



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Environmental Health and Safety

Contractor Safety Program

February 2, 2016

1. INTRODUCTION

1.1. Purpose

Indiana University Environmental Health and Safety (IUEHS) has developed this Program to assure the safety of university faculty, staff, students and visitors who may be in proximity to renovation, demolition, installation, or maintenance operations performed by contractors or subcontractors.

Every contractor is expected to take steps, as necessary, to protect the safety and health of university faculty, staff, students and visitors during the performance of their work activities. Each contractor that coordinates the work of subcontractors is solely responsible for ensuring that they abide by the requirements outlined herein.

This Program does not cover the legal responsibilities that contractors and subcontractors have regarding their own employees, but only the steps necessary to protect members of the campus community. Those responsibilities, including but not limited to compliance with 29 CFR 1910 and 29 CFR 1926, rest solely with the contractor.

1.2. Scope

This Program covers all work activities performed by contractors and subcontractors on Indiana University properties.

2. AUTHORITY AND RESPONSIBILITY

2.1. University Environmental Health and Safety (IUEHS) is responsible for:

- 2.1.1. Developing, implementing, and administering the Contractor Safety Program;
- 2.1.2. Providing and coordinating access to the online Contractor Safety Training;
- 2.1.3. Conducting contractor job site visits;
- 2.1.4. Maintaining centralized records of IUEHS training, site visit data, and reports;
- 2.1.5. Providing technical assistance to university personnel;
- 2.1.6. Attending project kick-off and update meetings when necessary; and
- 2.1.7. Communicating safety hazards to the IU Project Manager.

2.2. University Architects Office, Project Manager, Facilities Services/Physical Plant and other Maintenance Groups are responsible for:

- 2.2.1. Including a copy of the Indiana University Contractor Procedures Manual in project specifications;
- 2.2.2. Informing contractors of the Indiana University Contractor Safety Program;
- 2.2.3. Ensuring that the contractor representative has completed the online Contractor Safety Training prior to the beginning of work;
- 2.2.4. Ensuring construction sites do not endanger the safety of IU students, faculty, staff, and visitors or cause unnecessary hazards on IU Property;
- 2.2.5. Ensuring that safety hazards are addressed in a timely manner;
- 2.2.6. Communicating site hazards to the contractor;

- 2.2.7. Providing IUEHS for the respective campus with complete documentation of the proper disposal of environmentally-hazardous materials originating at IU;
- 2.2.8. Reviewing all safety related policies and procedures with the contractor, including, but not limited to, rules and procedures, and special work permits or specialized work procedures; and
- 2.2.9. Informing IUEHS whenever safety issues are identified.

2.3. Other University Departments are responsible for:

- 2.3.1. Notifying IUEHS for the respective campus of safety and environmental concerns related to contractor work within their work area or on IU property.

2.4. Contractors

- 2.4.1. Following the requirements and responsibilities of this Program and the attached Contractor Safety Procedures Manual;
- 2.4.2. Informing the IU Project Manager of any job site safety hazards or concerns;
- 2.4.3. Informing the IU Project Manager of any hot work that will be performed;
- 2.4.4. Informing the IU Project Manager whenever any suspected asbestos-containing material is located; and
- 2.4.5. Contacting the IU Police Department and the IU Project Manager in the event of an emergency event.

3. PROGRAM ELEMENTS

3.1. General Requirements

An IU Project Manager is anyone who hires and/or manages a contractor to perform maintenance, repair, installation, renovation or construction-related operations on any Indiana University property.

The IU Project Manager is expected to ensure that the Contractor is:

- Informed of the presence of hazards in or near the work area;
- Informed about Indiana University's requirements identified in the Contractor Safety Procedures Manual;
- Trained by using the online Contractor Safety Training program found at <https://protect.iu.edu/environmental-health/training/index.html> ; and
- Aware of the university's expectations regarding safety compliance and the control of worksite hazards.

3.2. Job Site Visits

Job site visits may be conducted by IUEHS or the IU Project Manager. These job site visits are conducted solely for the benefit of the university, and shall not relieve the contractor of responsibility for enforcement of, and compliance with the OSHA regulations.

