

Title: Safety Requirements for Contractors

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- Last Revised:
 - Policy: New 05/2021
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- Last Reviewed:
- Effective: May 27, 2021
- Next Review: May 2027
- Responsibility: Facilities Department

Policy:

It is the policy and mission of Cecil College to provide a safe and healthy work environment for College students, faculty, and staff. All contractors must recognize this policy and extend it to their employees by establishing their own safety and health programs and by complying with all applicable regulations. In addition to the aforementioned responsibilities, contractors will be responsible for having their staff and sub-contractors abide by the requirements of this policy and exercise good judgment in the avoidance and elimination of hazards. It is the policy of Cecil College to provide contractors with a clear and concise understanding of the safety requirements and responsibilities of contractors while performing work on Cecil College properties.

The purpose of this policy is to assure safety is maintained on campus and to reduce hazards and exposures that cause personal injury, property damage, and liability losses due to repairs, maintenance, construction, renovation and demolition of College owned buildings and facilities.

The objectives of this policy are to:

- Facilitate campus awareness of all contractor activities.
- Protect employees, students, visitors, property, and the environment from potential hazards.
- Ensure contractor compliance with all federal, state, and local safety and environmental regulations.

General Rules:

The following rules supplement job site rules and regulations and in the event of conflicting rules and regulations, the more stringent requirements will prevail. The approval, agreement or notification of the Cecil College Facilities Director or designee in any aspect of safety compliance in no way relieves the subcontractor from his/her responsibility to provide a safe and healthful worksite and shall not result in Cecil College in assuming any liability, jointly or entirely. Should there be a question as to a directive from a Cecil College employee, an officer of Cecil College should be consulted.

1. The contractor will fully comply with all rules and regulations of Cecil College and

federal, state, and local governments.

2. The location and construction of all temporary buildings including wiring and heating utilities shall meet applicable codes and incorporate safe construction and use. Cecil College reserves the right to require the contractors to revise the construction or use of said facilities in the event it is the Cecil College Facilities Director's or designee's opinion that such condition creates an unlawful or hazardous condition.
3. The contractor shall report all personal injuries and property damage sustained while on the job site of Cecil College to the manager or supervisor in charge. All accidents that require medical attention must be reported immediately; others within 24-hours.
4. Tobacco and/or electronic/vaping device use of any kind is prohibited on Cecil College property.
5. All construction personnel shall wear ANSI-approved hardhats (when applicable), long pants, and a shirt with sleeves that covers the shoulder and the abdomen at all times on a job site. Other protective equipment and clothing shall be worn as required for the task.
6. Safety equipment and fire protection equipment required for contractor's use shall be furnished by the contractors.
7. The contractor must make provisions for the care and treatment of his/her staff at the site in the event of a medical emergency. Contact the public safety department for assistance for any urgent event.
8. Horseplay and practical joking are not permitted on a Cecil College Project.
9. Contractors must ensure Cecil College that their staff have been instructed as to the appropriate action to take in case of a fire or other emergency.
10. All working areas must be kept clean and orderly in accordance with good housekeeping standards.
11. Contractors must provide for the removal of trash no less than weekly. Burning of trash is not permitted.
12. Contractors' vehicles operating within a site shall be kept in safe operating condition. This includes the brakes, horns, mirrors, lights, etc. If views to the rear are obstructed on the vehicle, back-up alarms shall be operable or a contractor employee may direct the backing vehicle to ensure safety.
13. All traffic regulations, warnings, and signs must be adhered to.
14. Contractors and their staff will observe all parking restrictions, access restrictions and regulations.
15. Contractors are responsible for protecting all internal and external personnel from falling objects or exposure to construction-related hazards. Signs, barricades, fencing re-routing of walking pathways, canopies, or similar effective controls are required.
16. Contractors will only use approved heating units. The Cecil College Director of

Facilities or designee will also be notified when temporary heating units will be used and their location. LPG gas is not permitted to be stored inside of any building.

17. CO detection monitoring is required when using hydrocarbon fuel-powered equipment or heating devices inside or in enclosed areas.
18. Contractor staff will not leave loose materials overhead on roofs or other elevated surfaces.
19. Spray application of paints will only be done on the approval of the Cecil College Director of Facilities or designee. Signs will be posted as appropriate and consideration will be given to overspray. Consideration of the locations of parking lots, roadways, and ignition sources must be made. Coatings that could pose exposure concerns may be required to be applied after hours.
20. Contractor staff will not use defective tools or equipment.
21. Contractors will not use explosives or powder-actuated tools without first notifying the Cecil College Director of Facilities.
22. Contractor staff shall not work in areas where dangerous atmospheres could exist without first testing the air for oxygen concentration, applicable toxics, and flammables.
23. Entry into tanks, vessels, or other confined spaces requires the approval of the Cecil College Facilities Director or designee and a permit system authorizing this work will be required. The contractor is responsible to provide trained workers for entry and to provide a copy of the entry procedure to be used. All confined spaces at the College are deemed to be permit- required.
24. Contractors will protect floor, roof, wall openings and open manholes, catch basins, pits, and excavations with adequate barricades and lights.
25. The Cecil College Facilities Director or designee will approve work areas where burning, welding, or other hot work is being performed. A hot work permit will be required. Adequate fire protection equipment must be in the area and a proper fire watch conducted for at least ½ hour after the completion of the work.
26. Oxygen and gas cylinders will be separated by 20 feet or separated by ½-fire-rated, 5-foot- high fire wall while in storage. Caps will remain in place and tanks will be secured in an upright position.
27. Contactors will maintain minimum clearances between workers, their tools and equipment, and overhead lines. All live panels will be marked and covered.
28. Lockout, blanking, blocking, etc. of equipment will occur and be performed in a manner to assure isolation and verification of isolation of the power source. Tags and locks shall be placed on each lockout point by each person who will be performing work on the equipment.
29. All excavation work shall be authorized by the Cecil College Director of Facilities or

