



**Contractor Safety
Program Handbook**

Table of Contents

I. Purpose	1
II. Application	1
III. Procedures	1
A. General Safety Requirements	1
1. Standard Safety and Security Procedures	1
2. Contractor Safety Training	3
3. Housekeeping	3
4. Accident, Incident, Injury, or Illness	3
B. Environmental Issues	
1. Hazardous and Solid Waste	4
2. Storm Water	4
3. Spill Prevention	4
C. Construction in Occupied Buildings	4
D. OSHA Compliance	5
1. Right to Know/Hazard Communication	5
2. Confined Space	5
3. Excavation	5
4. Lock Out/Tag Out	6
5. Compressed Gas Cylinders	6
6. Powder-Actuated Tools	6
7. Hot Work	6
E. Work On or Adjacent to University Roads	6
APPENDICES	
Appendix 1 Erosion Control Inspection Report	
Appendix 2 Southern Illinois University Contractor Safety Field Guide	

I. Purpose

The purpose of the Southern Illinois University Edwardsville (SIUE) Contractor Safety Program is the protection and safety of all persons and property while contractors perform work for SIUE. This Program applies to the Edwardsville, Alton, and East St. Louis campuses.

Contractors performing construction type work are responsible for conforming to the provisions of the SIUE Contractor Safety Program, which has been prepared for the protection and safety of all persons and property. This in no way reduces or mitigates the Contractor's responsibility to comply with environmental, safety and health regulations as well as to provide a safe working environment for crews and the public. This handbook can be viewed online at:

<http://www.siue.edu/emergencymanagement>

II. Application

This program applies to any Contractor and Contractor employees performing contract work for SIUE. Contractors include, but are not limited to the following:

- Construction Managers
- General Contractors
- Hazardous Waste / Disposal Haulers
- Laboratory Testing Contractors
- Remediation Contractors
- Service Contractors
- Sub-Contractors

III. Procedures

A. General Safety Requirements

1. Standard Safety and Security Procedures

The University may require a Contractor to temporarily or permanently remove a Contractor employee(s) from the SIUE premises for any of the following reasons.

- Possession or use of alcoholic beverages or regulated drugs not prescribed by a physician or misuse of prescription medication.
- Possession of explosives, firearms, ammunition and/or other weapons.
- Deliberate violation of safety or security rules.
- Illegal dumping, handling, or disposal of hazardous materials.
- Destruction or removal, without written permission, of any property belonging to SIUE, the property owner, employee or other contractors or employees.
- Intimidating, threatening, harassing, impeding or interfering with an inspector, SIUE police officer, or University employee, student or designated representative.

- Using emergency exits other than for emergencies or blocking emergency exits.
- Misuse of fire prevention and protection equipment.
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection, or other warning devices intended to protect University students, faculty, staff, neighbors or property.
- Failure to follow any federal, state, and local regulations and laws, as well as any policy of SIUE.

Written approval to begin work typically is granted by Facilities Management (FM) or University Housing Facilities Management (UHFM), but may require specific written approval from other University departments. Approvals must be requested during normal business hours with at least 72 hours notice.

Contractors must notify (by telephone or letter, depending on time constraints) the SIUE Project Manager, FM (Customer Service 618-650-3711) or UHFM (618-650-2070) depending on who has authority over the work, prior to performing the following activities in an existing building, or buildings occupied by University personnel, unless the project documents expressly authorize the activity without such notification requirement:

- Working on electrical, steam, chilled water systems or other energized systems.
- Working on heating, ventilation, or air conditioning equipment.
- Working in confined spaces on campus including but not limited to manholes, tanks, tunnels, vaults. (see the confined space section of this document)
- Working on security systems.
- Working on sprinkler systems or fire alarm systems.
- Moving emergency equipment (fire extinguishers, first aid kits, AEDs, etc.), provided by SIUE.
- Working with hazardous materials (including solvents and paints).
- Using powder actuated tools.
- Operating a power vehicle or self-propelled work platform.
- Excavation or trenching.
- Working with compressed air or gases.
- Working on a roof.
- Working on fire protection or detection systems.
- Installing a temporary electrical service.
- Using a gas, diesel, or LP (propane) powered engine indoors.
- Lifting or hoisting with cranes, derricks, hoists or helicopter.
- Performing blasting operations.
- Any additional or supplemental work not listed in the project documents which have a high risk of injury to the Contractor, the Contractor's employees or other persons or property.

