

Fayetteville State University

CONTRACTOR HEALTH & SAFETY PROGRAM

ENVIRONMENTAL HEALTH AND SAFETY

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Contents

A. Introduction	2
B. Emergency Procedures	2
C. Barricades and Fencing	2
D. Training	2
E. Housekeeping and Egress	2
F. Fire Protection Equipment	2
G. Hazardous Communication	3
H. Confined Space Program	3
I. LO/TO Program: Control of Hazardous Energy	3
J. Electrical Safety Program	4
K. Medium Voltage Program	4
L. Fall Protection and Elevated Work Program	5
M. Compressed Gas Cylinder Safety Program	5
N. Powder Actuated Tools Safety Program	5
O. Hot Work Program: Welding, Cutting and Brazing	5
P. Cranes and Rigging Program	6
Q. Excavation and Trenching Program	6
R. Asbestos Containing Materials (ACM) Management	6
S. Lead Program	6
T. Control of Hazardous Chemicals / Waste	7
U. Personal Protective Equipment, PPE	7
V. Spill Prevention	7
X. Student Safety	7
Y. Reporting & Incident Documentation	8
Z. Fire Watch Standards	8
AA. Miscellaneous Additional Safety Rules	8

A. Introduction

Ensuring safety across all university projects is a top priority, and the Contractor Safety Policy serves as a comprehensive guide for contractors working on campus. This document provides essential safety protocols, emergency procedures, and compliance guidelines to foster a secure and OSHA-compliant environment. Contractors are expected to familiarize themselves with these policies, covering areas such as barricading, hazardous communication, confined space entry, fire protection, and training requirements. By adhering to these standards, contractors not only safeguard their teams but also contribute to maintaining the safety and well-being of the university community.

B. Emergency Procedures

In case of an emergency please call Campus Police (910) 672-1775, or 911.

C. Barricades and Fencing

Construction chain link fencing must be erected around capital new construction job sites. Temporary cyclone fencing, plastic safety fencing and portable manhole barricades are examples of acceptable exterior barricading. Yellow caution tape and/or cones are considered acceptable barricades for internal use unless internal projects pose higher safety risks deemed by EHS to require a more established barrier such as gates or barricades.

D. Training

Contractors shall train their employees so they can complete work on campus in a safe and OSHA compliant manner. In some instances, FSU site specific training may be required due to facility specific issues, hazards, or processes.

E. Housekeeping and Egress

1. The Contractor must keep all corridors and exit doors always clear. In addition, all external exit ways, walks, and drives shall be kept free from debris, material, tools, and vehicles.
2. Jobsites must stay clean, orderly and debris must be disposed of regularly.
3. Fire prevention methods such as Fire Watch, additional Fire Extinguishers and Material Storage must be used when required.

F. Fire Protection Equipment

1. The Contractor shall **NOT** disable any fire protection system without receiving prior authorization from EHS.
2. All fire protection equipment impairments must be coordinated with EHS to ensure proper notifications to building occupants and regulatory agencies.
3. A temporary system must always be in place during fire protection equipment impairments such as fire watch by trained professionals(see section Y).
4. Contractors that cause damage to the fire suppression system will be held responsible for all necessary repairs. This includes, but is not limited to, painted sprinkler heads, damaged fire suppression devices, or water damage to the fire alarm panel. All repairs must be completed according to applicable fire safety codes and industry standards.

G. Hazardous Communication

1. Contractors shall have SDS at the jobsite for all hazardous chemical(s) that they will be using/handling on FSU property.
2. The Contractor may request and review the SDS for any materials that are encountered on FSU property during the performance of its work.

H. Confined Space Program

1. Before entering any University-identified confined space, the Contractor shall develop, implement, and maintain its own Confined Space Entry Program, including provision for emergency rescue, in accordance with all regulations.
Note: All manholes are considered permit required confined spaces.
2. The Contractor shall complete a Permit Required Confined Space Permit before initial entry to any Permit Required Confined Space on campus. Contractors are required to provide their own equipment and permits when conducting confined space entries. When simultaneous work is to be conducted by the contractor and FSU a procedure will be developed by the contractor to coordinate entry.
3. The contractor has reviewed Confined Space Summary Sheet indicating permit spaces and requirements for entry. The contractor has notified FSU of the Permit Space Program it will follow while on campus. The contractor apprises of precautions and procedures FSU has in effect concerning the specified Confined Space.
4. Contractors are advised of procedures to coordinate the entry of their employees with FSU employees.
5. Debrief from the contractor after entry operations were concluded regarding Permit Space program followed, any hazards confronted, or hazards created.

