



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 300.1

Title: Contractor Work Requirements Policy

Implementation Date: July 30th, 2014

Last Audit: March, 2017

Last Revised: April 3rd, 2017

Introduction

ETSU utilizes all types of contractors to conduct various repairs, renovations, routine maintenance, and new construction on the main campus, VA campus, and satellite locations. These contractors, their employees, and any of their subsidiaries must adhere to ETSU's policies and procedures to ensure orderly conduct of these activities, including the health and safety of all persons on campus.

Purpose

The purpose of this policy is to provide a set of uniform procedures for contractors, their employees, and any of their subsidiaries, to conduct their work, adhering to safety, tobacco free policy, employee identification, parking, vehicle identification, and liability requirements.

Scope

This policy shall apply to all contractors, their employees, any of their subsidiaries, and all Facilities Management employees.

Definitions

Hot work permit – a permit issued by the Office of Environmental Health & Safety to conduct hot work operations which include cutting, welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

Procedures

1. Before conducting any work, all contractors working on the main and VA campuses must sign the check-in log (See Appendix A), which will be

maintained at the Facilities Management Administrative Office, located in the Wilbur Bond Building.

Contractors performing work at the Innovation Lab, Nave Center, Fossil Museum, Kingsport University Center, Valleybrook Farm, Kingsport Family Practice, MEAC Clinics, and the Community Health Center may call the Facilities Management Receptionist at 439-7900, in lieu of completing the check-in log in person, and verbally give the log-in information (name if company, job supervisor, tel. number, location and nature of work to be performed) prior to performing the work.

Contractors performing work for an SBC project do not have to sign the check-in log or provide log-in information.

2. Before conducting any work, all contractors must contact their ETSU coordinator, as identified in the purchase order summary sheet.
3. The Contractor will secure at its own expense, all permits, notifications, and consents required by law as necessary to perform the work and will give all notices and pay all fees and otherwise comply with all applicable City, State, and Federal laws, ordinances, rules and regulations.
4. All contractors must provide identification for their employees, to be worn at all times while on campus. This identification must be readily visible and easy to read, and include the name of their company and the employee's name.
5. All vehicles used by contractors should be identified with their company name. The name must be readily visible and easy to read. If no vehicle identification is provided, contractors must obtain a temporary Service Vehicle permit from the ETSU Parking Services Office to park on campus.
6. Contractors will obey all campus parking regulations, including the following:
 - a) Contractors are allowed to park in faculty/staff and student parking spaces.
 - b) Contractors are not allowed to park in the following areas:
 - i. Do not park in a designated fire lane that is marked with red paint.
 - ii. Do not park in a designated ADA parking space.
 - iii. Do not park on any sidewalk or portion thereof.
 - iv. Do not park in a service vehicle parking space.
 - v. Do not park in any other non-designated area (e.g. grass).
 - vi. Do not park in any other specifically reserved spaces (denoted by signage).

Exemptions to the above requirements may be obtained from either the Director of Facilities Operations or the Director of Environmental Health & Safety.

7. Contractors are responsible for any damages caused to ETSU property, or any personal injuries, during the course of their work while on any campus.

8. ETSU is a tobacco free campus. As such, contractors are only allowed to use tobacco products, including electronic cigarettes, in their company or personal vehicles. Please see ETSU Human Resources policy number PPP-53.