Contractors must obtain approval from the SIUE Office of Emergency Management and Safety (EM&S) (618-650-3584) prior to performing the following activities:

- Disposing of hazardous wastes (including waste oil & lead-containing materials).
- Using radioactive sources or conducting field radiography (x-ray).
- Working with or impacting suspect asbestos-containing materials.
- Using a Class 3 or 4 laser.
- Working on a fume hood, biological cabinet or autoclave.
- Working in a solvent storage area.

Special Rules for Operations Involving Utilities:

- Only SIUE Facilities Management may shut down or start up operating utilities.
- The Contractor must contact the SIUE Project Manager, who will coordinate with FM or UHFM in advance of the need for such shutdowns or startups.

Special Rules for Lockout/Tagout of Machinery, Pipes, etc.:

- If the Contractor intends to service or maintain equipment that holds stored energy or that could potentially injure a person if unexpectedly started, the Contractor must inform and coordinate with the SIUE Project Manager or Departmental contact of the lockout/tagout procedures they intend to use.

2. Contractor Safety Training

The Contractor shall, upon request, provide copies of all applicable safety training certificates of their employees to the SIUE EM&S office and the project manager. The EM&S Safety Officer will share the Field Guide (Appendix 2) with contractors at pre-construction meetings.

3. Housekeeping

The Contractor is responsible for ensuring and maintaining good housekeeping while at SIUE. The Contractor must keep work site neat, clean, orderly and free of excess trash debris and never block walkways, stairs, exits, or create a tripping hazard

4. Accident, Incident, Injury or Illness

In an emergency situation, the Contractor must notify the SIUE Police Department at 9-1-1. All work related accidents, incidents, injuries, and illness must be immediately reported to the SIUE Project Manager. The Contractor is also responsible for notifying OSHA of any incident that is reportable to that agency. In non-emergency situations contact the SIUE Police Department at 618-650-3324 for assistance.

B. Environmental Issues

1. Hazardous and Solid Waste

- The Contractor is responsible for handling and disposing of all hazardous, special, and normal waste generated as a result of their construction activities.

2. Storm Water

The Contractor shall conduct all storm water control activities in accordance with the approved Storm Water Pollution Prevention Plan (SWPPP) for the project. The SWPPP is to be prepared and sealed by a professional engineer licensed in the State of Illinois.

The Contractor shall conduct an inspection of all site storm water control weekly or immediately subsequent to a precipitation event of 0.5 inches or greater. The Contractor shall complete the Illinois Department of Transportation erosion control report form for each inspection (see appendix 1).

2. Spill Prevention

The Contractor is responsible for any spill within the construction limits of the project and those outside of the construction limits that are caused by the Contractor's defective equipment, containers, personnel or subcontractors. The Contractor shall have on site at all times a spill kit(s) capable of cleaning up a 40 gallon spill. For larger spills the Contractor must provide to the SIUE Project Manager the name, address, and phone number of the emergency response company to be contacted for clean-up. The full cost of any clean up shall be the sole responsibility of the Contractor.

C. Construction in Occupied Buildings

When building occupants are present during construction projects additional safeguards must be implemented to eliminate exposures and complaints. Dusts/particulates from demolition, sanding and other construction activities must be controlled by adequate ventilation, or containment and negative air ventilation systems based upon the specific type of activity and particle. Similar controls must be utilized for odorous activities including, but not limited to, carpet adhesive, painting, welding, and coatings.

The Contractor shall ensure that the HVAC system is protected in order to prevent contamination. If an HVAC system is unprotected and contaminated by construction/demolition materials, the Contractor shall be held responsible for the cost of cleaning the system and other related cleaning. Negative air ventilation systems shall have appropriate filtration and be exhausted outside of the building. Any cost of delay, due to air quality issues, shall be paid by the Contractor.