In the event that work site conditions exist that potentially impact the safety of university faculty, staff, students and visitors, IUEHS shall inform the IU Project Manager so that the workplace condition can be corrected in a timely manner. If the unsafe conditions cannot be immediately corrected and represents a danger or has the potential to harm university faculty, staff, students and visitors then the IU Project Manager will:

- Inform the contractor of unsafe conditions that were noted, and explain the potential impact upon university faculty, staff, students and visitors;
- Instruct the contractor to either stop working or implement measures to isolate the hazardous condition until the unsafe condition can be mitigated; and
- Issue a formal written report of the situation(s) to the contractor.

4. TRAINING & RECORDKEEPING

Contractors performing project work shall be informed of the requirements of this Program by receiving a copy of the Contractor Safety Procedures Manual and completing the online Contractor Safety Program training session prior to beginning work on IU property.

A designated contractor representative shall complete the online Contractor Safety Training. The representative is responsible for communicating the information from the training to all employees and sub-contractors under their responsibility on the work site. Documentation that all employees and sub-contractors have been informed of the Indiana University Contractor Safety Programs and procedures shall be provided to the IU Project Manager prior to the beginning of the project.

5. REFERENCES

- [IU Indoor Air Quality Program](#)
- [29 CFR 1910-General Industry](#)
- [29 CFR 1926-Construction](#)

6. REVISIONS

New Document: February 2, 1016

Appendix A - Job Site Visit Checklist

Inspected By:

Date:

Company/Project:

Location:

Management/Job Site	OK	Not OK	NA	Material Storage and Handling	OK	Not OK	NA
Contractor Safety training complete				Storage, use, handling of flammable liquids in accordance with standards			
Emergency phone numbers posted				Properly located and labeled			
SDS/MSDS onsite and provided if necessary				Materials are protected from falling			
Site Controls, Housekeeping				Compressed Gas Cylinders 1926.350			
General cleanliness of construction sites				Properly stored (caps secure when not used)			
Passageways and walkways clear				Properly secured			
Adequate lighting provided				Located away from welding and cutting			
Environmental Controls 1926.50				Aerial Lifts 1926.453			
Exhaust ventilation established				Back up alarms functioning			
Air quality				Properly barricaded from pedestrians			
Fire Prevention 1926.150				Electrical			
Fire extinguishers available				Electrical protected by GFCI			
Hot work permits posted				Power cords in good condition			
Crane and Hoist 1926.550				Public Way Protection			
Lifting over occupied building?				Covered where required (trenches)			
Outriggers down and properly setup (barricaded)				Signs, barricades used when overhead work conducted			
Crane swing radius controlled				Traffic controlled			
Power lines or other hazards identified and controlled (wind)				Openings in floors, roofs, or decking covered, labeled and secured			
				Roadways and sidewalks effectively protected			
Abatement				Environmental Controls			
Signs Posted				Erosion controls			
Containment used				Spill kits available			
Welding				Hand Tools			
Proper screens and exhaust used				Powder actuated tools used properly			
Cylinders upright and secured							
Fire extinguisher available							

Appendix C – Construction Kick-Off Meeting Form

Company/Project:

Today's Date:

Location:

EHS Representative:

Site Safety Representative:

Contact Information:

The following items must be reviewed by the EHS representative with the contractor and UAO during the kick-off meeting for the project:

Checklist	Yes	No	Comments
1. Inform the contractor of the required IU Contractor Safety training.			
2. Does the contractor have a Site Safety Plan?			
3. Ensure Safety Data Sheets (SDS) are readily available on-site. Provide SDS to IUEHS upon request.			
4. Does the Contractor have documented programs for the following available for IUEHS review (as necessary for the project)?			<i>Include competent person's contact info where appropriate</i>
a. Confined Space			
b. Lockout/Tagout			
c. Aerial Lift/PIT/Cranes and Hoists			
d. PPE and Respiratory Protection			
e. Asbestos/Lead Awareness			
f. Fall Protection			
g. Excavation and Trenching			
h. Hot Work Permit			
i. Environmental (ballasts, bulbs, thermostat, lead, others.)			
5. Other information or comments about the project.			

Appendix D - CONTRACTOR SAFETY PROCEDURES MANUAL