



CONTRACTOR *safety manual*



PROVIDENCE
COLLEGE

OFFICE OF ENVIRONMENTAL, HEALTH & SAFETY

Important Telephone Numbers

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NOTICE TO ALL OUTSIDE CONTRACTORS

Providence College provides a safe and healthful environment for students, faculty, and staff, as well as to all other visitors to our campus. This environment is obtained through rigorous and consistently applied programs that anticipate, identify, evaluate, and control hazards that are an inherent part of maintaining our facility.

As an approved Providence College vendor, your company plays an important role in assisting us in maintaining a safe and accident-free work environment. As such, any and all contractors working on projects on campus shall adhere to the following guidelines:

- All contractors must ensure that their employees are properly and legally trained and licensed prior to beginning their onsite work.
- All contractors must comply with all federal, state, and local safety and environmental standards and procedures at all times. These standards include, but are not limited to, the Federal Occupational Safety and Health Administration (OSHA) General Industry Standards (29 CFR 1910), and the Construction Industry Standard (29 CFR 1926); all applicable federal, state, and local environmental laws, regulations, and ordinances; and the Providence College *Contractor's Safety Manual 2005*.
- All prospective construction and renovation contractors must submit their company safety and health program to the Office of Environmental, Health and Safety for review and acceptance. Also, prior to commencing work on campus, contractors must submit a project site-specific Job Hazard Analysis (JHA) and any other specific safety programs (confined space entry, respiratory protection, etc.) to the Office of Environmental, Health and Safety. You must receive approval of your site-specific plans prior to beginning work. The Office of Environmental, Health and Safety's Job Hazard Analysis Guidelines shall be provided to assist you in the development of your JHA.

Providence College is committed to ensuring a safe environment for all people on campus. Your involvement in this is both crucial and necessary. If you have any questions regarding Providence College's safety guidelines, please call the Office of Environmental, Health and Safety at 401-865-2549 or 401-865-2625.

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General Requirements

Compliance

All contractors must comply with all federal, state, and local health, safety, and environmental standards and procedures at all times. These standards include, but are not limited to, the following:

- Federal Occupational Safety and Health Administration (OSHA) General Industry Standards (29 CFR 1910) and Construction Industry Standard (29 CFR 1926).
- Applicable federal, state and local environmental laws, regulations, and ordinances.
- Federal and state fire codes and regulations.
- Providence College Office of Environmental, Health and Safety guidelines and safety manuals.
- Rhode Island state asbestos and lead paint regulations.

Project-Specific Health and Safety Plans/Job Hazard Analysis

At least one week prior to commencing work on site, prospective construction and renovation contractors must submit a project-specific health and safety plan, which includes a Job Hazard Analysis for all phases of work. Specific safety programs (confined space entry, respiratory protection, etc.) shall also be submitted to the Office of Environmental, Health and Safety for review and acceptance. You must receive approval of your project-specific plan(s) before beginning work.

Training and Licenses

Contractors must ensure that their employees are properly trained and licensed (if applicable) prior to their beginning work at Providence College. Contractor employees must be able to recognize potential hazards and understand the necessary precautions. Although each contractor is responsible for providing proper training and safety of their employees, Providence College will provide site-specific safety and hazard information associated with the work area. To ensure that all contractors are aware of the basic safety procedures, safety orientation training shall be required for all contractors. This safety orientation training program shall be held annually by the Providence College safety coordinator. The safety coordinator has the right to require additional training or retraining should he feel that it is necessary. The Providence College representative will assist in arranging for contractor safety orientation training. All contractor supervisors, foremen, and/or construction managers shall be required to attend.

Enforcement

It is the responsibility of each contractor to comply with the information in this manual as well as all other applicable federal, state, and local requirements. Violations of these requirements will be brought to the attention of the personnel involved and the responsible supervisory personnel. Identified violations must be promptly addressed and corrected. Penalties and/or enforcement actions for identified violations are at the discretion of Providence College and may include written warnings or expulsion from the site.

Safety Submittals

Contractors may be also asked to submit their company's safety programs and other information to the Providence College Office of Environmental, Health and Safety before work begins. When requested, timely submission is mandatory. Examples of the types of information, which may be requested, would include:

1. Confined Space Entry Program
2. Lockout/Tagout Program
3. Respiratory Protection Program
4. Hearing Protection Program
5. Relevant licenses and training certificates
6. MSDS log
7. At the completion of the work, the contractor will be expected to submit a copy of the OSHA 300 log for each project. Also in accordance with OSHA, this log must be posted at the job site.