designee. Contractors will take the appropriate precautions to prevent the cave-in of trenches and excavations. A shoring, sloping or other protective plan shall be developed prior to initiating work.

30. All scaffold systems must meet current OSHA requirements and be monitored and inspected daily by a competent person.
31. Contractors will follow OSHA's standards for the use of portable ladders. Ladders shall be secured in place or steadied by another employee.
32. Cecil College will retain the right to inspect the site for hazards, and the contractors will be responsible for correcting any noted deficiencies. This does not relieve the contractor of their own inspection responsibilities as required by OSHA and Maryland Occupational Safety and Health.
33. The contractors will provide a competent safety person who will be responsible for administering the contractor safety and health program. A method of enforcement of the safety rules must also be demonstrated by the contractor. An effective sub-contractor safety program will likely include the following elements:
 - Regular safety training sessions at the site to discuss safety rules, job hazards, safe practices, etc. Often called tool box talks, these are typically held daily to weekly.
 - A plan for supervision to make "safety contacts" to each employee on a regular basis to discuss the importance of safety and to provide positive and constructive feedback.
 - A procedure for the prompt investigation of all personal injuries and property damage by the contractor's management.
 - A procedure and schedule of periodic inspection of the site and all tools and equipment for hazardous conditions.
 - A written accident and illness prevention plan that addresses the basic rules of safety and emergency procedures.
 - A substance abuse program and policy that includes the provision for post-accident and post-offer substance testing.
 - A plan that addresses how workers who are in elevated positions will be protected.

Procedures:

- Before work commences at one of Cecil College's properties, all workers must report to the Facilities Department to sign the visitor's log and to pick up a visitor's badge, key, or access device. During times of extenuating circumstances, such as the COVID-19 pandemic, visitors can check-in with respective Facilities representative via phone to announce arrival and receive any relevant instructions.
- The visitor's badge, if issued, must be worn and visible at all times.
- At the end of performing the task or at the end of each day, the visitor's badge, keys or access device must be turned in to the Facilities Department and the visitor's log must be signed before leaving. During times of extenuating circumstances, such as the COVID-19 pandemic, visitors can check out via

- phone call to respective Facilities representative.
- Contractors are expected to produce and implement their own safety programs.
- Prior to starting a project, each contractor is required to review the work site and identify hazards that may occur while performing the job.
- Prior to the start of the project, the contractor shall contact the Facilities Department to ensure that they have received pertinent information for the project including permits, floor plans, and utility information.
- The contractor shall be responsible for the removal and/or disposal of hazardous waste generated from the project. Hazardous waste generated from the project must be removed and disposed of in accordance with EPA regulations.
- The contractor shall ensure proper safety precautions are followed in accordance with OSHA's Code of Federal Regulations and Maryland Occupational Safety and Health regulations.
- The contractor shall ensure individuals working at the site are trained and are aware of potential hazards.
- Contractors shall also ensure that these individuals are provided with proper safety equipment to prevent accidental injury in accordance with OSHA's Code of Federal Regulations and Maryland Occupational Safety and Health.
- The contractor shall ensure all personnel follow the guidelines of the Occupational Safety and Health Administration, Maryland Occupational Safety and Health, and Cecil College's policies.

Communication and Planning

Communication between the contractor and the College Facilities Department representative is a key component to providing clarity of expectations relating to workplace safety. The following list details required communications:

- Review of emergency action plan aspects including how to summon help on campus for different emergencies; where to muster in the event of a campus emergency. Review any local availability of emergency equipment to the contractor. Contractors are to provide their own fire extinguishing equipment when hot work is involved.
- If Confined Spaced entry is required for the scope of the project: Any known hazards in the space, details regarding the space, methods that others have used to enter the space will be discussed. The contractor has provided a copy of procedures that they intend to use to enter the space. Contractor is responsible for any sub-contractor safety in confined space and has coordinated communication.
- If Confined Space entry is required, the contractor will debrief the Director of Facilities or designee following entry providing updates as to any hazards created or alteration made in the space, any complications encountered during entry and information that would be important for Facilities to be informed of in managing its confined space non- entry program.

