

# KUMC Contractor Safety Plan

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<b>Table of Contents</b>	<b>Page</b>
Policy	1
I. Objectives	1
II. Responsibilities	2
III. Health and Safety Plan	3
IV. Pre-Construction Meeting	4
V. Non-Compliance with Health and Safety Requirements	4
VI. Safety Training	5
VII. Incident Reporting	5
VIII. Safety and Personal Protective Equipment	5
IX. Documentation	5
X. Recognized Safety Hazards	5
Appendix A – KUMC Safety and Health Policies and Procedures	8

## **Policy**

All firms contracted by the Kansas University Medical Center (KUMC) are required to comply with all applicable Federal, State and local regulations. Federal regulations that impact construction projects include, but are not limited to, Occupational Safety and Health Administration's (OSHA) construction regulations – 29 CFR 1926, Environmental Protection Agency's (EPA) clean air and water regulations – 40 CFR, the Department of Transportation's (DOT) regulations – 49 CFR. State of Kansas regulations include, but are not limited to, asbestos regulations – Article 50, 28-50-1. Also, all firms are required to comply with KUMC safety, health, and environmental policies and requirements.

Kansas University Medical Center is responsible for providing a safe and healthful work environment for its employees. Contract work, especially in occupied buildings, may present situations or conditions that may adversely impact the safety and health of KUMC employees and surrounding environments. KUMC is also responsible for providing a safe environment for patients, their guests, and visitors to the facility.

### **I. Objectives**

- Provide a system to inform contractor of hazards present at KUMC
- Require contractors to comply with all applicable regulations
- Provide opportunities to communicate concerns, potential hazards and means to protect individuals at or near the project site.
- Develop a system to evaluate work practices and evaluate accidents/incidents
- Assure that contractors understands the requirements necessary to perform work at KUMC

## II. Responsibilities

**All KUMC personnel** responsible for managing contracts will ensure that:

- A. Each contractor is provided with warnings of hazards and information about KUMC programs for abating these hazards.
- B. Each contractor is informed of KUMC safety, health, and environmental policies and requirements. **Refer to appendix A**
- C. The work is conducted in a safe and responsible manner in compliance with all applicable regulations and KUMC requirements.

**KUMC Contracting Officer.** The Contracting Officer will ensure that the contract language requires the contractor to:

- A. Meet all applicable federal, state, and local environmental, health, and safety regulations and KUMC policies;
- B. Provide its employees with the necessary training, medical exams, and safety equipment necessary to perform work safely at KUMC;
- C. Submit written comprehensive safety and health plan for the specific contract undertaken;
- D. Comply with all applicable federal, state, and local regulations and KUMC policies, with violation being grounds for default of the contract.

**The KUMC Contracting Officer will also:**

- A. Communicate the contractual, statutory, and other environmental, health and safety requirements to the contractor prior to the start of the contract;
- B. Ensure that the safety and health plan is submitted with the bid package;
- C. Ensure that such requirements are addressed in the Request for Solicitation and/or contract paperwork;
- D. Ensure that such requirements are observed; and
- E. Upon receipt of a report of a noncompliance or any condition that poses a serious or imminent danger to health or safety, issue a request for immediate corrective action from the contractor.

**KUMC Project Manager.** The KUMC Project Manager will, prior to the start of the contract, inform the contractor of the requirement to observe all environmental, health, and safety provisions specified in the contract, provided by statutes/regulations or otherwise required. The Project Manager and his/her representative will:

- A. Attend all pre-construction meetings held with contractors.
- B. Provide KUMC Safety Office and KUMC Security with a tentative construction schedule for contractors on-site and immediate written notification of changes.
- C. Notify KUMC Safety Office of contractor work schedule, location, and special precautions or concerns prior to the start of the project.
- D. Inform contractor of KUMC's Safety Office website and other KUMC safety resources.
- E. Monitor the contractor's work performance and determine if contractor is complying with the contract health and safety plan and pertinent environmental, health, and safety regulations. Any questions regarding

compliance with specific regulations should be referred to KUMC Safety Office.

