

Southern Illinois University Edwardsville

Emergency Management and Safety

Contractor Safety Field Guide

This Field Guide highlights key provisions in the Southern Illinois University Edwardsville Contractor Safety Handbook. All contractors must review the handbook before commencing work at SIUE. The handbook can be viewed on the Emergency Management and Safety (EM&S) website at <http://www.siu.edu/emergencymanagement/>.

Site Safety Plan

Prior to commencing work, the general contractor will request that all subcontractors develop a site safety plan for the job site. SIUE's EM&S department serves in an advisory role by issuing copies of this field guide during pre-construction and safety meetings, assisting contractors in the development of their site safety plans, and collaborating with the site supervisor on environmental and safety issues that may arise. Copies of the Site Safety Plan will be sent to the SIUE project manager.

Tool Box Talks

Contractors are strongly encouraged to conduct weekly safety tool box talks with their employees to discuss safe work practices.

Job-Site Access and Protection Requirements

During the pre-construction meeting, the SIUE project manager will discuss job-site access and protection requirements including the following:

- Contractors must comply with University parking and traffic requirements. The campus parking map is located at the following URL: <http://www.siu.edu/parking/>
- Fire access routes must be maintained free and clear of obstructions at all times.
- Cyclone fencing must be erected around the perimeter of the work site to secure areas for authorized personnel only. Silt fencing must also be erected around the perimeter of the work site to prevent soil erosion into waterways. Contractors must submit a storm water pollution prevention plan as specified in state and federal regulations when required.
- All individuals driving a vehicle on SIUE property must have a valid driver's license.
- The hours of operation for campus buildings can be found on the Facilities Management website at <http://www.siu.edu/facilities/>. Access to buildings outside of normal hours is subject to approval by the SIUE project manager.

Campus Emergency Telephone Number- 911

Non-Emergency Campus Telephone Numbers

| | |
|-------------------------------|-----------------------|
| Anderson Hospital | 618-288-5711 |
| Madison County Health | 618-692-8954 |
| University Police | 618-650-3324 |
| Emergency Management & Safety | 618-650-3584 |
| Facilities Management | 618-650-3711 |
| Key Control | 618-650-3200 |
| Parking Services | 618-650-3680 |
| Grounds Superintendent | 618-6502719 |
| J.U.L.I.E Utility Locate | 1-800-892-0123 or 811 |

Anderson Hospital
6800 State Rt. 162
Maryville, Illinois 62062

Fairview Heights OSHA 618-632-8612

Incident Reporting Procedures

In the event of an incident in which a worker requires medical attention to treat an injury, the Contractor must call 911. All work-related incidents must be immediately reported to the SIUE Project Manager and the University's Emergency Management and Safety department.

Accidents in which result in a fatality or the hospitalization of three or more workers shall be verbally reported to OSHA's Fairview Heights office. If the office is closed, then call 1-800-321-OSHA. Whether or not an accident is immediately reportable, if it results in the death of an employee or the in-patient hospitalization of three or more employees within 30 working days of the incident, OSHA requires that the employer report the fatality/multiple hospitalization within 8 hours of learning of it.

Operations Requiring Permits or Notifications

Certain activities and operations may require issuance of a permit or notification in accordance with state or federal regulations before work is authorized to commence. Such operations may include, but are not limited to:

- EPA NESHAP notification for asbestos removal or building demolition
- Hot work permit
- Impairment notification for impaired fire protection systems
- Confined space entry permit
- Removal and/or installation of aboveground or underground storage tanks
- Disturbance of land greater than 1 acre in size

Contractors must distribute this document to their respective employees. Employees are responsible for reviewing and understanding the contents herein.

I hereby acknowledge that I have received a copy of the Field Guide and reviewed a copy of the online SIUE Contractor Safety Handbook.

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____

This document is based on a Field Guide used by Northern Illinois University with their consent.