D. OSHA Compliance Issues

1. Right-To-Know / Hazard Communication (29 CFR 1926.59)

- The Contractor's HAZCOM program must be available and provided upon request to the SIUE EM&S office. It must contain the following information: a written hazard communication program, an inventory of chemicals, MSDSs for all chemicals on site, labeling of all containers and other warnings, and documentation of employee safety training.

2 Confined Space Entry (29 CFR 1926.21(b)(6)(i)&(ii) and 29 CFR 1910.146)

- The Contractor is responsible for developing, implementing, and maintaining his/her own Confined Space Entry Program, including provisions for emergency rescue in accordance with OSHA regulations as it applies to the work of a particular contract. The Contractor's Confined Space Entry Program must be available and provided upon request to the SIUE EM&S, FM or UHFM.
- The Contractor is responsible for identifying all confined spaces within the scope of work and construction limits.
- When both University personnel and Contractor personnel are working in or near confined spaces, the Contractor shall coordinate all operations with the affected University personnel before entry. Advance verbal or written notification to the affected University employees is always required.

3. Excavation (29 CFR 1926, Subpart P)

- The Contractor's excavation plan must be made available and provided upon request to the SIUE EM&S, FM or UHFM, or the SIUE Project Manager.
- The Contractor shall maintain a physical barrier around all excavations and machinery. Barriers such as properly supported snow fencing, orange safety fencing, barricades, or temporary chain link fencing are recommended. All excavation sites are to be secured during off work hours to prevent unauthorized access.
- The Contractor is responsible for providing the proper signage necessary to direct both vehicular and pedestrian traffic safely around or through the work area.
- When working around trees on SIUE property, the Contractor must take special precautions not to harm a tree in any way. The Contractor must notify the SIUE Grounds Superintendent at 650-2719 for coordination
- All open holes, trenches or other excavations that create a hazard to persons must be covered, filled, and/or guarded by a railing system before the Contractor leaves the excavation site.

4. Lock out / Tag out (29 CFR 1926.417 and 29 CFR 1910.147)

- University Facilities Management is responsible for all shut down and startup of utility systems for all University properties.
- The Contractor will maintain a log of all machines and equipment that are locked out and/or tagged out during the performance of the work of this contract. This log shall identify the equipment that was worked on, the date that work was performed, and the name of the individual performing the work. The Contractor shall submit this log, upon request, to EM&S, FM, or UHFM on a monthly basis when lockout/tagout work is being performed.

5. Compressed Gas Cylinders (29 CFR 1910. 101, 29 CFR 1910.253, and 29 CFR 1926.350)

- Storage of cylinders, overnight, by the Contractor, in any University building is strictly prohibited.
- If a leak develops in a cylinder that cannot be immediately corrected, the cylinder must be safely transported to a location outside the building. Use of an elevator is prohibited under such conditions. Immediately notify the SIUE Police at 618-650-3324 for assistance.

6. Powder-Actuated Tools (29 CFR 1926.302(e)(1-12))

Powder-actuated tools can pose hazards to persons and property. Such tools are not permitted in occupied University buildings without written approval of the SIUE Project Manager and/or EM&S.

7. Hot Work

All hot work performed by the Contractor is the Contractor's responsibility. The Contractor's hot work program must be available and provided upon request to the SIUE Project Manager or EM&S.

E. Work On or Adjacent to University Roadways

When work is being performed on or adjacent (15 feet or less) to a University roadway the Contractor is responsible for contacting Facilities Management and/or the SIUE Police Department and making all arrangements for road closures, detours, etc. All roadway associated construction activity must comply with the "Manual on Uniform Traffic Control Devices for Streets and Highways" (MUTCD) latest edition.

All Contractor personnel shall wear high-visibility safety apparel compliant with requirements of ISEA "American National Standard for High-Visibility Safety Apparel" latest revision, and labeled as ANSI 107-1999 standard performance for Class 1, 2, or 3 risk exposures. The Contractor shall designate a competent person to be responsible for the worker safety plan within the activity area of the job site. The competent person shall make the selection of the appropriate class of garment.

