

## **CONTRACTOR SAFETY REQUIREMENTS**

### **1.0 PURPOSE:**

The Pennsylvania State University endeavors to provide a safe and healthy environment for all students, employees and visitors. Likewise, the University seeks to facilitate the creation and maintenance of a safe and healthy work environment on all work sites, construction and maintenance alike. This document establishes a framework of safety and health requirements that must be met during all phases of work activities at the University.

The Contractor and its subcontractors are responsible for the safety of its employees and all persons on and around a work site. The Contractor is solely responsible for the development and implementation of its own safety program. This document does not relieve, in any way, the duty and responsibility of Contractors, subcontractor, their agents and employees, and other persons performing portions of the Work on the Project to comply with all requirements of Public Law 91-596, the Occupational Safety and Health Act of 1970 ("OSHA"), 29 U.S.C. § 651 et. seq., and all amendments thereto, and any other applicable federal, state or local laws or regulations that address or relate to work site safety.

### **2.0 SCOPE:**

This document provides Contractors with the University's specific requirements that must be incorporated into the Contractor's safety program. This document is not designed nor intended to replace the Contractor's safety program, nor to address every possible safety, environmental, or health issue. In the event that the Contractor's safety program includes a requirement or practice that is more stringent than set forth herein, the provision of the Contractor's safety program shall be followed. This document does not relieve the Contractor of its obligations to: (1) control the means and methods by which its employees, and any subcontractors, shall perform the Work; or (2) independently ascertain what health and safety practices are necessary for the performance of the Work.

This document applies to all Contractors who are awarded a Contract by the Office of Physical Plant to perform Work at The Pennsylvania State University or any of its campuses. This document does not apply to Work performed at the Penn State Milton S. Hershey Medical Center unless noted otherwise.

No specific requirements herein shall be construed to limit, replace or supersede applicable provisions of federal, state or local laws or regulations that relate to work site safety.

### 3.0 DEFINITIONS:

**Competent person:** Defined by OSHA as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them". [[29 CFR 1926.32\(f\)](#)]. By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them.

**Confined Space:** is a space that means a space that:(1) Is large enough and so configured that an employee can bodily enter it;(2) Has limited or restricted means for entry and exit; and(3) Is not designed for continuous employee occupancy. These spaces may also be classified as permit required confined spaces if they meet the definition of a permit required confined space. See 1926.1200 for additional information and guidance.

**Contract / Contract Documents:** The contract or purchase order, including as applicable any general conditions, drawings, specifications, addenda, or other documents listed or referenced in the contract or purchase order, and any modifications thereof, which specify the Work to be performed on the Project.

**Contractor:** The party named in the contract agreement who will execute the Work (Contractor/Construction Manager) and who shall be responsible for the proper completion of the Project. When not otherwise specified herein, the term "Contractor" shall include subcontractors of any tier, agents and employees of contractors or subcontractors, and any persons engaged to perform Work on the Project.

**Near Misses:** Unplanned events that did not result in injury, illness, or damage, but had the potential to do so. In the case of a near miss, injury, fatality or property damage was averted only through a fortunate break in the chain of events.

**Permit Required Confined Space:** means a confined space that has one or more of the following characteristics: (1) Contains or has a potential to contain a hazardous atmosphere; (2) Contains a material that has the potential for engulfing an entrant; (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or (4) Contains any other recognized serious safety or health hazard.

**Project:** The building, facility or property, that is to be constructed, altered, repaired or improved, as specified in the Contract Documents.

**Qualified Person:** - One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the Project.

**Site Specific Safety Plan (“SSSP”):** The procedures and requirements that must be prepared for each Project, per the template set forth at Appendix A, in order to establish a Project-Specific Safety Plan and to address job- specific hazards that could impact workers on the Job and the University Community. Safety plans are custom made documents that can be amended and changed based upon the hazards of the work place.

**Subcontractor/Trade Contractor:** Where “subcontractor/trade contractors” is referenced, this includes all trade contractors, subcontractors and lower tier subcontractors engaged to perform work on the Project.

**University:** The Pennsylvania State University and representatives/agents of the University. Also referred to herein as “Penn State” or “Owner.”

**University Community:** This includes but is not limited to employees, students, visitors to Penn State University premises, and any contractors performing work on University controlled property.

**Work** - The construction and services necessary or incidental to fulfill the Contractor's obligations for the Project in conformance with the Contract Documents, including the furnishing of labor and services to perform construction, alteration, demolition and/or maintenance/repair, including painting and decorating.

## **4.0 Responsibilities**

### **4.1 Contractor**

4.1.1 The Contractor is responsible for maintaining and implementing its own safety program and meeting the University’s Contractor Safety Requirements.

4.1.2 The Contractor is solely responsible for the safety of all persons on or near to the work site and for all property in proximity thereto, and must take all necessary steps to ensure a safe work site.

### **4.2 University**

4.2.1 The University is committed to helping the Contractor meet its goals of a safe, healthy and productive work site.

4.2.2 Nothing herein shall be construed as providing the University with the right or responsibility to control the manner, method and operative details of the work.

## **5.0 Safety Elements:**

### **5.1 Safety Representative**

**5.1.1** For all Projects, Contractors must designate a Safety Representative prior to the start of the Project. The Safety Representative must actively monitor safety issues on the job site on a daily basis, and shall conduct comprehensive safety inspections on at least a weekly basis. The Safety Representative shall have at a minimum completed an

authorized 30 hour OSHA Construction Safety Course within the last five years of the start of the project and a current CPR/First Aid/AED training card. Upon written request by the Contractor, the University may grant an exemption to this requirement, on a case by case basis. The Contractor must request this exemption in writing to the University prior to the start of the project. For Projects with a construction or work volume of less than \$30 million, this employee may also have additional site duties such as foreman, supervisor, or lead person.

