

THE UNIVERSITY OF CONNECTICUT HEALTH CENTER

**ENVIRONMENTAL, HEALTH, and SAFETY (EHS)
POLICIES, REGULATIONS AND RULES**

for

**CONSTRUCTION, SERVICE, and MAINTENANCE
CONTRACTORS**

**Contractor EHS Manual
February 18, 2010**



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I. UCHC POLICY, REGULATIONS AND RULES AFFECTING ALL CONTRACTORS

OVERVIEW

This Environmental, Health, and Safety (EHS) Manual has been prepared for contractors, their subcontractors, visitors, delivery persons and their vehicles, and other vendors servicing the University of Connecticut Health Center (UCHC) campus.

It is the responsibility of each Contractor to comply with the policies and intent of this manual as well as all applicable federal, state, local, and UCHC requirements. This document does not relieve the contractor of the responsibility and obligation to comply with all applicable local, state and federal regulations, laws, ordinances or statutes, as well as State of Connecticut and local building codes. It is every contractor's, their subcontractor's, delivery persons and vendor's responsibility to seek out and understand workplace safety precautions, and to take those actions that will allow them to work safely and effectively in their assigned work areas. It is ultimately your responsibility to exercise educated, sound judgment, and to use your own experience and expertise to incorporate EHS considerations into everything you do.

INTRODUCTION

At UCHC, our students, patients and workforce are our most valuable resource. No one aspect of our objective is more important than providing a safe and secure workplace and operating in an environmentally sound manner. Strong Environmental, Health, and Safety (EHS) programs will prevent injuries, control losses, and minimize environmental impacts. We expect contractors to join us in providing a workplace free of uncontrolled hazards to people, the environment and our campus. All construction, service and maintenance contractors must comply with all federal, state and local laws, as well as UCHC's Environmental, Health, and Safety policies and procedures and UCHC's Code of Ethics and Harassment Policy.

UCHC's contractor safety effort is not intended to directly manage the safety of contractors or their personnel. While UCHC shall communicate known hazards, Contractors are expected to manage Environmental, Health, and Safety hazards, risks and programs for their employees and subcontractors. Our goal is to clearly communicate our EHS philosophy and expectations to all Construction, Service and Maintenance Contractors that do business with the University.

UCHC EHS requirements may be stricter than government regulations. Regulatory compliance is a minimal expectation. Contractors shall, therefore, evaluate the contents of this document as it pertains to the work to be performed on UCHC properties. Contractors shall ensure that their employees and subcontractors understand these requirements.

Before starting work at UCHC, contractors are advised to contact the appropriate UCHC Project Representative to exchange pertinent safety information and to review applicable EHS guidelines and standard operating procedures (SOPs.)

CONTRACTOR RECEIPT ACKNOWLEDGEMENT FORM

An authorized contractor representative must sign the Contractor Receipt Acknowledgement form (see Appendix V) prior to commencing work, with a copy being submitted to the UCHC Project Representative. The signature indicates an acknowledgement and understanding of the requirements of this document.

UCHC SPECIFIC WORK RULES AND POLICIES

JOBSITE SECURITY, BARRICADES AND FENCING

Contractors conducting construction/renovation activities shall ensure that the health and safety of UCHC students, patients and workforce is not adversely affected. Exposure to physical and chemical hazards by the general public shall be minimized using engineering controls. Barricades, barriers, fencing and signs shall be used. Signs, signals and barricades shall meet OSHA requirements. Any changes in planned construction activities shall be brought to the attention of the UCHC Project Representative and the appropriate notification can be made to all affected UCHC staff, patients and students.

The Contractor shall secure the job site after work hours to prevent unauthorized entry. The Contractor shall coordinate procedures to allow authorized UCHC access.

NOISE EMISSIONS & VIBRATIONS

Contractors are required to comply with OSHA's Noise Standard. In addition, Contractors will be asked to cease work activities when noise or vibration levels to UCHC employees, patients, students can be expected to meet or exceed OSHA's Action Level of 85 dBA (8-hour TWA) or be disruptive to normal UCHC activities. Activities can resume when engineering or work practice controls reduce the level of noise below OSHA requirements and the vibration level to a point it is not disruptive. Should this not be feasible, work must be scheduled for a time when UCHC employees, students, patients and work activities are not impacted.

VAPOR AND PARTICULATE EMISSIONS IN OCCUPIED SPACES

Contractors conducting painting operations or other activities that create vapor or particulate producing activities (sealing, grinding, welding, spraying, stripping, chemical etching, adhesive application, roofing, sweeping, etc.) must take into account the location of their activities, and the impact to UCHC staff, faculty, patients and students, other contractors, active research or academic efforts. Vapor emissions from the above-

described activities have the potential to adversely affect indoor air quality and interfere with the Health Center's operations.

Contractors using vapor emitting products must submit MSDS sheets for review and prepare an air quality control plan that will prevent these products from negatively impacting building occupant air quality. Contractors should be prepared, as required by job conditions, to provide air monitoring equipment, ventilation equipment, and engineering controls to document and maintain acceptable indoor air quality.

In the event that suitable indoor air quality cannot be achieved, Contractors should be prepared to schedule activities outside of normal working hours, and protect their employees with an OSHA compliant respiratory protection program.

Also to be considered is the location of air intakes when conducting any vapor or particulate emitting work as well as operating power equipment outside of occupied buildings.

WELDING EMISSIONS

Contractors shall erect appropriate shields to prevent accidental exposure to welding emissions to students, faculty, staff, patients and other contractors. If welding is occurring in an occupied building, the contractor must supply a "smog hog" type filtering unit to remove welding smoke, fumes and /or vapors. An air quality control plan shall be submitted to the UCHC Project Representative to address steps taken to monitor and control welding emissions.

DUST CONTROL MEASURES / PLAN

Contractors performing demolition and/or renovation work should prepare a written **Dust Control plan** and submit it to the UCHC Project Representative. The Plan must be submitted to and accepted by the UCHC Project Representative. The Plan must be project specific and contain detailed methods for controlling dust and other construction-related airborne materials.

Contractors should manage dust that may contain Hazardous Materials with additional care to meet Applicable Law and industry standards and to avoid contamination of persons or property

The contractor must follow Environmental Control Requirements indicated within the project specifications and ICRA (Infection Control Risk Assessment) guidelines when doing work within any Patient Care Areas or if directed by the UCHC Project Representative..

COMBUSTION ENGINES - INDOORS

1. Contractors shall not operate combustion engines, such as those in vehicles, compressors, generators, welding machines and power tools, inside buildings unless they connect the exhaust to an approved venting system.
2. Do NOT refuel with the engine running. Contractors shall store fuel (gasoline, diesel and/or LPG) outside UCHC buildings in approved storage areas.
3. In most instances, UCHC prohibits the use of propane-fueled vehicles inside buildings. The lifting tasks of some projects, however, may require propane-fueled lift equipment. In such cases, the contractor shall consult with the UCHC Project Representative, the UCHC Office of Research Safety (ORS) and the UCHC Fire Department.

SENSITIVE WORK AREAS

Many locations within UCHC are sensitive or special areas, including laboratories, analytical equipment rooms, research animal facilities, patient care areas, and classrooms. As a result, additional steps may be needed to minimize noise, vibration, dust, odors, or other nuisance conditions associated with the Project. Although these kinds of impacts are generally most acute for Work occurring in or very close to occupied buildings, they can also pose problems on new construction sites. The UCHC Project Representative will communicate special or sensitive conditions about the space, occupants, or neighbors during Project planning and act as a liaison with other UCHC departments to establish appropriate levels of protection or control. Depending upon the size, duration, and scope of the Project, as well as the nature of any adjacent sensitive areas, UCHC may require that the Contractor participate in a pre-construction meeting to inform nearby building occupants of the Work and any needed controls.

Laboratories

Contractors and their Subcontractors of Any Tier should avoid entering active laboratories and related support spaces. If Work requires regular entry into laboratories or other sensitive areas, a Safe Entry plan will be provided to the Contractor by the UCHC Project Representative in consultation with lab personnel and the UCHC Office of Research Safety. For a one-time entry into a laboratory or other special area, the Contractor must coordinate the entry with the UCHC Project Representative. Warning signs on the door may provide specific information about potential hazards in the room. While in a laboratory or other sensitive area, Contractors and their Subcontractors of Any Tier should not touch, move, or otherwise disturb anything in the space until potential hazards have been explained and approval given by the UCHC Project Representative.

Research Animal Facilities

Research animal facilities are highly controlled environments with significant security restrictions against non-authorized entry. To protect the health and safety of Contractor personnel entering animal facilities as well as the health and well-being of animals within these facilities, anyone needing access to an animal facility for construction or renovation related Work must coordinate the entry with the UCHC Project Representative. Any

specific questions about animals and animal facilities should be directed to the UCHC Project Representative, who in turn will work with the UCHC ORS and CLAC to address them.

Hospital and Patient Care areas

All work in or adjacent to the Hospital or Patient Care areas must be planned and done in a manner so that patient care is not compromised. Procedures must be followed so that the environment for patient care is fully maintained. Such procedures must assure that fire protection, life support, electrical, medical gas systems serving such adjacent areas are not compromised. Equally important is the control of contamination (e.g., dust, noise, vibration). Each project will have specific Infection Control Risk Assessment (ICRA) requirements for the control of construction related dust which is critical to prevent viable organisms from being released with such dusts which could adversely impact patient health. In addition patient privacy and HIPPA rules must be accounted for when working within these areas.

Contractor Safety Orientation and Training

Contractors may be required to attend an orientation / Training session, which cover UCHC Contractor Safety requirements and project specific procedures and protocols. The orientation is often conducted by ORS during project pre-construction job meetings and includes a review of UCHC EHS requirements. Contractors are encouraged to use the orientation session as an opportunity to become familiar with UCHC EHS expectations and for questions about applicable UCHC safety procedures.

