



Guidelines/Procedures

SUBJECT: ACC Contractor Safety Guideline and Procedures
Guideline/Procedure for AR#: Management Safety Statement
Date Effective:

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1. **Scope** - This document defines the general environmental, health and safety procedures that all contractors must follow when working at Austin Community College. It is imperative that Contractors understand that the health and safety of their employees is their responsibility. This employee/employer responsibility cannot be delegated to others, nor should it be assumed that “safety visits” or other safety activities that may be conducted by Austin Community College or any other contractor could fulfill this obligation. It is Austin Community College’s policy to comply with all laws, regulations, ordinances and standards adopted by federal, state, and local governments. To assure maximum safety for all personnel concerned, the Contractor’s employees are required to conform to this standard when engaged in work at any Austin Community College site. Contractors shall comply with all provisions of Federal, State, and Local laws and regulations.

2. **Requirements** – CONTRACTORS ARE OBLIGATED TO COMPLY WITH ALL FEDERAL, STATE, AND LOCAL GOVERNMENT HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS, plus all Austin Community College procedures for health, safety, environmental, fire protection and other related work requirements. **It shall be the Contractors responsibility to become fully acquainted with applicable health and safety laws and regulations prior to commencing work.**
 - 2.1 Contractor will ensure that their employees and subcontractors of every tier are trained in accordance with all federal, state, and local safety training requirements and are properly informed to function safely while working on-site at Austin Community College. Verification of all training will be made accessible to Austin Community College upon request. The basic elements of this training will include, but not be limited to:
 - 2.1.1 Basic Safety Orientation
 - 2.1.2 Project Specific Safety Issues
 - 2.1.3 Special Work Rules (e.g. hot work, asbestos, confined space entry, etc.)
 - 2.2 Contractors shall provide a safe working environment and shall exercise necessary supervision to eliminate unsafe acts on the part of Contractor’s employees, including subcontractors at every tier.
 - 2.3 Austin Community College may discipline Contractors at any time for a pattern of frequent failure to adhere to safety laws and regulations or Austin Community College’s established on-site safety procedures (including this standard). “Discipline” may include, but is not limited to, suspension of work through termination of contract. ACC will provide the Contractor with written notice of infraction and specify the time allowed to correct the infraction. ACC reserves the right to stop the work until corrections are made.
 - 2.4 The Contractor, in conjunction with the ACC Project Manager and the ACC Environmental Health & Safety (EH&S) Manager, is responsible for enforcing this procedure and discipline for non-compliance.
 - 2.4.1 Contractor is responsible for obtaining the applicable Safety Work Permit from the ACC EH&S Manager prior to start of project.
 - 2.4.2 Contractor will maintain on site a copy of the Safety Work Permit and the Contractor’s written Injury and Illness Prevention Plan.
 - 2.4.3 Contractor may complete the attached Contractor Checklist (Pre-Job) to assist in identifying the applicable hazards of the proposed job.

3. **On-Site Procedures**
 - 3.1 **Contractor Injury and Illness Prevention Program (IIPP)** – Each Contractor with ten (10) or more employees, is required to have a written “Injury and Illness Prevention Program” or an Accident Prevention Program, that conforms to the requirements of

the OSHA regulations. In addition, a Code of Safety Practices as required by OSHA will be posted or readily accessible at the job site. The IIPP must be submitted to the ACC EH&S Manager prior to starting work.

