

ENVIRONMENTAL PROTECTION

- All hazardous material storage must be in secondary containment devices.
- All unused hazardous material must be taken offsite by the contractor at the conclusion of the project.
- All regulated waste generated as a result of the project (i.e. fluorescent lights, PCB, asbestos, lead and/or mercury containing waste, etc...) must be managed in accordance with applicable local, state and federal requirements and as approved by EHS.
- Discharges to the sanitary or storm sewer must have prior approval from EHS. For projects disturbing one or more acre of land, contractors must have an EHS approved Storm Water Pollution Prevention Plan and coverage under the Ohio NPDES General Permit for storm water discharges associated with construction activity.
- Any project that requires shutting off the drinking water system in any manner must be communicated to EHS before work is initiated and proper disinfection and sampling administered if required.

I UNDERSTAND AND AGREE TO COMPLY WITH ALL OSHA & EPA REGULATIONS, AS WELL AS WRIGHT STATE UNIVERSITY POLICIES.

Employee Name:

Date:



WRIGHT STATE
UNIVERSITY

*Contractor Environmental
Health and Safety
Guidelines*



Environmental Health & Safety
047 Biological Sciences 2
3640 Colonel Glenn Hwy
Dayton, OH 45435

Phone: 937.775.2215
Fax: 937.775.3761
<http://www.wright.edu/admin/ehs/>
EHS0212

All projects, construction, renovations, and services rendered on all WSU properties shall comply with all local, state, and federal OSHA and EPA regulations as well as all Ohio Department of Health requirements.

All individuals providing services to WSU shall review the information in this pamphlet, sign and date the back page, and return it to their immediate supervisor or keep in their possession.

For further information on contractor safety, go to the Environmental Health & Safety website at <http://www.wright.edu/admin/ehs/>



Health & Safety Tools

All hand tools and related equipment shall be maintained in a safe condition. All gang boxes shall be kept secured when not in use. Equipment should be labeled as to its owner.

Any unsafe equipment shall be red tagged and removed from service immediately.

Hot Work

Hot Work Permits shall be obtained before the start of any hot work such as sawing, cutting, welding, brazing, and/or the use of internal combustion engines, etc. Permits may be obtained by contacting Physical Plant Casualty Prevention 937.775.4444. At Lake Campus, also contact the Building & Grounds Manager 419.586.0365.

Equipment Operation

Only qualified trained employees shall operate equipment such as forklifts, cranes, bobcats, etc.

Contractor or equipment operator must provide proof of training to the project manager before start of project or when requested.

Fall Protection

Fall protection shall be required whenever employees are working at elevated heights 6 feet or more and/or where guardrails are not in use. This includes being tied off when working from extendable/articulating boom lifts, scissor lifts, or other elevating devices.

Toe boards will be installed on all elevated work platforms. Utilization of the fall protection systems installed at certain areas (i.e. the Nutter Center corporate boxes and merchandise booths, ring roof of the Nutter Center, the water tower access ladder) is mandatory when employees are working on these platforms.

Asbestos

All new building products, furnishings, and construction materials shall be free from asbestos.

Prior to any renovation, construction, or related work, work activities shall be approved in areas that may contain asbestos. The lead contractor and project manager must verify all materials do not contain asbestos PRIOR to work. Only licensed personnel shall perform sampling and subsequent removal of asbestos containing material.

Confined Spaces

Non-permit required confined spaces require notification to your supervisor or WSU liaison prior to entry. If atmosphere changing activities are performed such as painting, welding, brazing, etc. a permit will be required. Prior to entering any permit required confined space, contact both EHS for permit & air monitoring. At Lake Campus, also contact the Building & Grounds Manager 419.586.0365.

Personal Protective Equipment (PPE)

Contractors and their sub-contractors shall be responsible for any required personal protective equipment. Employees shall be required to wear their designated PPE.

Hardhats shall be worn during all phases of new construction and renovation by all personnel in areas where potential overhead hazards exist or work is performed.

Lockout/Tagout & Electrical Safety

All equipment shall be de-energized and locked out using approved devices. The university project manager will always be notified (at Lake Campus, also contact the Building & Grounds Manager 419.586.0365) in advance of any lock-out of electrical circuits or other sources of energy that may impact any campus operation.

Electrical rooms/vaults and breaker panels shall be secured at all times. Electrical rooms and vaults shall not be used for storage purposes.

Ground Fault Circuit Interrupters (GFCI) shall be utilized where required by the National Electric Code or where prudent practice would deem their use appropriate.

