

Appendix A Contractor Safety Program Handout

A. Emergency Procedures

In case of an emergency please call Campus Police (from a cell phone) 704-687-2200, or 911 (from a campus land line phone).

B. Barricades and Fencing

Construction chain link fencing must be erected around capital new construction job sites. Temporary cyclone fencing, plastic safety fencing and portable manhole barricades are examples of acceptable exterior barricading. Yellow caution tape and/or cones are considered acceptable barricades for internal use.

C. Training

Contractors shall train their employees so that they can complete work on campus in a safe and OSHA compliant manner. In some instances, UNC Charlotte site specific training may be required due to facility specific issues, hazards, or processes.

D. Housekeeping and Egress

1. The Contractor must keep all corridors and exit doors always clear. In addition, all external exit ways, walks, and drives shall be kept free from debris, material, tools, and vehicles.
2. Jobsites must stay clean and orderly and debris must be disposed of regularly.
3. Fire prevention methods such as Fire Watch, additional Fire Extinguishers and Material Storage must be used when required.

E. Fire Protection Equipment

1. The Contractor shall **NOT** disable any fire protection system without receiving prior authorization from the UPM.
2. All fire protection equipment impairments must be coordinated with a UPM to ensure proper notifications to building occupants and regulatory agencies.
3. A temporary system must always be in place during fire protection equipment impairments.
4. A fire watch must be completed and submitted to the UPM for the duration of the impairment.

F. Hazard Communication

1. Contractors shall have Safety Data Sheets (SDSs) at the jobsite for all hazardous chemicals that they will be using or handling on UNC Charlotte property.
2. The Contractor may request and review SDSs for any materials that are encountered on UNC Charlotte property during the performance of its work.
3. The Contractor shall also ensure that all containers that are brought on site for the storage of hazardous materials (e.g., gas, paint) are labeled and

- inspected as required by applicable regulations.
4. UPMs or Departmental Management will inform the contractor of any precautionary measures that need to be taken to protect their employees during the workplace's normal operating conditions and in foreseeable emergencies.

G. Confined Space

1. Before entering any University-identified confined space, the Contractor shall develop, implement, and maintain its own Confined Space Entry Program, including provision for emergency rescue, in accordance with all regulations. **Note:** All manholes are considered permit required confined spaces.
2. The Contractor shall complete a Permit Required Confined Space Permit before initial entry to any Permit Required Confined Space on campus.
3. Contractors are required to provide their own equipment and permits when conducting confined space entries. When simultaneous work is to be conducted by the contractor and UNC Charlotte a procedure will be developed by the contractor to coordinate entry.
4. Contractor has reviewed Confined Space Summary Sheet indicating permit spaces and requirements for entry. Contractor has notified UNC Charlotte of Permit Space Program it will follow while on campus. The contractor is apprised of precautions and procedures UNC Charlotte has in effect concerning the specified Confined Space.
5. Contractors are advised of procedures to coordinate the entry of their employees with UNC Charlotte employees.
6. Debrief the contractor after entry operations were concluded regarding Permit Space program followed, any hazards confronted, or hazards created.

H. Lockout/Tagout (LO/TO). Control of Hazardous Energy

1. The Contractor shall have a LO/TO program in accordance with OSHA regulations (29 CFR 1910.147) as it applies to the work of their contract. The Contractor shall have a copy of its LO/TO Program on-site and readily available for examination by university officials before the start of any work. At no time shall the Contractor or its employees override any locks or tags that they encounter during the performance of its work unless otherwise specifically directed by the University. UNC Charlotte Facilities Management personnel will shut down and start up utility systems.
2. The Contractor shall maintain a log of all machines and equipment that are locked out and/or tagged out during the performance of the work of while under contract. The Contractor's log shall identify the equipment that was affected, the date(s) that work was performed, and the name of the individual performing the work. The Contractor shall keep this log at the worksite for examination by university officials.
3. Whenever the Contractor and UNC Charlotte Facilities Management personnel must perform a group LO/TO, both LO/TO programs must be coordinated to comply with 29CFR 1910.147 and the UNC Charlotte LO/TO program.
4. On energized systems, The Contractor shall notify the UPM before the

application of LO/TO devices **AND** when the Contractor's LO/TO has been canceled and the affected process/es are to be brought on-line.