**5.1.2** For all Projects exceeding **\$30 million** in total construction volume or deemed to be high risk by the Owner, Contractor must have a full-time Safety Professional assigned to the Project. For Projects involving a Construction Manager and exceeding \$30 million in total construction volume, it shall be the Construction Manager's responsibility to supply a full-time Safety Professional. The duties of the full-time Safety Professional must be strictly limited to safety-related activities, with no additional job site duties. In addition to the qualifications stated for Safety Representative in the preceding paragraph, the Safety Professional must have one or more of the following credentials: a professional certification beyond those referenced in subparagraph 5.1.1, a college or professional degree related to safety & health, OSHA 500, or significant previous experience and skills necessary to thoroughly understand the health and safety hazards and controls relevant to the Project in question. The designation and adequacy of qualifications of the full-time Safety Professional shall be reviewed by the University, in writing, prior to commencement of the work.

## **5.2 Site Specific Safety Plan (SSSP):**

Prior to starting the Work on any Project, all Contractors must complete and submit a SSSP that meets or exceeds the minimum requirements included in the University's Site Specific Safety Plan template. (See Appendix A). Contractors are encouraged to collaborate in the development of the SSSP with all the Project team members and other interested or affected members of the University Community.

The SSSP must be submitted to the designated University Representative on the Project. Please be sure to include provisions on how the University Community will be protected from any hazards associated with the Work. A Contractor may not begin work in the field until the SSSP has been submitted to the University. Contractors are encouraged to revise their SSSP during the course of the Project in order to keep the plan relevant to the Work. The University reserves the right to add or remove additional requirements depending on the Project and its scope.

The University shall have the right, but not the obligation, to review and comment on the SSSP. The Contractor shall carefully consider any University comments regarding the SSSP, but the Contractor bears final responsibility for scope, detail, implementation, enforcement, and administration of all such plans. Neither comments offered by the

University nor the failure of the University to offer any comments shall in any way reduce the Contractor's responsibility for safety. Contractors' corporate safety program / manual shall be available for inspection by the University, upon request, but shall not be submitted in lieu of the SSSP.

### **5.3 Safety Inspections**

**5.3.1** Any of the inspections that are performed by a contractor shall be stored within the respective project folder within e-Builder ([www.e-builder.net](http://www.e-builder.net)) or stored in hard copy on site. These will be made available upon request from the owner.

**5.3.2** *Daily Inspections:* The Contractor shall perform daily safety inspections on the job site. Any deficiencies shall be corrected as soon as possible or protected until corrections can be performed.

**5.3.3** *Weekly Documentation:* On, at least, a weekly basis throughout the duration of the Project, the Contractor shall document its safety inspections for that week, per the following requirements:

- The weekly inspection report must describe any safety deficiencies and also identify a corrective action plan for any hazards identified in the report.
- The weekly inspection report shall be available for review by the University, upon request.
- In the event that a hazard cannot be immediately and completely remedied, the Contractor must provide a means of protecting all personnel from exposure to the hazard until it can be corrected or otherwise immediately cease work in the affected area or cease the activity causing the hazard.

**5.3.4** *Monthly Inspections:* For projects exceeding \$5 million in work volume or deemed to be high risk by the Owner, a principal for the Contractor, or the Contractor's designated senior overall safety officer shall inspect the job site on, at least, a monthly basis, and shall document all relevant findings, including safety concerns or deficiencies, accidents and incidents. The person performing this monthly inspection may not be an individual who is assigned to work on the job site on a daily or regular basis. Documentation of monthly inspections shall be available for review by the University, upon request.

**5.3.5** *University Project Visits:* The Owner may perform random visits to Project sites to address adherence to the Site Specific Safety Program and the Contractor Safety Requirements:

- Any violations that are discovered will be reported to the responsible Contractor for prompt remediation and correction.

- Poor performance in regards to safety, as determined by the Owner, is grounds for contract termination and/or immediate removal from the Office of Physical Plant contractor prequalification listing.
- The Owner may also require meetings with contractors regarding safety on the Project.
- The Owner may request to review contractor safety inspection forms and the current SSSP, as required.

#### **5.4 University General Site Safety Rules:**

All Contractors are required to comply with all relevant Federal Occupational Safety and Health Regulations promulgated at 29 Code of Federal Regulations Part 1926 and Part 1910 at all times. These regulations provide the minimally acceptable work practices and procedures. The University also reserves the right to include additional requirements for a given Project based on industry best practices and the overall well-being of the University Community. Contractors must take steps to ensure the safety of faculty, staff, students, workers, and visitors of the University. Failure to comply with this document and/or the report of unsafe work shall be referred to the Owner. Incidents shall be reviewed on a case by case basis by Project Management & the Office of Physical Plant Safety Department. The following are PSU specific site rules of conduct that must be followed at all times by the contractor personnel on site:

- 100% head protection is required on the work site. (Head protection must be ANSI approved.)
- 100% eye protection is required on the work site. (Eye protection must be ANSI approved.)
- The premises shall be kept clean at all times and free from excessive dirt, rubbish, and debris resulting from the Project work. All rubbish and debris shall be removed from the work site each working day.
- Contractors shall report accidents and incidents, including Near Misses, immediately to the University Project representative, as further detailed at paragraph 5.6.19, below.
- No weapons, illegal drugs, ammunition, alcohol, or other illegal substances are permitted on the work site.
- Smoking is prohibited on the work site unless there is a designated area identified.
- At a minimum, all workers must wear long pants, t-shirts with sleeves at least 4" in length, appropriate footwear for the task being performed.
- ANSI approved high visibility vests, jackets, or t-shirts (min class 2) are required for anyone working near cranes, other heavy equipment and on/near roadways and traffic.