- F. Provide the Safety Office with an opportunity to review blueprints relating to the project.
- G. Ensure that all required licensing, certification, and permits are completed by the contractor and provided for review and signature of an authorized person and/or appropriate KUMC Safety Office personnel. Examples would include asbestos licensing and worker certification and building permits.
- H. Notify KUMC Safety Office immediately of construction accidents and provide KUMC Safety Office with a copy of the contractor's accident reports.
- I. Notify KUMC Safety Office immediately of an OSHA, EPA, or other agency complaint and/or inspection of contractor's jobsite.

**KUMC Safety Office.** The KUMC Safety Office will:

- A. Upon request, review the contractor's safety and health plan.
- B. Upon request, inspect or monitor the contractor's adherence to its written health and safety plan and all applicable environmental, health, and safety requirements.
- C. Assist in the investigation of construction accidents.
- D. Represent KUMC during all OSHA, EPA, or other agency inspections.

**Contractor.** A firm or individual contracted to KUMC is responsible for meeting all contractual agreements and for providing a safe and healthy workplace for its employees and KUMC employees working near the construction project. The contractor will:

- A. Comply with all Federal, State, and Local safety and environmental regulations.
- B. Notify the Project Manager of changes in schedule or work procedures.
- C. Notify the Project Manager of construction accidents in a timely manner.
- D. Notify the Project Manager of non-formal OSHA complaint notifications and/or OSHA inspection of the jobsite.

### **III. Health and Safety Plan**

When required by the contract, the contractor must develop and implement a comprehensive health and safety plan for his or her employees that covers all aspects of onsite construction operations and activities associated with the contract. This plan must comply with all applicable health and safety regulations and any project-specific requirements that KUMC has specified. The health and safety shall include applicable written safety programs, as required by OSHA, including the following; Safety Management, Fall Protection, Personal Protective Equipment Hazard Evaluation, Respirator, Permit-Required Confined Space, Control of Hazardous Energy (Lockout/Tagout), and Hazard Communication. The contractor must provide the Contracting Officer with a copy of this plan with its bid package.

Acceptance of the contractor's health and safety plan only signifies that the plan generally conforms to the requirements of the contract. It does not relieve the contractor of the

responsibility for providing employees with a safe and healthful work environment. This concept must be communicated to the contractor by the Contracting Officer and also incorporated into the contract document.

#### **IV. Pre - construction Meeting**

Representatives of the contractor shall meet with the KUMC Contracting Officer and Project Manager prior to the start of construction for the purpose of reviewing safety requirements and discussing implementation of all health and safety provisions pertinent to the work under contract. If the project involves disturbance of asbestos, representatives of the Asbestos shop and/or KUMC Safety office shall attend the meeting. If the project involves radioactive materials or areas that may be radioactive, representatives of the KUMC Safety Office shall attend.

The Project Manager will review the contractor's site-specific safety and health plan with the contractor as well as review all required material safety data sheets (MSDS) submitted for proposed products to be used by the contractor.

KUMC is required by OSHA standards, most notably 29 CFR 1910.1200, Hazard Communication Standard, to provide information to contractors on the hazards present at the work site. This information will be made available to the contractor in the project specifications (pre-bid) as well as at the pre-construction meeting.

The KUMC Safety Office will, upon request, provide the contractor with copies of KUMC Safety Office written procedures, which include but may not be limited to, lockout/tagout, confined space entry and permit process, and fall protection.

#### **V. Noncompliance with Safety and Health Requirements**

If during the course of the contract, Contracting Officer, Project Manager, or KUMC Safety Office personnel identify any situations of non-compliance with the contractor's safety and health plan or KUMC Safety Office policies, KUMC personnel will bring them to the attention of the contractor, Project Manager, and the Contracting Officer verbally and will immediately follow-up in writing.

