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# **Safety Guidelines for Contractors**

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and Management  
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## INTRODUCTION

The Washington University in St. Louis Safety Guidelines for Contractors are intended to assist Contractors in coordinating University facilities and Contractor operations during construction projects and to protect the University's employees, students, patients, visitors, facilities and surrounding environment as well as construction workers in all construction areas at the University. These Guidelines are basic health and safety requirements of the University that supplement federal, state and local health and safety laws and regulations as well Contractor's own safety programs. **To the extent of any conflict between these Guidelines and federal, state, or local laws and regulations, such laws and regulations control and Contractor shall be responsible for knowing and abiding by the current federal, state and local health and safety laws and regulations governing Contractor's work.** Additionally, Contractors are expected to implement their own comprehensive safety programs and provide training and all necessary safety equipment to workers utilized on any University construction project.

All capitalized terms used and not otherwise defined herein shall have the meaning ascribed to them in the General Conditions of Contract.

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## I. GENERAL SAFETY PROCEDURES

1. **Basic Safety:** Contractors must remain in the designated work areas at all times and use approved travel routes into and out of the Site.
2. **Respiratory Protection:**
  - A. When engineering and administrative controls are not feasible, respiratory protection shall be used accordingly to ensure workers are protected from airborne contaminants that may exceed OSHA exposure limits. Contact Owner's Representative if respiratory protection will be used at any time while working on the Project.
  - B. Contractors shall have a written respirator protection program that includes respirator training, fit-testing and medical qualification documentation. A copy of this information shall be provided to Owner upon request.
3. **Fire Safety:**
  - A. Fire Suppression and Fire Alarm systems: Contractor shall notify Owner's Representative 24 hours before commencing work on such systems. Note: operations that create dust or particles, such as sanding and spray painting, may affect fire alarm systems. Hot Work: Contractors must contact Owner's Representative to obtain a Hot Work permit(s) 24 hours prior to performing welding, soldering or torch work.
  - B. Liquefied Petroleum Gas (LP Gas): The use and storage of LP Gas must be in adherence to applicable regulatory and performance standards.
4. **Motor Vehicles and Motorized Equipment:** Vehicles must observe designated pedestrian crosswalks, fire lanes, disability parking and the posted speed limit. Unless otherwise posted, there is a campus wide speed limit of 20 mph on roadways. The speed limit is 5 mph with flashers when vehicles are driving through campus. Pedestrians have the right-of-way on all interior walking paths and sidewalks. No vehicle or equipment will be parked in such a manner that it will create an unsafe driving or pedestrian walking condition.
  - A. No vehicle or equipment shall be parked or left unattended on any roadway or fire lane if it would impede the movement of any emergency response vehicle or firefighting equipment.
  - B. Passing any bus or shuttle is strictly prohibited unless the bus or shuttle is parked in a designated stop and out of the lane of travel.

- C. Heavy equipment must have a functioning back up alarm. The alarm must be used at all times when the equipment is in reverse. The alarm may not be turned off or disconnected at any time.
5. **Hoists and Crane:** A site plan for hoists/cranes is required to be submitted to the Owner's Representative at least one week before prior to transporting the hoist/crane to the Site.
  6. **Temporary Lighting:** Contractor shall provide, install and maintain adequate temporary lighting to ensure safety and security for the Site. This lighting will include lighting removed as part of the Project, but that is still necessary to light streets, sidewalks and walking paths adjacent to the construction or renovation project for use by employees, patients, students, faculty, staff or visitors to the University.
  7. **Temporary Sidewalk:** Contractor shall provide, install and maintain adequate temporary sidewalks to ensure pedestrian safety on and around the Site. These sidewalks will include sidewalks removed as part of the project, but still necessary for use during construction by employees, students, faculty, staff or visitors to the University.
  8. **Education and Training:** The Contractor(s) and its/their Subcontractors, managers, supervisors, and employees must be properly trained in accordance with OSHA regulations. In addition, Site specific training may be required.
  9. **Site Safety Coordinator:** Contractors should have a designated Site Safety Coordinator available for each Site. The Contractor's Site Safety Coordinator must be identified to the Owner's Representative not later than commencement of the Work on the Project.
  10. **Emergency Procedures:** The Contractor(s) and its/their Subcontractors, managers, supervisors, and employees must know, understand, and be able to follow all workplace emergency procedures pertaining to their assignment. On the Danforth Campus contact University Police at 935-5555. On the School of Medicine campus contact Protective Services at 362-HELP (362-4357). On all other campuses of the University contact 911.
  11. **Accidents:** All accidents, injuries, illnesses, and near misses that occur on the Site must immediately be reported to the Owner's Representative. The Contractor and Subcontractors shall keep and maintain all monthly incident reports in accordance with OSHA regulations and shall provide Owner's Representative with a copy of such reports upon request.