- 3.2 Protective Clothing and Equipment – Contractor personnel must utilize appropriate personal protective equipment for the work performed and as required by OSHA. This includes but is not limited to the use of eye, face, head, hand, foot, body, respiratory, and hearing protection. All protective equipment and clothing will meet applicable ANSI, NIOSH, MSHA, or ISEA standards.
 - 3.2.1 Eye or Face Protection – Appropriate eye protection (safety glasses with side shields as a minimum) must be worn in all area posted and on all jobs where there is a potential for eye injury whether or not the area is posted. Appropriate face protection will be worn when applicable.
 - 3.2.2 Foot Protection – Foot protection must be worn in compliance with OSHA regulations.
 - 3.2.3 Respiratory Protection – Appropriate National Institute for Occupational Safety and Health (NIOSH) or Mine Safety & Health Administration (MSHA) approved respirators must be provided and worn on all jobs and in all areas in which Contractor employees can reasonably be expected to be exposed to toxic or harmful fumes, mists, dusts, or vapors or exposed to an oxygen deficient atmosphere. Contractor will maintain and enforce a respiratory protection program, including training, where respirators are worn.
 - 3.2.4 Body Protection – Protective clothing such as suits, aprons, boots, or gloves, will be worn where there is a hazard to the body through contact with chemicals, dusts, heat or other harmful agents or conditions.
 - 3.2.5 Ear Protection – Hearing protection (ear muffs or plugs) must be worn in all areas posted to indicate a high noise level or where Contractor employees are exposed to noise levels in excess of OSHA regulations.
 - 3.2.6 Head Protection – Approved head protection (e.g. hard hats) will be worn in all areas where there is a danger of impact to the head or hazard from falling or moving objects.
- 3.3 Use of Hazardous Substances
 - 3.3.1 Contractor personnel will not bring any hazardous substances onto Austin Community College premises unless the Contractor has provided ACC with copies of MSDS documents for each substance. The EHS and Insurance Office will review the MSDSs and shall provide written approval and a listing of approved chemicals to the ACC Project Manager prior to the start of the project.
 - 3.3.2 Contractor will ensure all containers of hazardous materials are labeled in compliance with OSHA and DOT (Department of Transportation) regulations with the product name, appropriate hazard warnings, and the name and address of the manufacturer.
 - 3.3.3 The use of chemicals or any operation that may create airborne levels of any contaminant must be reviewed and approved by the ACC EH&S Manager **before the start of the job.**
 - 3.3.4 The ACC EH&S Manager will inform the Contractor of the identity of hazardous chemicals to which Contractor's employees may be exposed from Austin Community College operations. This should be noted on the Safety Work Permit.
 - 3.3.5 Contractor will ensure employees are trained in the hazards of the substances they work with according to the OSHA Hazard Communication

- 3.3.6 Contractor will ensure that all its employees are medically qualified (as defined in OSHA regulations) to perform the work assigned.
- 3.3.7 All Work associated with explosives, flammables or acutely hazardous materials is expressly prohibited without prior written approval of the ACC EH&S Manager and the AVP, Facilities & Operations.

3.4 Asbestos Management

- 3.4.1 Asbestos-Incidental Contact – This section applies to all contractors who incidentally come into contact with asbestos-containing materials.
 - 3.4.1.1 All Contractors will immediately report to the ACC Project Manager any suspected release of asbestos.
 - 3.4.1.2 Contractor is to cease all operations in the immediate area of the release. Approval from ACC's EH&S Manager must be obtained before resuming operations.
 - 3.4.1.3 Contractor will not disturb any pipe insulation, boiler insulation, or any other material reasonably suspected of containing asbestos until the Contractor notifies the ACC Project Manager.

- 3.4.2 Asbestos Removal – Asbestos remediation will not be included in the Scope of Work of the General Contractor. Asbestos remediation will be undertaken under a separate contract by a certified remediation contractor.
- 3.5 Planned Interruption of Utility Services – Contractors must notify Austin Community College through the assigned Project Manager at least 48 hours prior to the planned interruption of any utility service.
- 3.6 Excavation – Excavation will not be performed without underground utilities identified and necessary precautions implemented to prevent accidental contact.
- 3.7 Warnings and Barricades – Contractor will isolate Contractor's work areas from Austin Community College operations and employees by constructing an appropriate temporary partition (interior work) or a fence (exterior work). The Contractor is responsible for the procurement, placement and maintenance of all barricades and warning signs as appropriate for the nature of the job.
- 3.8 Electrical Safety – Contractor personnel will properly ground all electrical tools, mechanical digging or concrete breaking equipment and all other electrical equipment while in use.
 - 3.8.1 All electrical equipment will be properly rated (under OSHA regulations and relevant electrical codes) for the work done.
 - 3.8.2 Electrical equipment including extension cords used in stacks, tanks, or other areas where flammable vapors or explosive atmospheres may be present shall be approved for the purpose in accordance with the provisions of the National Electrical Code for Hazardous Locations.
- 3.9 Cutting And Welding – All aspects of welding and cutting operations must comply with OSHA regulations.
 - 3.9.1 Prior to performing any welding, cutting or hot operations outside of welding booth, Contractor will obtain permit from the ACC EH&S Manager or designee.
 - 3.9.2 Contractor personnel must secure all oxygen/acetylene cylinders in a manner complying with OSHA regulations. Oxygen and acetylene cylinders must be stored separately. Cylinders of oxygen will not be stored within 20 feet of cylinders containing flammable gases or highly combustible materials.
 - 3.9.3 When welding, Contractor personnel will use welding curtains to protect persons from indirect exposure to welding flashes.
- 3.10 Confined Space Entry – Contractor must comply with all OSHA confined space requirements if Contractor's employees enter confined spaces.
 - 3.10.1 Contractor must generate a Confined Space Permit whenever entry is required into a "permit-required confined space".
 - 3.10.2 To ensure the safety of Contractor personnel during entry into confined spaces (such as tanks, man-holes and sewers, vessels, etc) where access and egress is difficult and the possibility of dangerous air contamination exists, Contractor should use the following to supplement established confined space entry:
 - 3.10.2.1 Contractor will furnish gas-monitoring equipment and perform appropriate testing procedures, which includes, but is not limited to testing for oxygen deficiency and explosive gas levels.
 - 3.10.2.2 The ACC EH&S Manager will communicate known and potential hazards from gases, vapors, and other hazardous substances to the Contractor.
- 3.11 Lock Out/Tag Out – Contractor will not perform work on electrical circuits, machinery