Inspections

Contractor work areas may be observed or inspected at any time to assess compliance with applicable requirements. These inspections will primarily be performed by the Providence College representative responsible for the work or by the Providence College safety coordinator. Any deficiencies noted during inspection of the work site must be promptly corrected. Serious or repeat violations will result in the contractor (including his employees or subcontractors) being subject to expulsion from the site.

If at any time the contractor recognizes an unsafe condition resultant from Providence College operations, it should immediately be brought to the attention of the Providence College representative for further consideration and correction as necessary.

Site Access and Parking

Personnel and vehicle access to the Providence College campus is restricted and should be coordinated in advance with the Providence College representative responsible for the work. This coordination is especially important if access is required outside of normal working hours.

Workmen shall park their private vehicles only in designated and legal parking areas. All vehicles are to be parked in accordance with allocated spaces. No parking on lawns or sidewalks is permitted. **Absolutely no parking in handicapped parking areas or fire lanes is permitted.** The speed of personal and/or company vehicles is **not to exceed 10 mph** on campus access roads and in parking lots, and 20 mph on public streets within the Providence College campus area. Special attention is to be given to pedestrians. **Drivers must stop for pedestrians crossing streets and campus roads.** The area in which you will be working may have pedestrian traffic. **Please drive safely.**

Cameras, video recorders, tape recorders, and other audio-visual equipment are not permitted to be used by contractors without written authorization from Providence College.

Occupied Areas

Where contractor work must be carried out in the same area as, or adjacent to, ongoing operations, every effort must be made by the contractor to minimize the effect of their work on those operations. These operations must not be interrupted at any time except as specifically agreed upon before beginning work. If the contractor's work may impact ongoing operations, then Providence College employees or students who may be impacted must be notified prior to the start of their work. This notification must be coordinated with the Providence College representative responsible for the work. Services or utilities to existing facilities shall not be interrupted without prior approval from the Providence College representative.

Use of the Premises

The contractor shall protect Providence College facilities, buildings, grounds, and equipment from damage during their work. Protective measures would include covering floors, walls, furniture, and equipment, as well as special precautions when moving heavy equipment on grounds and paving. It will be the responsibility of the contractor to fix or correct any damage done to Providence College facilities during the course of the work.

Use of Providence College-Owned Equipment

The contractor shall receive permission from the Providence College representative prior to using any College-owned equipment, including such items as ladders, scissor lifts, safety harnesses, etc. The contractor must also read, agree to, and sign the "Voluntary Release of Liability" form on Page 21.

Housekeeping

All building materials, supplies, and equipment shall be stored in an orderly fashion throughout the course of the work. All hallways, entrances, and exits must be kept clear and passable at all times. To minimize tripping hazards extension cords, hoses, cables, or similar materials must not obstruct any hallways, walkways, sideways, or doorways. Under no circumstances shall access to power control panels, fire extinguishers, or other safety equipment be blocked. Construction sites shall be kept free of debris and material buildup through daily cleanups performed at the end of each shift.

Shutdowns

Contractors may not shut down, cut into, dig up, weld onto, start, adjust, operate, or handle any existing pipelines, valves, electrical services, fire alarm systems, vessels, telecommunication cables, or equipment without prior review and approval of their Providence College representative. Shutdowns and start-ups shall be performed by or under the supervision of a Providence College representative.

To schedule system shutdowns, the contractor shall request the Providence College representative to coordinate the work in advance. As soon as possible, the Providence College representative will notify the contractor as to when the requested shutdown can be performed.

The shutdown or start-up of any fire protection system (sprinklers, fire mains, alarms, etc.) must be coordinated with the Physical Plant (401-865-2166) and requires at least 24 hours notice.

Hazard Communication Program

All contractor's employees must be informed about any hazardous chemicals which may be present in the workplace. To ensure that all contractors have the necessary information to recognize potential hazards and protect themselves from them, a written Hazard Communication Program is required. Each company who performs contracted services at Providence College and who uses hazardous chemicals (i.e. solvents, cleaners, paints, gasoline, etc.) must have a written Hazard Communication Program which is on site, readily available, and satisfies the requirements of the OSHA Hazard Communication Standard. All chemicals must be labeled appropriately to identify its chemical and physical hazards. Contractors must inform the Providence College safety coordinator if they will be bringing any hazardous chemicals on site, and where those chemicals will be stored. Only materials necessary for short-term usage (within one week) should be stored on site unless prior approval has been received from Providence College. A Material Safety Data Sheet (MSDS) must be available in the work area for each chemical on site. MSDS contain concise substance specific information about the hazards of a chemical and its recommended protective measures. Contractors shall provide only site-specific MSDS to the Providence College safety coordinator prior to mobilizing on site. As new materials are brought on site during the course of the work, copies of MSDS shall be provided to the health and safety coordinator.