HAZARDOUS MATERIALS

Contractors are responsible for the safe and lawful receipt, handling, storage, transport, use, and disposal of all materials used in their Work, including chemical products or hazardous wastes generated from the Work. Contractors must coordinate the disposal of all hazardous materials with UCHC ORS. The UCHC ORS must sign-off on all disposal paperwork to ensure proper disposal. Contractors planning to use volatile chemical products (e.g., paints, adhesives, sealants, coatings, cleansers) should inform the UCHC Project Representative and the Office of Research Safety, of the planned use and be prepared to apply any safeguards or controls legally required or otherwise needed to protect their employees, workers Subcontractors of Any Tier, their workers or other personnel, and adjacent University occupants from injury. Since many laboratories and related rooms are under “negative” air pressure relative to surrounding hallways and corridors, airborne releases (e.g., dusts, off-gases, vapors, odors) from nearby construction can travel long distances and enter such areas. Contractors working near occupied University spaces should develop plans to contain the vapors, dusts, and fumes released from their operations so that laboratories, other sensitive areas and their occupants are not impacted.

Exposure to Health Center Products

In the unlikely event that a Contractor employee, or Subcontractor of Any Tier or other worker or personnel is exposed to Hazardous Materials used by University staff, the Contractor should contact the UCHC Project Representative immediately for assistance in identifying and evaluating the potential source. Material Safety Data Sheets for products used in UCHC operations are available to Contractors or their designated representatives during ordinary business hours. During off-hours, Contractors should contact the UCHC Public Safety Department (7777 from any UCHC phone, or (860) 679-2121 from any non-UCHC phone), which in turn will summon the UCHC Office of Research Safety for assistance.

Clearances

The Contractor shall not begin Work in areas with known or potentially Hazardous Materials or building components until the space where the Work is to be performed has been cleared by UCHC. Once the space is cleared, the Project Representative will notify the Contractor.

Certain spaces (i.e., laboratory exhaust ductwork, waste or vacuum plumbing) may not be fully accessible for clearance surveys before the start of Work. As these areas of work are uncovered /exposed, the Contractor shall contact the UCHC Project Representative so arrangements may be needed for additional surveys or sampling as the Project progresses.

If the Contractor or its Subcontractors of Any Tier encounter any suspected hazardous material during the Project, the Contractor should bring this to the attention of the UCHC Project Representative as soon as possible. Work in the immediate area should stop until it is appropriately surveyed or sampled by the UCHC Office of Research Safety or its agent and cleared. This precaution also applies to any suspicious materials identified during excavation, trenching, or other subsurface Work.

WORKING IN OCCUPIED AREAS

In occupied facilities contractors must be sensitive to the fact that the safety and comfort of hundreds of students, patients and staff can be altered by the most innocent mistake. Unless approved to do so and accompanied by authorized University personnel, contractors must not:

- tamper with/alter/or adjust heating and ventilation equipment
- tamper with/alter/or adjust valves and controls that could impact water pressure and/or water temperature
- tamper with/alter/or adjust fire alarms, fire protection equipment, detection systems, emergency exits

The UCHC Project Representatives must be made aware of any authorized alterations to the above listed equipment. Care must also be given to maintaining work areas and air quality with respect to gypsum board dust, particles from insulation, sawdust, etc.

SERVICE INTERRUPTIONS AND SHUTDOWNS

The UCHC Project Representative will coordinate service interruptions with affected UCHC customers. Contractors shall notify the UCHC Project Representative as early as possible in advance of any planned service interruptions, i.e., electricity, air conditioning, water, phone/data. Accidental or unscheduled interruptions shall be reported immediately to the Environmental Control Center (ECC) telephone number: (860) 679-2338 and UCHC Project Representative. The UCHC Project Representative will coordinate service interruptions with affected UCHC customers.

EMERGENCY MANAGEMENT

In an emergency, whether it involve fire, personal injury, or utility, all Contractor personnel must know how to protect themselves and provide immediate notification to emergency response organizations (fire, police, medical, etc.). It is critical that all Contractor personnel know where to find emergency contact information, know who to call, the location of the nearest phone, fire alarm pull station, fire extinguisher, emergency eyewash station, emergency shower, and exits from the worksite and building. In the event of an emergency, the Contractor must immediately report the emergency by calling 7777 on any campus telephone or by dialing (860) 679-2121 on an outside telephone. Contractors are required to post emergency response information and use the **Contractor Emergency Response Information Sheet** (see Appendix V of this manual).

Emergency situations may include, but are not limited to:

- Accidents and injuries;
- Observed smoke or fire;
- Chemical or hazardous material spills;
- Property damage;
- Severe weather impacts, and
- Security threats

When reporting an emergency, please provide the following:

- Your name, phone number and location;
- The location of the incident (building name, floor and room number);
- Nature and extent of the incident (injury, accident, spill, smoke/fire, damage, etc.);
- The name and amount of the material spilled (if applicable); and
- The safest route to the spill (if applicable).

UCHC emergency response personnel (UCHC Fire Department) will be dispatched immediately. The Contractor shall wait at the nearest location deemed safe until Emergency Services personnel arrive.

EMERGENCY EQUIPMENT

Contractors may not block or obstruct access to emergency equipment, such as first aid kits, eyewash stations, safety showers, fire extinguishing equipment, fire hydrants, transformers and emergency generators,. Contractors may not relocate, obstruct or disable emergency equipment without prior permission of the UCHC Project Representative.

ENTRANCES AND EXITS

Contractors may use only those entrances and exits designated for the work area. UCHC posts emergency exits with appropriate signs and often equips them with exit alarms to discourage unauthorized use. Contractors who need to disable door alarms shall obtain prior approval from the UCHC Project Representative. The UCHC Fire Department may also have alarms on some doors that will need to be secured.

Exit doors shall not be blocked. The storage of construction materials, equipment or debris in exit corridors is not allowed.

TRAFFIC SAFETY AND PARKING

Contractors shall observe speed limits, stop signs, no parking signs, crosswalks and other traffic rules. Contractors shall park in areas designated by the UCHC Project Representative. Vehicles parked in fire lanes, reserved areas or roadways are subject to towing. Contractors may not park or drive on sidewalks or landscaped areas unless permitted by the UCHC Project Representative. UCHC is not responsible for contractor vehicles or their contents. There is a limited amount of parking at UCHC thus, non-essential vehicular traffic must be minimized.

Service vehicles, material delivery and, construction equipment needed on site must be coordinated in advance with your UCHC Project Representative and UCHC Department of Public Safety.

In addition, the following circumstances will require approval from the designated UCHC Project Representative or the UCHC Department of Public Safety 72 hours prior to start of activity:

- Road blockage or restriction must specify the purpose for the road blockage, the exact location(s) of the road blockage, the extent of blockage/passage, the preferred date and time of the requested blockage and the required duration of the blockage.
- Using access or egress routes that interact with pedestrian traffic flow.

Contractors shall provide a traffic flagger for deliveries that require blockage, including partial roadway blockage for equipment or material deliveries. In addition, a review of the job hazard analysis is required to ensure that changes in traffic flow are carried out in the safest manner.

Contractor parking must follow the requirements and instructions of the UCHC Department of Public Safety.

LOADING DOCKS/RECEIPT OF MATERIAL

Contractors may utilize UCHC docks for loading or unloading material and equipment. Due to the high volume of UCHC shipping and receiving traffic, contractors shall make prior arrangements through the UCHC Project Representative or UCHC Office of Materials and Resource Management. Contractors shall make every effort to unload promptly and move to a designated parking space.

Deliveries directed to UCHC's docks must identify whom to contact on arrival. Generally, UCHC cannot receive material not ordered on UCHC purchase orders. In the event these materials are inadvertently received, UCHC assumes no responsibility for their disposition.

Workers shall follow loading dock safety procedures. This includes, but is not limited to ensuring dock locks and chocks are utilized during loading and unloading.

STORAGE AT JOB SITE

It is the responsibility of the Contractor to secure any materials or equipment at the job site. Industrial and construction materials to be stored outside shall be approved by the UCHC Project Representative after evaluation of security and environmental issues, including secondary containment requirements, storm water runoff concerns, potential for water damage or mold growth on construction materials, etc. The UCHC Project Representative may designate a storage area for industrial and construction materials or project-specific storage limitations. Mechanical and electrical equipment rooms may not be used for storage. The UCHC Project Representative shall approve storage areas in advance of materials being stored.

SECURITY FOR CONTRACTORS

Contractors are responsible for awareness, knowledge, and full compliance with all applicable rules, regulations, laws, and practices applicable to Subcontractor's Work that are prescribed by UCHC, State of Connecticut and any local government or agency that governs the safety and health of employees, students, faculty, and the general public as well as protection of the environment. These include, but are not limited to, regulations promulgated by the following: Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Department of Transportation (DOT), Department of Energy, Nuclear Regulatory Commission (NRC).

IDENTIFICATION BADGING AND BACKGROUND CHECKS

ALL personnel of Contractors, Subcontractors and Vendors who will be working within UCHC buildings must obtain an Identification badge from the UCHC Department of Public Safety. **Badges will not be issued without a background check performed by the UCHC Department of Public Safety.** Each background check takes approximately 2 weeks and costs around \$75.00. Contractors and Subcontractors must incorporate the necessary background checks within their project schedules. Refer to the UCHC **Background and Federal Sanctions Checks** policy for additional information (See Appendix V of this manual).

HARASSMENT POLICY

Within the framework of the President's Policy on Harassment contractors are advised that, sexual comments, whistling, extended staring, touching or otherwise harassing students, patients, faculty, employees and staff is prohibited. Sexual harassment will not be tolerated. Disciplinary action will be taken.

LOITERING AND SOLICITATION

Workers are expected to leave the site immediately upon completion of their job/project. Advertising or solicitation of any type on UCHC premises is prohibited.