When any vehicle, trailer, or other construction equipment is parked or placed on the shoulder of a roadway (not on the roadway surface), clean high visibility orange cones shall be set approximately 20 feet from the front and rear of the equipment on the traffic side. The cones shall be in accordance with the IDOT Quality Standard for Work Zone Traffic Control Devices 2004, latest revision.

APPENDIX 1



Date of Inspection: _____ County: _____

Name of Inspector: _____ Section: _____

Type of Inspection: Weekly Route: _____

>0.5" Precip. District: _____

Precip. Amount: _____ Contract No: _____

Contractor: _____ Job No. _____

Subs: _____ Project: _____

NPDES Permit No: _____

Erosion Control Deficiency Deduct \$ _____ Ready for Final Cover: _____ acre

Total Disturbed Area: _____ acre Final Cover Established: _____ acre

Instructions to the Inspector: Inspections are to take place every seven (7) days and within 24 hours of a rainfall event of a rainfall event of 0.5 inches or more. Inspections are to be conducted every week of the project duration including the winter months until 70% viable vegetative cover is achieved. The primary objective for establishing and maintaining temporary erosion control measures is to ensure that sediment is retained within the project limits. If sediment or other pollutants of concern are released from the project site, an Incidence of Non-Compliance (ION) must be submitted to the Illinois Environmental Protection Agency immediately. Note maintenance of and changes to the in-place ESC measures on the project SWPPP. If the answer to any of the following is "No," the contractor is hereby ordered to correct the deficiency.

SITE CONDITIONS ON DAY OF INSPECTION

Erosion and Sediment Control:

Slopes: Do all slopes where soil disturbing activities have taken place and not been permanently restored, have adequate temporary seeding or protection? Yes No

Ditches Are all ditches existing, temporary, and/or proposed) clear of sediment and/or debris. Yes No

Perimeter Erosion Barrier: Are all perimeter erosion barriers in good working order? Yes No
Has perimeter barrier no longer needed been removed and the area restored? Yes No

Temporary Ditch Checks: Are all temporary ditch checks in good working order? Yes No
Are the current ditch checks adequate to control erosion? Yes No

Inlet Filters: Are ALL inlet filters in good working order and less than 25% full? Yes No

Outfalls: Are all outfalls free of any signs of sediment discharge? Yes No

Areas of Interest – Wetland/Prairie/Tree Preservation:
Has the contractor remained clear of all designated "no entry" areas? Yes No
Are all "no intrusion" areas adequately marked to prevent accidental entry? Yes No

Stock Piles: Are all stockpiles properly maintained to prevent runoff and protected to minimize spread in case of erosion? Yes No

Borrow/Waste Sites: Are all borrow and waste locations, including those which are offsite, in compliance with all NPDES rules and regulations? Yes No

General Site Maintenance Required of the Permit

Concrete Washout Areas: Are concrete washout areas adequately maintained? Yes No
 Has all washout occurred only at designated washout locations? Yes No
(The contractor may want to consider designating additional area(s) for use.)

Staging/Storage Areas: Are all staging/storage facilities free of litter, leaking containers, leaking equipment, spills, etc? Yes No

Vehicle Tracking: Is the site free from mud, sediment and debris from the vehicles entering/leaving off road areas throughout the site? Yes No

Fuel/Chemical Storage Locations: Are all designated fueling locations free of evidence of leaks and or spills? Yes No

Update SWPPP: Have all changes to the projects SWPPP been noted on the graphic site plan? Yes No

Specific Instructions Related to “No” Answers From Above:

Station or Station to Station	Practice	Comments/Actions Required	Time for Repair

Other Comments:

Additional Pages (Attached As Needed)

- Outfalls / Receiving Waters
 - Drainage Structure/Ditch Check Locations
 - Additional Instructions to Contractor
- Other: _____

Repairs and stabilization to be completed within 24 hours of this report (or as indicated above) or the DAILY Erosion and Sediment Control Deficiency Deduction will be assessed for each noted deficiency until the required action is completed.

Inspector’s Signature _____ Date: _____

Contractor’s Signature _____ Date: _____

Original: Project File
 cc: Contractor

APPENDIX 2

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.