Safety Information

- A. Emergency Information - In case of emergency, such as fire, injuries, major chemical spill, ruptured gas lines or other utilities, etc., you must call Public Safety (423-439-4480 from your cell phone or 911 from a campus phone).
 - i. Emergency evacuation and information are posted in all buildings
 - ii. If the siren sounds on campus, please listen to the voice message and follow all instructions
- B. Chemicals - If you use chemicals, be sure to have your Safety Data Sheets available onsite. Chemicals must be labeled properly. If there is a chemical spill that you cannot mitigate, please contact Public Safety at 439-4480. Do not pour hazardous chemicals down the drain or outside storm drains. Do not leave any waste behind, especially paint waste.
- C. Fire Extinguishers are available in ETSU buildings and should be easily located within 75 feet.
- D. A Hot Work Permit must be obtained from Environmental Health & Safety prior to conducting hot work. This permit must be posted at the job site.
- E. Personal Protection Equipment (PPE) - All required PPE must be provided by the contractor and enforced by the contractor. All PPE must be ANSI or OSHA approved.
- F. Fall protection - Harnesses must be worn and be tied off if there are no parapets or approved fall protection method when working on an elevated platform (4 feet for industry/6 feet for construction). Fall protection must also be worn in all aerial lifts and possible confined spaces as per 29 CFR 1926, Subpart M.
- G. Excavation safety – If the project or maintenance activity involves any digging or excavation work, the ETSU coordinator generating the purchase order request must include the Tennessee One Call (811) requirement in the scope of work, specifically notifying the contractor of the need to utilize Tennessee One Call.

All contractors and Facilities Management employees conducting any digging or excavation work are required by state law to contact Tennessee One Call (811 or 1-800-351-1111) to have the underground utilities marked before any digging/excavation occurs. White lines are to be provided for the One Call surveyor to designate the area to be excavated. Contractors and Facilities Management employees must obtain a Tennessee One Call service locate ticket number. The excavator equipment operator must have the ticket number in his possession during the excavation. Soil within two feet of the One Call utility markings must be dug by hand.

Once the underground utilities are marked, the contractor must notify their ETSU contact/coordinator that Tennessee One Call has been utilized prior to start of work. Trenching more than 4 feet deep must have a means of egress every 25 feet. All equipment must be kept back at least 2 feet from the trench. The contractor must have a competent person in identifying hazards and determining the appropriate protective measures (trench box, shoring, etc.) as per 29 CFR 1926, Subpart P.

- H. Lockout/Tag out - All authorized personnel must communicate with Facilities Management personnel when locking out equipment that affects the buildings' normal day-to-day activities. They must follow all LOTO requirements per 29 CFR 1910.147.
- I. Automated External Defibrillators are located in most buildings and signage on the outside of doors identifies the location of these devices.
- J. Any questions regarding safety issues may be referred to Environmental Health & Safety at 439-6028.
- K. Radiation Safety - Any contractor working in a radiation lab must receive ancillary radiation safety training. Please contact the Office of Environmental Health & Safety at 439-6028 to schedule.
- L. Incidents – Events such as accidents, injuries, regulatory violations, spills, etc., shall be reported to Environmental Health & Safety at 423-439-6028. EH&S will complete an incident report if necessary.

Environmental Health & Safety Department Contacts

Dan O'Brien: Senior Director of Customer Service- 423-439-7743 (Office)
Mark Jee: Assoc. Director of Environmental Health & Safety- 423-439-7785 (Office)
Chris Hurley: Health & Safety Specialist- 423-439-7784 (Office)
Mike Barrett: Environmental Manager- 423-439-6029 (Office)
Secretary: Health & Safety - 423-439-6028 (Office)
Janice Lyles: Radiation Safety Officer- 423-439-6056 (Office)
Mike Grim: Fire Protection Specialist- 423-439-7773 (Office)

Responsibilities

All contractors and their employees are responsible for adhering to this policy. All Facilities Management directors, supervisors, and employees, while coordinating any contractor, will ensure that contractors and their employees adhere to this policy. **Contractors and their employees who fail to comply with this policy may be subject to cancellation of their contract and removal from university property.**

All Facilities Management personnel who generate requests for purchase orders that involve any digging or excavation must include the Tennessee One Call (811) requirement in their scope of work.

References

PPP-53: Smoking/Tobacco Policy

Title 65: Chapter 31 Underground Utility Damage Prevention Act (2014)

Contact Persons

Associate Vice President – Facilities Management

Director of Facilities Operations

Sr. Director of Customer Service

Associate Director of Environmental Health & Safety

Health & Safety Specialist

Business Director

Forms

An example of a “Contractor’s Check-In Log” is attached as Appendix A.

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities Management

Date approved: _____

Audited: February, 2015

March, 2017

Revised: March 23, 2015

August 14, 2015

September 8, 2015

April 3rd, 2017