If after notifying the Project Manager and Contracting Officer in writing of deficiencies in any health, safety, or environmental requirements, KUMC Safety Office personnel find continued violations of those requirements, or find actions that pose an imminent danger, an immediate order to stop work will be issued. Should this occur, KUMC Safety Office personnel will bring the matter to the immediate attention of the Project Manager, Contracting Officer, and the Director of the KUMC Safety Office. Such violations may result in the default of the contract.

KUMC Safety Office personnel will document with a memo to file all violations brought to the attention of the contractor, Project Officer, Contracting Officer, and the Director of the KUMC Safety Office.

## **VI. Safety Training**

The contractor must ensure that its employees have completed appropriate health and safety training when required by Federal, State, or local statute/regulations and KUMC Safety Office requirements and provide documentation of such training when required by the contract.

## **VII. Incident Reporting**

The KUMC Safety Office will participate with Project Manager and contractors in the investigations of incidents resulting in injury/illness and/or damage or loss of government property. They may also investigate near miss incidents.

## **VIII. Safety and Personal Protective Equipment**

Unless otherwise specified, the contractor is responsible for providing all necessary safety and personal protective equipment needed by its employees. This equipment must meet appropriate OSHA and ANSI approval requirements and be in good working order.

The contractor shall ensure that its employees have received appropriate training on the use and maintenance of safety and personal protective equipment prior to its use. Failure to use or to correctly use appropriate safety equipment is a violation of the contract and may result in default of the contract.

## **IX. Documentation**

The contractor must provide KUMC with documentation of all required contractor licensing, employee certification, training, medical exams, permits, material safety data sheets (MSDS), etc., for his or her employees or operations at the pre-construction meeting. The project manager shall maintain these records.

## **X. Potential Safety and Health Hazards**

KUMC environments present a variety of unusual and unique hazards. The following highlights some of the major hazards that may be encountered at KUMC.

Fire Prevention and Protection. The contractor shall prepare and carry out an effective fire protection and prevention plan, including provisions for the fire protection and suppression equipment set forth in this section. This plan shall be made part of the comprehensive safety and health plan submitted by the contractor with its bid package.

- A. Housekeeping. Good housekeeping, with provision for prompt removal and disposal of accumulations of combustible scrap and debris, shall be maintained in all areas of the jobsite. Self-closing metal containers shall be used for disposal of waste saturated with flammable liquids.
- B. Codes and regulations. The contractor shall comply with the requirements published in the current revisions of the National Electrical Code, National

Electrical Safety Code, Life Safety Code, and the National Fire Protection Association standards.

- C. Smoking. Smoking is not allowed inside all KUMC buildings. Other sources of ignition shall not be permitted in areas where flammable or explosive materials are stored or are present. All such areas shall be conspicuously posted: NO SMOKING OR OPEN FLAMES.
- D. Fires. Fires and open flame devices shall not be left unattended unless protected with automatic temperature control and cutoff devices.
- E. Cleaning and degreasing. Gasoline and liquids with a flash point below 100 degrees Fahrenheit shall not be used for cleaning and degreasing.
- F. Building exits. All buildings, shops, and plant facilities in which employees are required to work shall have at least two well-marked and lighted exits. The two exits shall be arranged to minimize the possibility of both exits being rendered inaccessible by one fire or emergency condition.
- G. Fire extinguishers. Distinctly marked fire extinguishers rated 2A10B:C or greater shall be suitably placed as follows:
  - 1. One for each 3,000 square feet of building area or major fraction thereof. Travel distance from any point of protected area to nearest extinguisher shall not exceed 100 feet.
  - 2. One or more on each floor of buildings with at least one located adjacent to each stairway.
  - 3. At least one located outside but not more than 10 feet from the door opening into any room used for storage of more than 60 gallons of flammable or combustible liquids.
  - 4. At least one located not less than 25 feet or more than 75 feet from any outside flammable or combustible liquid storage area.
  - 5. At least one within 50 feet of wherever more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas is being used

