



CONTRACTOR SAFETY MANUAL

SEPTEMBER 2024

Table of Contents

Introduction	3
Contractor Safety Guidelines	4
Scope	4
Requirements	5
Training	5
Smoking	5
Reporting Accidents/Injuries	5
Intoxicating Beverages, Drugs and Firearms	5
Housekeeping	5
Compressed Gasses	5
Hazardous Chemicals. Safety Data Sheets (SDS)	6
Personal Protective Equipment (PPE)	6
Overhead Work	6
Scaffolds or Work Platforms	6
Safety Harnesses and Lifelines	6
Non-destructive Testing	6
Trenching and Excavation	6
Hot Work	7
Confined Space Entry	7
Lockout/Tagout	7
Fire Protection	7
Asbestos	8
Regulated Waste Disposal	8
Storm Water Protection	8
Protection of the General Public	8
Indoor Air Quality	8
Emergencies	8
Office of Institutional Compliance & Risk Management	9
Contractor Safety Audits	9
Code of Conduct	10
Acknowledgment	11
Contact Information	12

Introduction

All vendors conducting operations on the Abilene Christian University (ACU) campus are required to comply with all applicable local, state, and federal rules and regulations pertaining to occupational health and safety and the environment. Acceptance of this document constitutes formal acceptance of this requirement. All contractors working onsite are subject to inspection by ACU - Office of Institutional Compliance & Risk Management. Failure to comply may result in removal from the job site. For questions related to this document please contact risk@acu.edu.

Contractor Safety Guidelines

This program establishes the requirements that shall apply to all contractors who perform work at Abilene Christian University. It is acknowledged that the contractor is responsible for the safety of their employees, but ACU also recognizes that contractor safety can, in some cases, directly affect its staff, faculty, and students. The objective is to guide contractors to establish and maintain an Accident Prevention Program and Environmental Protection Program which eliminates accidents to contractor and ACU personnel and property.

Scope

This program shall apply to all contractors and subcontractors who perform work for the University. The program contains the minimum safety rules and procedures for the performance of work by those contractors and their subcontractors as required by ACU.

The contractor assumes and has full responsibility and liability for the safety of its agents, servants, and employees and the compliance of its subcontractors. Anything contained herein does not relieve the contractor of such responsibility or liability. Contractors unwilling to secure personnel performance in keeping with these rules will not be acceptable.

The contractor is responsible for any fines levied on ACU for their failure to comply with rules and regulations applicable to the workplace or the environment.

ACU has the authority to terminate any contractor or subcontractor activities that they deem harmful to personnel, property, the environment, or noncompliant with applicable rules and regulations.

In addition to the rules set forth herein, contractors must be cognizant of and comply with any applicable federal, state, and local laws.

The term "ACU Project Manager" shall be defined as any representative who has been identified by ACU as the owner or supervisor of the applicable project approved by ACU.

Requirements

Training

The contractor and all subcontractors shall provide training for its employees, and such training shall include, but not be limited to:

- a. Disclosure of potentially dangerous conditions in the workplace;
- b. Explain how to perform the work safely;
- c. Provide a thorough demonstration as to the proper operation of Personal Protective Equipment;

Adequate programs should comply with OSHA and TDH (Texas Department of Health) Hazard Communication Standard, Hearing Conservation Standard, Resource Conservation Recovery Act, and all other standards applicable to the contractor's work.

Smoking

Smoking is prohibited on any construction site whether "No Smoking" signs are posted or not. Consult with the ACU Project Manager for authorized smoking locations in the area.

Reporting Accidents/Injuries

All accidents and injuries must be immediately reported to the contractor's supervisor and the ACU Project Manager. The ACU Project Manager will report the accident/injury to the ACU Office of Institutional Compliance & Risk Management at risk@acu.edu.

Intoxicating Beverages, Drugs and Firearms

Possession of illegal drugs, drug paraphernalia, intoxicating beverages, firearms or other weapons are unauthorized and prohibited on University property. Contractors shall remove from ACU property any person found to have any of these items or under the influence of alcohol or other drugs.

Housekeeping

Work areas shall be maintained in a neat and orderly manner. Trash, oil spills, etc., must be cleaned up as soon as possible. Aisles and emergency exits must be kept free of materials at all times.

Compressed Gasses

All cylinders containing compressed gasses shall be returned to a suitable storage area after use. They shall not be permitted to lay about the work site. Protective caps shall be placed over the cylinder valves when not in use or when being transported. Be kept away from heat, fire, molten metal, or electrical lines. They shall not be transported by mobile cranes unless a special carrier, designed for that purpose, is used, and should be stored in the upright position and secured to some stationary object or structure.

