

CALVIN

College



Contractor Policy



All contractors are responsible for performing the work of contracts in conformance with all environmental, health and safety laws and regulations. Contractors shall be subject to provisions of this Contractor Policy, which has been prepared for the protection and safety of Calvin College students, staff, faculty, neighbors and property, recognizing that contractor's work can potentially affect the safety of personnel and property. The Contractor Policy shall be provided to contractors to communicate the availability of hazard information for college properties and to outline Calvin's safety and environmental procedures.

Disclaimer

At Calvin College, we believe that every employee, student and guest is entitled to a safe and healthful workplace. We are committed to protecting ourselves, the environment, and complying with governmental regulations. Because a contractor's work on college premises can potentially affect the safety of Calvin students, staff, faculty, neighbors and property, the college is committed to hiring contractors who take the safety of our community and environment as seriously as we do. We are providing the following safety manual to remind you of some of your specific responsibilities in this regard. The information provided within this manual is advisory in nature and is intended to supplement, not replace the contractor's safety or environmental procedures or requirements.

We expect that our contractors will train, supervise, and direct their employees to be mindful of the safety of Calvin's students, staff, faculty, neighbors and property when performing work on Calvin's premises. This policy does not address, and is not intended to abrogate or assume responsibility for, the contractor's duty to its employees. Nor does this policy provide an exhaustive outline of laws, ordinances or regulations governing environmental, health and safety compliance. Rather, it is provided solely to communicate the availability of hazard information for college properties and to outline Calvin's safety and environmental procedures.

Introduction

Welcome to Calvin College! While working here, it is your responsibility to ensure that your work is performed so as to protect Calvin's students, staff, faculty, neighbors and property. To fulfill this responsibility, Calvin expects that you will comply with these safety guidelines, other project-specific safety and environmental procedures that may apply (e.g., your company's rules, and local, state and federal laws and regulations). Work performed in a manner that endangers Calvin's students, staff, faculty, neighbors and property is unacceptable.

Responsibilities

Calvin College Project Manager

- Obtain a completed **Pre-Qualification Form** (Appendix A) for the contractor.
- Obtain a **Certificate of Insurance** from the contractor if one is not currently on file. Certificates of insurance are filed with the Physical Plant Services Coordinator.
- Arrange a **pre-project safety meeting** with the Contractor's Project Supervisor and the Environmental Health & Occupational Safety (EHS) Officer to discuss all applicable items on the **Contractor Safety Checklist** (Appendix B).
- Advise the contractor that it is responsible for safety education, **training** and direct **supervision** of their personnel working at Calvin College. They will be advised of personnel observed not following safe practices so they may take corrective action. Contractor personnel may be asked to leave Calvin College premises for violation of safe work practices.
- Provide copies of **material safety data sheets** (MSDSs) where contractor employees may be exposed. Advise of any special control procedures that are in place.
- Obtain applicable **MSDSs** from the contractor regarding any hazardous chemicals it may bring to campus during the course of the project. Review these with the EHS Officer if they are unfamiliar.
- Notify the contractor of the presence of site hazards known to Calvin such as **asbestos-containing materials** (ACM), underground gas, water or sewer mains, and any need for special public protection, prior to beginning work activities.
- Familiarize the contractor with pertinent **emergency signals, warnings and procedures** for evacuation used by Calvin.
- Assure that any contractor hired to enter a **confined space** is made aware of Calvin's entry requirements for the particular space, and that the contractor has a confined space entry program that includes provisions for emergency rescue.
- Inform the contractor of Calvin's **Lockout Tagout** Plan and applicable procedures.
- Obtain **signatures** on Appendix B, Contractor Safety Checklist. Distribute copies to the Contractor's Project Supervisor, and EHS Officer.

Contractor Project Supervisor

- Complete the **Pre-Qualification Form** (Appendix A) and submit it to the Calvin Project Manager.
- Provide a current **Certificate of Insurance** coverage before finalizing a contract agreement for work. No contractor work will be considered until insurance criteria has been agreed on and complied with.
- The contractor is responsible for compliance with all applicable **state, local and federal regulations**.