All contractors are responsible for the safe use, storage, and disposal of chemical(s) and hazardous material(s) that they have at the site. All chemicals are to be removed from the site upon the completion of the project.

Contractors interested in obtaining information about chemicals or materials being used by Providence College can contact their Providence College representative or call the Office of Environmental, Health and Safety directly at (401) 865-2625.

Hazardous Work Permits/Special Conditions

General

Certain operations have the potential to endanger either the employees and/or facilities if not performed properly. These operations (listed and explained below) require specific permits or approval before work can begin. The Providence College representative will assist the contractor to ensure that all permit conditions are met before allowing any covered work to begin. Each contractor shall notify their Providence College representative in advance for all work requiring hazardous work permits. The completed permit must be displayed at the worksite for the duration of the job (typically one shift). There may be circumstances where master or blanket permits will be issued at the discretion of the Providence College representative and/or the health and safety coordinator.

Excavation

The presence of buried or hidden utilities creates a potential hazard to anyone conducting this work, as would a potential cave-in if a trench was not properly designed.

Prior to opening an excavation, the estimated location of utility installations, such as sewer, telephone, fuel, electric, water lines, or any other underground utility installations that may be reasonably expected to be encountered during excavation work, shall be determined. This shall be accomplished through direct involvement of the Providence College project manager, the applicable utility companies or owners, and by contacting Dig-Safe (1-888-DIG-SAFE).

When excavation operations approach the estimated location of underground installations, the exact location shall be determined by safe and acceptable means. While the excavation is open, underground installations shall be protected, supported, or removed as necessary to safeguard employees.

If employees will be expected to enter an excavation over 4-feet deep, a competent person must be designated to be responsible for employee safety and the previously submitted Job Hazard Analysis shall explain in detail how the employees will be protected from cave-ins, hazardous atmospheres, etc.

Hot Work

Hot work permits are required for any operation which includes any open flames, welding, or any operation which will produce sparks (grinding, chipping, cutting, etc.). Any contractor performing hot work operations must follow the Providence College Hot Work Guidelines (see Page 22). The contractor then must complete a hot work permit prior to starting the work. Hot work permits are to be given to the Providence College representative before the work begins. The contractor must furnish and maintain readily accessible fire extinguishers for each hot work job.

Confined Space Entry

Confined spaces are areas that meet the following criteria:

1. have limited or restricted means for entry or exit;
2. are not designed for continuous employee occupancy;
3. and are large enough to enter and perform work.

Permit-required confined spaces are confined spaces that meet the following criteria:

1. contains or has the potential to contain a hazardous atmosphere;
2. contains a material that has the potential for engulfing an entrant;
3. has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section;
4. or contains any recognized serious safety or health hazard.

Before performing any work which involves entry into a confined space, the contractor and the Providence College safety coordinator must determine whether or not it is classified as "Permit Required." If so, the contractor must obtain a Confined Space Entry Permit before beginning the work. The Providence College safety coordinator will be responsible for issuing and reviewing the permit. The contractor shall ensure all requirements of the permit are met and that those employees entering the confined space have proof of training in accordance with all applicable OSHA requirements.

Blasting

There shall be no explosives or blasting on the Providence College campus without prior approval of the Providence College representative.

Lockout/Tagout

The release of hazardous energy (electrical, hydraulic, thermal, mechanical, etc.) during the service and maintenance of machinery or equipment presents a serious potential hazard in the workplace. Any machinery or equipment which will be serviced or maintained as part of the contractor's work must be properly locked and tagged in accordance with OSHA requirements. All contractors involved in this work must show documentation and proof of training which satisfies the OSHA requirements for lockout/tagout.

Electrical Hot Work

Electrical hot work (work on energized electrical equipment) may be performed only by a properly trained and licensed electrician, in compliance with all applicable OSHA standards, and only when authorized by the Providence College representative and health and safety coordinator.

Personal Protective Equipment

If engineering or administrative controls cannot adequately control a potential hazard, contractors must insure that its employees are provided with all required personal protective equipment (PPE) prior to commencing work and that they are properly trained in the use of PPE. The use of PPE must comply with all applicable regulations including, but not limited to, respiratory protection, fall protection, lead, asbestos, etc.

Contractors are expected to dress appropriately. At a minimum, short sleeve shirts, long pants and appropriate work shoes are required. Appropriate work shoes are required in all construction areas and any other area where there is a potential hazard to the feet from falling or rolling equipment or the potential for objects piercing the sole. Class A or B hard hats are required in all construction areas and other areas where there is a potential hazard from low, hanging, or falling objects. Class C, or "bump" hats, are prohibited.