*Note: These general site safety rules are considered the minimum acceptable rules for any job site; however, if a Contractor or CM's safety program or safety rules are more stringent, the more stringent rules shall apply.*

## **5.5 Safety Data**

The safety data listed below shall be provided to the University upon request during the course of the project. It must also be submitted with the final invoice or final application for payment submitted by the Contractor in order to be processed. These metrics need to be project specific. All numbers (hours, injuries/illnesses, inspections) for any subcontractor shall be included in your report. See Appendix D for template for reporting or report within e-Builder.

- Cumulative hours worked
- Number of recordable injuries/illnesses<sup>1</sup>
- Number of lost time injuries/illnesses<sup>1</sup>
- OSHA Inspection information<sup>1</sup>
- Note 1: If these values are more than zero, please include a brief statement on each individual instance and the outcome of it.

## **5.6 Specific Safety Requirements**

**5.6.1 Crane Safety:** Prior to the operation of any crane on University property, a suitable location needs to be determined and the owner notified. Consideration should be made to the capacity of the physical site as well as any underground conditions. A PA One Call shall be made to confirm the presence and location of any utilities that may be located under the proposed site. See section 5.6.10 for additional information. All crane operators need to be certified by the National Commission for Certification of Crane Operators (NCCCO). All signal persons & riggers at a minimum need to be qualified in accordance with the OSHA standard. The University encourages contractors to have certified riggers & signal persons working on campus and reserves the right to request this depending on the scope of work being performed with a crane on PSU property. Contractors shall develop a lift plan for any crane work being performed. Any documentation must be provided to the owner upon request. Tag lines will be used on all lifts unless it is determined that the line itself will cause a greater hazard. If it is necessary to conduct a lift over an occupied building, a registered structural engineer shall review and certify that the building can withstand the impact of the load being dropped on the building as a worst case scenario. If the structural engineer determines that the building roof cannot withstand the impact, the building will need to be evacuated during the duration of the lift. The decision between evacuating the building or scheduling the lift for off-hours will be made by the University.

**5.6.2 Concrete & Masonry:** At no time should any contractor cut any concrete or masonry product without protecting themselves as well as others around them. This means that at a minimum, they should be using means to control the dust created from cutting of silica containing material. Dry sawing of concrete or other silica containing material is not permitted without having adequate controls in place. This includes any other activity that could create a potential silica exposure. Contractors are required to implement table 1 from 29 CFR 1926.1153 regarding Silica or have other controls in place, with validation of their effectiveness to ensure employee protection. The burden of proof will fall upon the contractor to prove to the owner their employees are complying with the OSHA standards regarding Silica containing material.

**5.6.3 Confined Spaces:** All contractors shall comply with 1926.1200, Subpart AA. In addition to this, the owner shall meet with the controlling contractor and complete the OPP Confined Space Communication & Coordination Form (Appendix C) if they will be working in or around a known permit required space. This form is designed to document all known Permit Required Confined Spaces within a project's work area. A contractor shall be responsible for providing their own rescue plan/services when working in a confined space when required. Contractors should also understand that their work and associated activities within a non-permitted space may change the classification of that space. Declassification of a permitted space must be completed by a competent person as described in the standard. See Owner for a listing of known PRCs.

**5.6.4 Demolition, Structural:** Prior to any demolition taking place, an engineering survey shall be conducted by a Qualified Person. This survey should focus on the condition of the immediate work area as well as any adjacent structure(s) next to the demolition area. This survey should be used to create a plan for demolition. The contractor is also responsible for completion and submittal of notifications to PA DEP and US EPA. The plan should include provisions for encountering asbestos, lead, other hazardous material, dust and water control during the demolition phase. It should also include the proper disposal of demolition debris and any contaminated soil (if present). The contractor shall also ensure all utilities are controlled and in a safe condition prior to the start of demolition. Contractor shall also follow 5.6.10 to ensure that no utilities endangered during the scope/course of their work. This does not apply to demolition of a ceiling or other non-load bearing item (ceilings, some walls, and some other items).

**5.6.5. Electricity:** Any electricity used on a work site must be protected by either an assured grounding program or through the use of GFCIs. This includes electrical generators, welding machines, or existing building power supply. All cords will be of the heavy duty type and have an intact ground prong and be in safe condition for use. Any electrical device shall be double insulated or grounded. No energized work will be performed on University property unless it conforms to OSHA and NFPA 70E. Notice



shall be given to the University for approval of any energized work. For electrical shutdowns, refer to section 5.6.26.1.

**5.6.6 Emergency Action Plan:** All contractors shall have a plan in place to account for all workers on the site in the event of an emergency. This plan should also include an evacuation of the site to a safe location, accounting for employees and reasons for such an evacuation. This should be practiced and reviewed throughout the job. Contractors shall work with the Owner to coordinate these drills with their customers and PSU Police Services if necessary. Contact OPP Safety for more information.

**5.6.7 Equipment Safety:** The operator of any piece of mobile equipment/powered industrial truck, shall have been properly trained in the safe use of that equipment. This includes but is not limited to fork lifts, all terrain fork lifts, scissor lifts, aerial lifts and other heavy equipment. The contractor shall also ensure the equipment is regularly inspected & maintained. Operators shall wear seatbelts at all times if equipped.

**5.6.8 Fall Protection:** All contractors must enforce 100% fall protection at 6' or higher (all trades). There may be a requirement to protect workers and employees when a hazard exists less than 6' below a lower level. The University would also discourage the use of a safety monitoring system for fall protection unless other means are determined to be infeasible or impossible.

**5.6.9 Fire Prevention & Protection:** Contractors shall follow The University's Hot Work Program while on the property. This includes supplemental fire protection for the duration of their hot work activity. At no time should a contractor rely upon any University owned fire protection equipment as their primary means. They should provide their own fire extinguisher(s) or other acceptable equipment. Contractors shall ensure that fire watch times are adhered to. If a contractor's Hot Work Program is more stringent than ours, they shall follow their own program. Additional information, including a copy of the PSU Hot Work Permit can be found here.