or lines (or connected equipment) carrying hazardous liquids or gases under pressure until Contractor institutes appropriate protective measures. Such measures shall include ensuring that controlling switches and valves have been identified, positively locked out and appropriately tagged to prevent unexpected start-up of electrical or mechanical equipment.

- 3.11.1 If contractor needs to lock out College equipment, Contractor will notify the ACC Project Manager. **Contractor will not, under any circumstances, lock out College equipment without permission.**
- 3.11.2 Upon completion of the job, Contractor is to notify the ACC Project Manager to re-energize the equipment after the lockouts have been removed.
- 3.11.3 Contractor is prohibited from disengaging any warning device or alarm without prior approval from ACC Project Manager and area supervision.
- 3.12 High Hazard Work – High hazard work is deemed as tasks that involve confined spaces, explosives and propellants, flammables, radiation, high voltage, energized systems, elevated work locations (higher than 7-1/2 feet), excavations deeper than 5 feet, floor or roof openings, and acutely hazardous materials.
 - 3.12.1 Contractors that perform “high hazard” work will, prior to start of work, submit written job-specific work procedures, code of safe practices, certification of employee training and emergency procedures for review prior to the start of the job.
- 3.13 Housekeeping/Cleanup – Contractor will maintain a clean and safe work area.
 - 3.13.1 Contractor will maintain its area free from all tripping and slipping hazards at all times.
 - 3.13.2 Work areas will be kept neat and orderly. Scattering of materials and debris and the disorderly handling, placing or use of tools, equipment, scaffolding, ladders, materials, and barricades will not be permitted. All materials and debris used in the “work areas” will be confined within the area and not allowed to migrate out.
 - 3.13.3 All trash and debris will be disposed of in accordance with Federal, State, and Local regulations and as directed by the ACC Project Manager and Section 3.17.
- 3.14 Storage of Materials, Tools, and Equipment – Storage areas for materials, tools, and equipment will be designated as such and defined as to boundaries by the ACC Project Manager prior to the start of work. Such areas will be provided adjacent to the “Work Areas” or as near as space or other conditions permit.
 - 3.14.1 Only material used in the work will be stored in such areas.
 - 3.14.2 Contractor will provide toolboxes of sufficient capacity and with proper locking devices for the storage of contractor-owned small tools. At the completion of each day’s work, small tools will be stored in toolboxes, which will be placed in Storage Areas. ACC will not assume responsibility for the theft of any contractor owned Equipment and Tools.
 - 3.14.3 Unless otherwise permitted by the ACC Project Manager, equipment, tools, scaffolding, ladders, barricades, etc., will be removed from ACC premises within 24 hours after completion of the work.
 - 3.14.4 Contractor will furnish necessary equipment and/or receptacles to remove waste and rubbish from the job site unless otherwise specified.
- 3.15 Use of Austin Community College Materials and Equipment - Contractor’s employees will not use College tools, equipment, and materials or personal protective equipment unless otherwise authorized by the College. Contractor will not start, stop, adjust or

relocate any College equipment without the approval of the College.