I. Electrical Safety

1. Contractors shall ensure that only qualified electricians are permitted to work on electrical systems and equipment that uses or controls electrical power.
2. UNC Charlotte Facilities Management personnel will shut down and start up utility systems in coordination with Contractor performing work on such systems, unless otherwise specifically directed by UNC Charlotte.
3. All work shall be conducted in accordance with all applicable OSHA regulations and the National Fire Protection Association (NFPA) 70E Standard for Electrical Safety in the Workplace.
4. The Contractor shall not leave electrical boxes, switch gear, cabinets, or electrical rooms open when Contractor personnel are not present at the worksite.

J. Medium/High Voltage

1. For the purposes of this Procedure any current exceeding 600 volts meets the definition of Medium/High Voltage. In UNC Charlotte procedures Medium Voltage and High Voltage are used interchangeably.
2. The Contractor shall have a copy of its high voltage safety program at the work site before the start of any work where 29 CFR 1910.269, Electric Power Transmission and Distribution Standard are applicable to contract work.
3. Unless otherwise specifically directed by UNC Charlotte, UNC Charlotte Facilities Management personnel will shut down and start up utility systems.

K. Fall Protection and Elevated Work

1. Fall protection must be used above the uniform threshold height of 4 feet from a lower level.
2. Any opening from which there is a drop of more than 4 feet from which someone may fall shall be guarded in accordance with "29 CFR 1910 Subpart D – Walking Surfaces".
3. The Contractor must not perform work over the heads of people or leave tools or equipment overhead.
4. All ladders must be properly erected, anchored (if required), and extend no less than 3 feet past the working surface per OSHA guidelines, 3 points of contact must be maintained at all times when using a ladder.
5. Fall protection must be worn in all boom lifts and mobile elevated work platforms while in use.
6. Contractors must submit a fall protection plan to the EHS office prior to any roof work, scaffolding work, or work at a height where a fall of over 4 feet is possible.

L. Compressed Gas Cylinders

1. Separate oxygen and flammable gas cylinders by 20 feet or a 5 foot high

- fireproof barrier.
- 2. Secure compressed gas cylinders in an upright position in a welding cart or to a solid object (using chains, straps, or a rigid retaining bar).
- 3. Valve protection caps must be in place when compressed gas cylinders are transported, moved, or stored.
- 4. All DOT regulations must be followed when transporting compressed gas cylinders on campus.

M. Powder Actuated Tools

- 1. Contractors who operate powder-actuated tools shall be properly trained on their use. Documentation should be readily available.
- 2. Powder-actuated tools shall be left unloaded until they are actually ready to be used.

N. Hot Work. Welding, Cutting and Brazing

The Contractor engaged in Hot Work must be authorized to do so by the UPM. The Contractor shall develop, implement, and maintain its own Hot work program and any permits associated with their program.

- 1. The Contractor shall use their company's hot work permit for each separate work activity and shall ensure that the conditions of the permit are always met.
- 2. Request for a fire system inspection to determine if the system needs to be shut down or modified, must be made to the UPM at least 24 hours before starting any hot work.

O. Cranes and Rigging

- 1. Each crane, rigging, or hoist brought onto UNC Charlotte property must have an annual inspection performed by a certified testing agency.
- 2. All operators must possess a valid North Carolina Certified Crane Operators (CCO) License.
- 3. No lifts shall be made over faculty, staff, students and public. Lifts over occupied facilities may only be made after consultation with and approval by the UPM and the EHS office.

