

**Southern Utah University
Safety & Risk Management Guidelines
for Contractors Agreement Form**

Prior to working at Southern Utah University, all contractors/subcontractors are required to sign, in agreement that they have received a copy of the Safety & Risk Management Guidelines for Contractors document and verify that they have read and fully understand its contents. This form must be returned to the Facilities Management Administration office and kept on file along with all current insurance documentation.

The undersigned contractor represents and warrants that they shall comply with the Southern Utah University Safety & Risk Management Guidelines for Contractors and all applicable Federal, State and Local laws, regulations and rules while engaged to perform services for Southern Utah University. Any contractors/subcontractors who violate these rules may be precluded from conducting work for Southern Utah University. The undersigned contractor is also responsible for ensuring that all employees and subcontractors comply with these rules.

<u>Contractor/Subcontractor:</u>		
Contractor Company Name: _____		
Contractor Phone Number: _____		
Contractor Email Address: _____		
_____	_____	_____
Printed Name	<i>Signature</i>	Date
<u>Assigned SUU Facilities Project Manager:</u> _____		

<u>For FM Office use only</u>	
Annual Insurance Verification Recommended:	Yes No
Contractor's General Liability Insurance Coverage	
Policy Period and Expiration Date:	
Liability Limits:	
Insurance Certificate:	Yes No
Additional Insured Endorsement:	Yes No
Contractor's Workers Compensation Insurance Coverage	
Policy Period and Expiration Date:	
Limits:	
WC Certificate:	Yes No

Please send this form and insurance documents to the Facilities Management Administration Office via

Mail: 351 West University Blvd. Cedar City, Utah 84721; or
 Deliver: 385 South 1275 West Cedar City, Utah; or
 Email: safetyaid@suu.edu; or
 Fax: (435)586-5482

Southern Utah University Safety & Risk Management Guidelines for Contractors

In order to safeguard SUU properties, employees, students, and the general public, SUU requires that certain safe and environmentally compliant practices be followed by contractors in addition to the ones required by law or contractual obligation. For contractors and/or subcontractors who perform work for SUU, SUU's Facilities Management Department has developed rules and guidelines that specify minimum safety and environmental requirements on campus. These rules and guidelines are intended to complement applicable Federal, State or local regulations and do not replace them.

1. General Safety Requirements

It is the responsibility of contractors to:

- a. Ensure that all their employees & subcontractors have the required training & equipment to perform the project in a safe and environmentally responsible manner.
- b. Identify potential hazards that may arise while performing work at SUU.
- c. Inform all individuals working at the site of potential hazards.
- d. Provide all individuals working at the site with proper safety equipment to prevent injury.
- e. Monitor the safety of the job site during the project to comply with all applicable federal, state, and local laws.
- f. Correct/address safety, health and environmental issues promptly.
- g. Participate in incident/accident investigations.

2. Conduct

All contractors and their employees shall conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all SUU students, staff, faculty, guests, or visitors. Contractors and their employees should not engage in behavior that is rude, threatening, unsafe, or offensive. Use of profane or insulting language and harassment of any type, including sexual harassment is strictly prohibited. Abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior will not be tolerated.

3. Insurance Requirements

Contractors are required to verify that they have met the SUU insurance requirements for general liability, professional liability (if applicable), and workers compensation prior to the start of work. Certificates of insurance and an additional insured endorsement must be submitted to the SUU Safety and Risk Management Director. Please visit <http://suu.edu/risk/pdf/insurance-coverage-requirements.pdf> for more information about SUU's insurance requirements.

Contractors are also required to comply with the State of Utah DFCM Health Insurance requirements if applicable. Please visit the State of Utah DFCM Standard Documents page for more information. <http://dfcm.utah.gov/>

4. Emergency Contacts (Main Campus)

- a. In an emergency, 911 calls from a campus landline go directly to SUU's Police Department. If you are calling 911 from a cellular phone your call will be routed to Cedar City Dispatch which transfers the call to SUU's Police Department.

- b. Contractors shall furnish after-hour telephone numbers where they can be reached in the event of fires, chemical leaks, and other problems occurring after normal work hours. Telephone numbers should be provided to the Facilities Management project manager.

5. Emergency Equipment Access

- a. No contractor shall obstruct or block access to emergency equipment, such as eyewash stations, safety showers, defibrillators, fire extinguishers and pull stations.
- b. No contractor shall obstruct, disable or remove emergency equipment without prior permission of the Project Manager and the Campus Fire Marshal or Safety and Risk Management Director.

6. Equipment Use

Contractors shall be responsible for bringing their own equipment and shall not use university owned equipment including (but not limited to) aerial work platforms, boom lifts, scissors-type lifts, and forklifts.

7. Emergency Vehicle Access Plan

- a. Access routes for ambulances and firefighting equipment shall be maintained.
- b. A key for locked fences or gates that surround the work site shall be provided to the Cedar City Fire Department before work commences.

8. Environmental Protection

- a. Contractor shall remove and dispose of all hazardous waste/debris generated or created by them and shall NOT dispose of these materials in University dumpsters or drains (this includes mercury containing switches, transformers, etc.). SUU's Facilities Management Department is available for consultation.
- b. Contractor shall store all chemicals under lock and key.
- c. Secondary containment of chemicals shall be provided to eliminate/mitigate the risk of a chemical spill.
- d. Contractor shall develop and implement a Spill Response Plan before work commences.
- e. Material shall be present on-site to allow cleanup of a chemical if a spill occurs.
- f. Contact the Project Manager immediately if a spill occurs.