- 3.16 Accident/Incident Reporting – All accidents/incidents (including a spill or release of hazardous chemicals) will be immediately reported to the ACC Project Manager **and** to the ACC EH&S Manager. The Contractor will be liable for the costs of the College's response to any spill resulting from Contractor's actions, including, but not limited to, costs of containment, cleanup, and disposal.

3.17 Environmental

- 3.17.1 Waste Management – The EHS and Insurance Office must be contacted prior to the start of any contractor work that will generate a hazardous waste. Contractors will not dispose of any chemical or chemical waste on ACC property. Drains, sewers, sinks, rest rooms, trenches, trash containers and the ground must not be used for the disposal of chemicals or chemically contaminated wastes.

3.17.1.1 Contractors will manage all wastes and materials generated by the contractor operation (both inert and hazardous) as detailed in the Statement of Work.

3.17.1.2 ACC EHS and Insurance Office will provide documented guidance for the contractor operation for the classification and appropriate segregation of hazardous wastes generated.

3.17.1.3 Contractors shall segregate hazardous from non-hazardous waste; all hazardous waste generated by its operations must be labeled in accordance with all governmental regulations, as per ACC EHS and Insurance Office documented guidance.

3.17.1.4 ACC EHS and Insurance Office will manage the transportation and disposal of hazardous wastes generated in conjunction with the project, utilizing the ACC contracted hazardous waste contractor.

3.17.1.5 ACC reserves the right to bill Contractors for the reasonable costs of transportation and disposal.

- 3.17.2 Non-Hazardous Waste Disposal - Contractors will handle, transport and dispose of all non-hazardous wastes in accordance with provisions of the Contract. Contractors will not dispose of any non-hazardous wastes on ACC property.

- 3.17.3 Work Involving Air Emissions – If Contractor's operations require an air pollution permit, Contractor must provide copies of the permit to ACC EH&S Manager for all equipment to be used by the Contractor on ACC property.

3.17.3.1 Contractors will keep any records required by applicable regulatory agencies.

3.17.3.2 Contractor operations will be reviewed to ensure that they are not creating nuisance emissions or dusts, and that measures are taken by the contractor to control this.

- 3.17.4 Involving Water Discharges - Contractors will obtain the approval of the ACC EH&S Manager before discharging into storm drains or sewers.

- 3.17.5 Hazardous Materials - Contractors will ensure they manage their hazardous material containers to prevent spills, contamination, or accidental exposure. Contractors will verify that all compressed gas cylinders are secured and upright, and to keep valve caps in place when not in use. ed runoff to storm drains during periods of rain.

- 3.18 Fire Prevention – Contractor is responsible for fire prevention activities within the Work Area.

3.18.1 In case of fire, Contractor shall call ACC Campus Police (222 from any campus phone or 223-7999 from public line). ACC Campus Police will then

inform all ACC employees and students in the area, manage building evacuation if necessary, and direct responders to the fire.

