of the workday.

Tar Pots
Tar pots are never permitted on roofs and each pot must have its own 10 pound ABC fire extinguisher. Tar pots must be kept a minimum of 10 feet from any building. Before using a tar pot, the contractor must have approval from the Project Manager.

University Telephones
Use of telephones is restricted to CSU business-related calls. See your foreman for phone locations.

Tools – Hand and Power
All hand tools and operations of hand tools shall conform to the OSHA construction standard 1926.302.

Vehicles
All contractor personnel shall park their vehicles in areas designated as parking areas only. Refer to the Parking section contained in this document.

Warning Signs
The contractor must provide all warning signs, barriers, barricades etc., whenever such notification is warranted. Where signs and barricades do not provide adequate protection, flagmen must be used.

Worksite Housekeeping
Waste material and debris must be removed from the job site at the end of each workday.
Waste material and debris must never be thrown from any level to another. Material must be piled, stacked or otherwise stored to prevent tipping or collapse.
Overhead storage of tools, equipment etc., by the contractor is prohibited. No waste material will be left by the contractor in the space above suspended ceiling panels.

The foreman will perform daily job inspections and correct any unsafe conditions. It is the contractor's responsibility to train all of their employees on all relevant safety issues. The foreman must investigate any accident and report to the CSU Project Manager and the Director of Environmental Health & Safety. "Contractors should be aware of air intake without exposing residents to foul air, high levels of exhaust or particulate matter and potential problems".

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/Tag Out (Control of Hazardous Energy), Confined Space, Hazard Communication, and Hearing Conservation.

The Contractor understands the CSU signatures below represent an authorization to proceed with work activities only, and do not, nor are they intended to, represent approval of plans, designs, methods, specifications and work practices of the Contractor.

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

_____
Contractor Authorized Representative
Date_____

Contractor name_____
(please print)

Registration # _____

_____
Cleveland State University Authorized Representative

Name_____Dept_____

Date_____