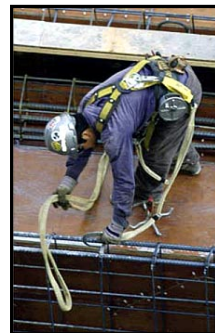
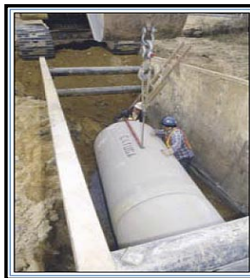


**ANGELO STATE UNIVERSITY (ASU)
SAFETY BRIEFING FOR CONTRACTORS**



Angelo State University
2021

| | |
|--|---------------------|
| EMERGENCY TELEPHONE NUMBERS | |
| FIRE REPORTING..... | 911 |
| AMBULANCE..... | 911 |
| ASU POLICE..... | (325) 942-2071 |
| FACILITIES OFFICE..... | (325) 942-2355 |
| ENVIRONMENTAL, HEALTH, & SAFETY OFFICE.. | (325) 486-6725/6275 |

CONTRACTOR SAFETY BRIEFING

Section A--Responsibilities

1. Accident and Mishap Prevention. This contractor’s safety document is provided to assist you in your accident and mishap prevention program during your work at Angelo State University. This document does not cover every aspect of safety on a job site, but highlights key requirements for awareness. As a contractor you are required to comply with the Occupational Safety and Health Act (OSHA) of 1970 and the portions of OSHA Standards 29 CFR 1910 and 29 CFR 1926 applicable to your operations. Local ASU instructions may also apply. Contractors are required to inform their managers, supervisors, and non-supervisory personnel of, and ensure they complete required safety training. Specifics are dependent upon the work being accomplished. Safety training details may be requested by the Environmental, Health, Safety, & Risk Management (EHSRM) Office.

2. Safety Standards. When the ASU contract lead becomes aware of contractor non-compliance with safety standards, which may cause injury to personnel or damage to ASU property or equipment, he/she will inform the contractor. The contractor will take immediate steps to correct the situation. Horseplay will not be tolerated.

3. Contractor. As employers, contractors are solely responsible for the safety and health of their employees under Public Law 91-596, *The Occupational Safety and Health Act of 1970*. Further, the prime contractor is responsible for safety compliance of any subcontractor and employees. Under the terms of the contract, a contractor is responsible for complying with all ASU work permits. As a contractor you are required to comply with all Occupational Safety and Health Act (OSHA) Standards applicable to your operations.

For awareness, some common contractor violations found during construction activities include: Improper grounding of electrical equipment, failure to properly fence off excavations, parking

vehicles improperly, using equipment that has unguarded moving parts, failure to provide safety data sheets (SDS) for chemicals used at the job site, excessive speed, failure to yield to pedestrians, improper scaffolding, no fall protection for personnel, and inadequate shoring /storing of excavations.

4. Environmental, Health, Safety, & Risk Management (EHSRM) Office. The EHSRM Office will brief the subject matter expert on safety requirements, known hazardous conditions, confined spaces, and (or) other information pertinent to the contract. This is normally accomplished at the pre-performance/pre-construction conference and may then be followed up with visits to the work area.

Section B--Jurisdiction

5. US Department of Labor (DOL) Inspections:

- The DOL has the statutory authority to conduct inspections and investigations at any location where contractor employees perform their work. This includes work performed under at ASU. Such inspections are usually performed with no prior notice.
- Citations issued to a contractor for noncompliance with Occupational Safety and Health Act (OSHA) standards are a matter for resolution between the contractor and the DOL. If a contractor is cited by OSHA for violations involving ASU equipment or facilities, it is the contractor's responsibility to reply to the citation. In this type of situation, however, ASU, as owner of the equipment or facility, could become involved in abatement of the hazard. Because of the many legal and regulatory matters involved, each case is considered separately and on its own merit.

6. ASU Inspections. ASU reserves the right to enter and inspect, with or without prior notice, any and all facilities and (or) project locations. These inspections protect personnel and resources by ensuring compliance with safety, health, fire prevention, environmental, and (or) security directives, codes, and standards. Inspection findings are sent to the contract lead for presentation to the contractor. If anyone observes what is believed to be a life-threatening, **imminent-danger situation**, he or she should take immediate measures to prevent the catastrophic event from occurring.

7. Mishap Reporting:

1. If contractors or their employees are involved in a mishap, they should immediately notify security and then the contract lead. The mishap scene should not be disturbed until proper officials authorize movement of vehicles, equipment, or materials. If the mishap involves serious personal injury or rapid emergency assistance is required, dial 911 on any telephone. State the exact nature of the emergency and location.
2. Once the emergency call has been completed, immediately notify the contract lead, if possible. Other than making emergency notifications, do not leave the scene of the mishap. Remain to care for the injured and to guide responding emergency vehicles.

