

CONTRACTORS SAFETY PROGRAM - REFERENCE GUIDE

This document represents a summary of the SUNY Cortland Contractors Safety Program. Contractors should be advised that this is intended for use as a reference guide and the full program should be consulted for additional details and information.

Applicability:

The Contractors Safety Program applies to all contractors, and their sub-contractors, working on College owned properties.

Contractors Responsibilities:

- Conforming with the policies and procedures outlined in the Contractor Safety Program;
- Performing their work in accordance with applicable regulations, codes, standards and specifications;
- Ensuring that their employees (and subcontractors) are properly trained in safety protocols and procedures and are provided with the necessary safety and personal protective equipment specific to the work they perform;
- On-site workers shall be working under the direction of qualified or competent persons as defined by OSHA.
- Ensuring that their tools and equipment are in good working order and meet regulatory requirements;
- Conducting their own job hazard analysis (JHA) and exposure assessments;
- Representing themselves in a professional, civil and respectful manner while working at the college.

Key Contacts:

- University Police Department (UPD): 607-753-2111 or 911
- Dig Safely New York: 811
- NYSEG (1-800-572-1111)
- NYSDEC Spill Response (1-800-457-7362)
- Environmental Health & Safety (EH&S): 607-753-2508
- Facilities Planning Design & Construction (FPDC): 607-753-2214
- Facilities Operations Services (FOS): 607-753-2100
- Guthrie Cortland Medical Center (607-756-3500)
- National Grid (800-642-4272)

SUNY and SUNY Cortland Practices and Policies:

General:

- All work shall minimize interference with College operations and academic schedules
- Safe and direct means of entry and exit of College buildings shall be maintained
- All safety equipment, materials and tools shall be on-site prior to the start of a project
- Contractor employees shall comply with College and SUNY regulations and conduct
- Buildings shall be secured and weather tight at the end of each work day

Zero Tolerance, Mandatory Reporting, Tobacco Free & Compliance Directives

- SUNY Cortland strictly enforces a **Zero Tolerance** policy regarding workplace violence and sexual harassment.
- SUNY has a policy on **mandatory reporting** of and prevention of child sexual abuse. This policy requires ALL SUNY employees, contractors, vendors, students and volunteers to report incidents of child sexual abuse that occur on SUNY property and at SUNY sponsored events. Anyone who witnesses or has reasonable cause to suspect any sexual abuse of a child (defined as a person under the age of 17) occurring on SUNY Cortland property or while off campus during official College business or College sponsored events is REQUIRED to immediately report such conduct to the University Police Department at 607-753-2111 immediately, or if appropriate 911.
- Any person found in violation of the above policies will be subject to disciplinary action, including immediate removal from campus, and, if appropriate, shall be prosecuted to the full extent of the law.
- The entire SUNY Cortland campus is tobacco free. There will be no smoking or any tobacco use within buildings or on the grounds owned or leased by SUNY Cortland as well as in any vehicle on SUNY Cortland Property.
- Contractors may be required to comply with compliance directives as a result of an emerging health related outbreak, epidemic, pandemic or other situation. Contractors who do not comply will not be permitted to work on campus.

Work Site Nuisances & Occupant Interruptions

- Any construction, service or maintenance related activity that impacts campus services or functions require at least five (5) working days advance notification.
- Contractors performing abatement activities should make the necessary regulatory notifications and work with their primary college contact to ensure that required building occupant postings are in place prior to the start of such work.
- Work site nuisances and disturbances are most commonly associated with noise, odors, vibrations or fugitive emissions. Contractors are required to minimize these to the extent feasible and maintain these below regulatory thresholds. The college reserves the right to conduct testing outside work areas to determine compliance with OSHA regulations

Site Visitations & Stop Work Orders

- During the course of a project authorized personnel from the college (UPD, FPDC, FOS or EH&S) and applicable Federal and State agencies (OSHA, NYSDOL, SUCF, DASNY) shall be permitted to visit and monitor any work conducted at the college.