SMOKING

UCHC is a smoke free campus. Smoking is not permitted anywhere inside any Health Center buildings. Smoking is not permitted outside buildings within 50 feet of any building entrance, unless the area is specifically designated by a "Smoking Permitted" sign. **Effective November, 2010 smoking will not be allowed on the campus grounds.** Smoking is not permitted near outdoor storage areas for flammable chemicals or when using flammable or combustible liquids outdoors. In addition, Contractors shall refrain from smoking near open windows, doors, or air intakes. Contractors who are found smoking in undesignated areas will be asked to leave the campus and may forfeit their right to access campus. A complete copy of the entire Smoking Policy (2003-44) is available for review upon request.

PROHIBITED ITEMS

UCHC prohibits alcoholic beverages, illegal drugs, firearms, ammunition and other weapons on its premises. UCHC may refuse entry to any person possessing such items, or suspected of being under the influence of alcohol or drugs.

Individuals (or contractor crews) found in the possession of alcohol and/or illegal substances will be immediately removed from the site. If alcohol and/or illegal substances are found on-site in a gang box, conex box, office, or vehicle, and the individual(s) responsible cannot be identified, the entire crew will be removed from the site. People "under the influence" of alcohol, illegal substances, or prescription drugs

which are incorrectly used shall be removed from the site and suspended for a period of time as determined by the UCHC Project Representative.

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

Employees are prohibited from performing their job while under the influence of alcohol. The possession and/or consumption of alcohol on UCHC premises are prohibited. Violations of this policy will result in immediate removal from UCHC premises.

WEAPONS AND FIREARMS

Lethal and non-lethal weapons and firearms of all types, excluding knives used for construction activities, are prohibited from the UCHC Campus at all times.

TIMES WORK CAN OCCUR

All contractor work shall be conducted at the times agreed to within the framework of the contract and discussions with the UCHC Project Management. Derivations of work times must be approved by the UCHC Project Representative prior to commencement of contractor activities outside of normal work times.

ENVIRONMENTAL, HEALTH, AND SAFETY INSPECTIONS

Contractor work areas may be observed and inspected at any time to ensure compliance. UCHC and ORS staff or their designated representatives may perform inspections. In addition, a neutral third party may be secured to perform these inspections. Any deficiencies noted during the inspection must be corrected immediately. Violations could result in disciplinary action, fines and/or expulsion from UCHC property.

SAFETY INSPECTIONS

Contractors are required to conduct and document safety inspections of their work areas and practices, and those of their subcontractors. UCHC may conduct routine tours of work areas to evaluate Contractor safety performance, and will request correction of any observed deficiency. Contractors shall immediately correct hazardous conditions noted. These observations do not relieve the Contractors of their obligation to train their workers, provide a safe workplace for them, and insure that they are working safely. Records of these safety inspections will be made available upon request.

CONTRACTOR HEALTH AND SAFETY PLAN

Contractor shall submit a Site Specific **Health and Safety Plan (HASP)** to the UCHC Project Representative prior to commencement of the contracted work. The HASP is a working document which incorporates applicable regulatory rules and regulations, UCHC site requirements, UCHC Environmental, Health & Safety procedures and requirements, and any other standards (e.g., ANSI, NFPA, etc.) that may be applicable to the UCHC campuses and their facilities. **The HASP shall be job / site specific to identify potential hazards and necessary protection to protect contractor employees, UCHC staff, students, patients and visitors.**

The HASP is to be continuously updated as the project development dictates. Revisions to the HASP shall be reviewed and approved by the UCHC Project Representative or their designate.

The HASP Contents may include but not be limited to:

1. Definitions
2. Introduction
3. Project Health and Safety Organization
4. Project Description
5. Special Policies
6. General
7. Job Hazard Analysis
8. Training Requirements
9. Personal Protective Equipment
10. Medical Surveillance
11. Air Borne Particulate and Odor Control Plan
12. Site Control Measures
13. Personal Hygiene, Sanitation and Decontamination
14. Emergency Response and Contingency Plan (*coordinated with UCHC*)
15. Public Control Plan
16. Posted Regulations
17. Logs, Reports, and Recordkeeping
18. Spill Prevention Control Plan for Oil and Hazardous Materials (*coordinated with UCHC*)

TRAINING

Contractors are fully responsible for the training of their employees assigned to work at UCHC. When training is required by law or regulation (e.g., hazardous waste operations or asbestos workers), the Contractor shall ensure that only trained workers are assigned to work at UCHC. In addition to meeting the regulatory requirements, it is UCHC's expectation that all personnel shall be adequately trained in proper techniques to safely

perform the job assigned to them. Contractor personnel may also be required to complete certain UCHC-specific training prior to beginning work. Contact the UCHC Project Representative for additional guidance. Contractor training certificates shall be submitted along with the Health Safety Plan to the UCHC Project Representative prior to contract work commencement. UCHC management will periodically audit projects requiring properly training personnel.

10 HOUR CONSTRUCTION SAFETY COURSE

Contractors shall be in compliance with An Act Concerning Construction Safety. The bill requires all state or municipal contracts of \$100,000 or more for the construction or repair of a fully state-financed public building to require that the contractor provide that all its employees performing manual labor or telecommunications work have completed safety training. Manual laborers must complete a 10-hour construction safety course conducted in accordance with federal Occupational Safety and Health Administration (OSHA) Training Institute standards. Telecommunications workers must complete 10 hours in federal OSHA telecommunications safety training. Proof of course or training completion must be submitted to the labor commissioner within 30 days after the contract is awarded.

COMPETENT PERSONS

Regulations require “competent persons” for situations, such as, crane operations, electrical safety, excavations, fall protection, and scaffolds. UCHC expects (where applicable) contractors to have trained competent persons within line of sight of such activities. UCHC management will periodically audit projects requiring competent persons. If a qualified competent person is not available, work will be stopped.

SAFETY REPRESENTATIVE

The Contractor may be asked to assign a representative to monitor compliance with EH&S requirements. The contractor shall provide 24-hour, emergency contact numbers or list to the UCHC Project Representative. The Contractor’s Safety Representative may be an individual located off campus. However, for large projects or special hazards, UCHC may require the contractor to provide a dedicated Safety Representative, such as an OSHA-required “competent person.” The UCHC Project Representative will determine the need for an on-site Safety Representative.

JOB HAZARD ANALYSIS

Prior to commencement of Work on a Project, the Contractor shall prepare a Job Hazard Analysis (JHA) for each trade. The Contractor shall submit the JHA to the UCHC Project Representative before beginning work on the Project. The Contractor shall keep all JHAs in a bound notebook in an easily accessible location for the length of the Project. The Contractor shall update the JHA’s as necessary and provide updates to UCHC Project Representative throughout the Project and in a timely manner.

Since the hazard associated with construction and renovation often changes as projects progress, the contractor must plan and update the hazard analysis to reflect these changes.

INCIDENT REPORTING

In order to maintain a safe and secure work environment, contractors shall report any incidents or observations that may affect the safety of their employees, UCHC employees, students, patients or staff.

Unsafe acts or behavior - Report unsafe behaviors and conditions immediately to the UCHC Project Representative. Stop work if an imminent danger exists. Work will cease until the contractor corrects the issue to the satisfaction of the UCHC Project Representative.

Accidents, Injuries, Near-Miss - Within 24 hours of an accident or injury, contractors shall report details of all such incidents to the UCHC Project Representative and UCHC Public Safety. The contractor will document an accident investigation on all injuries other than first aid cases as defined by OSHA Record Keeping Guidelines. The contractor will submit a copy of the accident investigation and corrective actions to the UCHC Project Representative within 48 hours of the incident.

Emergencies - Contractors should be familiar with emergency reporting guidelines. When reporting emergencies by telephone (7777 in-house, (860) 679-2121 outside phone), include the building and the exact location, room number, the type of emergency and a callback name and telephone number. Stay on the line until the emergency operator ends the call. The contractor should remain available to provide information to the emergency responders as needed. Contractors are responsible for implementing their own system for accounting for employees during an emergency. Contractors shall work with the UCHC Project Representative to ensure a system is in place for safeguarding employee safety during a campus emergency that requires either evacuation or shelter-in-place.

Security Issues - Notify any UCHC Police Officer or call UCHC Public Safety to report any issue causing security concern. This may include theft, threats or acts of violence, malfunctioning or disabled security devices and violations of security policies or procedures.

EHS PROGRAM ENFORCEMENT

It is the responsibility of each Contractor to comply with the policies and intent of this manual as well as all applicable federal, state, local, and UCHC requirements. Violations will be brought to the attention of the personnel involved and the responsible supervisory personnel. Identified violations must be promptly addressed and corrected. Violations may result in work stoppage (at the Contractor's cost) and will result in progressive

enforcement action that range from fines, temporary or permanent expulsion of personnel from the site. If the violations are severe or repetitive, the Contractor may be prohibited from working for the University of Connecticut statewide in the future. If a Contractor fails to correct a problem, UCHC reserves the right to take corrective action and back-charge the cost of any corrective action to the Contractor. Contract language enables UCHC to fine and/or dismiss any individual, crew, or Contractor who fails to comply with the UCHC safety and security rules and regulations.

Contractors may be required to take other corrective actions, such as conducting an incident review, stopping work, holding safety reviews for the entire crew or company, providing increased training of employees, etc. at the discretion of UCHC.

II. ENVIRONMENTAL REQUIREMENTS

AIR POLLUTION CONTROL

Contractors must abide by good management practices to ensure that their daily activities do not adversely impact the air quality. These shall include, but not be limited to:

- Contractors shall retain fuel slips for construction vehicles/equipment that are refueled on site. Low sulfur Diesel fuels or “biofuels” are required.
- No open burning is allowed on the UCHC Campus.
- Vehicles shall NOT be operated near building fresh air intakes, and shall be equipped with exhaust scrubbers to minimize impact to indoor air quality.
- Equipment shall not be allowed to idle for excessive periods of time when not in use.
- Solvent or other noxious emissions shall be evaluated as part of the work planning process to determine engineering control requirements prior to field implementation of the scope of work.