3. Immediately report to the contracting lead or the EHSRM Office all available facts relating to each instance of damage to property.
4. Secure the mishap scene and wreckage and impound important maintenance and training records until released by the EHSRM Office. Such release will be done through the contract lead.
5. If ASU elects to conduct an investigation of the mishap, the contractor should cooperate fully and assist personnel until the investigation is completed.
6. A clause should be included in each applicable subcontract to require the subcontractor's cooperation and assistance in mishap reporting and investigation.

8. Use of Traffic Control Devices or Barricades. Suitable signs, barricades, and warning lights will be used at locations where workers are working close to streets or motor traffic. Any barricades used in conjunction with a contract should be lighted and furnished by the contractor unless otherwise provided for in the contract. Any time a street or roadway is to be blocked, notification should be made to the contract lead so proper coordination occurs and no unnecessary problems are created.

Section C--Safety and Health Standards

9. Compliance. As with all US employees, contractors should comply with the safety and health standards of the DOL and ensure their employees also comply. The contractor will complete all applicable work permits prior to commencing work on site. In addition, the contractor will provide a "tool box" talk with employees to discuss daily work plan and safety compliance prior to commencing work on site.

Section D--Safety Requirements and Responsibilities

10. Traffic and Pedestrians. The contractor should:

- a) Ensure all open trenches, pits, manholes, and excavations are properly guarded or barricaded at all times and illuminated during hours of darkness and (or) reduced visibility.
- b) Provide proper and adequate trench or pit crossovers for traffic and pedestrians if traffic and pedestrians cannot be rerouted.
- c) Coordinate with contract lead prior to cutting any roadway or blocking or partially blocking vehicle traffic flow.
- d) Coordinate as directed to publish any planned road closures to ASU personnel at least one week in advance.
- e) Ensure his or her equipment is properly guarded with road traffic cones and traffic control signs any time the equipment is exposed to or stationary on or near an active roadway.

11. Trenching, Excavation, Open Pits, and (or) Manholes. The contractor should:

- a) Ensure trenching, excavation, open pits, and (or) manholes are properly shored if their depth exceeds 5 feet (29 CFR 1926.650, .651, and .652, *Safety and Health Regulations*)

for Construction). Particular caution will be taken when excavating around gas mains, oil tanks, gasoline or oil pipelines, sewers, water mains and electrical lines.

- b) Prior to any digging activity, obtain necessary digging permits.
- c) Ensure any pit or manhole in excess of 5 feet deep is air sampled prior to personnel entry if the pit or hole has been unoccupied for 2 hours or more.
- d) Any time trenching and digging equipment is in operation, ensure an observer is present in addition to the operator.
- e) If suspected contaminated media is encountered while digging, halt the work, contact the contract lead and comply with the determination made by the EHSRM professional as to what measures are required before work is resumed.
- f) Ensure the use of an open flame in a manhole complies with safety criteria in 29 CFR 1910.146, and .268, *Occupational Safety and Health Standards for Industry*, and 29 CFR 1926.956 and 1926.1200 (Subpart AA – Confined Space in Construction).
- g) Ensure occupied manholes are guarded and have a safety observer on top and in close proximity to the manhole openings according to 29 CFR 1910.23, 1910.268, and 1926.956.
- h) Ensure a rescue line is available at occupied manholes.
- i) Adequate barricades and lighting will be used to identify and protect personnel against the hazards of open excavations.

12. Equipment and Material Storage. The contractor should:

- a) Properly mark motorized equipment and chock vehicle tires at the end of the workday or when they are left unattended.
- b) Maintain motorized equipment in a safe operating condition per state law.
- c) If a portable construction trailer or office is used, anchor it sufficiently to prevent wind and storm damage.
- d) Check cable reels with proper size dunnage when not in use.
- e) Ensure cable reels are not left elevated while unattended.
- f) Properly chock and brake cable trailers when they are not connected to a towing vehicle.
- g) Ensure sure that equipment and materials are locked and secured from unauthorized access when not in use or under contractor supervision.
- h) Implement best management practices (BMPs) to minimize exposure to storm water of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials

13. Hoist and Lifting Devices. The contractor should:

- a) Maintain and operate hoists, cranes, slings, and other lifting equipment in a safe manner to prevent damage to ASU property.
- b) Ensure lifting devices and equipment are of sufficient capacity for the loads lifted.
- c) Label lifting devices and equipment with their load capacities.
- d) Ensure the operator visually inspects lifting devices and equipment before each use.
- e) Identify lifting devices and equipment used for critical loads (high value items) with serial number and load test them at 125 percent of their load capacity at least annually.
- f) Ensure slings are not used when tied in knots or damaged.