- Contractors must sign in on the **contractor check-in log** at the Physical Plant front desk in the Service Building prior to beginning work on campus each day.
- Contractors will be assigned **authorized contractor ID cards** for each of its employees. These are to be picked up at the Physical Plant front desk in the Service Building. Each contractor employee must keep their ID card visible while working at Calvin. ID cards are to be returned to the Physical Plant desk at the close of each business day.
- Contractors will provide all necessary **equipment** for their employees to conduct the project work safely. This equipment includes, but is not limited to, ladders, scaffolding, lifts, power and hand tools, extension cords and personal protective equipment. Also see the Calvin College Equipment Use section below.
- The contractor shall identify a MIOSHA qualified **competent person**. The competent person is responsible for the day to day implementation and maintenance of the contractor's site safety plan. The competent person will provide the Calvin Project Manager with copies of minutes of all safety meetings and safety inspections that deal with work carried out under the contract.
- The Contractor Project Supervisor will advise Calvin College in advance, of any **hazards** associated with the planned project work.
- It is the contractor's responsibility to develop, implement and maintain its own **Hazard Communication** Plan that complies with the Michigan Right To Know Law, including 29 CFR 1910.1200. The contractor shall submit an inventory of all hazardous chemicals that are brought on-site with accompanying MSDSs to the Calvin Project Manager. The contractor shall ensure that all containers that are brought to campus for the storage of hazardous chemicals are properly labeled and inspected. The contractor shall remove all hazardous chemicals that it brings on-site when work involving a specific hazardous chemical is complete. When a project is completed no contractor owned chemicals shall be left on campus unless arrangements have been made with the Calvin Project Manager.
- Materials and substances with **strong odors** or that are hazardous can result in complaints and concerns from students, staff and faculty. The Calvin College Project Manager must be informed prior to the use of such materials and substances. Efforts must be made to protect students, staff and faculty from any possibility of hazardous chemical exposure.
- The contractor is responsible for providing general awareness training for its employees on how to identify suspect **asbestos-containing material** ACM if found during work activities. The contractor will notify the Calvin College EHS Office in the event that suspect ACM is discovered and/or may be disturbed during work activities.
- The contractor must provide the Calvin Project Manager with a list of actual and potential **hazardous waste** to be generated during a project. Hazardous waste generated by a contractor as part of its work is the responsibility of the contractor. The contractor must ensure that its hazardous waste is properly

identified, stored, transported and disposed of in accordance with all applicable local, state and federal laws. Draining of gasoline, fuel oil, motor oil, flammable liquids, or other chemicals onto the ground or into an open sewer is strictly prohibited.

- The contractor is responsible for the proper management of its own **chemical spills**. This includes immediate notification of Calvin Campus Safety at 526-3333, sub-contracting a spill response vendor when necessary, and proper reporting to outside agencies when required.
- The contractor is responsible for providing **medical care** to its employees. Calvin College first aid facilities may be used only in the case of an emergency.
- Contractors will comply with MIOSHA 29 CFR 1910.147, **Control of Hazardous Energy Sources / Lockout-Tagout**, and will not begin work until procedures are coordinated with designated Calvin College staff.
- No contractor will manipulate any switches, controls, valves or instruments of Calvin property without the **prior approval** of the Calvin Project Manager.
- No welding, cutting or brazing will be done by a contractor unless it has a **hot work** permit. The permit is to be posted at the work site with a copy provided to the Calvin Project Manager after the final inspection is complete.
- No **confined space** will be entered by contractor personnel unless the contractor follows recognized safe confined space entry procedures as defined by applicable standards, including General Industry Safety Standard Part 90 and MIOSHA Occupational Health Standard Part 622. The Calvin Project Manager must be notified of any planned confined space entries.

General Information

Housekeeping

Contractors must maintain good housekeeping while on Calvin property. Contractors must keep work areas neat, clean, orderly and free of excess trash and debris and never block walkways, stairs, exits, or create a tripping hazard. Contractors must always cover and/or replace guardrails around open holes, trenches, or excavations into which Calvin's students, staff or faculty may fall. Poor housekeeping on a job site may lead to an increased potential for safety hazards and increased incidence of accidents and chemical spills. When a project is completed the job site must be left neat, clean and orderly.

Accident, Injury or Illness

After notifying the appropriate emergency agency (e.g., local emergency at 911 and Calvin College Campus Safety at 526-3333), work-related injuries and illnesses must be immediately reported to the Calvin EHS Officer at 299-2246 or the Director of Physical Plant at 299-3873. Contractors shall also promptly report to Calvin any accident or near miss which results or could have resulted in injury or property damage. Any notice to MIOSHA for a fatality or catastrophe involving contractor employees is the responsibility of the contractor.

Equipment

Contractors shall ensure that all equipment brought onto college property is in safe working order, all safety features are functioning, and the equipment is maintained in this condition. The contractor is responsible for the **security** of its own equipment.

All Contractor-owned equipment shall be removed from Calvin College property immediately upon completion of the work unless otherwise agreed upon.