Dig Permit/Excavation Safety

The contractor shall submit a dig permit **at least 72 hours prior** to the start of any digging, excavation, trenching, drilling, driving posts, or any other type of earth disruption. Further information and requirements can be found at:

http://www.wright.edu/admin/construction/forms/public_for ms/contractors/WSU_Dig_Permit_and_FAQ.pdf

Excavation and trenching shall comply with all applicable regulations. The contractor is responsible for providing a Competent Person at every excavation site that:

- Evaluates soil conditions.
- Constructs protective systems in and around excavation site.
- Tests atmospheric conditions.
- Provides safe ingress and egress for excavation.
- Inspects the site daily before each shift, as needed throughout shift, following a rainstorm or other hazard creating event (i.e. vehicles or other equipment nearing edges of excavation).

Construction Area Safety

All requirements found in Ohio Administrative Code 4101:1-33-01, **Safeguards During Construction**., shall be followed during construction activities at all WSU campus locations.

Barricades & Public Safety

Barricades and warning signs shall be in place at all construction areas before the beginning of a project. This includes providing protection for areas such excavations, holes, floor openings, at heights work, and overhead work. The area must be of sufficient size to compensate for the use of large equipment without infringing on the public's safety. **NOTE:** Caution/Danger tape shall not constitute a barricade. Only physical barriers, such as guardrails, fencing, or saw horses, are acceptable.

Contractor Vehicles

Parking heavy vehicles or equipment directly over the main campus tunnel system is PROHIBITED.. Equipment or vehicles exceeding weight limits posted by the university shall avoid proximity tunnels. This information can be found online at:

http://www.wright.edu/admin/construction/forms/public_for ms/contractors/WSU_Axle_Load_Information_for_WSU_Tunnel_System.pdf

Parking is not allowed in roadways or pathways designated as "Access Routes" and "Fire Lanes". Short term parking for loading and unloading of equipment and materials only is permitted. Vehicles left in designated fire lanes will be fined and/or towed.

Worker's Comp & Insurance

Prior to start of work, copies of all Worker's Compensation and Insurance must be forwarded to the Office of Risk Management, located @ 226 University Hall (937.775.3908).

Accident Reporting

All accidents, injuries, near misses, or work related illnesses shall be reported to your supervisor, the project manager, and to EHS.

Emergency Evacuations

All personnel shall stop work and evacuate the building or seek shelter as instructed via the alarm notification system. In the event of a tornado, all personnel are to evacuate to the nearest shelter area.

Campus Laboratories

The laboratories on our campus are valuable resources with our researchers performing leading and innovative research. Labs use hazardous materials, use expensive equipment and instrumentation, and require controlled environments. Labs contain potential hazards; radiological, biological, chemical, physical, electrical, and other hazards that may not be readily apparent. To work safely and comply with the Hazard Communication requirements, all contractors must work with their university project manager to obtain prior approval. Hazards, areas of concern, specific training and/or procedures, and the personal protective equipment (PPE) requirements must be communicated. Visitors must be constantly aware of these unique hazards when entering, working, leaving these spaces, and follow any specific instructions and all safety requirements provided by the lab's responsible person(s). When a contractor requires an emergency entrance into one of the laboratories, the project manager shall use the emergency notification procedures posted on the sign at the labs entrance. Be sure to report all incidents or accidents immediately to your supervisor.

Haz-Com Standard

Contractors must submit a chemical inventory to EHS, with quantities to be used. All chemicals and hazardous substances shall be labeled as to their contents. An MSDS shall be available for all hazardous substances on the premises.

EHS shall review and approve all MSDS's prior to work. Substances such as asbestos, lead, mercury, formaldehyde, etc. are strictly prohibited.

Fire Alarms

Fire alarms are to remain operational at sites where the building remains occupied. In the event the system must be deactivated, the contractor shall notify the project manager and Physical Plant Casualty Prevention or Customer Service, at 937.775.4444 (at Lake Campus, also contact the Building & Grounds Manager 419.586.0365), in advance of the deactivation.

Miscellaneous

- State law prohibits smoking in any university building. Also, any smoking must take place outside at least 10 feet from any entry way into any building.
- Horseplay or other unsafe acts are prohibited.
- Employees shall conduct themselves in a professional manner while working at the university. Any actions considered derogatory, such as gestures, remarks, cat-calls, etc. will not be tolerated.
- Work areas shall be kept clean and free from construction debris and trash that may cause a slip or trip hazard- Proper containers shall be on site for such disposal.
- Use, or possession, of any alcohol or drugs while working at the university is prohibited.
- Firearms or any other weapons are strictly prohibited on campus property.
- Seat belts must be worn while driving on campus.
- In the event of injuries requiring medical assistance, contact Wright State Police dispatch @ 937.775.2111 (or through use of campus emergency phones) or dial 911.