

# Contractor Environmental Health & Safety Guidelines

## Introduction/Scope

It is the intent of The Harford Community College to maintain a safe, secure and healthy environment for students, visitors, employees and the surrounding community. To ensure the college meets these goals, contractors shall comply with all applicable federal, state and local laws, standards, and regulations as well as established college procedures and policies. This document outlines contractor responsibilities, campus procedures and policies, and some aspects of our campus' health and safety programs that apply to the contractor's activities. Only some of the regulations and safe work practices are outlined in this guide, due to the wide variety of contractor operations and work practices. All work performed by contractors and subcontractors in or on property owned, leased or occupied by the college are subject, at a minimum, to the guidelines described.

## Contractor Responsibilities

- Contractors and their employees shall comply with all applicable Federal, State and Local laws and follow safe work practices.
- Contractor management and supervision shall thoroughly review their own work practices and workplace hazards and then provide employees all the necessary training and equipment for their safety.
- Contractors shall familiarize themselves with the college programs; procedures and policies to ensure work practices are in full compliance.
- Contractors shall provide to the college a copy of any applicable safety and health program upon request.
- Contractors shall provide to the college copies of applicable employee certification and verification of training upon request.
- Contractors shall understand that their work practices, equipment, and safety plans are subject to inspection. The Health and Safety Specialist has the authority to immediately stop any and all unsafe work practices and conditions. Such situations will remain shutdown until corrective actions have been taken.

## General Campus Procedures and Guidelines

### Emergency Response

The college maintains written emergency response plans that effectively prepares college employees to respond to the major and identifiable emergencies at varying levels. The Emergency Response Guide is available in each building and on the Safety and Health college web site. Contractors are subject to emergency specific protocols, such as building evacuation, while on site. Public Safety can be reached at X2272 from a campus phone or 443-412-2272 from an outside line.

**Medical Emergencies:** Should a medical emergency occur, dial 911 and contact Public Safety. Public Safety is trained in First Aid, CPR, and Automated External Defibrillator (AED) and will assist in guiding emergency response personnel to the correct location.

**Accident Reporting:** All accidents shall be reported to Public Safety.

**Fire:** Should a fire occur, follow these established procedures:

- Activate the fire alarm for immediate evacuation of the building.
- Call 911 for public emergency response services and Public Safety.
- Provide pertinent information to the public and college emergency response personnel at the scene (i.e., location of the fire, known persons in building, injured persons, etc.).
- DO NOT re-enter building under any circumstances until given clearance by the emergency response official in charge.

### Hazardous Materials Release

- **Incidental Release:** An incidental release is a small isolated spill, such as cleaning solvent, that does not present the potential to cause injury/illness or require evacuation other than from the immediate release area. If in doubt about the severity of the incident, follow the subsequent procedures for an emergency hazardous material release. In case of an incidental release:
  - Notify Public Safety.
  - Have people in the immediate area of spill evacuate the area; isolate the spill by closing doors if possible.
  - DO NOT leave the spill unattended. For example, leave the room and close the

door, but remain outside the door to ensure that no one reenters the room until the area is safe.

- **Emergency Release:** An emergency release is an incident that involves a large quantity of one or more chemicals that have the potential to cause personnel injury/illness, and/or have the potential to cause environmental damage. In the event of an emergency release of a hazardous material:
  - Activate the fire alarm for immediate evacuation of the building.
  - Notify Public Safety who will, in turn, call 911 for public emergency response services.
  - Provide the necessary information to County official or Public Safety officer in charge of the incident (i.e., location of the release, any known persons in building, etc.).
  - DO NOT re-enter building under any circumstances until given clearance by the County or college official in charge of the incident.

#### **Emergency Closing Policies**

When severe weather conditions or other emergency situations threaten travel and other activities, the college may be closed. Contractors will need to obtain special permission from a college representative to be on college property during an emergency closure.

#### **Prohibited on campus:**

- Possession of explosives, firearms, ammunition or other weapons;
- Destruction or removal, without written permission, of any property belonging to college, any employee, or other contractor;
- Abuse, defacement, or destruction of property;
- Alcohol and illegal drugs
- Harassment, threatening, or intimidation of any college employee or student.
- Tobacco use of any kind.

#### **Parking and Traffic Control Policies**

Traffic regulation on campus maintains an orderly flow of traffic, provides reasonable and convenient parking, and creates a safe atmosphere. Compliance measures include fines and towing; there is a published list available of fines. The college reserves the right to designate parking areas and access roads for contractors

whose equipment may disrupt the orderly flow of traffic. Parking policies include:

- Pedestrians have the right-of-way at all times;
- Parking is prohibited:
  - In employee or permit-required spaces (such as handicapped parking) or lot without a valid permit,
  - By any curbing painted red or yellow,
  - Where signs prohibit parking,
  - In roadways or on the grass,
  - In any areas not designated by parallel lines or parking curbs,
  - For longer than 30 minutes in loading zones, and
  - In any other area designated by Public Safety;
- Maximum campus speed limit is 15 miles per hour.

#### **Animals on Campus**

The College restricts animals from all campus buildings, offices, laboratories and open spaces. No animals, except assist animals and those used as bona fide instructional aids, should be on the premises, tethered outside or left to wander the grounds at any time (day, evening or weekends).

#### **Program-Specific Health and Safety Guidelines**

The college employees and contractors shall conduct their work in compliance with all applicable local, state and federal laws and regulations; additionally, they are subject, at a minimum, to the requirements described in the following The college Health and Safety Programs.