Calvin College Equipment Use

In the event a contractor must use Calvin College's equipment, such as forklifts and scissors lifts the contractor shall:

- Obtain approval from the Calvin Project Manager.
- Inspect prior to use any equipment that it borrows from Calvin or other contractors.
- Provide written documentation to Calvin of all required training necessary to operate equipment as required.
- Return all equipment to its home location clean.
- Reimburse Calvin College for any damage to its property and/or equipment due to contractor use.

Traffic

When operating mobile equipment on campus, contractors shall obey traffic signs at all times. Pedestrian traffic shall always be afforded consideration. Drive only on roads intended for vehicular traffic unless permission to drive on pedestrian walkways or grass is granted by the Calvin Project Manager. For larger construction projects, traffic patterns will be planned by the Calvin Project Manager in coordination with Calvin's director of Campus Safety.

Barricades, Fences and Signs

Barricades should act as physical barriers, preventing contact by passers-by with the hazards created by construction or maintenance activities. Barriers with suitable gates where necessary are to be sturdy and are to be suitable for the type and duration of the construction project. The Calvin Project Manager, EHS officer, Campus Safety director and the contractors involved will determine what type of barrier must be constructed for a particular project. Acceptable barriers will be made of chain link fence or vinyl snow fencing with sturdy posts. Unacceptable barriers include saw horse type barricades, tape, rope or anything that poses a hazard to passers-by.

Barricades and signs should be used wherever necessary for the physical protection of people or property, the following is a list of activities where their use is required by code or regulation:

- Wherever construction debris is dropped without the use of an enclosed chute.

- Areas with temporary wiring operating at more than 600 volts.
- Work areas for electrical equipment with exposed, energized parts.
- The swing radius of the rotating superstructure of cranes or other equipment.
- Wherever equipment is left unattended near a roadway at night.
- Excavations.
- Areas used for the preparation of explosive charges or blasting operations.
- Street openings, such as manholes.
- Construction areas in energized electrical substations.

Security

The contractor is responsible for the **security** of its own equipment and property.

Parking

Contractors must obtain Contractor Parking Permits from the Physical Plant front desk in the Service Building for each vehicle brought to campus. Contractor vehicles must park in spaces designated for construction parking or otherwise approved by the Calvin Project Manager. Trailers are to be located in approved areas only. Fines will be imposed by Calvin's Campus Safety officers for parking violations.

Construction Signs

No construction company name advertising is allowed on campus other than signage on vehicles and trailers.

Entering Living Quarters and Restrooms

Entering living quarters on campus should be viewed as entering someone's home to provide service. It is an intrusion of their privacy.

The following procedures should be implemented in routine situations:

- Wear an authorized contractor ID card
- Knock on the door, call out and wait for an answer. Do this at least twice.
- Call out again while entering the room.
- Do NOT enter a room or apartment if you hear someone inside, but no one answers.
- Notify ALL occupants, i.e. all room and/or suite mates, when entering a room. Ask if anyone else is in the room and/or suite.
- Report any incidents IMMEDIATELY to the Calvin Project Manager.

Substance Abuse

Alcoholic beverages and controlled substances are strictly prohibited on Calvin College property. Failure to comply with this rule shall result in the immediate and permanent expulsion of all offending personnel. In the event of illegal substances, the local authorities will be contacted.

Smoking Policy

Smoking is prohibited in all campus buildings. Those who choose to smoke must do so outside only in designated smoking areas and dispose of trash appropriately. Any smoking by contractor employees is to be done on their own time. Time spent smoking is not billable time.

Personal Conduct/Language

The college strives to maintain a courteous and respectful environment for students and employees. Calvin expects all Contractors to act professionally and use good judgment in choice of language while on campus.

Rest Rooms and Lunch Facilities

Contractors may use Calvin restrooms and lunch facilities only if the Calvin Project Manager has designated specific ones for contractor use during a project. On certain larger projects contractors will be required to use portable toilets that are provided and maintained by the contractor.

Appendix A: Calvin College Prequalification Form

Contractor Company Name _____

1. Check your type of work:

	General construction		Fire Protection
	Carpentry		Asbestos abatement
	Insulation		Insulation
	Drywall		Roofing
	Painting		Window cleaning
	Plumbing		Excavation
	Heating, Air Conditioning		Tree service
	Carpet, tile		Other _____
	Electrical		Other _____

2. Please use your last year's MIOSHA 300 Log to fill in:

Number of lost workday cases _____
 Number of restricted work cases _____
 Number of cases with medical attention only _____
 Number of fatalities _____
 Employee hours worked last year _____

3. List your firm's Insurance Experience Modification Rate for the three most recent years.

Year _____ Mod _____
 Year _____ Mod _____
 Year _____ Mod _____

4. Do you have a written safety program that complies with applicable standards?

Yes ____ No ____

Comments _____

5. Do you hold site safety meetings? Yes ____ No ____

Weekly _____ Monthly _____
 Bi-weekly _____ Less often _____

6. Do you conduct project Safety inspections? Yes ____ No ____

If yes, who conducts this inspection (title)? _____

How often? _____

7. Do you have a program for newly hired or promoted foreman? Yes ____ No ____
 If yes, does it include instruction on the following? Check all that are included.