<http://ehs.psu.edu/hot-work/overview>

**5.6.10 Ground Disturbance & Penetration:** Ground disturbance & penetration activities include but are not limited to: driving stakes, removal or addition of plant life root systems, removal of sidewalk or roadway, removal of topsoil, removal of concrete bases, trenching, drilling, excavations, crane placement, blasting, etc. Contractors are required to submit and have a completed PA 1 Call prior to ANY ground disturbance or penetration regardless of method used, manual or mechanical. Contractors shall mark their proposed area of work boundary in white paint with their company's initials or name and a number. This will differentiate projects when the contractor has more than one project on campus. These details must be described in the notes sections of the PA 1 Call. If a contractor uncovers an unmarked utility at any time during the course of their work, work shall stop immediately and notify their PSU representative and the Work

Reception Center. Clearance to resume will only be given by the Safety Office. Contractors shall also inquire about the location of the high pressure gas line that runs through parts of campus. Upon completion of the ground disturbance & penetration, the markings from the PA 1 Call shall be removed prior to leaving the site. If a contractor strikes, damages or impacts a utility of any kind at any time, they shall notify the owner (project manager, assistant project manager, head of maintenance (commonwealth campuses), or construction services representatives. Contractors shall submit a completed Appendix E prior to the start of any ground disturbance at least 24 hours prior to the disturbance of any material.

**5.6.11 Hazard Communication/GHS:** Contractors shall have in place a program that complies with OSHA 1910.1200 to train and instruct employees in the proper use and cleanup of any chemical or material on site. Safety Data sheets for any hazardous materials shall be on site and provided to the owner upon request. Compressed gasses, fuel, and other hazardous materials shall be stored in accordance with applicable standards.

**5.6.12 Hazardous Building Material:** If a contractor's scope of work involves the abatement of any hazardous material, they shall first contact PSU Environmental Health & Safety to ensure compliance with University standards. Common materials abated on campus include asbestos, polychlorinated biphenyl (PCB) and lead paint. Additional information can be found on the PSU EHS website including policies and contact information. <https://ehs.psu.edu/hazardous-materials>

**5.6.13 Housekeeping:** The contractor shall ensure that the job site and areas immediately outside of the work zone are kept clean daily for the duration of the Project. This includes proper storage of material, routes of egress, and areas leading outside the site. In order to keep up with housekeeping, contractors are encouraged to clean up and the end of every shift.

**5.6.14 Indoor Air Quality:** The contractor shall take steps to ensure that dust and other air contaminants are controlled when working in or nearby occupied spaces. This will require work barriers be installed to separate the work zone from the occupied area of the building. This also means that substitution of products and materials and additional ventilation may be required. Air monitoring/testing may be required to ensure the safety of building occupants. If an IAQ problem is discovered, work will stop until the problem can be resolved. The specific requirements are set forth within the 01 50 00 Temporary Dust Barriers and Construction Indoor Air Quality Control Plan , which is available on the University's Office of Physical Plant website, at <https://wikispaces.psu.edu/display/OPPDCS/01+50+00+TEMPORARY+FACILITIES+AND+CONTROLS>

**5.6.15 Job Hazard Analysis/Activity Hazard Analysis:** The contractor shall outline high frequency/high risk and low frequency/high risk activities using some type of analysis to identify, evaluate and control hazards. The analysis tool must list any measures that will be taken to mitigate any safety issues. This is a requirement of the Site Specific Safety Plan. Examples of high risk work includes but is not limited to; crane picks, scaffolding, confined space, utility shut-downs, hazardous material abatement, hot work, trenching, etc.

**5.6.16 Ladder safety:** Contractors shall ensure that any ladder being used on their site has been inspected for damage prior to and during use. Any ladder that is identified as being damaged or defective shall be removed from use immediately. Ladders shall be used in accordance with the OSHA requirements for ladders.

**5.6.17 OSHA Inspections:** In the event that an OSHA inspector shows up on site, the contractor shall notify their PSU representative immediately and inform them of the purpose of their visit. If any violations are discovered, the contractor shall disclose those in a written report to the University as well as the corrective actions to be taken. Furthermore, the University's Project representative shall receive electronic copies of all correspondence or reports to or from OSHA. This information should be summarized in a contractor's final payment application or made available within e-Builder.

**5.6.18 PPE:** The contractor shall ensure that employees & visitors are wearing the minimum required PPE at all times. Additional PPE will be required when working with certain tools. Contractors shall consult manufactures instructions and OSHA standards for more information. Examples include fall protection equipment for fall exposures, face shields for demolition saws, and hearing protection. Refer to General Safety Rules section for additional PPE requirements.

**5.6.19 Process Safety Management:** Contractors working within a Process Safety Management (PSM) covered process area defined by the University shall abide by the additional qualification standards, training requirements, pre-project hazard assessments and enhanced on-site performance evaluations. Pre-project training provided by the University is required for all on-site contractor employees prior starting the project. In addition, strict compliance to the Management of Change and access to the covered process area will be enforced by site personnel. Additional information can be found on the Penn State EHS website including procedures and contact information. (<https://ehs.psu.edu/process-safety-management/overview>)

**5.6.20 Record Keeping, Incident Reporting, & Major Accident Protocol:** The contractor shall maintain records of safety training for their employees and shall document any incidents that occur on the Project (including near misses). The contractor shall notify their University Representative immediately about any incident that occurs on the jobsite. In the event that significant injury to a person (worker or other member of PSU

community) or building damage has occurred, the contractor shall contact the University as soon as possible with initial details of the incident. The University will then initiate the appropriate accident protocols. The University reserves the right to hold a meeting with all responsible parties after an incident occurs to discuss its details, cause, and preventative measures contractors will implement going forward. Upon substantial completion of the Project, the contractor shall submit safety data in accordance with this program as described in 5.5.