9. Fire Alarms and Fire Safety Procedures

- a. Contractors shall provide their own fire extinguisher(s). If an SUU fire extinguisher is used, the contractor shall immediately contact the SUU Campus Fire Marshal to replace it.
- b. Contractors shall follow all campus emergency procedures. No contractor shall remain in the building when a fire alarm sounds. All occupants shall immediately evacuate using the nearest exit and remain outside until Campus Police, Facilities Management, and/or the Campus Fire Marshal gives their authorization to re-enter the building. The only exception is during building fire alarm testing when an alarm technician announces testing of the system before the alarm sounds.
- c. Contractors who create dust and smoke, or those that will come into direct contact with fire detection or fire suppression systems are to coordinate with the Facilities Management and the Campus Fire Marshal before conducting work to assure that our systems are protected and alarms are disabled (in limited areas) and properly re-enabled when the project is complete.

10. Occupational Safety and Health Standards

Contractors will follow all applicable local, State, and Federal environmental, health, and safety standards. The following are examples of specific requirements for some of these standards:

- a. Electrical Safety and Lockout/Tagout. Applicable standard: 29 CFR 1910.147 and 1910 Subpart S. NFPA Standard 70E
- b. Asbestos. Applicable standards: 29 CFR 1926.1101 - Asbestos in Construction; 29 CFR 1910.1001 - Asbestos in General Industry; U.S. EPA NESHAPS (Subpart M) 40 CFR Part 61
 - i. The OSHA asbestos standard requires that outside contractors and sub-contractors be notified of the presence of asbestos-containing materials in order to protect contractor employees and building occupants. Asbestos survey reports are located on the SUU Facilities Management Department website.
 - ii. Asbestos-containing materials can only be removed by authorized contractors hired by the State of Utah DFCM. Contractors will avoid disturbing asbestos-containing materials. If asbestos materials are disturbed, contractors will cease activities in that work area and immediately notify their Facilities Management project manager and SUU's Safety and Risk Management Director. Work in the affected area can resume only after the work area has been rendered non-hazardous by persons who are licensed to make that determination.
- c. Hazard Communication. Applicable standard: 29 CFR 1910.1200
 - i. Contractors are required to have a Hazard Communication plan if chemicals will be used during the course of their work.
 - ii. All chemicals brought onto the property shall be labeled and accompanied by Safety Data Sheets (SDSs). SDSs shall be kept at the work site or in a manner that allows immediate access should a copy be requested.
- d. Confined Space. Applicable standard: 29 CFR 1910.146 for General Industry and 29 CFR 1926 Subpart AA for Construction Industry.
- e. Lead. Applicable standards: 29 CFR 1926.62 - Lead Exposure in Construction; 29 CFR 1910.1025 - Lead Exposure in General Industry; 29 CFR 1910.1200 - Hazard Communication; 29 CFR 1910.134 - Respiratory Protection; State of Utah Department of Environmental Quality Lead-Based Paint Renovation, Repair, and Painting Rule.
 - i. SUU assumes that painted surfaces in its facilities may contain some quantity of Lead (Pb) some of which has been identified in the Hazardous Materials Survey on the Facilities Management website. Building Materials that have not been identified and verified in the surveys, must be tested prior to construction.
 - ii. Contractors who renovate lead-based materials must be certified and follow the lead-safe workplace as outlined in the aforementioned applicable standards.
- f. Hot Work. Applicable standards: 29 CFR 1910.252 - Welding, Cutting, and Brazing; NFPA 51 B - Fire Prevention During Welding, Cutting, and Other Hot Work.
 - i. OSHA and NFPA standards require SUU to advise all contractors about flammable materials or hazardous conditions of which they may not be aware.
 1. Contact SUU's Facilities Management project manager for locations. SUU's Safety and Risk Management Director is also available for consultation.

- g. Elevated Work
 - i. Contractors performing elevated work shall use a safety harness and be tied off.
- h. Scaffolding Safety Requirements. OSHA 29 CFR 1910 Subpart D; OSHA 29 CFR 1926, Subpart L,; OSHA 29 CFR 1910.28; and any other applicable regulations.
- i. Pedestrian Safety – Barricades and Guardrails
 - i. Construction areas will be barricaded or blocked off to prevent pedestrians from traveling near hazardous areas.
 - ii. Use backup warning signals, signs, movable barricades, and/or attendants when operating vehicles and heavy equipment in pedestrian areas.
 - iii. Use special care to protect pedestrians when moving materials overhead.
- j. Roof Safety
 - i. SUU Authorization is required for roof access. The contractor or Facilities Management project manager shall request authorization by filing out the SUU Roof access form and submitting it to the Safety and Risk Management Director or Executive Director for Facilities Management.
 - ii. Contractors shall meet the appropriate OSHA requirements for working on roofs and fall protection.
- k. Smoking and Open Flames
 - i. As per the Utah Indoor Clean Air Act, smoking is prohibited in all Southern Utah University facilities and leased facilities, within 25 feet of all building entrances, windows, and HVAC intake vents.
 - ii. As per State of Utah Administrative Code, open flames are not permitted in State owned buildings unless approved by the SUU Fire Marshal.

11. Campus Contacts

In order to contact any individual referenced in this document, please call the SUU Call Center at (435)865-8888