- 3.18.2 Contractor will familiarize Contractor's employees with the locations of College fire extinguishers in their respective work areas and ensure they are prepared to use them safely if necessary.
 - 3.18.3 Contractor employees will only attempt to put out a fire when such action can be performed safely.
 - 3.18.4 Contractor will not use water to extinguish fires near electrical equipment. Only Class C extinguishers will be used.
 - 3.18.5 If a Contractor's employee uses an College fire extinguisher, Contractor will report it to the ACC Project Manager.
 - 3.18.6 Contractor employees will not smoke inside buildings. Smoking outside buildings is allowed only in designated areas.
 - 3.18.7 Contractors are to store, dispense and use flammable and combustible liquids safely and in accordance with OSHA regulations, and the International Fire Code (IFC). **All such materials must be stored outside of ACC buildings.**
- 3.19 **Painting** – Before beginning work on a painting contract, the Contractor will arrange with the ACC Project Manager for a location for the protective storage of paints and equipment.
- 3.19.1 Drop cloths will not be suspended from, or draped over, sprinkler pipes.
 - 3.19.2 Sprinkler heads in the vicinity of a job will be properly covered with paper bags prior to the start of a spray painting operation. Contractor will notify ACC prior to covering sprinkler heads. The bags will be removed promptly upon completion of the operation or when otherwise directed by the College during an interruption of the paint operation.
 - 3.19.3 Contractor will arrange with the ACC Project Manager for the shutdown of heaters, lights, etc., as required in areas to be painted.
 - 3.19.4 Ventilation in the area in which painting is to be done will reduce and maintain the level of airborne flammable vapors below 10% of the Lower Flammable Limit (LFL), or Lower Explosive Limit (LEL), whichever is lower.
 - 3.19.5 The cleaning water from latex equipment will not be disposed of into ACC drains.
 - 3.19.6 The use of lead-based paint is prohibited.
- 3.20 **Access/Egress** – Aisles, exits, and stairways shall be clear and accessible at all times and in good repair. When it is necessary to close off, block or repair an aisle, exit or stairway, prior approval must be obtained from ACC Project Manager. **Fire lanes will not be blocked.**
- 3.21 **Fire Protection Systems**
- 3.21.1 The Contractor will be responsible to coordinate all fire systems impairments with the Project Manager and EH&S Manager prior to the shutdown of any system.
 - 3.21.1.1 Fire extinguishers, fire alarm stations, signal lights, sprinkler systems, emergency lights, and component equipment shall not be removed, disconnected or reconnected without the specific approval of ACC Project Manager.
 - 3.21.1.2 Fire hydrants, fire service control valves, exits and electrical cabinets shall not be blocked. Permission for the use of fire hydrants shall be obtained from the ACC Project Manager.

3.22 Security

3.22.1 Registration, Entrance, and Departure

3.22.1.1 Upon each entry, Contractors must check in with ACC Campus Police who will issue appropriate badges to them.

3.22.1.2 While on the premises, Contractors must wear the issued identification badges on outer garment in plain sight. Lost badges/passes must be promptly reported and arrangements made to secure a replacement.

3.22.2 Movement within the Campus – Contractors must confine their activities to areas where their work is to be performed.

3.22.3 Unscheduled Work – If Contractors are required to work overtime or shifts not regularly scheduled, the ACC Project Manager must be notified 48 hours in advance in order to make necessary arrangements.

3.22.4 Conduct – Acts of misconduct, such as vending, soliciting contributions, illegal parking, fighting, scuffling, horseplay, gambling and consuming or possessing alcoholic beverages, narcotics or illegal drugs are prohibited on the premises.

3.22.5 Entry to the premises is prohibited to persons using or under the influence of alcohol or drugs.

3.22.6 Contractors will wear proper clothing while on the job site. Removal of shirts or wearing of shorts is not allowed. Proper footwear must be worn.

3.22.7 Operating and Parking Vehicles – Contractors' vehicles or their subcontractor are subject to inspection by ACC Campus Police upon entry or departure from College premises.

3.22.7.1 Contractor will be issued temporary parking permits by Campus Police.

3.22.7.2 Traffic signs, including speed limits, for motor vehicles on ACC premises are posted and shall be observed.

3.22.7.3 Contractors' personal vehicles shall be parked in the unreserved sections of ACC parking lots or other designated area.

3.22.7.4 Trucks may be used to deliver materials to the job site but shall be parked in the unreserved sections of parking lots or other designated area.

3.22.7.5 Contractors must possess a valid license to operate the type of vehicle, which they will operate on Austin Community College premises.

3.22.8 Prohibited/Restricted Items – Weapons, ammunition, narcotics, illegal drugs and intoxicating beverages are prohibited items and will not be admitted onto premises.

4. Definitions

Contractors - The word "Contractor" includes all "Sub-Contractors", "Builders", "Construction Workers", or any "Non-Austin Community College Employee". The only exceptions are temporary workers that take their daily assignments from and are supervised by Austin Community College.

ACC Project Manager – ACC employees who have oversight authority for the tasks performed by the contractor.

Safety Work Permit - A document used to communicate hazards and controls associated with

the work for the protection of Austin Community College employees and for the protection of equipment and facilities.

5. **References**

All applicable Federal, State, and Local laws and regulations

Safety Work Permit

Contractor Checklist (Pre-Job)

Contractor/Employee Safety Certification