**5.6.21 Scaffolding:** All scaffolding must comply with OSHA's requirements. In addition, contractors shall implement some type of inspection system that will be maintained on the scaffold.

**5.6.22 Sidewalk/Roadway work:** When a contractor is working in or around a sidewalk or roadway, they shall take proper steps to ensure the safety of anyone in that area. This could mean the modification of a traffic pattern, a flag person(s), or a closure of that sidewalk and/or road. Adequate signage shall be posted and Hi-Vis clothing be worn. All work shall comply with [Temporary Traffic Control Guidelines, Publication 213 \(67 PA Code, Chapter 212\)](#). (See Appendix B, Jobsite Security Requirements).

**5.6.23 Site Control/Site Security/Fencing:** In order to maintain a safe jobsite, it is necessary for the contractor to isolate their work from any unauthorized persons. This could include fences, gates, temporary walls, or other means of protection. These should be inspected periodically to ensure the integrity of the control method. (See Appendix B, Jobsite Security Requirements, for additional site requirements & guidance)

#### **5.6.24 Spill Prevention and Response**

Contractors may have fuels, oils, and/or machinery which contains these materials on site, as well as other materials which may cause contamination if spilled or released. The Pennsylvania Department of Environmental Protection (PADEP) in 25 PA Code Chapter 102.5 (I) requires an operator to prepare and implement a Preparedness, Prevention, and Contingency (PPC) Plan when storing, using, or transporting a number of materials including: fuels, chemicals, solvents, pesticides, fertilizers, lime, petrochemicals, wastewater, wash water, core drilling waste water, cement, sanitary wastes, solid wastes, or hazardous materials. If a contractor has a requirement from PADEP for a PPC Plan, it is the contractor's responsibility to prepare the PPC Plan that is specific to the type and volume of hazardous materials to be used/stored during the project. The PPC Plan provides information on the materials that could cause spills or releases, practices to reduce the possibility of these, and procedures that need to be undertaken if they occur.

Contractors have the primary responsibility for spill prevention, clean-up and for reporting spills to PADEP in accordance with 25 PA Code Chapter 91.33 and 91.34 regardless of the presence or absence of a PPC Plan. At Penn State, a contractor must

contact PSU project management personnel as soon as possible following a release or spill of any of these materials. Contractors should have spill control materials on site that are sized to the largest expected release – typically these are hydraulic releases from equipment. Penn State provides the document [Fuel Handling Practices, Spill Response, and Responsibilities for Contractors](#) on [the Environmental Health and Safety \(EHS\) website](#) for guidance on spill/release cleanup. EHS may provide additional specific requirements based on the size of the spill, where the spill occurred, and the material spilled. They can also provide a few local environmental firm names that can assist with the required sampling for disposal and for confirming that cleanup has been complete, if needed. Spill cleanup reports are to be submitted to PSU site personnel and to EHS.

**5.6.25 Trenching & Excavations:** All excavations or trenching on campus shall comply with the applicable OSHA standards as well as section 5.6.10. The soil type on campus is typically treated as type C unless classified otherwise by a Qualified Person. A competent person must inspect the excavation prior to the start of work and after any event that could have compromised the safety of the trench or excavation. These records, along with methods & results of soil testing shall be available for the owner to review.

**5.6.26 Utility Shutdown:** During the course of work, it may be necessary to shut down certain systems. These could include, steam, electrical, sprinklers, and water. PSU has an established process shall be used and the shutdown shall be coordinated with the University prior to any utility being shut off. Contractors should go through their respective Owner points of contact (Project management staff, Construction Service Representatives etc.) (<http://opp.psu.edu/about-opp/divisions/work-control-center/shutdown-coordination>)

**5.6.26.1 Electrical Shutdowns** - The Contractor shall be responsible for scheduling all electrical shutdown requests with the Office of Physical Plant. The Contractor shall be responsible for de-energization and energization of electrical equipment within Contractors scope of work. The Office of Physical Plant will require a representative to be physically present during de-energization and energization of electrical equipment within the Contractors scope of work.

**5.6.27 Utility Tunnels:** Before working in a utility tunnel, the Contractor is responsible for coordination with the appropriate PSU Utility Contact. See Confined Space section at 5.6.3 for additional details. Contact Owner's representative for additional information.

**5.6.28 Visitors/Tours:** The University may bring visitors to the site for various reasons. These visits will be coordinated with the Contractor as far in advance as possible as to not impact the Project schedule. The Contractor shall hold these visitors to the same safety requirements as anyone else on the site. Orientation to the site may be required

depending on the scope of work at the time of the tour. The Contractor shall ensure that any recognizable hazards are controlled prior to visitors arriving on site. Site safety rules must be strictly adhered to at all times during the tour.

**5.6.29 Weather:** Contractors shall ensure that jobsites and any equipment or material stored on their jobsite is secured to prevent damage from severe weather. This includes the storage of equipment, materials or trash that may potentially fall from a height and/or cause personal injury or damage to property. This includes but is not limited to job site fences, building material, construction waste, temporary enclosures, lifts, and cranes.

