

Construction Safety Guidelines

These guidelines are intended to establish the minimum job site safety rules and standards for contractors and their subcontractors of every tier, with the goal of eliminating accidents. These guidelines are supplementary to all government rules, codes and regulations.

Safety expectations

It is the responsibility of the contractor to maintain total control of safety to ensure that its employees, all contractors, and the general public will be provided an environment free of recognized hazards during construction activities. The contractor shall conform to the requirements addressed in the Occupational Safety and Health Act of 1970 (“OSHA”) and all additions and revisions thereto, any state specific OSHA requirements, and this guideline.

- The contractor shall have supervisory staff on site whenever work is being performed on site. Contractor must provide a Competent Person as defined by OSHA 1926.32(f).
- The assigned Job Site Supervisor shall carry a current (within two years) OSHA 10-hour Certificate. It is also desired to have at least one person on site at any given time with a current first aid/ CPR/AED certification.
- Whenever a contractor has knowledge of, or is notified of, an unsafe act or unsafe condition, they shall immediately take steps to correct the unsafe act or condition and instruct offending parties on appropriate safety precautions.
- Contractors shall wear some form of identification on them 100% of the time on campus. Identification may be in the form of a t-shirt with the company name, hard hat with company name, etc. Badging may be required for a pending area of work.
- A first-aid kit shall be maintained on site at all times.
- A means of public address (megaphone) shall be maintained on site at all times.

Site-Specific Safety Plan

Prior to the start of work, the contractor shall provide the college a written and owner approved site-specific safety plan. The contractor shall also receive the same from each of its sub-contractors, regardless of tier. As a minimum, this site-specific safety plan will include:

- Company safety policy statement
- Contractor management and supervisory assignments
- Contractor safety responsibility assignment and communication tree
- Job site safety rules

- Emergency action plans including
 - Catastrophe
 - Weather emergency
 - Job site evacuation
- Local emergency phone numbers
- Pertinent college emergency phone numbers
- A job site sketch which will include:
 - Gate locations
 - Safety and regulatory signage locations
 - Job site office location
 - Fire extinguisher and first aid kit locations
 - Closed pathways and detour sign locations
 - Evacuation rally point(s)

Personal protective equipment (PPE) requirements

As a minimum, the contractor shall require the following PPE be worn by all persons within the lines of demarcation of the job site (until certificate of occupancy/certificate of completion is obtained). That PPE shall include:

- Hard hat
- Safety glasses
- Reflective/high-visibility vest (or shirts)
- Shirts with sleeves, at least (4) inches in length
- Long pants
- Well-constructed, hard soled boots/shoes, no sneakers or open-toed shoes are permitted
- No tank tops, shorts, cut-offs, or ripped or torn clothing is allowed on a project site

Safety inspections

- The contractor's on-site supervisor shall, as a minimum, conduct and document daily job site safety inspections to locate and abate unsafe conditions and/or practices.
- Contractor's safety officer shall conduct and document periodic site safety inspections to locate and abate unsafe conditions and/or practices.
- It is suggested that contractors use Job Safety Analysis for each task performed daily.

Job site signage

Appropriate job site signage shall be posted on site at all times and shall take the form of

1. Project signage that includes:

- ^ Project name
 - ^ College information
 - ^ Contractor's information
 - ^ Architect's information
2. OSHA/DOL/DENR regulatory sign
 3. Job rules posted at the entrance to the job site
 4. Contractor's job site supervisor after hours emergency phone number posted at job site entrance

Site security & campus disruptions

The contractor shall put measures in place to protect the public and property adjacent to the project site, as well as the environment.

- The job site will be fenced on all sides adjacent to any public access (roadways, trails, sidewalks, etc.)
- Lockable gates will be provided at the major and minor entrances from the public right of way.
- The project area shall not block public roadways.
- The contractor shall secure any public area during loading/unloading activities (cones, safety tape, etc.)
- Any utility disruption on campus will require at least 72 hours advance written notice to the Construction Project Manager and Facilities Manager.

Code of conduct

The code of conduct for the college will apply to the contractor, all subcontractors, and vendors. In particular the following are noted:

- No tobacco (of any form) use is permitted on the college campus
- No illegal drugs are permitted on the college campus
- No firearms are allowed on the college campus
- No alcohol is permitted on the college campus