Asbestos. There are various asbestos containing materials (ACM) at KU Medical Center. The Contracting Officer and/or Project Manager:

- 1. Shall inform the contractor of locations of ACM in or near construction area.
- 2. Shall not disturb any building material without approval of the Contracting Officer or Project Manager.
- 3. Shall notify the Project Manager of suspicious or potentially unidentified asbestos containing material.
- 4. Shall comply with all Federal, State, and Local asbestos regulations if disturbing asbestos containing materials at KU Medical Center.

Bloodborne Pathogens. Certain areas of KU Medical Center contain bloodborne pathogens and other biological agents. In addition to the normal hospital environments, contractors can be exposed to bloodborne pathogens and biological agents during maintenance of ventilation, sewage and waste streams, and trash. Do not place construction waste materials in containers labeled with the following symbol. Also, do not place containers with the following symbol into construction waste containers.

Radioactive Materials. Radioactive materials are used at KU Medical Center for treatment, diagnosis, and research. Contractors may be exposed to radiation while working on plumbing in radiation use areas, working with refrigerators and/or chemical fume hoods in which radioactive materials have been stored, and conducting work in labs that use radiation. Areas with potential radiation exposure are labeled with the following symbol. Do not place construction waste materials in containers labeled with the radiation symbol. Also, do not place containers with the radiation symbol into construction waste containers.



Disposal of construction waste. Construction waste including flammable liquids, chlorofluorocarbon (Freon) containing materials such as spray cans, and other regulated waste shall not be placed in any waste containers.

Patient areas. Special care must be taken while working in or near patient areas. Use of noisy equipment such as hammers and power tools shall be minimized. Loud radios and talking shall be avoided. Cell or Mobil telephone shall be turned off in patient care areas. Every means shall be used to provide a peaceful, restful, and quiet patient area.

Roof work. In the event that contractors are required to conduct activities on the roof of any building containing chemical fume hood exhausts or other hazard control ventilation system exhausts, these employees must first notify the Project Manager to provide them with pertinent information as related to these activities. Hazardous chemical, biological, or radioactive materials may be exhausted through these hoods.

Work On or Around Control Ventilation. When conducting work on Biological Safety Cabinets, Chemical Fume Hoods, and Patient Isolation Room Exhausts, contractors have the potential to be exposed to chemical, biological, or radioactive materials. For this reason, they must notify the Project Manager to assist them in developing safe work practices.

Confined Space Entry. When conducting work in Confined Spaces the contractor shall comply with the permit space requirements (29 CFR 1910.146). The contractor shall obtain any available information from the KUMC project manager regarding permit space hazards and entry operations, coordinate entry operations, and inform the KUMC of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

#### Control of Hazardous Energy

Contractors are required to comply with OSHA's Control of Hazardous Energy regulation (29 CFR 1910.147), often referred to as Lockout/Tagout. Consult with the project manager to identify sources of energy and control procedures.

## **Appendix A**

Specific operating procedures and Medical Center policies are outlined in the KUMC Safety and Health Policies and Procedures manual which include:

- Asbestos
- Confined Space Entry
- Disaster Preparedness and Emergency Response
- Equipment Management and Electrical Safety
- Fall Protection
- Fire Safety, Evacuation Plans, and Interim Life Safety Measures
- Hazard Communication (Employee Right-to-Know)
- Hazardous Drug Policy and Procedures
- Hazardous Chemical Waste Management
- Hearing Conservation
- Infection Prevention and Control Plan
- Laboratory Safety
- Laser Safety
- Lock-Out/Tag-Out
- Personal Protective Equipment
- Radiation Safety Policies and Procedures
- Respiratory Protection Program
- Utilities Outage Plan
- Waste Disposal Guidelines
- Workplace Violence Policy