## 6.0 Record of updates, changes & additions

Date of update	Location	Subject	Changed by	Notes
12/2017	5.4	Contractor Safety Accountability updated	JR	
12/2017	5.6.XX	Revised numbers for added sections to keep topics in alphabetical order	JR	
12/2017	5.6.2	Revised section to include table 1 with Silica.	JR	
12/2017	5.6.10	Revised requirements for this section to include additional requirements/protocols for ground disturbance/penetrations. Added requirement to remove markings.	JR	
12/2017	5.6.12	Section renamed to Hazardous Building Material	JR	
12/2017	5.6.24	Added spill section for contractors	JR/EHS	New section
12/2017	6.0	Added record of updates, changes & additions section	JR	New section
12/2017	Appendix B	Fencing requirements changed – blue screen and code reference	JR	
12/2017	Appendix E	Added Ground Disturbance Form	JR	
12/2018	5.3	Added e-Builder guidance for reporting	JR	
12/2018	5.5	Added e-Builder guidance for reporting	JR	
12/2018	5.6.XX	Revised numbers for added sections to keep topics in alphabetical order	JR	
12/2018	5.6.2	Grammar edits	JR	
12/2018	5.6.17	Added e-Builder reference	JR	
12/2018	5.6.26.1	Add specifics on electrical shutdowns	JR	
12/2018	5.6.5	Added reference to electrical shutdown	JR	

## Appendix A

### Site Specific Safety Plan (SSSP) Template

**Purpose:** The intent of this template is to identify the MINIMUM requirements of a Site Specific Safety Plan (SSSP) for any contractor awarded work at Penn State University (PSU). Contractors are encouraged to elaborate and expand upon these requirements.

**SSSP Deliverable:** The SSSP shall be submitted to the OPP Project representative along with other required contract documents prior to contract execution. Failure to submit the SSSP will result in a delay of the start of the Work. DO NOT SUBMIT your company's safety manual.

**SSSP Template** (minimum requirements): PSU reserves the right to request additional information on a project by project basis.

1. **Scope of Work:** narrative of the Project scope associated with your contract including schedule and major Project milestones.
2. **Designated On-Site Safety Representative and Competent Persons**
3. **Safety Orientation Program:** process to orient workers and visitors to your safety rules and expectations including ongoing toolbox safety talks.
4. **Hazard Communication Program and Safety Data Sheets**
5. **24-hour emergency points of contact**
6. **Site Logistics Plan:** plan shall address student/faculty/staff/public protection, traffic plan, equipment and lay-down areas, site security, tire washing, emergency evacuation muster points, etc.
7. **Min. PPE requirements**
8. **Accident Procedures**
9. **Safety Audit/Inspection Procedures**
10. **Project Clean-Up Plan:** detail how your company plans on keeping the workplace clean and free of potential hazards.
11. **Hazard Assessment:** identification of hazards associated with defined Project tasks. Please focus on highly hazardous tasks associated with the work (crane picks, scaffolding, confined space, utility shut-downs, hazardous material abatement, hot work, trenching, etc.).

**Reminder:** Contractors will also be required to submit the following information to the OPP Contractor Safety Coordinator prior to final payment:

1. Total Project man-hours worked
2. Total OSHA Recordable injuries and illnesses on Project<sup>1</sup>
3. Total Lost Time Injuries on Project<sup>1</sup>
4. OSHA Inspection information (if applicable)<sup>1</sup>
  - Note 1 : If these values are more than zero, please include a brief statement on each individual instance and the outcome of it.

Any questions regarding the submission of SSSP may be directed to Jonathan Risley (jrr26@psu.edu).



## Appendix B

### Construction Project Security/Fencing Requirements

The following safety and security measures shall be implemented on construction projects, as applicable. Contractors will work with their subcontractors and the University to ensure protection is in place for the safety of the University community. These requirements will cover project fencing, pedestrian overhead protection, construction traffic control measures, and construction signage. Contractors shall also monitor the effectiveness of these controls and ensure their integrity is maintained per the requirements and throughout the project. Public protection shall conform to all local codes in addition to the following requirements (the more stringent shall apply):

#### Project Fencing:

1. All construction projects (inclusive of stored material, equipment, etc.) shall be fenced at all open perimeters to prevent unauthorized or inadvertent entry by the public.
2. Provide a six foot high (6') chain-link fence with galvanized frame and entry gates as required. All fencing to include top and bottom stabilizing rail between posts. All fence tubing shall be capped at an open end.
3. Where required, provide 5'-6" mesh fabric windscreen, mount top of fabric to top stabilizing bar. Fabric shall be PVC vinyl coated polyester, equal to Tenn-air curtain style, color US Open blue as manufactured by M. Putterman and Co., Inc. (800) 621-0146. Windscreen shall have reinforced hems and grommets every 12 inches on all edges. Install windscreen on construction side of fence, using 50-pound break strength tie wraps at every grommet. Pull fabric taught and maintain in this condition. See project leader for more details on blue screen locations based on duration and scope.
4. Where blue screen is used on a project, it shall not be used in conjunction with fence pedestals, sand bags, or other easily moved base/structures.
5. Contractor is responsible to ensure fencing is designed and installed according to the currently adopted versions of Current edition(s) of International Building Code Section 1609, and ASCE-37. Gaps in fencing shall not exceed 4" in the vertical or horizontal direction at any location.
6. Where construction material may tend to splash or fly into public areas, the fence shall be constructed of solid material such as plywood, and be free of openings which might permit the passage of the materials. This fence should also meet the same requirements stated within this document.
7. Fences shall be free of projections such as protruding nails, etc., upon which the public may become injured. Additionally, when pedestal fencing bases are used (meeting the performance requirements of this document) shall not protrude more than 5 inches into a

walking path. In general, fences shall be free of projections that may present tripping hazards to the public.

8. No materials, debris, or equipment shall be stored outside of the fencing.
9. Openings in fences for the passage of construction vehicles and employees shall be equipped with gates that in a closed condition do not allow unauthorized or inadvertent entry by the public. All gates shall remain in a closed condition when not in use.
10. All gates shall be equipped with locking devices and shall be locked during non-working hours.
11. Where the erection of fences is not immediately feasible due to the nature of the work, or where fences must be temporarily taken down to facilitate the work, alternate protection shall be provided to ensure the safety of the public.
12. Gates should swing inward as to not create a hazard to oncoming pedestrian and vehicular traffic.
13. All fences shall be installed in a manner to allow access to building fire department connections (FDCs).