## II. SPECIAL PROCEDURES:

The following special procedures are specific to the University. Although some topics listed below are covered by regulations, they receive special interest in hospital, research and academic areas. The guidelines below are to assist in coordinating contractor work activities

and University activities affecting the same systems. Failure of the Contractor to request the appropriate work permits from the Owner's Representative in advance may negatively impact scheduling.

1. **Federal, State and Local Agencies:** Immediately contact the Owner's Representative whenever a federal, state or local governmental authority contacts you or arrives on-site in relation to any health, safety or environmental concern. It is the responsibility of the Owner's Representative to contact EH&S and the Office of the Executive Vice Chancellor & General Counsel immediately.
2. **Hazardous Materials:**
  - A. **Paintings and Coatings.**
    - i. For Interior field-applied applications, Contractor shall use paints and coatings that do not exceed the following VOC (Volatile Organic Compounds) content limits;
    - ii. Flat Paints and Coatings (Including Primers) - Not more than 50 grams of VOC per liter of coating less water and exempt compounds, including pigments;
    - iii. Anti-Corrosive and Anti-Rust Paints Applied to Interior Ferrous Metal Substrates - Not more than 250 grams of VOC per liter of coating less water and exempt compounds, including pigments;
    - iv. Clear Wood Finishes - Varnish: Not more than 350 grams of VOC per liter of coating;
    - v. Lacquer – Not more than 550 grams of VOC per liter of coating;
    - vi. Floor Coatings - Not more than 100 grams of VOC per liter of coating;
    - vii. Stains - Not more than 250 grams of VOC per liter of coating; and
    - viii. All epoxy painting & coatings and sealers shall be reviewed with the Owner's Representative prior to the start of the Work.
  - B. No laboratory counters shall be painted without first consulting with the Owner's Representative.
  - C. Mixing paints in any patient areas on a WUSM Project is prohibited.

3. **Rooftop Work:** Contact the Owner's Representative to determine if respiratory protection is necessary.
4. **Lockout/Tag Out:** All Contractors are required to have a general lockout/tag out program prior to commencing Work. A written form will be required for lockout/tagout procedures for machinery or equipment which require more than one energy isolating device to be locked and/or tagged. Contractors are required to coordinate with Owner's Representative to ensure that lockout/tag out procedures are communicated to affected Facilities' Managers.
5. **Confined Space Entry:**
  - A. Prior to performing Work in areas with confined spaces, Contractor shall first notify Owner's Representative of the commencement of such Work and shall provide Owner's Representative with a copy of the Contractor's confined space entry procedures.
  - B. Contractors must provide all equipment required for safe entry, including but not limited to rescue equipment.

**ADDENDUM A**

**Emergency Phone Numbers**

For coordination of construction projects at the **Danforth Campus** and campuses other than the medical school campus the following points of contact should be used.

**Facilities Planning & Management Phone Numbers:**

Capital Projects and Records .....	314-935-5550
Maintenance Operations .....	314-935-5544
Utility Operations.....	314-935-4319
Environmental Health and Safety .....	314-362-6816

**Emergency Phone Numbers (Danforth only):**

Washington University Police Dispatcher .....	314-935-5555
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For coordination of construction projects at the **Medical School Campus** the following points of contact should be used.

**Facilities Management Department (FMD) Phone Numbers:**

Facilities Engineering . .....	314-362-3100
Design and Construction.....	314-362-8145
Environmental Health and Safety .....	314-362-6816

**Emergency Phone Numbers (WUSM only):**

Protective Services .....	314-362-HELP (4357)
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