14. Handling, Storing, and Using Flammable Liquids. The contractor should:

- a) Use approved safety cans for handling, transporting, and dispensing flammable liquids at the site. Mark containers with the hazard and name of the material; for example, "Flammable - Gasoline." Keep containers tightly covered when not in use to prevent evaporation of flammable vapors into the atmosphere.
- b) Take measures to exclude all possible sources of ignition from the vicinity of flammable liquids or their vapors. Spark and flame-producing devices are prohibited.
- c) Provide adequate ventilation, natural or supplied, in all areas where flammable liquids are used, handled, or stored.
- d) Properly store flammable liquids according to National Fire Prevention Association (NFPA) criteria.

15. Handling, Storing, and Using Compressed Gas. The contractor should:

- a) Post adequate warning signs to indicate that all sources of ignition, such as smoking and carrying matches, are prohibited within 50 feet of all possible explosive or flammable gas-air mixtures. Ensure electrical equipment is explosion proof and sources of static electricity are bonded and grounded. Ensures spark-producing devices are not used in areas where flammable gases exist.
- b) On the valve body, stamp the name of the gas for which a valve is intended. Open cylinder valves by hand unless the container is equipped with a wrench key.
- c) Ensure gas cylinders are not stored where there is danger of mishap damage or in areas where the cylinders will be subjected to corrosive chemicals or similar materials. Also ensure cylinders are not stored near electrical conductors or other sources of electricity.
- d) Ensure cylinders containing different gases are not stored together. Store nonflammable gases in locations separate from flammable gases. Separation by a fire wall or other approved firebreaks are required if the two types of gases are stored in close proximity to each other.

16. Radioactive Materials. EHSRM, 486-6725/6275, must be advised of any contract operations which involve the use of industrial x-rays units, lasers, or radioactive materials.

17. Welding, Cutting, or Brazing Activities.

- a) Complete Hot Work Permit.
- b) Ensure personnel performing duties as a welder, cutter, or brazer are fully qualified.
- c) Implement fire watch procedures. Ensure combustible materials are not within 35 feet of operations. Ensure a qualified individual, proficient in the operation of fire-extinguishing equipment and fire reporting procedures, stays and observes the activities for at least 60 minutes after the operation is completed. In addition, periodic walkthroughs of the hot work area are required every 30 minutes for the next 3 hours after the fire watch leaves the area.
- d) While welding or cutting operations are being performed, maintain fire-extinguishing equipment ready for use. Equipment may consist of pails of water, water hose,

- buckets of sand, or portable extinguishers depending on the nature and quantity of the combustible material exposed.
- e) Where available, ensure sprinkler protection is fully serviceable while welding or cutting work is being performed.
 - f) For equipment gas leaks, use soapy water (not flame) to check for gas leakage before lighting the torch. Mark a leaky cylinder with a warning sign that cautions personnel not to approach it with any ignition source.
 - g) The welding operation environment will be free of flammable liquids and vapors.

18. Fall Protection. Fall protection will be provided in accordance with OSHA Standards 29 CFR 1910 and 29 CFR 1926 as applicable to operations.

19. General Requirements. The contractor should:

- a) In accordance with OSHA Standard 1910.1200 contractors working with chemicals or hazardous materials are required to have a Hazardous Communications Program (HAZCOM) and the appropriate safety data sheets (SDS) for chemicals being used at a job site. The contractor will also be advised by the contract lead at the Pre-Conference of hazardous chemicals used at ASU that they may encounter and protective measures needed in the normal course of their work on the premises.
- b) Maintain housekeeping to keep the environment in a clean, orderly condition. Provide suitable metal containers with self-closing lids at all industrial activities for the disposal of combustible wastes, rags, and other flammable materials. Mark containers as hazardous or nonhazardous waste. Also mark them with the contents of the container, the name of the person and office generating the waste, and the accumulation start date.
- c) Ensure vehicle and (or) equipment operators are properly trained, certified, and (or) licensed for operation. The contractor is responsible for training and certification. Only qualified and properly licensed operators will be permitted to operate powered construction equipment. Equipment will not be left with motors running.
- d) Ensure vehicle operators and passengers use safety belts while operating and (or) riding in a vehicle (business or privately owned) on ASU property. It is illegal to transport personnel in the bed of private or business trucks where no fixed seats are installed.
- e) It is illegal to text while driving. It is a safety violation to talk on a cell phone while driving unless using a hands-free device.
- f) Ensure vehicle operators use back up alarms on vehicles as required (rollers, compactors, front end loaders, bulldozers and similar equipment).
- g) Ensure employees refrain from consuming alcohol and (or) drugs while on ASU property.
- h) Ensure portable electrical equipment and tools are in good serviceable condition and extension cords are of the proper size and type with no splices. Incorporate ground fault circuit interrupter protection where and when required by the National Electrical Code.
- i) Make shop drawings available for review before installing any major equipment.
- j) The National Electrical Code will govern the installation of all wiring and electrical work. Only qualified and certified electricians will perform work. Circuits will be de-energized and lock outs installed as needed.