#### Pedestrian Overhead Canopies:

1. When applicable or necessary, sidewalk canopies or covered walkways erected over pedestrian walkways shall be constructed according to local codes. Overhead protection must be built in a manner to prevent falling objects, tools and/or debris from harming the public. Roof canopy protection shall be designed and installed to withstand projected impact loading from overhead work.
2. Temporary walkways constructed under canopies shall present a smooth and stable walking surface, free of excessive deflection and tripping hazards, comply with ADA requirements.
3. Canopies and covered walkways shall be lighted in accordance with local codes. Maintain lighting in working order at all times.
4. Canopy roofs are not to be used for the storage of construction materials or equipment.
5. Canopies are not to be used as work platforms.

#### Construction Traffic Controls:

1. Each Contractor shall assign dedicated personnel to direct construction delivery traffic to ensure pedestrian safety. All construction operations involving workers, construction vehicles, and equipment in the public way, which are not static or fixed, but are changing or

- fluid, shall be attended by one or more flaggers as required to safely control pedestrians and other vehicular traffic around the operations.
2. Traffic control personnel shall be trained in accordance with PennDot Publication 213. In all cases where flaggers are used to control pedestrians and vehicular traffic, they shall receive instructions in the type of work to be done, traffic controls required, and proper signaling of traffic.
  3. Construction vehicles backing up on the job site shall be equipped with back-up alarms or have a flagger.
  4. Flaggers shall wear high visibility PPE, ANSI approved, and use a flag to signal traffic.
  5. Where construction operations take place in a pedestrian walkway or create safety hazards over pedestrian walkways, the walkway shall be closed and pedestrian traffic routed to safe, alternate walkways. Walkways shall be closed with barricades and warning signs clearly posted at the points of closure, warning of the hazard and clearly indicating the alternate walkway.

#### Construction Signage:

1. Subcontractor shall provide for the prompt and conspicuous posting and maintenance of Danger Signs, Caution Signs and Safety Instruction Signs as required for general use at the project to alert and inform subcontractors and workers of safety hazards and safety rules and regulations.
2. Areas adjacent to gates where construction vehicles are entering and leaving the job site shall be posted with signs warning the public to watch out for trucks and other vehicles.
3. All doors, gates or other points of entry from occupied areas into construction areas shall be posted with warning signs. Signs may state "DANGER: CONSTRUCTION AREA," "KEEP OUT," "AUTHORIZED PERSONNEL ONLY," etc. Signage strategy must be reviewed with the University.
4. Where blind spots may exist for pedestrians or motorists along fences, under canopies, at approaches to driveways or gates where construction vehicles are entering or leaving the job site, appropriate warning signs shall be posted to warn the public of the hazard. Strategic placement of Plexiglas mirrors will help both pedestrians and vehicles through potential blind spots.
5. Contractors shall post signs with jobsite information regarding emergency contact information for the project.
6. Contractors shall provide signs on fencing that identifies the locations of any fire hydrant, FDC, or other important location so it can be seen from the road/street.

## Appendix C

### OPP Confined Space Communication & Coordination Form

In order to comply with 29 CFR 1926.1203(h), an owner's representative (Project Management, Construction Services Representative, Commonwealth Services, OPP Safety, or EHS) shall review the following information with a contractor regarding permit required confined spaces, PRCS, at the project mentioned below. If contractor's scope does not include entry into a PRCS, the owner will ensure that any PRCS in which a contractor could enter is properly identified and secured.

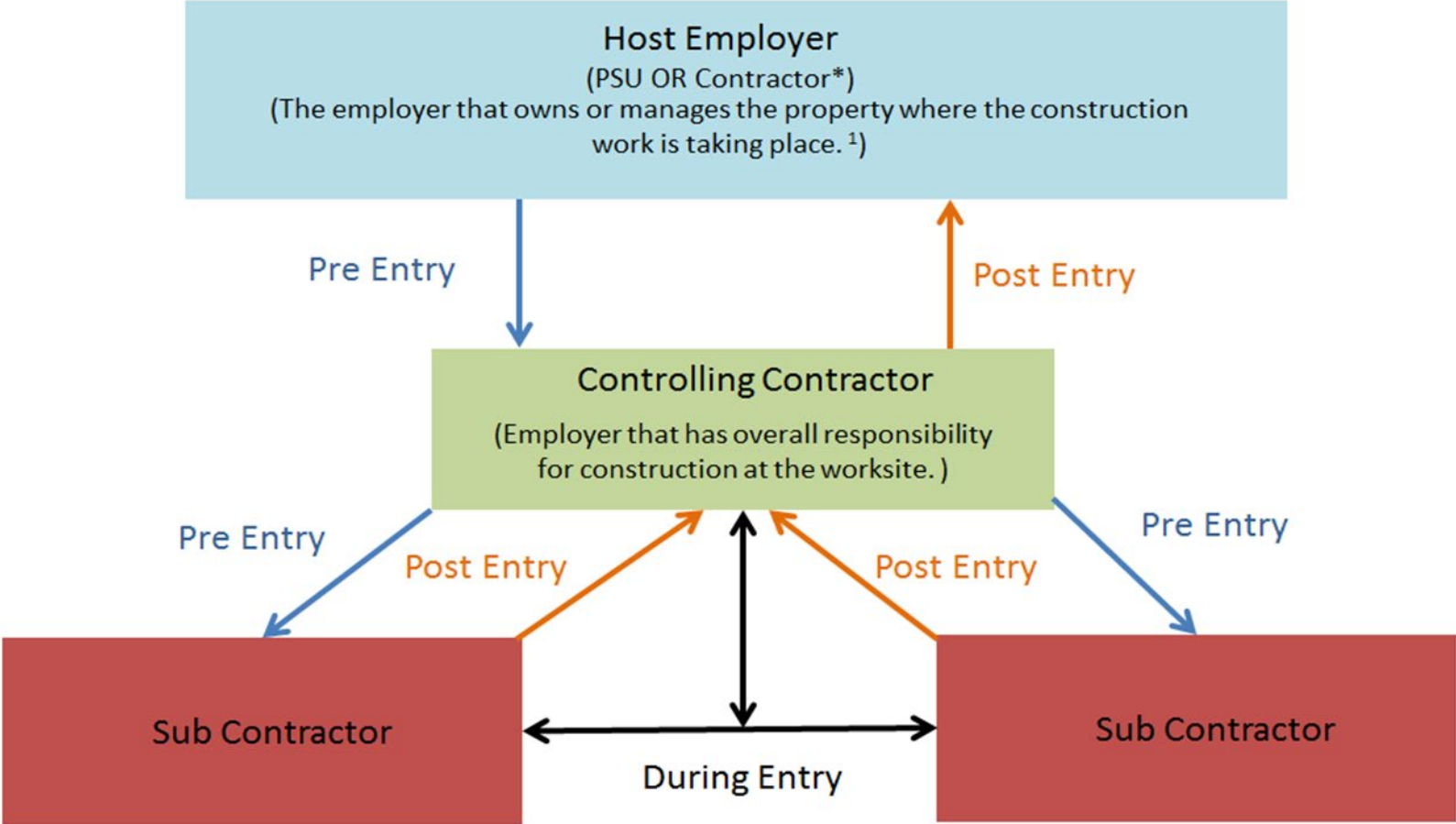
Date		Project Name	
Project Number		Campus (UP, Berks, Erie)	
Owner's Representative (Name & Title)		Contractor's Representative (Name & Company)	