I. LO/TO Program: Control of Hazardous Energy

The Contractor shall have a LO/TO program in accordance with OSHA regulations (29 CFR 1910.147) as it applies to the work of their contract. The Contractor shall have a copy of its LO/TO Program on-site and readily available for examination by university officials before the start of any work. At no time shall the Contractor or its employees override any locks or tags that they encounter during the performance of its work unless otherwise specifically directed by the University. FSU Facilities Management personnel will shut down and start up utility systems.

1. The Contractor shall maintain a log of all machines and equipment that are locked out and/or tagged out during the performance of the work of while under contract. The Contractor's log shall identify the equipment that was affected, the date(s) that work was performed, and the name of the individual performing the work. The Contractor shall keep this log at the worksite for examinations by university officials.
2. Whenever the Contractor and FSU Facilities Management personnel must perform a group LO/TO, both LO/TO programs must be coordinated to comply with 29CFR 1910.147 and the FSU LO/TO program.
3. On energized systems, The Contractor shall notify the UPM before the application of LO/TO devices **AND** when the Contractor's LO/TO has been canceled and the affected process/es are to be brought on-line.

J. Electrical Safety Program

1. Contractors shall ensure that only qualified electricians are permitted to work on electrical systems and equipment that uses or controls electrical power.
2. FSU Facilities Management personnel will shut down and start up utility systems in coordination with Contractor performing work on such systems, unless otherwise specifically directed by FSU.
3. All work shall be conducted in accordance with all applicable OSHA regulations and the NFPA 70E Standard for Electrical Safety in the Workplace.
4. The Contractor shall not leave electrical boxes, switch gear, cabinets, or electrical rooms open when Contractor personnel are not present at the worksite.

K. Medium Voltage Program

1. For the purposes of this Procedure any current exceeding 600 volts meets the definition of Medium/High Voltage. In FSU procedures Medium Voltage and High Voltage are used interchangeably.
2. The Contractor shall have a copy of its high voltage safety program at the work site before the start of any work where 29 CFR 1910.269, Electric Power Transmission and Distribution Standard are applicable to contract work.

3. Unless otherwise specifically directed by FSU, FSU Facilities Management personnel will shut down and start up utility systems.

L. Fall Protection and Elevated Work Program

1. Fall protection must be used above the uniform threshold height of 6 feet from a lower level.
2. Reduce fall potential by using Engineering Methods, Administrative Methods, and PPE.
3. Any opening from which there is a drop of more than 4 feet from which FSU faculty, staff, students, or the public may fall, shall be guarded in accordance with "29 CFR 1910 Subpart D – Walking Surfaces".
4. The Contractor must not perform work over the heads of people or leave tools or equipment overhead. If work is required over a passageway or entrance of a building the area must be zoned off to protect individuals. If this area is unable to be closed done, contractors will create a means of overhead protection through use of "Protection Canopy," "Safety Canopy," or "Pedestrian Protection Platform" according to OSHA 29 CFR 1926.502(j).

M. Compressed Gas Cylinder Safety Program

1. Separate oxygen and flammable gas cylinders by 20 feet or a 5 feet high fireproof barrier.
2. Secure compressed gas cylinders in an upright position in a welding cart or to a solid object (using chains, straps or a rigid retaining bar).
3. Valve protection caps must be in place when compressed gas cylinders are transported, moved, or stored.

N. Powder Actuated Tools Safety Program

1. Contractors who operate powder-actuated tools shall be properly trained on their use. Documentation should be readily available.
2. Powder-actuated tools shall be left unloaded until they are ready to be used.

O. Hot Work Program: Welding, Cutting and Brazing

The Contractor engaged in Hot Work must be authorized to do so by a UPM. The Contractor shall develop, implement, and maintain its own Hot work program and any permits associated with their program.

1. The Contractor shall use their company's hot work permit for each separate work activity and shall ensure that the conditions of the permit are always met.

2. Request for a fire system inspection to determine if the system needs to be shut down or modified, must be made to EHS at least 24 hours before starting any hot work.
3. Hot Work will ALWAYS require a Firewatch to be completed by the contractors or subcontractors in compliance with the NFPA. (see section Y)

P. Cranes and Rigging Program

1. Each crane, rigging, or hoist brought onto FSU property must have an annual inspection performed by a certified testing agency.
2. All operators must possess a valid North Carolina Certified Crane Operators (CCO) License.
3. No lifts shall be made over faculty, staff, students and public. Lifts over occupied facilities may only be made after consultation with and approval by the Director of Planning & Construction and EHS.