If the work will involve employee exposures to loud noises (over 85 decibels), hearing protection and a hearing conservation program are required in accordance with OSHA standards.

All contractors shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Material Handling and Safe Rigging Operations

All earthmoving, excavating, lifting, rigging, and hauling equipment must have working alarms, horns, and all other protective devices as detailed and in accordance with OSHA 1926.602 standards. In addition, all equipment operators shall be properly trained and licensed by the State of Rhode Island Department of Labor and Training before operating such equipment on the Providence College campus. Copies of the licenses shall be forwarded to the Providence College safety coordinator prior to initiating work.

Any contractor who, as part of their work, must operate a powered industrial truck (fork lift, etc.) on the Providence College campus shall submit to the safety coordinator proof of training and certification, in accordance with OSHA 1926.602(d).

Contractors who will be performing rigging and lifting operations shall provide competent supervision to evaluate load weights, crane/hoist capacities and set-up, and rigging inspection before each lift. Annual crane inspection records and monthly maintenance reports must be submitted to the Providence College representative upon request.

All rigging equipment brought on site (cranes, hoists, slings, shackles, chokers, chainfalls, come-alongs, etc.) must be labeled with load capacities and shall be inspected according to the manufacturer's criteria before each pick.

All parts of a crane, its load, and any other mechanical equipment must be kept at least 10 feet away from overhead power lines (over 50 kilovolt lines) unless they have been degenerated. Loads should never be lifted over personnel, vehicles, or flammable liquids or gases.

Fall Protection

General

Anyone working in an area exposed to a fall of greater than six feet must be protected by appropriate fall protection. Such protection must be either approved guardrails or a combination of safety harness and shock-absorbing lanyard. Anchorage points for tie-off shall be able to sustain a minimum load of 5,000 lbs. per person. Contractors shall not stand on motors, pumps, conduits, or the like to gain access to elevated work.

Roof Work

Working on a roof within six feet of the edge or a floor opening (skylight, hole, open hatch, etc.) requires appropriate fall protection (railings or safety lines with the proper PPE). Use of a safety monitor system or controlled access zone will not be accepted unless prior approval from Providence College's Office of Environmental, Health and Safety has been received.

Aerial Lifts

Only trained personnel shall be allowed to operate this equipment. Aerial lifts shall only be used for lifting personnel and their tools and must not be used as material hoists. The manufacturer's load limitations and operating requirements must be complied with. Personnel working in these baskets must wear a full body safety harness with shock-absorbing lanyard, and must be tied off to anchorages specifically designed for that purpose (railings do not meet fall protection anchorage requirements). Lifts that are not equipped with such anchorages shall not be used. Work shall only be accomplished from the floors of the baskets and must not involve climbing on basket railings, ladders, or other elevating platforms.

Ladders

All ladders used at Providence College must be in good condition and free of any broken or defective parts. Any ladders with broken or split rails, rungs, steps, or any defective parts must be removed from the Providence College work site or disposed of by the contractor. The proper use of portable ladders requires:

1. Portable ladders must be securely footed and equipped with suitable safety shoes to prevent slippage.
2. Ladders must extend a minimum of three feet beyond the landing surface and be securely tied at this point to prevent any movement.
3. Metal or conductive ladders will not be allowed on any Providence College work site.
4. Step ladders must be used only in the open and locked position.

Scaffolds

All scaffolding, staging, and work platforms used within Providence College must satisfy the applicable OSHA regulations and manufacturer's erection requirements. The use of site-built staging or scaffolding is not allowed unless prior approval is obtained from the Providence College Office of Environmental, Health and Safety. The proper use of scaffolding requires:

1. Footings and anchoring must be sound, rigid, and capable of handling the maximum intended load without settling or being displaced.
2. Scaffolding must be plumb and level before it can be used.
3. All scaffold planking shall be free of imperfections (Class A scaffold lumber), shall completely cover the entire work area, and comply with all lapping and overhang requirements as defined by OSHA scaffolding requirements.
4. Scaffold platforms more than six feet above any working surface must be equipped with a top rail (42" height), mid rail (21" height), and toe board (4" high) on all open sides and ends. If the manufacturer's requirements are more stringent (i.e., mobile staging less than 45" wide) they shall supercede these minimum requirements.
5. Adequate access to work platforms shall be required and contractor personnel shall be forbidden from accessing other platform levels by anything other than manufacturer approved stairways or ladders.
6. Contractors shall submit for Providence College approval the name of the competent person responsible for scaffold erection and usage. The competent person must be on site at all times.