Before entry into any PRCS takes place, the owner shall meet with the contractor assuming control of the project or PRCS to discuss the following regarding each PRCS associated with that project (Location of PRCS, hazards of each PRCS, precautions that previous contractors or hosts have used in each PRCS, any other information related to the PRCS).

Location of PRCS	Hazards of PRCS	Precautions	Additional Information

Once completed, work can then begin according to the appropriate confined space standard (29 CFR 1910. 146 and/or 1926.1200) and the contractor's confined space program.

# PSU Confined Space Flow Chart



1. If the owner of the property on which the construction activity occurs has contracted with an entity for the general management of that property, and has transferred to that entity the information specified in §1203(h)(1), OSHA will treat the contracted management entity as the host employer for as long as that entity manages the property. Otherwise, OSHA will treat the owner of the property as the host employer. In no case will there be more than one host employer. Please use the reverse side of this form to document this meeting.

## Appendix D – Safety Information

As described in OPP’s Contractor Safety Requirements, section 5.5, contractors are required to submit the following data to OPP as outlined:

### 5.5 Safety Data

The safety data listed below shall be provided to the University upon request during the course of the project. It must also be submitted with the final invoice or final application for payment submitted by the Contractor in order to be processed. These metrics need to be project specific. All numbers (hours, injuries/illnesses, inspections) for any subcontractor shall be included in your report. See Appendix D for template for reporting.

- Cumulative hours worked
- Number of recordable injuries/illnesses<sup>1</sup>
- Number of lost time injuries/illnesses<sup>1</sup>
- OSHA Inspection information<sup>1</sup>
- Note 1: If these values are more than zero, please include a brief statement on each individual instance and the outcome of it. Use additional paper or copies of this form if needed.

<b>Project Name:</b>	<b>Start &amp; End Dates:</b>
<b>Cumulative Hours Worked</b>	
<b>Number of recordable injuries/illnesses</b>	
<b>Number of lost time injuries/illnesses</b>	
<b>OSHA Inspection information</b>	
<b>Additional Information: Please provide details on any injury, illness or inspection that is recorded above.</b>	

## Appendix E - Office of Physical Plant Ground Disturbance Form

This form is to be completed in its entirety by the person in charge of the ground disturbance (digging, excavation, stake driving etc.) This form shall be submitted electronically to the PSU Project Manager/Leader, CSR (if assigned), the Maintenance Supervisor (Commonwealth Campuses) and [oppsafety@psu.edu](mailto:oppsafety@psu.edu) at least 1 business day prior to any earth disturbance. If the scope changes to include a larger area, this form will need re-accomplished along with another PA 1-Call. Pictures of the site post 1 Call may be included with the form.

Project Name		
Project Number/Work Order Number		
Project/Work Order Start & End Dates of ground disturbance		
Location of disturbance (marked in white with company initials & #)		
PA 1-Call Ticket Number/Date		
Ground Disturbance Activities on Site <input type="checkbox"/> Driving of any stake <input type="checkbox"/> Add/remove plant life root systems <input type="checkbox"/> Trenching/excavation <input type="checkbox"/> Sidewalk/roadway removal <input type="checkbox"/> Crane placement <input type="checkbox"/> Blasting <input type="checkbox"/> Topsoil removal <input type="checkbox"/> Other	Utilities that were located on site <input type="checkbox"/> Temp. Survey Markings (pink) <input type="checkbox"/> Electrical (Red) <input type="checkbox"/> Gas, oil, steam, petroleum or gaseous material (yellow) <input type="checkbox"/> Communication, alarm, or signal line (orange) <input type="checkbox"/> Potable water (blue) <input type="checkbox"/> Reclaimed water, irrigation, and slurry (purple) <input type="checkbox"/> Sewer and drain lines (green) <input type="checkbox"/> Other: _____ (color: _____ )	
Other resources consulted – list (drawings, mapping etc.)		
Contractor Name, 24 hour POC and Contact info, include email & phone number		
PSU Project Manager/Leader Name (Contact info, include		
PSU Construction Services Rep/Maintenance Supervisor (Contact info, if assigned)		
Name & Contact of person completing permit (Printed)		