EROSION AND SEDIMENTATION CONTROL

When excavation or demolition activities are conducted at exterior locations on the UCHC campus, the Contractor shall be responsible for compliance with all local, state, and federal regulations related to Erosion and Sedimentation Control. All engineering controls shall comply with **Connecticut Guidelines for Erosion and Sedimentation Control, as amended (2002 Guidelines for Erosion and Sedimentation Control)**.

DEWATERING ACTIVITIES

The discharging of stormwater and dewatering wastewaters is typically covered under the State of Connecticut’s General Permit program. Contractors shall notify their UCHC Project Representative before pumping groundwater or precipitation from their work area. Only clean water, with neutral pH, can be discharged. If necessary, a settling pond for removal of silt before final discharge must be used.

A General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities is required for projects with disturbance of one or more acres, regardless of project phasing.

ENVIRONMENTAL PERMITS AND LICENSES

Contractors and other service providers may be asked to work with or on behalf of UCHC Project Representatives to secure environmental permits. In some cases, the Contractor may submit the permit application. Contractors are responsible for following

the requirements in the environmental permits. Project permits shall be on file with the project documents and shall be made available upon request.

Under no circumstances shall a contractor use a material in an application that is banned under the Toxic Substances Control Act (40 CFR 700-799).

SPILL PREVENTION AND RESPONSE

To maintain Spill Prevention, Control and Countermeasure (SPCC) compliance the storage of fuel and other types of oil and grease products in above ground bulk storage tanks and containers (55 gallons or greater) should be avoided. Contact UCHC's ORS should your project require the storage of oil or grease products in bulk storage tanks and containers.

Personnel involved in fuel transfer operations shall be familiar with transfer operations and the use of the spill clean-up materials. Spill clean-up materials must be available during fuel transfer operations from fuel delivery vehicle to site equipment.

In the event of a spill, the Contractor is responsible for immediately reporting any and all spills to the UCHC Fire Department by dialing 7777, the UCHC Office of Research Safety and UCHC's Project Representative upon discovery. Spills or unplanned releases include spilling, spraying, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment of any chemicals or hazardous substances, hazardous materials, oils or petroleum products must be reported immediately.

Contractors shall be solely responsible for all environmental remediation, including all costs required to address any spill or release of oil, fuel or hazardous material as a result of their operations at any UCHC project. In the event of a spill or release, remediation shall be completed in accordance with all applicable federal, state and local regulations, ordinances, orders and directives, UCHC ORS and the UCHC Fire Department. Clean-up by UCHC of Contractor spills or releases will be charged back to the Contractor(s) responsible for the release.

Contractors who import chemical-based products to UCHC properties shall provide a spill control kit, compatible with the material to be used, and sized to accommodate a failure of the largest single container they plan to import. Spill kits shall be immediately available in the work areas where chemicals will be stored or used.

Operators of hydraulically operated equipment shall also maintain a minimum of one spill control kit sized to accommodate the largest reservoir in their inventory.

The UCHC Fire Department is staffed and stocked to deal with most spills that occur on the UCHC Campus. For a copy of the SPCC Plan, please ask your UCHC Project Representative.

HOUSEKEEPING AND WASTE DISPOSAL

All Project work areas and premises should be maintained in a clean, healthy and sanitary condition. Work areas, passageways and stairs, and walkways in and around buildings and structures should be kept clear of debris and maintained free of dangerous depressions and/or obstructions. Debris and scrap material should be removed from the immediate work area on a daily basis.

All waste and construction debris generated on a UCHC work site must be removed and properly disposed in compliance with local, state, and federal regulations.

- Contractors must supply their own waste collection containers, unless other means of disposal is agreed upon with the UCHC Project Representative prior to the start of work.
- The receptacle must be in good condition and labeled with the Contractor's name and the containers contents.

Areas around waste collection containers must be kept clean of debris.

HAZARDOUS MATERIAL DISPOSAL

Contractors are fully responsible for the proper disposal of all hazardous wastes that they generate while at UCHC. Hazardous waste may be generated from construction and renovation activities and a variety of other contractor's activities at UCHC.

Common hazardous wastes generated include:

- Waste solvents and solvent soaked rags;
- Waste oils and lubricants generated by a variety of operations including motor vehicles, elevators, plant maintenance, etc. UCHC has an SPCC Plan (Spill Prevention, Control and Countermeasure Plan) in place due to the amount of fuels, gas and oil storage on campus. The Contractor should be aware of what this document contains and how it pertains to any activities you may be undertaking on the UCHC Campus.
- Unused chemicals and other hazardous substances, such as strong acids and bases, paints, aerosol cans, etc. that are no longer needed, do not meet specifications, are contaminated, have exceeded their storage life, or are otherwise unusable;
- Waste ethylene glycol and other coolants;
- PCBs, batteries, lead paint and other miscellaneous materials including, contaminated rags and wipes, broken mercury-containing lamps (i.e. fluorescent lamps) and thermometers.

UCHC ORS is available to assist Contractors with hazardous waste management procedures including disposal, although these activities remain the responsibility of the Contractor. The Contractor in coordination with UCHC ORS must promptly remove and dispose of any regulated or hazardous waste generated by the Contractor (oil, paint, solvents, gasoline, etc.) from the site. Contractors shall provide documentation to their

UCHC Project Representative verifying proper treatment or disposal of hazardous and regulated waste. This documentation shall be provided no later than thirty-days (30) from the date the regulated or hazardous waste is transported for treatment or disposal. UCHC will withhold payment for any invoiced disposal services that are not fully supported with all required regulatory documentation. UCHC ORS must sign off on all disposal paperwork to ensure proper disposal.

RECYCLING

UCHC encourages Contractors to recycle as much as possible, consistent with good practices and economic realities. UCHC requires that contractors shall recycle, at a minimum, the following materials:

- Corrugated Cardboard.
- Clean dimensional wood.
- Glass containers
- Uncoated asphalt, bricks, and concrete (ABC).
- Metals including, but not limited to, stud, trim ductwork, piping, reinforcing steel (rebar), roofing, other trim, steel, iron, galvanized sheet steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.
- Electronic components, computers, CRTs, printers, televisions, stereos, etc.
- Used motor oil and other recyclable petroleum products
- Any other materials for which reuse, salvaging, or recycling results in a net cost that is equivalent to or less costly than landfill disposal or incineration.

Recyclable solid waste generated at UCHC by contractors and their subs must be placed in properly designated receptacles supplied by the Contractor. The receptacle must be in good condition, labeled with its contents (e.g., glass, cardboard, scrap metal, used oil) and, if exposed to precipitation, covered. Receptacles must be emptied on a regular basis. Contractors cannot use UCHC receptacles unless otherwise approved by their UCHC Project Representative.

Contractors shall not place unlike wastes in containers made available for recyclable materials and should also be aware that the State of Connecticut has banned the following waste streams from in-state incineration or landfill disposal. These items may not be included in waste destined for incineration or landfills in any quantity:

- Lead-acid batteries
- Leaves and Yard Waste
- Whole Tires
- White Goods (Appliances)

- Cathode Ray Tubes (CRTs) including computer monitors
- Metal, Plastic and Glass Containers
- Recyclable Paper

Resale or recycling of UCHC materials requires UCHC/State of Connecticut approval. The Contractor must provide written evidence that resold or recycled material was disposed in the manner and location approved by UCHC.

III. HEALTH & SAFETY REQUIREMENTS

CHEMICALS, HAZARDOUS MATERIALS, COMMUNICATION OF HAZARDS and MSDS

1. Chemicals and hazardous materials used at UCHC shall be accompanied by a Material Safety Data Sheet (MSDS). Prior to use of the material(s), Contractors shall provide an MSDS to the UCHC Project Representative for distribution to affected University departments and areas. Material Safety Data Sheets (MSDS) are required for various chemicals, solvents, paints, thinners etc., in the workplace. Any scope of work involving the use of chemicals cannot be adequately planned without the information contained in the MSDS (i.e.: acceptable exposure levels, personnel exposure monitoring requirements, instructions for safe use, required personal protective equipment, etc).
2. Contractors and their employees shall comply with all regulatory requirements in the management of the chemicals and materials they use at UCHC. Contractor personnel should be thoroughly familiar with the information contained in the MSDS and shall use the chemicals safely. If the use of the material has the potential for exposure to UCHC personnel (students, faculty, employees or patients) the UCHC Project Representative shall consult ORS before starting the job. ORS is available to make recommendations to minimize exposures to chemicals or hazardous materials. Contractors shall be aware that vapors and/or odors from chemicals can travel long distances. Every attempt shall be made to minimize or eliminate the potential for exposure.
3. Contractors are responsible for managing their chemical containers according to federal, state, and local regulations. Contractors shall remove any remaining chemicals or unused hazardous material products within 24 hours of their completed use on a project, unless approval is received from the UCHC Project Representative to leave the material on site.
4. Contractors shall use the minimum quantity of chemicals necessary to perform the day's work. Portable containers shall not exceed five-gallon capacity without a UCHC Project Representative's and ORS's approval.
5. Special precautions shall be observed prior to using any chemicals or hazardous materials in mechanical, electrical or air distribution rooms. The UCHC Project Representative and ORS must be notified prior to use of chemicals in these areas.

SPECIFIC TOXIC SUBSTANCES OF CONCERN

ASBESTOS

1. Asbestos-containing materials (ACM) and Presumed Asbestos-Containing Materials (PACM) exist in most University buildings. Contractors shall not disturb asbestos-containing materials in UCHC facilities during the course of

any renovation or demolition activities, including installations or repair work. Contact the UCHC Project Representative for information about the location of ACM within the project area.