- If the work will require hot work to be performed: Welding, cutting, burning, soldering, open flame or sparks, the contractor will utilize a hot work permit, the methods of obtaining and complying with the hot work permit requirements shall be reviewed.
- If the work requires the presence of ANY materials on-site that are not articles, the contractor has provided advanced copies of Safety Data Sheets for all materials including wood products, metals, welding rods, cleaners, paint, solvents, or any other substance. Similarly, Facilities will provide access to any SDS to which the contractor could be exposed during the work scope.
- If the work requires the generation of any potentially hazardous gas, fume, vapor, dust, fiber or mist, a preplan regarding how occupants of facilities will be protected from these materials during work. This may include the closure of intake ducts, constructing enclosures, using local exhaust ventilation or performing work during periods of non- occupancy.
- If the work requires the closure of any exit route, exit door or impact to life safety equipment, notification will be made to the Director of Facilities or designee and a plan on providing alternative means of protection during the work that maintains compliance with the Life Safety Code (NFPA 101) is required.
- If the work requires creating holes or openings in any floor, pavement, earth through which materials can fall or persons could fall into or trip on; or if work involves closure of a pedestrian pathway, a plan regarding public exposure protection is required.
- If the work involves electrical work and such work will involve the lock-out of circuits, methods of notification to Director of Facilities or designee prior to performing such work have been addressed. Coordination with lockout procedures have been confirmed when College employees are involved in any aspect of work. If electrical work involves exposure to live conductors, the contractor must provide limited access barricades around such work.
- In the event that contractor will be working adjacent to any areas known to contain asbestos, Director of Facilities or designee will provide information on the location and status of asbestos or presumed asbestos containing materials. Contractors should presume that any roofing mastic and materials could contain asbestos. Contractors should presume that any thermal system insulation systems contain asbestos unless indicated otherwise.
- In the event the contractor will be removing paint, a qualitative lead test shall be performed and results provided to Director of Facilities or designee prior to removal. If lead is present, a lead removal plan that meets state and federal requirements must be provided prior to initiation of any removal work.
- In the event of an accident involving property damage (to contractor or Cecil College), spills of materials or injury to any individual, the contractor will notify the Director

of Facilities or designee immediately of such event and provide a written report within 24 hours of learning of the event.

All contractors performing maintenance, inspections, construction, and repairs at the College are to comply with the requirements of this policy and all Cecil College policies. Failure to adhere to these requirements may result in an immediate shutdown of the work site and a breach of contract with the College. In addition:

Tobacco-Free Campus Policy

Cecil College is dedicated to promoting a healthy and productive environment for students, faculty, staff, visitors, contractors, and guests. The Tobacco-Free Campus Policy is intended to reduce the health risks associated with smoking and secondhand smoke, demonstrate best healthcare practices, and promote a campus culture of wellness.

Smoking and all uses of tobacco products shall be prohibited from all Cecil College owned and leased properties and facilities, including but not limited to parking lots, courtyards, entrance and exit ways, vehicles, sidewalks, common areas, grounds, and athletic facilities. Use of any tobacco product in College owned or leased vehicles is also prohibited.

Tobacco use is defined as any lighted or unlighted cigarette, cigar, pipe, or smoking product, including smokeless tobacco and electronic cigarettes, in any form.

Procedure:

The effectiveness of the Tobacco-Free Campus Policy depends on the consideration and cooperation of the entire College community including both tobacco users and non-tobacco users. It is the responsibility of the College community, as well as visitors to the College, to observe the policy and to refrain from using tobacco and smoking products on campus.

ACCOUNTABILITY

Contractors will be responsible for complying with the above guidelines and for communicating this policy to their employees and subcontractors. This includes the implementation of policies and procedures including education of employees. All work shall be performed in accordance with all applicable laws and regulations.

A copy of this document must be signed and returned to Cecil College Facilities Department before any work can be performed at any Cecil College property

SUB-CONTRACTOR REVIEW OF SAFETY AND HEALTH RESPONSIBILITIES.

I, _____, acting as an agent
and (Print Name)
representative of _____, have reviewed
(Contractor Company)

the Safety Requirements for Contractors policy and understand our company's general duty to provide a safe and healthful workplace and hereby, hold harmless and indemnify Cecil College, its officers and staff from any liability resulting from injuries or damages that occur under the scope of this project.

Every employee working on this project will be briefed on the safety requirements herein. Cecil College reserves the right to bar an individual employee from working on the project based on their safety performance. Cecil College reserves the right to require safety controls that exceed OSHA and/or Maryland Occupational Safety and Health requirements where in the opinion of the Cecil College Facilities Director or designee they are needed to control a hazard.

Cecil College is not responsible for defining the means and methods of compliance. Each contractor is responsible for providing their own competent person and proper consultation as needed to ensure a safe workplace.

Signed: _____ Date: _____