



# ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

## Contractor Safety & Health

### Contractor/ Subcontractor Required Safety and Environmental Practices

In order to safeguard our properties, employees, students, and the general public, YSU requires that certain safe and environmentally compliant practices be followed in addition to the ones required by law or contractual obligation. For contractors and/or subcontractors who perform work for us, YSU Environmental Occupational Health & Safety (EOHS) has developed rules and guidelines that specify our minimum safety and environmental requirements. These rules and guidelines are intended to complement applicable Federal, State or local regulations and do not replace them.

#### It is the responsibility of contractors to:

- Ensure that all their employees & subcontractors have the required training & equipment to perform the project in a safe and environmentally responsible manner.
- Ensure that all their employees & subcontractors understand and abide by all institution specific EOHS rules and guidelines.
- Correct/address safety, health and environmental issues promptly.
- Participate in incident/accident investigations.

#### Emergency Equipment Access

- No contractor shall obstruct or block access to emergency equipment, such as eyewash stations, safety showers, defibrillators, fire extinguishers and pull stations, etc.
- No contractor shall obstruct, disable or remove emergency equipment without prior permission of the YSU Project Manager.

#### Emergency Vehicle Access Plan

- Access routes for ambulances and firefighting equipment shall be maintained.
- A key for locked fences or gates that surround the work site shall be provided to the YSU Police Department

#### Emergency Contacts - Main Campus

- In an emergency, 911 calls from a campus landline go directly to the YSU Police dispatcher. When calling 911 from a cellular phone, the call is routed to the Youngstown City Police which transfers the call to YSU Police dispatch.
- Contractors shall furnish after- hour telephone numbers where they can be reached in the event of fires, chemical leaks, and other problems occurring after normal work hours.

Telephone numbers should be provided to the YSU Project Manager and YSU Police.

- YSU Police: 911 (emergency) or 330-941-3527 (non-emergency)
- YSU EOHS: 330-941-3700 (after hours, contact YSU PD)
- YSU Facilities Department: 330-941-1454



- YSU Planning and Construction: 330-941-3238
- EOHHS Website: <https://ysu.edu/eohs>

## Equipment Use

- Contractors shall be responsible for bringing their own equipment including aerial work platforms, boom lifts, scissors-type lifts, and forklifts. Should the need arise for the use of university-owned equipment, the EOHHS Director must be notified and approve after confirmation of training and other safety protocols are met.

## Environmental Protection

- Contractor shall remove any/all chemicals and materials used to perform their work.
- Hazardous waste/debris generated or created by the contractor shall NOT be disposed of in University dumpsters (this includes mercury containing switches, transformers, etc.).
- Contractor shall store all chemicals under lock and key.
- Secondary containment, or a spill cleanup kit, shall be provided to eliminate/mitigate the risk of a chemical spill.
- Spill Response.
  - Material shall be present on-site to allow cleanup of a chemical if a spill occurs.
  - Contact the YSU Project Manager and YSU EOHHS if a spill occurs.
- Plumbing traps and drain lines in current or past science laboratories and science classrooms may contain hazardous chemicals. Removal of plumbing in these areas shall be performed with caution. Notify YSU EOHHS before removing plumbing in these areas.

## Fire Alarms and Fire Safety Procedures

- Fire alarm specifications shall be reviewed by the project manager.
- If you impair any part of a fire protection system for longer than 24 hours you must complete a Fire Protection System Impairment form and forward it to the EHS department. The form is located in the EHS Programs and Policies web page.
- Contractors shall provide their own fire extinguisher. If a YSU fire extinguisher is used, it shall NOT remain in service. The extinguisher shall be taken out of service and replaced by EOHHS with a fully charged extinguisher.
- No contractor shall remain in the building when a fire alarm sounds. All occupants shall immediately evacuate using the nearest exit and remain outside until Campus Police, Facilities, and/or the Youngstown Fire Department gives their authorization to re-enter the building. The only exception is during building fire alarm testing when an alarm technician announces testing of the system before the alarm sounds.
- Contractors who create dust and smoke, or those that will come into direct contact with fire detection or fire suppression systems are to coordinate with Facilities before conducting work to assure that our systems are protected and alarms are disabled (in limited areas) and properly re-enabled when the project is complete.
- If you have reason to believe the alarm sounded accidentally, notify YSU Police and give them details of the event. At a minimum, YSU Police will respond to assure the scene is safe.
- Fire alarms are NOT to be silenced or re-set until YSU Police, or Youngstown Fire Department personnel are on-site and give their authorization.