Flammable/Hazardous Materials

1. Only NFPA approved metal containers shall be used for storage and handling of flammable and combustible liquids.
2. On-site quantities, as well as storage locations, for flammable and hazardous materials must be approved by the Office of Environmental, Health and Safety. These materials shall not be stored in areas used for exits or stairways.
3. No more than 25 gallons of flammable or combustible liquids shall be stored outside of an approved storage cabinet. This material shall be stored in an NFPA-approved flammable material container labeled with contents and hazard ratings.
4. Compressed gas cylinders shall be stored in an upright position, secured from tipping, and capped when not in use. Oxygen and fuel gas cylinders shall be separated by a minimum distance of 20 feet or by a five-foot-high barrier with a minimum fire rating of one-half hour.
5. Removal of regulators and gauges on compressed gas cylinders is mandatory any time they are not in use. Cylinders shall be capped and stored in a well-ventilated area no less than 20 feet away from any combustible materials. Contractors shall designate to the Providence College safety coordinator the person responsible for proper cylinder storage prior to commencing the work.

Fire Prevention

The NFPA and OSHA spell out specific criteria that help us to prevent hazardous conditions that can lead to a fire. It is the responsibility of all contractors to plan work activities and site logistics at Providence College to prevent such an occurrence. In addition, any hot work requires contractors to complete a Providence College Hot Work Permit and to provide and maintain fire extinguishers appropriate to the specific hazard, as follows:

Class A – ordinary combustibles such as wood, paper, and trash

Class B – flammable liquids such as solvents, gasoline, paints, etc.

Class C – electrical metals

Class D – combustible metals

Class ABC – combination extinguisher for all conditions except combustible metals.

Appropriate extinguishers shall be in the immediate area of the hot work, and in no circumstance shall workers need to travel more than 20 feet.

Additionally, contractors must provide a dedicated, trained fire watch when flammable or combustible materials cannot be removed; when overhead hot work is required such that slag or sparks may fall to a lower level; or when the person engaged in the hot work has an obstructed view.

A fire watch must understand the specific hazard(s) and must be trained in the proper care, inspection, and use of fire extinguishers.

The person responsible for fire watch must remain in the work area for at least 30 minutes after the hot work activity is completed to ensure slag and sparks are completely extinguished.

Electrical Tools and Equipment

General

All electrical installations and equipment must be in good condition and in compliance with the National Electric Code and OSHA standards. Specific requirements include:

1. Extension cords must be at least 16-gauge, heavy-duty, three-wire cords with a UL-approved three-prong plug. Flat extension cords are not allowed on any Providence College project.
2. All electrical power tools must be in good condition and equipped with a three-prong, grounded plug or must be clearly marked as double insulated. Cords with multiple breaks and repairs shall not be used.
3. Ground fault circuit interrupters (GFCI) shall be utilized in all activities requiring electrical tools.
4. Only explosion-proof lighting shall be acceptable for usage in confined spaces.
5. Temporary area lighting, if required, must be powered by its own circuit and shall not be used for any other purposes. All temporary power or systems shall be removed at conclusion of the work.
6. Overhead power lines should be clearly marked (and de-energized if necessary) if cranes, material hoists, or aerial lifts will be working in the area.
7. Modifications to electrical equipment shall be performed only by licensed and qualified personnel.

Asbestos

General

The following classes of work are covered by the OSHA Asbestos Standard and require specific training, work practices, engineering controls, and protective equipment. Certification of contractor licensure and employee training shall be provided to the safety coordinator before contracts are awarded.

Class I – activities involving the removal of thermal system insulation (TSI) and surfacing asbestos containing material (ACM).

Class II – activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes the removal of asbestos containing wallboard, floor tile, mastics, linoleum, roofing materials, and transite materials.

Class III – repair and maintenance operations where ACM, including thermal system insulation and surfacing material, is likely to be disturbed.

Class IV – maintenance and custodial activities during which employees contact ACM and activities to clean up waste and debris containing ACM.

The Providence College representative will be responsible for determining what material contains asbestos unless that determination is specifically included within the scope of work. The Providence College representative will also notify the contractors of the location and quantity of asbestos containing material or material presumed to contain asbestos. In buildings constructed before 1980, the following materials must be assumed to contain asbestos unless the material has been tested and found to be asbestos-free:

1. thermal system insulation;
2. sprayed or troweled-on surfacing material;
3. resilient flooring and mastic; and
4. roofing materials.

Other materials at Providence College that have been identified to contain ACM are boiler gaskets and roping, transite fume hood linings, and soapstone countertops, which should be tested first and treated accordingly.