P. Excavation and Trenching

- 1. UNC Charlotte Facilities Management must be notified prior to any excavation work, driving of spikes/stakes into the ground and drilling so that utility locations can be determined and demarcated.
- 2. All excavations 4 feet or more in depth must be shored or sloped in accordance to their respective soil types, per OSHA regulations.
- 3. Excavations must be barricaded at all times.

Q. Asbestos Containing Materials (ACM)

- 1. North Carolina law requires any remodeling, demolition, or construction projects to adhere to all National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations. North Carolina law also requires that,

prior to the start of work, a “thorough inspection of all building materials that may be disturbed by the work must be completed using an accredited North Carolina asbestos inspector. The inspection should determine if any of the materials contain asbestos”. The results of this inspection shall be submitted to the UPM prior to the start of work.

2. Any asbestos containing material directly involved in the scope of work must be abated before work can commence.
3. The Contractor shall not disturb asbestos-containing materials unless such activities are part of your contracted work and you are specifically trained and licensed by the State of NC and Mecklenburg County to undertake ACM abatement work.
4. Any suspected asbestos containing material that is observed by the Contractor shall be reported to the UPM immediately. Work on such material shall halt until lab testing can verify the presence of asbestos and, if needed, abatement can occur.

R. Lead

1. Unless UNC Charlotte provides a specific lead-paint notice, Contractor is to assume that any painted surface they encounter is coated with lead-based paint.
2. Any painted surfaces that have loose, flaking, and chipping or otherwise non-intact paint shall not be disturbed by the Contractor and should be reported to the UPM immediately.
3. Proper precautions shall be used when dealing with suspected or confirmed lead welds, brazing, or solder are encountered. Lead pipe or lead containing materials must be disposed of in accordance with NC hazardous waste disposal regulations.

S. Control of Hazardous Chemicals and Waste

1. All chemicals (liquids, solids, gases, etc.) used by Contractors that are characteristic or listed EPA Hazardous Wastes shall be safely managed and stored on campus. Hazardous waste shall be removed from university property promptly and shall be properly disposed of by licensed hazardous waste disposal firms off-site when they are no longer usable and have been designated as a waste product.
2. Hazardous Wastes are not permitted to be drained, spilled, leaked, deposited, or otherwise placed on university grounds or property in any way.

T. Personal Protective Equipment (PPE)

1. All contractors must issue their employees with appropriate PPE for the work being undertaken.
2. It is the contractor’s responsibility to ensure the correct use of PPE.

U. Spill Prevention

1. Contractors shall be responsible for any costs (direct or indirect) associated with damage and/or cleanup of a hazardous substance and/or oil spill caused by the Contractor or their agent.

2. Storm drains, manholes, and waterways shall be adequately protected from runoff (via the use of dams, dykes, covers, etc.) during any contractor activity that involves liquids or chemical runoffs.

V. PCBs (Polychlorinated Biphenyls)

1. Buildings constructed or remodeled prior to 1980 are at a high risk for containing PCBs in common construction materials, such as caulking, light ballasts, electrical equipment, hydraulic fluids, plasticizers, and more.
2. The Contractor shall report any suspected PCB containing materials to the UPM immediately upon discovery. Work on such material shall halt until lab testing can verify the presence of PCBs and, if needed, abatement can occur.
3. PCB containing materials that are less than 50ppm PCBs and not actively leaking (such as fluorescent light ballasts) can be disposed of in standard construction waste. Leaking materials, or materials with greater than 50ppm PCBs, must be disposed of as hazardous waste in accordance with EPA guidelines.

W. Miscellaneous Additional Safety Rules

1. Contractors must abide by all posted signage.
2. Vehicle keys, including keys to lifts, booms, and mobile elevated work platforms, must be properly secured while the vehicle is not in use.
3. Immediately report unsafe acts or conditions affecting UNC Charlotte to your supervisor, UNC Charlotte Planning Design and Construction, EHS or Campus Police.