## Occupational Safety and Health Standards

- Contractors will follow all applicable local, State, and Federal environmental, health, and safety standards. The following is a list of specific requirements for some of these standards:
  - **Lockout/Tagout:** 29 CFR 1910.147.
    - YSU personnel and outside contractors will inform one another of their lockout/ tagout procedures. YSU must ensure that their employees understand and comply with the restrictions and prohibitions of the outside contractor's Lockout/Tagout Program.
    - YSU's program is found on the EHS website.
    - The Director of EOHHS, is the contact for YSU's Lockout/Tagout program on the YSU campus.



- **Asbestos.** Applicable standards: 29 CFR 1926.1101 - Asbestos in Construction; 29 CFR 1910.1001 - Asbestos in General Industry; U.S. EPA NESHAPS (Subpart M) 40 CFR Part 61
  - Asbestos survey reports are located with YSU EOHS, Planning and Construction, and Facilities. YSU EOHS is available to help interpret or field questions in regards to these surveys.
  - Asbestos-containing materials can only be removed by Ohio Environmental Protection Agency licensed asbestos abatement contractors (this includes when asbestos containing floor tile comes up with pulled carpet). Contractors who do not have this license will avoid disturbing asbestos-containing materials. If asbestos-containing materials are disturbed, contractors will cease activities in that work area and immediately notify YSU's Project Manager. Work in the affected area can resume only after the work area has been rendered non-hazardous by persons who are licensed to make that determination.
- **Hazard Communication.** Applicable standard: 29 CFR 1910.1200
  - YSU's plan is found on the EOHS website.
  - If a contractor will be producing, storing, or using hazardous chemicals in such a way that YSU employees, visitors, or students could be exposed, the contractor shall make available to the YSU Project Manager the following upon request:
    - A copy of the contractor's written Hazard Communication program;
    - Copies of applicable Safety Data Sheets (SDS's);
    - Information on any precautionary measures that need to be taken to protect individuals; and
    - Information on the labeling system to be used
- **It is the responsibility of the YSU Project Manager to ensure this information is shared with the affected parties.**
  - Contractors shall ensure all chemical containers are properly labeled.
- **Confined Space.** Applicable standard: 29 CFR 1910.146
  - YSU's plan is found on the EHS website.
  - YSU's Project Manager will inform the contractor(s) of the following in regards to confined spaces:
    - The locations of these spaces in the workplace where the contractor will be working;
    - The hazards identified and YSU's experience with spaces; and
    - Any precautions or procedures that YSU has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
  - The contractor will debrief YSU's Project Manager at the conclusion of entry operations to inform of any hazards that were confronted or created in any confined space. Any information shared on spaces shall be documented on the contractor's confined space permit and a copy shall be submitted to YSU EOHS.
  - If contractor personnel will be working in permit spaces with YSU employees, both parties will work together to develop procedures that will protect everyone involved.
- **Lead.** Applicable standards: 29 CFR 1926.62 - Lead Exposure in Construction; 29 CFR 1910.1025 - Lead Exposure in General Industry; 29 CFR 1910.1200 - Hazard Communication; 29 CFR 1910.134 - Respiratory Protection.
  - YSU assumes that painted surfaces in their facilities may contain some quantity of Lead (Pb). Contractors are responsible for an initial exposure assessment of construction activities that represent the highest exposures to airborne Lead. The contractor will notify and give written results to YSU EOHS and the YSU Project Manager.
- **Hot Work.** Applicable standards: 29 CFR 1910.252 - Welding, Cutting, and Brazing; NFPA 51 B - Fire Prevention During Welding, Cutting, and Other Hot Work.
  - YSU's plan is found on the EOHS website.
  - OSHA and NFPA standards require YSU to advise all contractors about flammable materials or hazardous conditions of which they may not be aware.



## **Pedestrian Safety**

- Construction areas shall be barricaded or blocked off to prevent pedestrians from traveling near hazardous areas.
- Use backup warning signals, signs, movable barricades, and/or attendants when operating vehicles and heavy equipment in pedestrian areas.
- Use special care to protect pedestrians when moving materials overhead.