<input type="checkbox"/>	Safe work practices	<input type="checkbox"/>	First aid procedures
<input type="checkbox"/>	Safety supervision	<input type="checkbox"/>	Accident investigation
<input type="checkbox"/>	Toolbox meetings	<input type="checkbox"/>	Fire protection and prevention
<input type="checkbox"/>	Emergency procedures	<input type="checkbox"/>	New work orientation
<input type="checkbox"/>	OSHA 10 hour Construction Safety Course	<input type="checkbox"/>	Other:

8. Do you have an orientation program for newly hired employees? Yes ____ No ____
 If yes, does it include instruction on the following? Check all that are included.

<input type="checkbox"/>	Head protection	<input type="checkbox"/>	Trenching and excavation
<input type="checkbox"/>	Eye protection	<input type="checkbox"/>	Signs, barricades, flagging
<input type="checkbox"/>	Hearing protection	<input type="checkbox"/>	Electrical safety
<input type="checkbox"/>	Respiratory protection	<input type="checkbox"/>	Rigging and crane safety
<input type="checkbox"/>	Employees are fit tested for respirators	<input type="checkbox"/>	Confined space entry
<input type="checkbox"/>	Employees are medically cleared for respirators	<input type="checkbox"/>	Lockout Tagout
<input type="checkbox"/>	Harnesses and lifelines	<input type="checkbox"/>	Hot work
<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>	Fork lifts
<input type="checkbox"/>	Perimeter guarding	<input type="checkbox"/>	Aerial platform lifts
<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>	Boom lifts
<input type="checkbox"/>	Fire protection	<input type="checkbox"/>	Asbestos awareness
<input type="checkbox"/>	First aid facilities	<input type="checkbox"/>	Hazardous waste
<input type="checkbox"/>	Emergency procedures	<input type="checkbox"/>	Compressed gas cylinders
<input type="checkbox"/>	Hazard communications	<input type="checkbox"/>	Other:

Who does the training? _____

9. Are licenses or certificates required for any work performed? Yes ____ No ____
 Do employees possess these licenses? Yes ____ No ____

I hereby certify that the information provided in this questionnaire is accurate to the best of my knowledge.

Company

Date

Print name

Signature

Title

Phone number

Appendix B: Contractor Safety Checklist

Contractor Company Name _____

Project Start Date _____ Project Completion Date _____

Project Description _____

Contractor Project Supervisor _____

Calvin College Project Manager _____

Contractor's Competent Person (responsible for safety on the job site) _____

[Note: Mark "Yes" where requirements are applicable and details are discussed.
This project discussion must occur before any work begins.]

Yes	No	Requirements	Comments
		1. Certificate of Insurance	
		2. Pre-Qualification Form review	
		3. Contractor check-in log	
		4. Site access	
		5. Parking	
		6. Emergency procedures, signals, evacuation	
		7. Availability and use of college rest rooms and lunch facilities	
		8. Storage facilities & designated areas & housekeeping	
		9. Employee conduct , smoking	
		10. Personal protective equipment (must be supplied by Contractor)	
		11. Chemical/health hazards – MSDS given by each as required (list on bottom of this form)	
		12. Lockout/Tagout procedures of companies involved	
		13. Confined space entry	
		14. Construction site protection, barriers, barricades, fences, security	
		15. State notifications, building permits	
		16. Presence of known site hazards (including asbestos)	
		17. Equipment use	
		18. Cutting, welding, hot work	
		19. Chemical spill control & reporting	
		20. Removal & disposal of excess chemicals and hazardous waste	
		21. Prior approvals required	

If the contractor violates applicable rules and procedures it is subject to loss of the contract. No Calvin equipment may be used by the contractor without prior authorization from the Calvin Project Manager.

All work practices must comply with applicable federal, state and local regulations.

All information discussed above will be communicated to all contract and subcontract employees by the Contractor Project Supervisor prior to the start of work.

General comments: _____

Signatures & Date Signed:

Contractor Project Supervisor

Subcontractor Company Supervisor

Calvin College Project Manager

Calvin College EHS Officer

Other (Name and Title)

MSDS for Calvin College owned products provided to the contractor:

MSDS for contractor owned products provided to Calvin College:

Distribution: All persons who have signed document