Hazardous Chemicals. Safety Data Sheets (SDS)

SDSs must be available for all chemicals used on the job site and personnel working at the site must be properly instructed in their use. Personal Protective Equipment outlined in the SDS must be provided by the contractor and worn by the exposed personnel. The contractor's Hazard Communication Program must also be made available to ACU upon request. The contractor will be responsible for all chemicals used and stored on-site. Containers must be properly managed to prevent spillage on ACU property, including use of secondary containment, if necessary. Empty, full, or partially full containers must be properly closed at all times to prevent any leakage. If spillage in excess of one gallon occurs, the contractor must immediately notify University Police at 911 or 325-674-2911.

Personal Protective Equipment (PPE)

The wearing of appropriate Personal Protective Equipment is required on University property as designated in the OSHA Standards 29 CFR 1910 and 1926. This includes eye protection, head protection, foot protection, hearing protection, respiratory protection, hand protection, and other protective equipment as dictated by the hazards to which the personnel are exposed.

Overhead Work

When working overhead, the area below shall be roped off or other equivalent measures shall be taken to protect workers on the work site. Signs reading "Danger - Work Overhead" shall be conspicuously posted around the area. Personnel shall never pass under a suspended load.

Scaffolds or Work Platforms

All scaffolds or work platforms used for installation and maintenance or removal of machinery or equipment shall be constructed, maintained, and used in compliance with the applicable OSHA Standards 29 CFR 1910 and 1926.

Safety Harnesses and Lifelines

Safety harnesses and lifelines shall be provided by the contractor and worn by all workers when working above ten (10) feet where it is impractical to provide adequate work platforms with handrails and toe boards. This shall apply to all work performed from articulating boom equipment.

Non-destructive Testing

Any use of radioactive isotopes, x-rays, etc. shall only be by licensed individuals and only with the approval of the Office of Institutional Compliance & Risk Management. All other personnel shall stay clear. Non-destructive testing shall only be conducted according to a schedule reviewed and authorized by ACU.

Trenching and Excavation

Before beginning any excavations, it shall be determined if any underground hazards exist (gas lines, electrical lines, etc.). When personnel must enter any trench greater than five (5) feet in depth or in any location where hazardous ground movement can be expected (regardless of depth), applicable safety standards and regulations must be addressed by the contractor (29 CFR 1910 and 1926).



Hot Work

If hot work, which includes welding, cutting, grinding or any other activity that produces a spark or open flame, is to be performed in a University facility that is occupied by students, faculty or staff, the contractor must notify the ACU Project Manager & the Office of Institutional Compliance & Risk Management. If the contractor has a Hot Work Program, then the permit program must be utilized in conjunction with the University's program. During hot work, the contractor shall ensure that fire extinguishers are on hand and personnel are trained in their use. If fire watch personnel are required under the permit, then they must be stationed such that they can observe all signs of fire from the process. Welders and helpers must wear proper eye protection while exposed to hazardous agents associated with the hot work project.

Confined Space Entry

The contractor must have a Confined Space Entry Program before working in confined spaces. Before entry into a confined space, the Office of Institutional Compliance & Risk Management must review the contractor's Confined Space Program to ensure it complies with the OSHA Standard and incorporates all potential hazards in the assessment of the space. An ACU representative must disclose all hazard and potential hazard information on a confined space before the contractor enters the space. Proper atmospheric testing is required before entry into the confined space.

Lockout/Tagout

The contractor must have a Lockout/Tag Out Program whenever the proposed work includes installation, repair or maintenance on equipment that contains or may contain hazardous energy (i.e., electrical, hydraulic, steam, pressure, etc.). The program must include a system to prevent unauthorized start-up of the equipment as well as the elimination of potential energy build-up. Before beginning work on the equipment, the contractor must contact the ACU Project Manager.

Fire Protection

Fire protection equipment is located strategically throughout University facilities. This equipment is for emergency use only. Any unauthorized use of this equipment for any other purpose is forbidden. It is the responsibility of the contractor to provide their own fire protection equipment appropriate for the work being performed. ACU's fire protection equipment may be used to supplement the contractor's equipment if conditions warrant and the use is approved by the ACU Project Manager or the Office of Institutional Compliance & Risk Management. Any use of ACU equipment must be reported to the ACU Project Manager.

Asbestos

During maintenance or destruction/renovation activities of University facilities, asbestos health hazards may be encountered. When this hazard is suspected, the contractor shall notify the ACU Office of Institutional Compliance & Risk Management immediately. Under no circumstances should demolition work progress on ACU property until written approval is provided by the ACU Project Manager in conjunction with the ACU asbestos consultant as referenced in ACU's Asbestos Management Plan.

The designated asbestos representative for ACU is:

Corey Ruff

Associate Vice President for Operations
Abilene Christian University
325.674.2665
corey.ruff@acu.edu

Regulated Waste Disposal

All regulated waste (RCRA hazardous waste, Class I, and II non-hazardous waste, asbestos) generated from the demolition of any ACU properties shall be disposed of in compliance with all applicable local, state, and federal rules and regulations by the contractor. All manifests and disposal documents shall be made available to the Office of Institutional Compliance & Risk Management upon request.