#### **Hazard Communication**

The College's Hazard Communication Program establishes practices to ensure that employees, students, and contractors who may come into contact with hazardous chemicals in the workplace receive information concerning the particular dangers that the chemicals pose. Both the College and contractors have certain obligations as described in the Hazard Communication Program:

- If the contractor will use hazardous chemicals while working at the College, an inventory of the hazardous chemicals and the Material Safety Data Sheets (MSDS) for those chemicals shall be submitted to the Health and Safety Specialist.

- Contractors and their employees shall be required to follow all of the safety guidelines as recommended in the MSDS, to include appropriate work habits, personal protective equipment, and proper storage of all flammable and combustible materials that are brought and/or stored on site.
- Contractors working in a building that stores or uses hazardous chemicals are entitled to view the campus Hazard Communication Program, the Chemical Information List and have access to the MSDS for that work area.
- The College and the contractor shall fill out the form Verification of HazCom Training Given to Contract Employees if the contractor is working in an area where hazardous chemicals are stored or used or if the contractor uses hazardous chemicals while on campus.

#### **Electrical Safety and Lockout/Tag-out**

The college's Hazardous Energy Control Program establishes requirements and procedures to protect employees from the unintended or unexpected release of potentially hazardous energy, which could cause injury or death. Both the College and the contractor have specific obligations as described in the Hazardous Energy Control Program:

- All outside contractors who work with machinery or equipment must have their own lockout/tagout program and provide their own lockout/tagout equipment that meets OSHA standards.
- Whenever contracted services personnel are to be engaged in activities covered by the scope and application of the program, the Facilities Maintenance Manager or Health and Safety Specialist and the contractor shall inform each other of their respective lockout or tagout programs, to include procedures; copies of each program shall be made available to each party upon request.
- The Facilities Maintenance Manager and contractor must each inform their personnel regarding the energy control procedures that are to be followed at the project site.
- Contractors shall ensure that all equipment brought on campus for completion of work is in good working condition (to include, for example, no exposed, taped, or frayed wires). All equipment deemed to be unsafe by the College's Health and Safety Specialist will be tagged as unsafe and reported to the on-site supervisor. The tagged equipment shall

be repaired or replaced by the contractor before being returned to service.

#### **Indoor Air Quality**

Prior to performing construction-related activities including repair projects, contractors must eliminate or minimize any potential contaminant/physical agent from being released. When applicable, the contractor shall follow OSHA Standard 1926 Subpart J, Welding and Cutting and OSHA 1910 Subpart Q, Welding, Cutting, and Brazing.

Options for maintaining indoor air quality include:

- Implementing engineering controls, such as dilution or local exhaust ventilation and isolation of mechanical systems;
- Providing trained employees and approved equipment on site prior to performing work.
- Using the least toxic material suitable for the application (latex rather than oil-based paint);
- Relocating the sources of contamination (for example, a diesel generator or tar kettle) away from building air intake.

#### **Trenching and Excavations/Underground Utility Identification**

The contractor shall coordinate trenching and excavation work with the Project Coordinator, Facilities Maintenance Manager, and Miss Utility to assure the coordination of work and shutdown of utilities if necessary. Each employee in an excavation must be protected from cave-ins by an adequate protective system designed in accordance with OSHA Standard 1926.652. All excavations into which a person can fall or trip must be guarded. While work is being performed in or near the opening, the guards surrounding the area shall be maintained.

#### **Ladder Safety**

Ladder accidents usually are caused by improper selection, care or use. Some of the more common hazards involving ladders, such as instability, electrical shock, and falls, can be predicted and prevented. Prevention requires proper planning, correct ladder selection, good work procedures and adequate ladder maintenance. Use only ladders that comply with OSHA design standards [1926.1053(a)(1)], and employ safe ladder practices.

#### **Fall Protection (Reference OSHA Standard - 29 CFR - 1926.501)**

Contractors working at unguarded locations above six feet shall provide their employees with

fall protection. Potential activities requiring fall protection may include working on scaffolds, roofs, and elevated work locations and platforms. Use at least one of the following whenever employees are exposed to a fall of six feet or more above a lower level:

- Guardrail systems
- Safety Net systems
- Fall Arrest systems

### **Fire Prevention**

Contractors shall be aware of the location of building fire equipment, such as fire alarms and extinguishers, be aware of building exits and evacuation routes, and ensure that their operations incorporate procedures that:

- Control accumulations of flammable and combustible waste materials;
- Maintain safeguards installed on heat-producing equipment to prevent accidental ignition of combustible materials;
- Ensure proper handling and storage of hazardous materials;
- Identify potential ignition sources and their control;
- Include providing fire protection equipment necessary for control of special hazards;
- Employ housekeeping methods that do not block building evacuation routes.

### **Universal Wastes**

The college does not allow mercury-containing fluorescent light bulbs, PCB-containing ballasts, and rechargeable batteries to be put into the commercial waste stream. These items are collected and recycled in accordance with State Universal Waste regulations. The contractor shall coordinate the recycling of these materials with the Health and Safety Specialist if the work project generates wastes of these types.

### **Blood borne Pathogens**

The college's Exposure Control Plan ensures that all employees with occupational exposure to bloodborne pathogens receive training that eliminates or minimizes potential dangers associated with these pathogens. Contractors whose work can be expected to expose employees to bloodborne pathogens, such as housekeeping, shall be expected to:

- Have an Exposure Control Plan and make the plan available to the college upon request;
- Train employees as described in the Exposure Control Plan, to include offering Hepatitis B shots and provide copies of

Verification of Training forms to the college upon request;

- Be familiar with and follow the college's Exposure Control Plan procedures in the cleanup and handling of potentially pathogenic materials.

### **Personal Protective Equipment**

All Personal Protective Equipment required by OSHA and MOSH must conform to ANSI and NIOSH standards and are subject to inspection by the College Health & Safety Specialist.