Q. Excavation and Trenching Program

1. FSU Facilities Management must be notified prior to any excavation work, driving of spikes/stakes into the ground and drilling so that utility locations can be determined and demarcated.
2. All excavations 5-feet or more in depth must be shored or sloped unless certified by a Registered Professional Engineer.
3. Excavations must be barricaded.

R. Asbestos Containing Materials (ACM) Management

1. Unless otherwise noted, FSU will have determined the presence, location, and quantity of ACM or potential ACM that would be specifically impacted by the work of a contract.
2. The Contractor shall not disturb asbestos-containing materials unless such activities are part of the contracted work, and they are specifically trained and licensed by the State of NC and Cumberland County to undertake ACM abatement work. Any suspected asbestos containing material that is observed by the Contractor to be crushed, ripped, broken or in any way damaged should be reported to EHS immediately.

S. Lead Program

1. Unless FSU provides a specific lead-paint notice, Contractor is to assume that any painted surface they encounter is coated with lead-based paint and should consult with EHS before drilling, sanding or disturbing the surface.

2. Any painted surfaces that have loose, flaking, and chipping or otherwise non-intact paint shall not be disturbed by the Contractor and should be reported to EHS immediately.

T. Control of Hazardous Chemicals / Waste

1. All chemicals (liquids, solids, gases, etc.) used by Contractors that are characteristic or listed EPA Hazardous Wastes shall be safely managed and stored on campus. Hazardous waste shall be removed from university property promptly and shall be properly disposed of by licensed hazardous waste disposal firms off-site when they are no longer usable and have been designated as a waste product.
2. Hazardous Wastes are not permitted to be drained, spilled, leaked, deposited, or otherwise placed on university grounds or property in any way.

U. Personal Protective Equipment, PPE

1. All contractors must issue their employees with appropriate PPE for the work being undertaken.
2. It is the contractor's responsibility to ensure the correct use of PPE.
3. Failure to comply with safe use of PPE may result in closure of work or dismissive of noncompliant workers from the site by EHS.

V. Spill Prevention

Contractors shall be responsible for any costs (direct or indirect) associated with damage and/or cleanup of a hazardous substance and/or oil spill caused by the Contractor or their agent.

W. Equipment Rental

Contractors shall be responsible for the rental, storage, and safe use of any equipment needed for projects. This includes but is not limited to powered industrial truck, powered elevated work platforms, excavators, generators, etc.

X. Student Safety

1. Contractors will prioritize the safety of students during all aspects of the assigned project. This will include student privacy. Contractors under no circumstance will prop exterior doors into residential halls.
2. Any work within an occupied living space of a residential hall will require the escort of facilities maintenance or resident life staff. Projects involving common space may be completed without an escort if the residential hall staff is aware

and a notice has been sent to the students with work not starting before 9 am or after 5 pm.

Y. Reporting & Incident Documentation

1. Contractors will immediately report any damage to buildings, injuries, system failure, fires, chemical spills or any event that would warrant an increased safety hazard.
2. Documentation of events will be provided to responsible party of contractor. Failure to report or properly document an incident may result in a stop work order or dismissal from the university.

Z. Fire Watch Standards

A fire watch is a temporary measure intended to ensure continuous and systematic surveillance of a building or portion of a building by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm, and notifying the fire department.

1. In accordance with NC Fire Code Section 901.7- Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately. Where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all portions of the building left unprotected.
2. Requirements of a Fire Watch include- Designated & trained personnel that cannot have any duties beside fire watch. Personnel must complete a continuous patrol every 30-60 minutes (30 minutes for residential, 60 minutes for academic/administrative buildings). A Fire Watch Log must be maintained and include: Name of fire watch personnel, time of each patrol, observations or incidents, signature or initials. A Fire Watch will have immediate means of communication to alert the fire department.

AA. Miscellaneous Additional Safety Rules

1. Contractors must abide by all posted signage.
2. All ladders are the contractor's sole responsibility.
3. Immediately report unsafe acts or conditions affecting FSU to a supervisor, FSU Planning Design and Construction, Environmental Health and Safety, or Campus Police.
4. EHS Contacts:
icore2@uncfsu.edu (910) 672-1443
acortez2@uncfsu.edu (910)672-1332

Acknowledge of Contractor Safety Agreement:

All contractors must review and acknowledge this contractor safety agreement. By signing below, you agree to adhere to the outlined protocols and collaborate to maintain a safe and respectful work environment.

Signatures

Contractor Representative(s):

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

FSU Project Manager:

Name: _____

Signature: _____

Date: _____