2. All Contractors must comply with OSHA training requirements for their employees who may contact, but not disturb, ACM. This is considered Class IV work and requires, at a minimum, 2 hours of asbestos awareness training.
3. Should suspect ACM or PACM be found during work activities, the Contractor will stop all work immediately and contact the UCHC Project Representative. No work shall be attempted that could result in a release of ACM to the environment.
4. In the event of an asbestos emergency (release to the environment), isolate and secure the area. Immediately contact the UCHC Project Representative and Public Safety (7777 in-house or (860)-679-2121 outside line) and identify the nature and extent of the asbestos emergency.

LEAD BASED PAINT

1. Lead Paint exists in many UCHC facilities. While EPA, HUD, and the Connecticut Department of Public Health (CTDPH) are concerned only with residential paints that are dated pre-1978, for childhood poison control issues, OSHA considers all residential paint, even that post-1978 as *contaminated* with lead. Exposure levels for lead in the construction industry are regulated by 29 CFR 1926.62. Many construction activities, such as hand scraping and sanding, light demolition, grinding, welding, cutting and burning have been shown to expose workers to airborne levels of lead that exceed OSHA's Permissible Exposure Limit (PEL). Contractors must follow OSHA regulations when any paint surfaces can be impacted.
2. While lead-based paint test data exists for some UCHC buildings, Contractors must use documented lead-safe work practices in all University buildings. Contact the UCHC Project Representative to review test data as necessary.

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

1. The contractor shall provide workers with personal protective equipment (PPE) such as safety glasses, respirators, hard hats, gloves, and safety shoes when performing certain activities or when working in designated areas. The contractor shall ensure PPE is available and used appropriately. The UCHC Project Representative will stop work at if appropriate PPE is not in place.
1. Contractors are responsible for assessing hazards and associated risks, for selecting and providing PPE, and for providing adequate training to personnel on inspection and use. It is UCHC's expectations that PPE shall be properly maintained, appropriate for the task, and shall comply with applicable regulations.
3. Contractors must control their work zones and effectively communicate the hazards of the work zone and required personal protective equipment to all

UCHC Representatives requiring access to those work zones. The contractor shall be responsible for controlling access and will deny access to any UCHC Representative or other party not wearing the proper protection.

MINIMUM PPE FOR CONSTRUCTION AREAS ON UCHC CONSTRUCTION SITES

The following items are the minimum PPE for all construction areas at UCHC:

- ANSI approved safety glasses (ANSI Z87.1) with side shields (tinted for exterior use only);
- Hard Hats;
- Impact and Compression Resistant Safety Shoes;
- Long Pants;
- Reflective vest when heavy power equipment is operating within the contract limit line, or when working in high-traffic areas;
- Long-sleeved shirts are required when working in a production building, utilities, or any pipe rack that contains production piping or utilities; and
- Professional appearance is required. Muscle shirts, tank tops, or tee shirts with inappropriate graphics or slogans are prohibited.

ADDITIONAL PPE CONSIDERATIONS

- Cut resistant or cut-proof gloves (specific to task)
- Fall retention harness with arresting lanyard as required.
- Ear plugs or ear muffs if the work will involve employee exposures to loud noises (>85 dB)
- Respiratory protection (written respiratory protection program and medical monitoring required)
- Non-conductive, insulated gloves, boots, and blankets as required by the NEC.
- NOMEX or approved fire resistant clothing as required by NFPA
- Fire / heat resistant gloves with gauntlets
- UV protective goggles / face shield
- Impact resistant face shield
- Electrical Hazard rated (EH) safety shoes for working in substations or while performing work on live parts.

RESPIRATORY PROTECTION

UCHC expects each contractor and its subcontractor shall manage their own Respiratory Protection Program. The Contractor shall ensure that only employees formally trained and qualified in respiratory protective device use shall use respirators. Each of the contractor's employees and its subcontractors must be fitted and tested to assure the respirator provides adequate protection as per OSHA regulations.

Respiratory protection requirements for specific jobs shall be documented in the contractor's Standard Operating Procedures and the contractor's Written Respirator Program.

CONFINED SPACE ENTRY

Contractors who may need to enter a confined space at UCHC as part of service delivery shall conduct entry under a Permit-Required Confined Space (PRCS) program at least as stringent as that required by OSHA. Permit-required confined spaces may include, but are not limited to, storage tanks, in-ground vaults, boilers, trenches, manholes, lift stations, and valve pits. Contact the UCHC Project Representative and the ORS for a listing of known permit-required confined spaces.

If during the course of work, the Contractor encounters a confined space that has not been previously identified by UCHC, the Contractor must notify the UCHC Project Representative so that the space can be assessed by the Project Representative in consultation with ORS.

Prior to conducting work in or around Permit-required Confined Space, contractors shall notify the UCHC Project Representative. Upon this notification, UCHC shall provide the contractor with information relative to the known or anticipated hazards of the space. Upon completion of the confined space entry, the contractor will notify the UCHC Project Representative and provide information on any unexpected hazards that were encountered.

Contractors are expected to comply with the OSHA Permit-required Confined Space Standard. Therefore, they are expected to:

1. Have a permit space entry program in place that meets the OSHA standard.
2. Ensure their employees are properly trained.
3. Have the equipment and resources available to ensure a safe entry, including atmospheric testing equipment, protective clothing, hard hats, respirators, life-lines, ventilation equipment and safety harnesses etc.
4. Notify the University Fire Department at (860) 679-4291 prior to conducting any permit entry at UCHC.
5. **Provide for emergency rescue. The contractor must arrange for the appropriate**

level of rescue services required based on the potential for the types and severity of the rescue that may be required. Documentation on the rescue procedure, authorized rescuers, training and equipment must be available on site prior to conducting confined space entries requiring rescue services.

The use of University services or equipment by contractors to perform an entry is strongly discouraged. If University and contractor personnel will be working together during an entry, or an unforeseen circumstance requires the use of University services or equipment, the UCHC Project Representative must secure a waiver and release from the contractor.

EYEWASHES AND SAFETY SHOWERS

Contractors are responsible for supplying eyewashes and safety showers for their employees while performing work on the UCHC campus. They will ensure these units are in full operational compliance for use during an emergency. The Contractor is responsible for assessing the adequacy of all units to be used, whether permanent or temporary, and to ensure that they are in full operations compliance.

FIRST AID AND MEDICAL SERVICES

Contractors are responsible for ensuring that first aid and medical services are available for their employees. UCHC is available to assist with emergency first aid, as necessary. Dial 7777 from a campus telephone or (860) 679-2121 from any outside phone to summon emergency assistance. The contractor is responsible for recording and reporting injuries and illnesses as required by OSHA.

FALL PROTECTION

Once a worker leaves the floor, an elevated work situation is created and a proper work platform must be provided per OSHA. 100% fall protection is required in areas where the fall hazard is 6 feet or greater from the worker's foot-level, or where the individual is working over dangerous equipment. Such protection must be approved guardrails, nets or personal fall arrest systems.

Anchorage points for tie off shall be able to sustain a minimum load of 5000 lb. per person and be located at or above the workers shoulder level. If no anchorage point exists at or above shoulder level, special lanyards shall be utilized to ensure fall arrest forces cannot exceed OSHA limits. Anchor points shall be at a sufficient height to allow the lanyard to arrest the fall prior to the employee impacting with the surface or equipment below. Small diameter pipes, cable trays and electrical conduit are not to be used for anchors or platforms. Anchor points must be within 6 feet of the worker or else a retractable lanyard must be utilized. Lanyards shall not be strung together.

ROOF WORK

Working on a roof within six feet of the edge requires appropriate fall protection (railings or warning lines with safety monitors or personal fall protection).

Contractors shall not work on roofs without prior approval from the UCHC Project Representative. Access to the roof will be controlled. Only authorized persons designated by the contractor shall be granted access. Contractor must obtain other appropriate permits as needed i.e. Hot Work, Confined Space Entry, etc.

FLOOR OPENINGS

Working within six feet of a floor opening (skylight, hole, open hatch, etc.) requires appropriate fall protection. Floor openings (holes) shall be protected with a fixed cover, using materials of sufficient strength to support any imposed load or to equal the design floor loading capacity, or shall be guarded by a standard OSHA-compliant fixed railing system with toe boards on all exposed sides except at entrances to stairways.

When floor openings are protected with covers, the cover shall be clearly marked: **“Danger- Hole – Do Not Remove.”**

LADDERS

The following guidelines apply to all UCHC facilities per OSHA:

- All ladders must be in good condition and free of any broken or defective parts.
- Metal or conductive ladders are prohibited from UCHC worksites.
- Any ladders with broken or split rails, rungs, steps, or any defective parts must be removed from the UCHC property.
- Portable ladders must be securely footed and equipped with suitable safety shoes to prevent slippage.
- Workers shall not place ladders in door swing areas unless the door is locked or otherwise blocked from striking the ladder.
- Ladders must extend a minimum of (3) three feet beyond the landing surface and be securely tied at this point to prevent any movement. When used against beams, pipes, or similar supports, workers shall secure ladders to prevent shifting, slipping, or being knocked over.
- Stepladders must only be used in the open and locked position.

ROOFTOP EXHAUST FANS

Roof top Exhaust fans located at the Health Center are capable of discharging potentially hazardous vapors. Contractors shall not conduct work around rooftop exhaust fans

without obtaining approval /clearance from the UCHC Project Manager and the UCHC ORS.

COMPRESSED GAS CYLINDERS

1. Cylinders shall be properly secured and labeled to identify contents in accordance with OSHA's Hazard Communication Standard.
2. Workers shall close valves when cylinders are idle, empty or moved. Valve protection caps shall be in place when cylinders are moved or stored.
3. Contractors shall keep cylinders a safe distance or shielded from Hot Work.
4. Contractors shall comply with OSHA requirements on the separation of cylinders containing incompatible chemicals.

HOT WORK / BURN PERMIT

UCHC utilizes and enforces the use of a Hot Work / Burn permit system to help minimize the risk associated with Hot Work. We encourage contractors to provide suggestions or alternative methods on ways to avoid Hot Work. For instance, can bolted flanges be used? Can the welding be done outside?