- The College reserves the right to order the contractor to stop work at any time conditions are observed such as; violation of zero tolerance policies; working in a manner that poses an imminent danger to the life and health of their employees or the campus population; serious willful violation of regulations; work sites are not controlled, secured or properly posted with warnings or notifications; OSHA or other Environmental regulations are not being followed, met or adhered to.

Emergency Action Plans, Protocols & Programs:

- Contractors are responsible for observing evacuation procedures in the SUNY Cortland Emergency Action Plan.
- In cases where a contractor takes control of a site/building they should develop their own written emergency action plans specific to the site they are under control
- In the event of a site emergency contractors shall call UPD (see key contacts).
- If a contractor is working within a building and an alarm sounds they must immediately exit the building

Safety Protocols, Accident Prevention & Environmental Awareness

- Safeguards: The Contractor shall provide the necessary safeguards to prevent accidents, to avoid all necessary hazards and protect the public, the staff, students, the work and property at all times.
- Traffic Safety: Contractors are expected to comply with campus traffic safety rules while working on campus. Campus speed limit is 25 mph. Yield right-of-way to pedestrians. All other NYS traffic laws are enforced.
- Traffic Control: If a Contractor's work requires obstruction of campus roadways the contractor must provide adequate flag person(s) necessary to control and maintain traffic flow.
- Work Zones: All work zones shall be controlled and secured with good housekeeping practices employed.
- Sanitary & Hygiene Facilities: Contractors are responsible for sanitary and hygiene facilities in work zones under their control. Where feasible the college will provide use of existing toilet and water facilities.
- Weather: Contractors are responsible for monitoring weather and taking appropriate precautions to protect their workers, campus community and campus buildings from the effects of adverse weather events.
- Spills & Discharges: All spills and discharges of chemicals, fuels, sewage or any other hazardous substance to the environment (ground, sewers, drains, sump pits, etc.) must be reported immediately to both the project manager and the EH&S office.
- Hazardous & Regulated Waste: All hazardous or regulated waste generated by the contractor shall be properly containerized, labeled, transported and disposed by the contractor under chain of custody and manifestation protocols.

Regulatory Programs & Practices

Contractors are responsible for the safety of their workers and shall have OSHA compliant safety programs in place relevant to the work they are performing. The extent of compliance that a contractor must comply will depend on the scope and nature of their work and may include:

- Hazard Communication: Right-to-know, SDS, labeling
- Task Specific Training, Certification or Licensing: NYSDOL, OSHA, DOT, EPA
- Personal Protective Equipment: Respiratory Protection, Head, Eyes, Hearing, Foot, Hands
- Safety Equipment and Engineering Controls
- Electrical Safety: Energy Isolation and Lockout-Tagout
- Fall Protection: Roofs, Lifts, Ladders, Scaffold
- Tool Safety: Power, Hand Tools
- Compressed Gases and Cylinder Safety
- Hot Work & Fire Prevention: Welding, Cutting, Brazing, Hot Work Permits, Fire Watch
- Confined Space: Permit and Non-Permit, Safety Equipment, Entry Team, Air Testing
- Excavations: Trenches, Pits, Shoring
- Silica: Masonry Cutting, Coring, Chipping, Sanding, Dust Suppression, PPE
- Asbestos: NYSDOL CR56/OSHA, Abatement Practices and Procedures, Containment, Disposal
- Lead: Lead-Based Paint Abatement, Plumbing, PPE, Work Practices, Containment, Disposal
- PCB: Caulks/Sealants, Fluorescent Light Ballasts, Oils/Fluids, PPE, Work Practices, Containment, Disposal

Detailed requirements of these programs and practices are included in the main Contractor Safety Program.

Forms and Permits

The following forms and permits must be obtained, completed and executed by the EH&S office 24 hours prior to the start of such work or at the time of the incident:

- Hot Work: Hot Work Permit
- Spills: Spill Incident Form
- Permit Required Confined Space Entry: SUNY Cortland Confined Space Contractor Agreement