Asbestos-containing material may be removed only by workers who have received the required, specific training to perform that work. Any asbestos containing material which is removed must be properly contained and disposed of in accordance with all applicable state and federal regulations. Any questions or concerns about asbestos containing material or material suspected of containing asbestos should be brought to the immediate attention of the Providence College representative.

Environmental Issues

General

Contractors working within Providence College must comply with all federal, state, and local environmental standards and regulations pertaining to their work. All waste generated on the job (construction debris, boxes, pallets, etc.) must be removed and properly disposed of on a daily basis. Waste containers must be supplied by the contractor unless another means of disposal is agreed upon with the Providence College representative prior to the start of work. Waste containers must be properly maintained and emptied on a regular basis as dictated by work.

Contractors shall not stockpile or store oil, gasoline, propane or any hazardous material within Providence College overnight without prior approval of both the Providence College representative and the Providence College safety coordinator.

Solid Waste

All solid waste and demolition material must be handled and disposed of in full accordance with all federal, state and local laws and regulations. The names and locations of all off-site disposal sites for construction or demolition debris shall be submitted in advance to the Providence College representative.

Hazardous Waste

If hazardous waste is generated by the contractor during the performance of their work (oil, turpentine, paint, solvents, gasoline, etc.) it shall be properly handled, labeled, and disposed of in accordance with federal and state hazardous waste regulations. The contractor shall contact the Providence College's Office of Environmental, Health and Safety to coordinate the selection of the hazardous waste removal contractor. Only a certified representative from the Office of Environmental, Health and Safety shall be permitted to sign the hazardous waste manifest documents. No hazardous waste shall leave the site without approval of the Office of Environmental, Health and Safety.

Spills

Contractors are responsible for the proper clean up and disposal of any spills which occur in the course of their work. Under no circumstances shall any hazardous waste (paint, paint thinner, acid, oil, gasoline, or other hazardous materials, etc.) be permitted to be released into the environment. In the event a discharge or spill of any size occurs, the contractor must try to contain the spill and immediately report the spill to the Providence College Office of Environmental, Health and Safety at 401-865-2549 or 401-865-2625.

Storm Water Control

Any catch basins or storm drains in the vicinity of the contractor's work must be protected by silt fences, hay bails, or other equally effective means. No pump discharges, power-washing effluents, or similar wastewater may be discharged into existing floor drains, sinks, or catch basins without prior written approval from the Providence College representative.

Emergency Plan

General

All contractor personnel should know the location of the nearest phone, fire alarm pull station, fire extinguisher, emergency wash station, rally point, and building exits. The rally point should be identified prior to the start of the project so all personnel know where to meet in the event of an emergency.

If you encounter or are involved in an emergency during work, contact the Office of Safety and Security by dialing Ext.2222. The security officer will ask you for information about the nature of the emergency so they will be able to send the appropriate response. You should be prepared to tell them:

1. your name;
2. the location of the emergency (building, floor, and room number); and
3. the nature of the emergency (spill, fire, medical emergency, etc.).

If you are in a safe location, stay on the line to provide additional information and/or to receive additional instructions from security.

If it is believed that the safety of personnel in the building may be threatened (hazards such as fire, explosion, spill, or gas release), an emergency evacuation should be initiated by pulling a fire alarm pull station. When an evacuation alarm is sounded, all personnel must leave the building immediately by the nearest exit. Areas under new construction must establish and submit to Providence College's Office of Safety and Security evacuation plans specific to that project before construction begins. Once outside, everyone should remain clear of the building, report to their rally point, leave access routes open for emergency response personnel, and wait for further instructions.

All accidents, injuries, and/or near misses shall be reported to your Providence College representative within 24 hours of occurrence.

Substance Abuse Policy

Substance abuse, both drug and alcohol, poses serious safety and health risks not only to the few abusers but also to all employees who work with abusers. Such abuse also places Providence College employees, students, property, equipment, and operations at potential risk. Accordingly, it is the intent of Providence College to maintain a safe, healthful work environment for all its employees and the communities in which we operate, and to protect Providence College property, equipment, and operations.

Alcohol

All outside contractors and/or sub-contractors, while working on Providence College property, are prohibited from performing their job responsibilities while under the influence of alcohol. Such influence may interfere with the contractor's job performance, as well as with the safe and efficient functioning of the operating unit. Therefore, the possession and/or consumption of alcohol at Providence College is strictly prohibited.

Drugs

It is the policy of Providence College that the presence of designated drugs in a person's system and the manufacture, sale, distribution, purchase, possession, dispensing, and/or use of such drugs while on Providence College premises, are prohibited. The drugs so designated by Providence College include illegal narcotics, depressants, stimulants, and hallucinogens. The taking of prescription medicine in the manner prescribed by a physician, which does not impair a person's ability to perform his/her job, is an exception to this policy.