If Hot Work shall be performed the contractor must follow **UCHC's Fire Departments Standard Operating Procedure #3.6 Hot Work / Burn Permits** (see Appendix V of this manual).

FIRE SAFETY

1. UCHC prohibits smoking in its facilities. Violators may be asked to leave the premises on first offense.
2. Contractors should be familiar with the location of fire alarm activation devices (pull stations,) portable fire extinguishers and at least two exit routes from the work area. Contractors shall not obstruct access to exits, exit routes or fire equipment or prop open stairwell doors.
3. All fires shall be reported by activating the nearest fire alarm station, followed by dialing the appropriate UCHC EMERGENCY NUMBER. Dial 7777 from any UCHC phone or (860) 679-2121 from an outside phone.
4. Contractors shall be trained in the proper use of portable fire extinguishers if conducting fire watch duties as part of the Hot Work / Burn Permit process. Contractor-supplied fire extinguishers shall be clearly marked and have current inspection. Contractors shall provide their own portable fire extinguishers for any hot work unless other arrangements have been made with the UCHC Project Representative.

5. Flammable and combustible liquids are easily ignited and thus shall meet all the labeling, use, storage and disposal requirements outlined in the Chemicals and Hazardous Materials section in this document.
6. Only the UCHC Fire Department shall open a fire hydrant or standpipe. Contractors may not use UCHC fire hoses unless prior approval has been obtained from the UCHC Project Representative and Fire Department. Water supply flow tests shall be arranged with the UCHC Fire Department, Facilities and FM Global.
7. Contractors performing welding, torch cutting, soldering, grinding, using high temperature heat gun and other forms of "Hot Work" shall adhere to the special requirements listed in the Hot Work section of this document. Hot Work shall not be conducted during times when sprinkler systems have been impaired.
8. Provide a fire extinguisher as prescribed by UCHC Fire Department in the construction areas, along with evacuation plans and Air Horns for emergency signals. The use of an air horn and evacuation plans should be described within the Contractor's Site Specific Health and Safety Plan.

FIRE PROTECTION IMPAIRMENTS

1. Contractors shall take precautions to prevent damage to fire protection systems. Report damage immediately to the UCHC Project Representative.
2. Contractors who need to disable a fire protection system shall contact the UCHC Project Representative and the UCHC Fire department. Notify the UCHC Project Representative of any planned fire protection impairment at least twenty-four (24) hours in advance to obtain for an approval to shutdown. This applies to sprinklers, fire mains, fire pumps, and fire alarm system components.
3. A Fire Watch is required by the UCHC Fire Department whenever fire protection equipment is disabled for more than 4 hours within a 24 hour period. The contractor is responsible for the cost of all fire watches associated with their work.
4. During fire protection equipment impairments, all operations that present a fire hazard will be suspended. These would include all types of hot work. Fire protection systems should be restored as soon as possible by the end of the workday. Fire watch personnel may be required during fire system impairments.
5. Contractors shall not suspend materials or equipment on sprinkler pipes, valves or supports.

ELECTRICAL SAFETY

OSHA's regulations related to electrical safety recognize two key hazard management tactics: elimination of the hazard through shut down and isolation (Lock Out / Tag Out); or when live circuits must be maintained, protection from contact through the use of guarding, insulation, and protective equipment.

The following is a partial list of items to consider when working with or near energized systems:

- Contractors will comply with OSHA Subpart K Electrical regulations, the National Electric Code and NFPA 70E 2004.
- Contractors shall comply with the OSHA “Lock-Out/Tagout” Standard when working with de-energized equipment or circuits. Contractors shall identify the switches that energize the affected circuits or equipment. Due to their ability to store residual electrical energy, high voltage circuits shall be grounded on both sides of affected workers. Contact the UCHC Project Representative for assistance in identifying the locations of energy isolating devices.
- All permanent and temporary electrical work shall be done in accordance with National Electric Code, OSHA and other applicable standards.
- Contractors installing electrical service will label circuit breakers and disconnect panels as to their purpose. Proper PPE, including arc-flash protection, shall be worn when working on live equipment, per NFPA 70E 2004.
- Electrical extension cords and temporary feeders shall be three-wire grounded units using NEMA grounded receptacles and plug caps connected to a ground fault circuit interrupter" (GFCI) protection at the source when using electrical tools/equipment.
- Electrical cables or wires that are placed across roadways, doors or isles shall be secured to the floor or roadway and protected from damage.
- Contractors shall use explosion-proof equipment (i.e. Class I, Division I) in areas containing combustible or flammable vapors, dusts or fibers. Cords, connectors, and equipment shall be inspected to verify that they are free of defects.
- Frayed or cut electrical cords, or cords with damaged plugs or missing ground plugs shall be immediately removed from service, rendered unusable, and removed from the site. Defective tools cannot be stored in tool or gang boxes on site.
- The UCHC Project Representative reserves the right to confiscate and destroy any defective tool or cord immediately upon discovery if the defective tool or cord has not been rendered unusable.
- All temporary power or systems shall be removed at the conclusion of the work.
- Overhead power lines should be clearly marked and shielded (and de-energized if necessary) if cranes, material hoists, aerial lifts, excavators, or similar equipment will be operated in the area.
- Workspace required to access and service electrical systems shall not be used for storage.

- When normally enclosed live electrical systems are opened for service work, passageways shall be barricaded or guarded to prevent contact with energized equipment. Proper calorie rated PPE shall be worn when working around live or otherwise exposed equipment.
- Electrical connections shall be coordinated with a UCHC electrician.
- Electrical tie-ins shall be conducted only on de-energized (locked out and tagged out) systems.
- When planned, live electrical work is necessary due to the inability to shut down a critical load, a pre-task safety meeting conducted by the contractor's electrically qualified person with all participants is required. Detailed written procedures shall be utilized whenever live electrical work is deemed necessary and performed and discussed in the meeting along with necessary PPE requirements.
- Unauthorized, live tie-ins to electrical services will result in the immediate and permanent exclusion of the worker from all UCHC facilities.
- After a contractor performs repairs, maintenance or installations, verification to ensure that the electrical equipment components are operationally intact and that no electrical hazard exists upon re-energization shall be performed before UCHC qualified employees shall attempt to re-energize the electrical equipment. This verification can be performed by qualified persons from the Facilities Electric Shop or a qualified third party, at the discretion of the Facilities Electric Shop supervisor.
- Remember: Isolate it, Lock it, Tag it, and Try it.

LOCKOUT/TAGOUT (Hazardous Energy Control)

The Contractor will assure proper isolation and control of hazardous energy on affected equipment and machinery. Contractors will comply with the OSHA "Lock-Out/Tagout" Standard including training and equipping workers. Contractors are expected to maintain a written program and work cooperatively with UCHC personnel for multiple lockouts.

Lockout/Tagout procedures must be exchanged and coordination of procedures must be discussed between the Contractor and UCHC during a pre-job meeting.

All concerned University employees must be effectively informed of the restrictions and prohibitions associated with the Contractor's Lockout/Tagout procedures.

See the **ELECTRICAL SAFETY** section of this document for additional requirements.

CRANES AND HOISTS

1. The contractor shall not use UCHC-owned or leased crane or hoist equipment, unless contractually indemnified to do so or unless they have signed a separate indemnification authorizing them to do so.
2. Before lifting the first load of the day, the contractor shall verify the hoist system will operate properly by conducting documented inspections. These inspection documents should be made available upon request of the UCHC Project Representative.
3. Contractors shall not leave suspended loads unattended. When moving a suspended load, the operator shall assure personnel are clear of the path of transport. Workers will not stand or walk under suspended loads.
4. **Loads cannot travel over occupied portions of buildings. The Contractor must develop a rigging plan when planning on moving loads over occupied areas. The Contractor and the UCHC Representative shall review the plan and coordinate vacating areas along the load path.**
5. Crane operators and riggers shall be thoroughly trained and competent in the use of such equipment. The contractor shall provide a “competent person” (as required by OSHA) to oversee and/or perform lifting operations.
6. Contractors shall establish a restricted work area using barricades and other appropriate controls to minimize the hazards to personnel from swinging or falling objects.

MOBILE EQUIPMENT/WORK PLATFORMS

1. Unless permitted by the UCHC Project Representative, and supported by appropriate indemnification in the contract language, contractors shall not use UCHC-owned aerial work platforms.
2. Contractors shall assure trained personnel operate mobile equipment, such as extendable boom lifts, scissors-type lifts, and cranes. The contractor shall provide trained personnel to assist the operator in clearing building fixtures or other obstructions when raising, lowering or advancing the equipment.
3. For outdoor projects, workers may not operate cranes, aerial platforms, power shovels, or similar equipment within fifty (50) feet of overhead utilities without prior approval from the UCHC Project Representative.

AERIAL LIFTS

Only documented, trained personnel shall be allowed to operate Aerial Lifts per OSHA. Aerial lifts (boom 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 aerial lifts must be tied off to anchorages specifically designed for that purpose (railings do not meet fall protection anchorage requirements). Aerial 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. OSHA defined Frequent and Periodic inspections will be performed in accordance with manufacturer's recommendations. Copies of these inspection reports shall be kept on site. Belting off to an adjacent pole, structure or equipment while working from an aerial lift shall not be permitted.