- k) Electrical powered equipment will be properly grounded at all times. All 120 volt, single phase, 15- and 20- ampere receptacle outlets on construction sites, which are not part of the permanent wiring of the building or structure and which are in use by employees, shall have approved ground-fault circuit interrupters (GFCIs) for personnel protection.
- l) Personal Protective Equipment (PPE) will be properly worn and maintained, as required.
- m) Implement BMPs to control pollutants from equipment and vehicle washing and other wash waters.

20. Lockout or Tagout (Control of Hazardous Energy).

A Lock out/Tag out permit will be completed. The contractor should establish a program of energy control procedures and employee training. Training should be completed before employees perform service or maintenance on a machine or equipment where the unexpected energizing, startup, or release of stored energy could occur and cause injury or property damage. The machine or equipment should be isolated and rendered inoperative in accordance with 29 CFR 1910.147. In addition to the requirements in OSHA Standard 1910.147, if a contractor needs to lock or tag something out, the contractor will ensure that affected employees are notified before and after the locks and tags are used.

21. Confined Space Entry:

- a) Contractors entering confined spaces on ASU are responsible for the safety of their personnel and for their own Permit Required Confined Space (PRCS) Program as outlined in OSHA 1910.146 and OSHA 1926.1200 (Subpart AA – Confined Space in Construction). When a contract lead arranges to have a contractor perform work that involves a permit requires confined space entry, the contract lead will provide the contractor with information concerning hazards of the space to be entered. The contractor must brief the organization whenever a hazard is encountered or introduced into a PRCS, and when the contractor completes the work. If rescue support is required, the contract lead or designated representative must agree to support rescue operations in advance of confined space entry.
- b) Personnel who work within confined spaces that, by design, have limited openings for entry and exit, have unfavorable natural ventilation, are not intended primarily for human occupancy, or contain other recognized safety hazards should comply with 29 CFR 1910.146, OSHA 1926.1200 (Subpart AA – Confined Space in Construction).
- c) The workplace contains a permit-required confined space, and entry will be authorized according to an approved confined-space program.
- d) The contents of a space or hazards of a space determine if a permit is required.
- e) Precautions and procedures have been implemented by the organization to protect workers.
- f) Entry operations and procedures have been coordinated with the contractor, and the permit space entry system to be used when both organizational and contractor personnel are working in a permit required confined space has been agreed on.
- g) The contractor is responsible for the safety of contractor personnel and should use the contractor entry program and procedures if working independently in a permit-required space.

- h) Local safety personnel may debrief the contractor at the end of the entry operations to develop lessons learned from any problems or hazards encountered or created during the entry operations.
- i) If applicable, all new construction projects that create a confined space will inform the contracting officer. .

22. Hazards of Construction and Service Operations:

- a) **General Safety Requirements:** The contractor should:
 - I. Ensure temporary heat is provided by portable electric heaters approved by Underwriters Laboratory (UL). Heaters should be kept away from combustible or flammable materials.
 - II. Ensure extension cords used are of sufficient gauge to operate electrical devices, heaters, and lighting without overheating the cord or plug.
 - III. Ensure unnecessary electrical appliances are unplugged at the end of the workday.
 - IV. Ensure only explosion-proof electrical fixtures and appliances are used in areas where flammable vapors are present.
- a) **Temporary Wiring.** All wiring should be installed and supervised by competent electricians. Temporary circuits, especially high-voltage ones, require substantial protection against physical damage from movable equipment, etc.
- b) **Flammable Liquids.** Careless storage and handling of flammable and combustible liquids are responsible for many construction and service fires. Small quantities of gasoline used for motorized construction equipment should be handled in a safety container and stored in an isolated location. Flammable and combustible liquids should be removed from the building at the end of the workday and stored in an approved location. Flammable liquids should be stored only in suitable metal containers. Gasoline or any other low flash point flammable liquids should not be used for cleaning purposes.
- c) **Gasoline-Powered Equipment.** Gasoline-powered equipment, such as air compressors, hoists, and pumps, should be located so exhausts are well away from combustible material. Gasoline engines should be shut off during refueling operations. Static bonding wires should be properly attached before combustible or flammable liquid is transferred from one vessel to another.
- d) **Paints.** Paint brushes, empty paint cans, varnishes, rags, paint clothes, drop cloths, etc., should be removed from the building at the end of the workday and stored in an approved location.
- e) **Additional Published Guidance.** In addition to the guidance in this pamphlet, nationally recognized standards apply. Hazardous conditions of a particular nature for which no criteria has been developed or published should be corrected by local action based on sound judgment.