Policy on Smoking

Smoking is prohibited in all College-owned and operated buildings and vehicles, including residence halls and apartments. This policy applies to the entire College community, including faculty, staff, students, visitors, and contractors.

The Rhode Island state law specifies the parameters for a smoke-free campus.

Smoking is permitted outdoors in designated smoking areas. Designated smoking areas must be at a distance of 20 feet or greater from any entrance or air intake vent. Receptacles for waste are provided in designated smoking locations. Smokers are expected to use the receptacles and to not litter the campus.

The sale and marketing of cigarettes and other tobacco products is prohibited on campus.

Smoking is defined as the lighting or carrying of a lighted cigarette, cigar, pipe, or any other smoking equipment, whether filled with tobacco or any other type of material.

Successful implementation of the policy relies on the thoughtfulness and cooperation of our College community members to observe and follow legal requirements. Administrative officers and the Office of Safety and Security will be responsible for enforcing the smoke-free policy among staff, faculty, and visitors. The Office of Judicial Affairs, the Office of Safety and Security, and the Office of Residence Life will be responsible for enforcing the smoke-free policy among students. Violations of this policy may result in disciplinary action and may include expulsion from the campus.

VOLUNTARY RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT

READ BEFORE SIGNING

I request permission to operate the following equipment to perform the following task on the premises of Providence College:

Equipment Type: _____

Specific Job to be Performed: _____

In consideration for permission to use and/or operate this equipment, I, individually and on behalf of any heirs, next of kin, and personal representatives, do hereby:

- Warrant that I am aware that there may be some inherent danger in operating this equipment and assume any and all such risk;
- Warrant that I fully understand the standard operating procedures, safety rules, and training program associated with the particular equipment for this particular job, and that I have received from my employer proper training and/or required licensing regarding its operation;
- Warrant that while operating this equipment, I agree to abide by standard operating procedures, safety rules and regulations, and the required training program.
- I hereby release, discharge, and covenant not to sue Providence College, its employees, officers, agents, and representatives for any and all claims and liability arising out of loss, damage, injury, or death resulting from my operation of the equipment listed herein. This release has been executed in and shall be interpreted according to the laws of the State of Rhode Island.

Signed: _____ Date: _____

Authorization Signature: _____ Date: _____

This release is valid from (date): _____ to (date): _____

**PROVIDENCE COLLEGE
OFFICE OF ENVIRONMENTAL, HEALTH AND SAFETY
FIRE PROTECTION AND PREVENTION PROGRAM
*HOT WORK PROCEDURES - Construction Projects***

The following procedures are to be followed when hot work is being performed at Providence College. On construction sites, the general contractor (GC) will be responsible for ensuring hot work procedures are followed by all the subcontractors on the site.

Prior to performing any hot work fill out the yellow hot work permit. The GC or a designated supervisor shall sign off on the work. Give the top paper copy to the GC who will *POST IT on the hot work board located in Physical Plant*. This will allow all Physical Plant managers, including front office dispatch, to be aware of where hot work is being performed in the event of an emergency in that building. This will also enable managers to inform the appropriate emergency response personnel at the site of incident.

The second (cardboard-like) part of form stays at the work site *ON THE MAIN FIREBOX*.

All hot work requires a fire watch (meaning constant oversight) for one hour after work is completed, including any coffee and lunch breaks. Hot work permits shall end one hour prior to end of workday regardless of shift. This allows for the one-hour fire watch before everyone goes home for the day.

After the *one-hour fire watch* is completed, the person who was the fire watch shall sign the *FIRE WATCH SIGNOFF* section on the cardboard-like copy of the hot work permit.

There may be times when the hot work may require additional monitoring. These situations would be due to the nature of the work or the building materials in which the work is being performed. For example, hot work performed in a wood construction building, or restricted crawl spaces may require a three-hour monitoring watch. In these situations the Providence College health and safety manager would determine the duration of the monitoring period.

The *three-hour monitoring period* consists of a walkthrough in the work area every half-hour. If this is required after hours it will be provided by security. The GC or designated supervisor will call security to initiate the three-hour monitoring period. Upon completion of the three-hour monitoring, security will sign off where it says *FINAL CHECKUP* on the hot work permit. Security can be reached at Ext.2391. If the three-hour monitoring is done during a regular shift then the GC will sign off the final checkup section of the permit.

After signing the final checkup, either security or the GC will deliver the hot work permit to Physical Plant. The supervisor on duty will match the cardboard copy of the permit with the paper copy of the permit already hanging on the hot work board and mail both copies to the Office Of Environmental, Health and Safety.