INDUSTRIAL POWERED VEHICLES

1. Industrial powered vehicles (more commonly known as Powered Industrial Vehicles or PIVs) include vehicles such as forklifts, powered pallet jacks, manned rail or wire-guided equipment or other vehicles that allow operators to move large or heavy loads. The contractor shall ensure their employees or subcontractors have had appropriate and effective training for the operation of PIVs in compliance with OSHA standards. Contractors should implement a method, such as identification badges or vests that clearly identifies trained operators. Workers may not use UCHC owned or leased PIVs unless they are contractually indemnified to do so or have signed a separate indemnification authorizing them to do so.
2. Workers operating PIVs shall conduct and document daily pre-use equipment inspections to assure that it is in safe operating condition. The documentation shall include the vehicle inspected, day of inspection and specific safety items inspected. Vehicles with malfunctioning safety features shall be tagged out and labeled "DO NOT OPERATE" and removed from service until repairs are completed. Documentation shall be made available upon request.
3. Battery charging shall be performed in areas designated by UCHC. Appropriate PPE will be used during all battery charging operations. Refueling shall be performed in areas with adequate ventilation. Workers shall not refuel vehicles while the engine is running.

TOOLS AND EQUIPMENT

1. In general, Contractors shall provide their tools, equipment and secure storage for valuable tools. Contractors may not use tools owned by UCHC unless authorized by the UCHC Project Representative
2. Contractors shall inspect and maintain tools in safe condition using them only for jobs in which they are intended per OSHA.
3. When using pneumatic tools, the contractor shall disconnect hoses from air supply when not in use.

LASERS, RADIO FREQUENCY AND RADIATION PRODUCING DEVICES

Contractors using Class IIIB or IV lasers or radioactive devices shall license, register and use such devices in accordance with all applicable regulations. Contractors will be

required to provide evidence of current licenses for workers and registrations throughout the project to the UCHC Project Representative. All work utilizing these types of devices must be coordinated with UCHC ORS.

POWER-ACTUATED TOOLS

1. Prior to using power-actuated tools, authorization and approval are required by the UCHC Project Representative. Contractors shall ensure powder-actuated tools are used only by trained and, if required, licensed personnel. Power-actuated tools shall not be left unattended or available to unauthorized persons. These tools may not be used in explosive or flammable atmospheres.
2. Explosive-actuated tools shall meet the American National Standard Institute "Safety Requirements for Explosive Actuated Fastening Tools" and all other regulatory and applicable agency standards. Workers may not use any tool that does not meet appropriate design standards.

SIGNS, SIGNALS AND BARRICADES

1. At the entrance to the construction site or locations the following signage must be posted: "Construction Area", "Restricted Area", "Hard Hats, Safety Glasses, and Work Boots Required".
2. When Lasers are being used "Laser in Use" Signs shall be posted.
3. Parking areas shall be conspicuously marked "Parking for Construction Only" or "No Parking".
4. Locations where construction is occurring within an active building, work areas shall be barricaded to restrict and eliminate potential access and exposures to the public.
5. Cones, Tape, Guardrails, etc. maybe used to delineate and secure work zones based on the potential exposure and traffic at the locations.

EXCAVATION AND TRENCHING

1. Prior to excavating or trenching, contractor shall be responsible for utility marking, signage and barricades, shoring, and following applicable confined space entry procedures.
2. The contractor shall mark "limits of proposed excavation" locations of underground utilities before digging and contact "Call Before You Dig (CBYD 800-922-4455 or www.cbyd.com) as required by law. This is necessary to prevent service interruption or hazards from damaged utility lines. The contractor is responsible for marking out all utilities that are not located by "Call Before You Dig". Hand digging is required near underground facilities such as electrical, gas, water or steam lines.

3. The contractor shall comply with the OSHA Excavation Standards and other regulatory requirements associated with the work. If the Contractor encounters any suspect material (i.e. discolored soil, pipe not on UCHC's excavation package drawings), the Contractor shall stop immediately and contact his UCHC Project Representative.
4. The contractor will place warning signage on all sides of a trench or excavation to prevent pedestrians from crossing the opening.
5. The contractor will provide a "competent person" as required by OSHA Excavation Standards to inspect the excavation area and protective systems. Excavations greater than 20 feet deep require excavation protection plans that are designed and executed under the supervision of a professional engineer licensed in the State of Connecticut. This would apply to sloping, use of trench shields (trench boxes) and shoring systems.
6. Contractor shall utilize the appropriate protective system (sloping, trench shields (trench boxes) or shoring per OSHA for all excavations five feet or greater in depth and/ or as site conditions require. Excavation and trench work at shallower depths may require protection when the workers' chest height is less than the depth of the excavation or trench.
7. Ramps shall be constructed per OSHA by the competent person.
8. Contractors will backfill as soon as possible once the work has been completed. To the extent possible, contractors will backfill by the end of each workday to avoid the hazards of open excavations, particularly at night. For projects that cannot be back-filled by the end of the day, the contractor will adequately barricade the excavation and/or provide steel plate covers.

BLASTING

Blasting is not allowed on UCHC projects.

SCAFFOLDS

All scaffolding, staging, and work platforms must satisfy the applicable OSHA regulations and manufacturer's erection requirements. The proper use of scaffolding requires that:

- Scaffold erection /dismantling shall be directed by the Contractor's competent person and in accordance with the manufacturer's specifications or the design and specifications of a licensed professional engineer; specifications shall be available on site.
- The scaffold shall be equipped with an inspection tag with daily notations by the competent person that the scaffold has been inspected and approved for use.

- 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.
- Planks shall be free of holes, saw cuts, and other defects. The contractor will provide and install toe boards, screens, or other suitable guards around the perimeter of elevated work surfaces to prevent falling objects from striking personnel below.
- Scaffold platforms more than six feet above any working surface must be equipped with a top rail (42" height), mid rail (21" height), and a 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 supersede these minimum requirements.
- Scaffold erectors or dismantlers shall tag any incomplete scaffold assembly as "**Incomplete - Do Not Use**" or other similar form of posted warning.

IV. APPENDIX

CONTRACTOR RECEIPT ACKNOWLEDGEMENT FORM

CONTRACTOR EMERGENCY RESPONSE INFORMATION SHEET

POLICY NUMBER 2001-3 BACKGROUND AND FEDERAL SANCTIONS CHECKS

UCHC FIRE DEPARTMENT SOP #3.6 HOT WORK / BURN PERMITS

THE UNIVERSITY OF CONNECTICUT HEALTH CENTER
 ENVIRONMENTAL, HEALTH, and SAFETY (EHS) POLICIES, REGULATIONS
 AND RULES for CONSTRUCTION, SERVICE, and MAINTENANCE
 CONTRACTORS

CONTRACTOR RECEIPT ACKNOWLEDGEMENT FORM

Return one copy of the completed form signed and dated to the UCHC Project Representative. Form must be completed prior to the start of work on-site

Contractor name

Address, City, State & Zip

Telephone

Contract / Purchase Order #

We acknowledge receipt of the “University of Connecticut Health Center Environmental, Health and Safety (EHS) Policies, Regulations and rules for Construction, Service and Maintenance Contractors” manual. We have read the manual and will ensure all persons engaged by us for this project shall abide by the conditions and terms prescribed by this document. We also agree to implement a documented disciplinary process for all those who violate the terms and conditions of this manual.

Signed: _____ *Date:* _____

Name (printed)

Title

**THE UNIVERSITY OF CONNECTICUT HEALTH CENTER***FIRE DEPARTMENT***STANDARD OPERATING PROCEDURE****NO. 3.6****SUBJECT:** *Hot Work / Burn Permits***ISSUE DATE:****REVISE DATE:****ISSUED BY:** Office of the Fire Chief**PURPOSE / POLICY:**

To cover provisions to prevent disruption of service, loss of life and property from fire or explosion as a result of hot work.

To provide guidance for University of Connecticut Health Center fire fighters, contractors and Facilities Management personnel, who manage, supervise, and perform hot work.

This procedure shall be in accordance with the National Fire Protections Association (NFPA) standard 51B Fire Prevention During Welding, Cutting, and Other Hot Work 2009 edition and also to comply with the universities insurance carrier.

PROCEDURE:

Prior to doing any hot work all other alternative methods of conducting the work should be considered.

APPLICATION:

This policy shall apply to the following hot work processes:

- Welding and allied processes (arc welding, oxy-fuel gas welding, open-flame soldering, brazing, thermal spraying, oxygen cutting, and arc cutting).
- Heat treating.
- Grinding.
- Thawing pipe.
- Power-driven fasteners.
- Hot riveting.
- Use of open flame in the process of maintenance or construction.



THE UNIVERSITY OF CONNECTICUT HEALTH CENTER



FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

NO. **3.6**

SUBJECT: *Hot Work / Burn Permits*

ISSUE DATE:

REVISE DATE:

ISSUED BY: Office of the Fire Chief

PROCEDURE: *CONTINUED*

Responsibility for Hot Work.

Management, contractors, the UCHC FD, the fire watch, and the operators shall recognize their mutual responsibility for safety in hot work operations.

Project Managers will ensure that:

- All individuals involved in the hot work operations, including contractors, are familiar with the provisions of this policy.
- The contractor understands his/her responsibility to ensure that the individuals involved in hot work operations are trained in the safe operation of their equipment.
- UCHC FD advises the contractor involved in hot work operations of the inherent risks involved.
- The contractor is informed and understands the emergency procedures in the event of a fire.
- Inspections by the UCHC FD and contractor occur to determine site-specific flammable materials, hazardous processes or conditions, or other potential fire hazards.
- The Contractor conducts a job specific hazard assessment for all hot work operations.

Facilities / Management supervisor / Managers will ensure that:

- All equipment is in a safe operating condition.
- Only approved apparatus, such as torches, manifolds, regulators or pressure-reducing valves, and acetylene generators, are used.
- All individuals involved in the hot work operations, including contractors, are familiar with the provisions of this policy.
- Individuals involved in hot work operations shall be trained in the safe operation of their equipment and in the safe use of the process.
- Individuals involved in hot work operations shall have an awareness of the inherent risks involved and understand the emergency procedures in the event of a fire.
- Advise all contractors about site-specific flammable materials, hazardous processes or conditions, or other potential fire hazards.