- f) **Practicing Fire Prevention.** Contractors should encourage their employees to practice fire prevention at all times. If there are any questions, contact facilities or EHSRM Office.

23. Special Emphasis Requirements:

- a. Storm Water Pollution Prevention. ASU has been authorized a permit by Texas Commission on Environmental Quality (TCEQ) under the Texas Pollutant Discharge Elimination System (TPDES) Small MS4 General Permit TXR040000. Contractors must protect storm water drains and sewers from construction debris at all times. Contractors must implement BMPs to minimize the discharge of pollutants from spills and leaks. ASU prohibits illicit discharges such as wash out wastewater, fuels, oils, soaps, solvents, and dewatering activities. Any spills must be immediately reported to University Police and EHSRM Office.
- b. ASU Alert: ASUAlert assists in providing a safer environment, enhancing emergency preparedness and keep the campus community more informed. ASUAlert is the communication system that allows Angelo State University to send time-sensitive emergency notifications via voice messages, text messages and ASU email to faculty, staff, students, and contractors. Please contact 325-942-2071 to register for ASUAlert messaging.
- c. Building materials stored near the job site will be properly piled or stacked. No material will be piled higher than (6) feet, except in storage areas. Piles more than (4) feet in height will be arranged with the sides or ends of the materials tapered inward. All waste materials, especially those containing projecting nail points, will be continually removed from work areas or be placed in orderly piles where workmen will not be likely to step or stumble over them. All stairways, corridors, and passageways will be kept free of loose materials, debris and other hazardous obstructions.
- d. Trestles, ramps, scaffolds and similar structures will be designed and constructed to safely support the loads to be placed on them.
- e. All mechanized equipment will be inspected at frequent intervals and kept in safe operating condition. All moving parts of the equipment will be fitted with effective guards that must be in place at all times while machinery is in operation.
- f. Mobile equipment operated on installation roadways will conform to all laws and regulations governing motor vehicles. All rubber tired vehicles licensed for the road must have fenders or mud guards. Local regulations covering speeds, load limits and other traffic regulations will be strictly observed. Vehicle drivers will yield and stop for pedestrians. Vehicle drivers will stop for emergency vehicles that are responding. When construction proves hazardous to normal street and roadway users, traffic will be controlled or warned by flag persons, signs, or

barricades. Flag persons are required to wear the bright orange or yellow reflective vests.

- I. Operators must ensure equipment does not make contact with electrical power lines. Maintain a minimum clearance of ten feet or more between power lines and any part of the equipment.
- II. When construction equipment is towed, safety chains will be used in addition to regular towing hooks. If equipment is towed after dark, lights will be placed at the rear of the tow.
- III. Overhanging portions of loads moved by trailer or truck will be marked by warning flags or lights. The beds of vehicles will not be overloaded.

24. OSHA Rights. Personnel must be trained on their OSHA rights and communication channels must be available for them to report hazards in the workplace.

EMPLOYEES:

- a. You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- b. You have the right to request an OSHA inspection if you believe that there are unsafe or unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- c. You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under OSH Act.
- d. You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- e. Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- f. You have the right to copies of your medical records of your exposure to toxic and harmful substances or conditions.
- g. Your employer must post this notice in your workplace.

25. The attachment is used to acknowledge briefing completion by safety personnel and contractor acknowledgment of safety responsibilities during the pre-construction briefing.

Attachment: ASU Contractor Safety Brief Acknowledgment

Attachment: ASU Contractor Safety Brief Completion and Acknowledgement

SUBJECT: Contractor Briefing
ASU Safety Guide for Contractors

Date: _____

TO: ASU.

Receipt of the above briefing and the ASU Safety Guide for Contractors is acknowledged.

COMPANY: _____ Phone: _____

ADDRESS: _____

Contract Start Date: _____

NAME: _____ POSITION: _____

SIGNATURE: _____