All hot work permits are valid for *ONE DAY ONLY* and a permit is required for *EACH WORK AREA*. Exceptions to this are made on a case-by-case basis and require the approval of the Office of Environmental, Health and Safety.

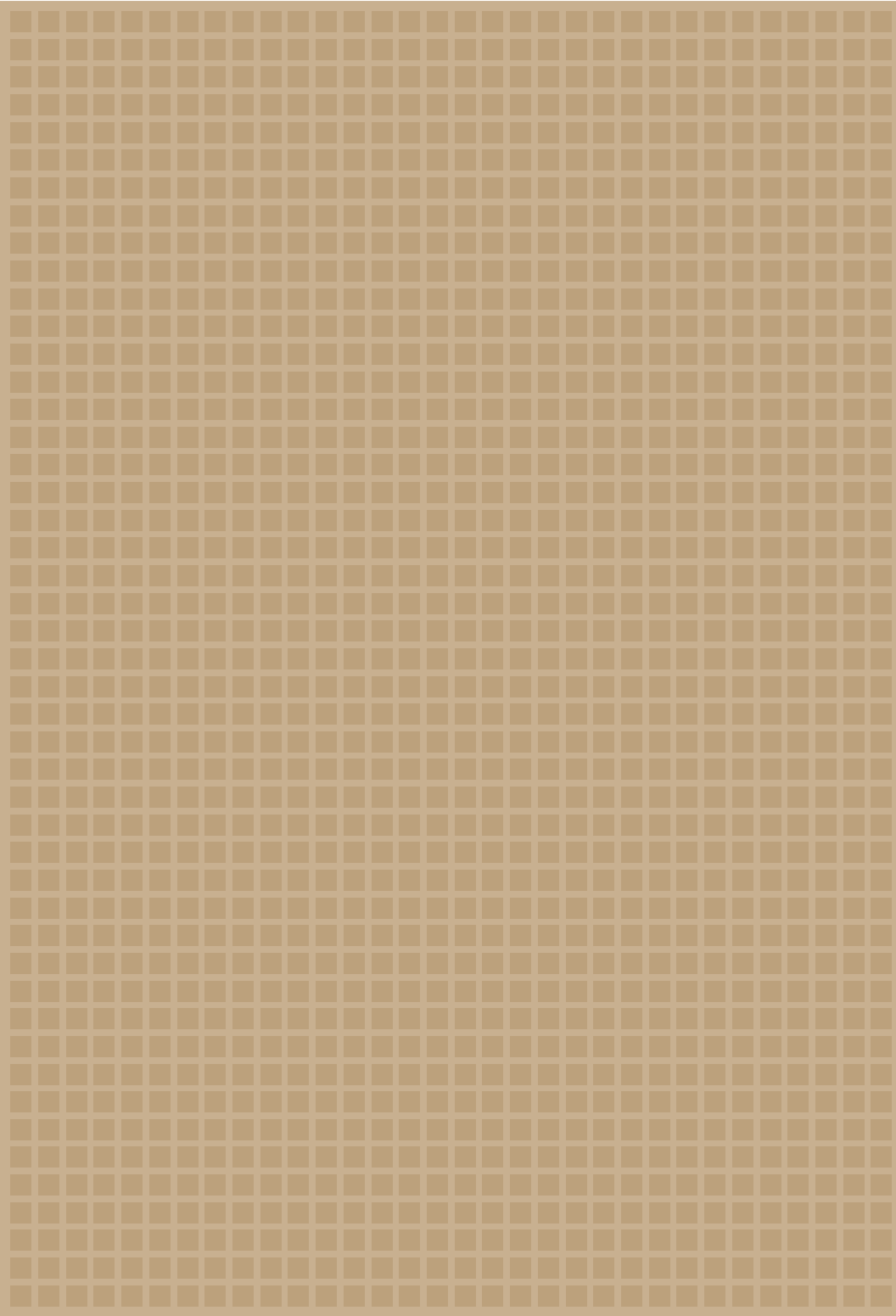
Non-Discrimination/Harassment Policy

Providence College will not conduct business with a contractor that discriminates in its solicitation, selection, or treatment of its employees.

Providence College does not tolerate harassment of its students, staff, and faculty based on their sex, race, color, national origin, religion, age, disability, or veteran's status. The Providence College policy prohibiting discriminatory harassment is posted on the College's Web site: <http://www.providence.edu/General+Counsel/Policies/>.

Contractors, subcontractors, and persons acting on their behalf are prohibited from harassing Providence College's students, staff, and faculty.

Notes





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