Storm Water Protection

The contractor must conduct activities in a manner that will minimize the release of any contaminants to the stormwater or sanitary sewers, regardless of if a permit is required. When applicable, the Contractor must comply with permit requirements mandated under the State of Texas Pollutant Discharge Elimination System (TPDES) program or the EPA-managed National Pollutant Discharge Elimination System (NPDES). Contractors must comply with current TCEQ regulations.

Protection of the General Public

The contractor must take the necessary steps to protect the general public from any hazards associated with the worksite including, but not limited to, trip hazards, fall hazards, falling objects, and releases of contaminants that may contribute to poor indoor air quality (dust, gasses, etc.). The protection of the general public can be secured by using control methods such as barriers, signage that indicates any potential hazards, or securing the job site.

Indoor Air Quality

The contractor must take the necessary steps to ensure that the indoor air quality for building occupants adjacent to construction sites is not compromised by fugitive emissions.

Emergencies

Emergencies involving an injury, the release of any hazardous materials to the environment or any questions regarding potential asbestos exposure shall be immediately reported to the ACU Project Manager, and (if applicable) by calling 911.



Office of Institutional Compliance & Risk Management

The Office of Institutional Compliance & Risk Management (risk@acu.edu or 325-674-6142) in conjunction with the ACU Project Manager will review projects to determine potential safety and health concerns and to determine potential hazards to University employees and students. The Office of Institutional Compliance & Risk Management has the responsibility to review and evaluate contractor safety and health programs concerning the work to be performed. The Office of Institutional Compliance & Risk Management will indicate to Facility Planning those contractors whose programs fail to meet the applicable rules and regulations regarding the work to be performed.

Contractor Safety Audits

The Office of Institutional Compliance & Risk Management will conduct routine surveillance of construction activities primarily in those areas that may affect employees, students, and visitors. Upon completion of inspections resulting in hazards or compliance risks, a copy of the construction safety inspection form will be forwarded to the ACU Project Manager. The ACU Project Manager shall be the liaison for communicating safety and health concerns to a contractor.

Code of Conduct

Failure to comply with these rules may result in expulsion from the Campus and the individual(s) may be placed on a no trespassing list by the ACU Police. Additionally, failure to comply with these rules may result in termination of any applicable contract or agreed-upon work.

1. Use of any tobacco product is prohibited on campus.
2. Profanity, vulgarity, or obscenity in any form is not permitted.
3. Leering, gawking, or whistling at visitors, students, or personnel is not permitted. Unwanted comments, remarks, or gestures are not permitted. Harassment is not acceptable and will not be tolerated.
4. No parking on any grass area on campus.

If the work requires the need to park on any grass area, please contact the Physical Resources Office at 325-674-2665. Office personnel will contact the appropriate staff to have irrigation equipment and water lines marked before parking in the applicable area(s).

Contractors will be responsible for any damage that may occur due to parking on any grass area if the contractor(s) fail to contact the Physical Resources Office or if equipment or vehicles are parked on a grass area before irrigation equipment or water lines are marked.

5. No parking in handicapped zones.
6. Contractors are responsible for the clean-up or damages caused by any oil leakage by their equipment or vehicle on the ACU campus.
7. Loud music to include vulgar or offensive language is not permitted.
8. Non-employed members are not permitted on a job site.
9. All issued keys must be returned upon completion of work. Card access must be revoked upon completion of work. Access to buildings, residential hall rooms, and locker rooms is restricted to work-related business with appropriate notification to occupants before the start of work.
10. All contractors whose work is under the supervision of Abilene Christian University (ACU) shall comply with all applicable state, federal, and local laws and regulations. For questions or concerns regarding safety policies or procedures, please contact the Office of Institutional Compliance & Risk Management at risk@acu.edu or 325-674-2424.
11. All projects and work sites are subject to safety-related inspections by the University's Office of Institutional Compliance & Risk Management.

Acknowledgment

- I acknowledge receipt of this safety manual.
- I understand and agree to comply with the mandates specified within this safety

Name

Title

Company

Date

Contact Information

Emergency Services	
Name	Phone Number
<u>Abilene Fire Department</u> Non-Emergency Emergency	<u>(325) 676-6676</u> 911
<u>Abilene Police Department</u> Non-Emergency Emergency	<u>(325) 673-8331</u> 911
ACU Medical Clinic	(325) 674-2625
Hendrick Medical Center North	(325) 670-2000

Abilene Christian University Employees	
Name	Phone Number
ACU Police	(325) 674-2911 (325) 674-2305
Office of Institutional Compliance & Risk Management	(325) 674-6142
Facility Operations	(325) 674-2665