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FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

NO. **3.6**

SUBJECT: *Hot Work / Burn Permits*

ISSUE DATE:

REVISE DATE:

ISSUED BY: Office of the Fire Chief

PROCEDURE: CONTINUED

University Of Connecticut Health Center Fire Department Shall:

- Determine site-specific flammable materials, hazardous processes, or other potential fire hazards that are present or likely to be present in the work location.
- Shall ensure the protection of combustibles from ignition by the following means:
 - (1) Moving the work to a location that is free from combustibles.
 - (2) If the work cannot be moved, moving the combustibles to a safe distance or having the combustibles properly shielded against ignition.
 - (3) Scheduling hot work so that operations that could expose combustibles to ignition are not begun during hot work operation.
- Shall determine that fire protection and extinguishing equipment are properly located at the site.
- Where a fire watch is required the UCHC FD shall be responsible for ensuring that a fire watch is at the site.
- The UCHC FD shall make a final check ½ hour after the completion of hot work operations to detect and extinguish smoldering fires.

Hot Work Operator:

The hot work operator shall handle equipment safely and use it as follows so as not to endanger lives and property:

1. The operator shall have the UCHC FD approval before starting hot work operations.
2. The operator shall be present during the UCHC FD hot work inspection.
3. The operator shall have the area prepared for inspection as outlined in the fire prevention section.
4. The operator shall ensure all equipment has been examined by a qualified person and is in a safe operating condition, and, if found to be incapable of reliable safe operation, the equipment shall be repaired by qualified personnel prior to its next use or be withdrawn from service.
5. The operator shall cease hot work operations if unsafe conditions develop and shall notify the UCHC FD, Project manager and the area supervisor, for reassessment of the situation.
6. Upon completion of hot work the operator shall contact the UCHC FD for a re-inspection prior to leaving the area.



THE UNIVERSITY OF CONNECTICUT HEALTH CENTER



FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

NO. **3.6**

SUBJECT: *Hot Work / Burn Permits*

ISSUE DATE:

REVISE DATE:

ISSUED BY: Office of the Fire Chief

PROCEDURE: CONTINUED

Fire Watch (supplied by contractor):

A fire watch by the contractor will be allowed for small hot work projects that do not present a significant threat of fire only after a permit is authorized and the area is inspected by the University of Connecticut Health Center Fire Department. The person assigned fire watch shall comply with the following:

- Shall be trained to understand the inherent hazards of the work site and of the hot work.
- Shall ensure that safe conditions are maintained during hot work operations.
- Shall have the authority to stop the hot work operations if unsafe conditions develop.
- Shall have fire-extinguishing equipment readily available and shall be trained in its use.
- Shall be familiar with the facilities and procedures for sounding an alarm in the event of a fire.
- Shall watch for fires in all exposed areas and try to extinguish them only when the fires are obviously within the capacity of the equipment available. If the fire watch determines that the fire is not within the capacity of the equipment, the fire watch shall sound the alarm immediately.
- Shall be permitted to perform additional tasks, but those tasks shall not distract him or her from his or her fire watch responsibilities.

Fire Prevention Precautions:

- Hot work shall be permitted only in areas that are, or have been made, fire safe.
- Hot work shall only be performed in either designated areas or permit-required areas.
 1. **A designated area** shall be a specific area designed or approved for hot work, such as a maintenance shop or a detached outside location that is of noncombustible or fire-resistive construction, essentially free of combustible and flammable contents, and suitably segregated from adjacent areas.
 2. **A permit-required area** shall be an area that is made fire safe by removing or protecting combustibles from ignition sources.



THE UNIVERSITY OF CONNECTICUT HEALTH CENTER



FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

NO. 3.6

SUBJECT: *Hot Work / Burn Permits*

ISSUE DATE:

REVISE DATE:

ISSUED BY: Office of the Fire Chief

PROCEDURE: CONTINUED

- Hot work shall not be permitted in the following areas:
 - (1) In areas not authorized by UCHC FD.
 - (2) In sprinklered buildings where sprinklers are impaired, unless the requirements of NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, are met
 - (3) In the presence of explosive atmospheres (i.e., where mixtures of flammable gases, vapors, liquids, or dusts with air exist).
 - (4) In the presence of unclean or improperly prepared drums, tanks, or other containers and equipment that have previously contained materials that could develop explosive atmospheres.
 - (5) In areas with an accumulation of combustible dusts that could develop explosive atmospheres.

Hot Work Permit:

Before hot work operations begin in a non-designated location, a written hot work permit by the University Of Connecticut Health Center Fire Department shall be required.

A Hot Work Permit shall be obtained by:

- Making notice of hot work to UCHC project manager and calling UCHC FD @ 679-4291 to request inspection and permit.
- Be prepared to give fire department the following information;
 1. Requesters name.
 2. Company name.
 3. Area of hot work, location where Fire Department can meet contractor I.E Rm. #, such as L-025 or location name such as chiller room.
 4. Type of hot work to be performed.
 5. Call back number.
- Fire Department employee taking call shall place the above information on the FM Global Hot work permit.
- Fire Department shall give requestor a time to meet at the above location.
- Fire Department shall inspect the area to ensure compliance with this policy.
- Fire fighter shall complete all sections permit and give part 2 to the person performing the hot work.



THE UNIVERSITY OF CONNECTICUT HEALTH CENTER



FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

NO. 3.6

SUBJECT: *Hot Work / Burn Permits*

ISSUE DATE:

REVISE DATE:

ISSUED BY: Office of the Fire Chief

PROCEDURE: CONTINUED

Before a hot work permit is issued, the following conditions shall be verified by the University of Connecticut Health Center Fire Department:

- (1) The hot work equipment to be used shall be in satisfactory operating condition and in good repair.
- (2) Where combustible materials, such as paper clippings, wood shavings, or textile fibers, are on the floor, the floor shall be swept clean for a radius of 11 m (35 ft).
- (3) Combustible floors shall be protected by noncombustible or fire-retardant shields.
- (4) All combustibles shall be relocated at least 11 m (35 ft) in all directions from the work site and the following criteria also shall be met:
 - (a) If relocation is impractical, combustibles shall be protected with fire-retardant covers or otherwise shield with metal or fire-retardant guards or curtains.
 - (b) The edges of covers at the floor shall be tight to prevent the entrance of sparks, including at the point at which several covers overlap where a large pile is being protected.
 - (c) In instances where the scope of work and tools used to conduct hot work are known to be incapable of generating slag, sparks, spatter or similar mobile sources of ignition capable of leaving the immediate area of the applied hot work, the following shall be permitted. Reduce the distances to distances and areas that are considered fire safe for the intended operation.
- (5) Openings or cracks in walls, floors, or ducts within 11 m (35 ft) of the site shall be tightly covered with fire-retardant or noncombustible material to prevent the passage of sparks to adjacent areas.
- (6) Ducts and conveyor systems that might carry sparks to distant combustibles shall be shielded, or shut down, or both.
- (7) If hot work is done near walls, partitions, ceilings, or roofs of combustible construction, fire-retardant shields or guards shall be provided to prevent ignition.
- (8) If hot work is done on one side of a wall, partition, ceiling, or roof, one of the following criteria shall be met:
 - (a) Precautions shall be taken to prevent ignition of combustibles on the other side by relocating the combustibles.
 - (b) If it is impractical to relocate combustibles, a fire watch shall be provided on the side opposite from where the work is being performed.
- (9) Hot work shall not be attempted on a partition, wall, ceiling, or roof that has a combustible covering or insulation, or on walls or partitions of combustible sandwich-type panel construction.
- (10) Hot work that is performed on pipes or other metal that is in contact with combustible walls, partitions, ceilings, roofs, or other combustibles, shall not be undertaken if the work is close enough to cause ignition by conduction.



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FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

NO. 3.6

SUBJECT: *Hot Work / Burn Permits*

ISSUE DATE:

REVISE DATE:

ISSUED BY: Office of the Fire Chief

PROCEDURE: *CONTINUED*

- (11) Fully charged and operable fire extinguishers that are appropriate for the type of possible fire shall be available immediately at the work area
- (12) The following shall apply to hot work done in close proximity to a sprinkler head:
- A wet rag shall be laid over the sprinkler head and then removed at the conclusion of the welding or cutting operation.
 - During hot work, special precautions shall be taken to avoid accidental operation of automatic fire detection or suppression systems (e.g., heat detectors, smoke detectors, special extinguishing systems or sprinklers).
- (13) Nearby personnel shall be suitably protected against dangers such as heat, sparks, and slag.
- All burn permits shall expire at midnight on the date issued unless otherwise approved by the Fire Chief
 - The area shall be inspected as directed by Fire chief while the hot work permit is in effect to ensure that it is a fire-safe area.

Fire Watch by University Of Connecticut Health Center Fire Department.

A fire watch shall be required by the University Of Connecticut Health Center Fire Department when hot work is performed in a location where other than a minor fire might develop or where the following conditions exist. This determination shall be made by the Fire Chief in conjunction with the University Fire Marshal and Project Manager:

- Combustible materials in building construction or contents are closer than 11 m (35 ft) to the point of operation.
- Combustible materials are more than 11 m (35 ft) away from the point of operation but are easily ignited by sparks.
- Wall or floor openings within an 11-m (35-ft) radius expose combustible materials in adjacent areas, including concealed spaces in walls or floors.
- Combustible materials are adjacent to the opposite side of partitions, walls, ceilings, or roofs and are likely to be ignited.
- A fire watch shall be maintained for at least ½ hour after completion of hot work operations in order to detect and extinguish smoldering fires.
- More than one fire watch shall be required if combustible materials that could be ignited by the hot work operation cannot be directly observed by the initial fire watch.
- Failure to comply with this policy shall result in the hot work project being shut down and sanctions against contractor per UCHC Policy.



University of Connecticut Health Center

POLICY NUMBER: 2001-3

September 13, 2002

POLICY: BACKGROUND & FEDERAL SANCTIONS CHECKS

POLICY STATEMENT:

UCHC conducts background investigations and federal sanctions checks on the following individuals or groups of personnel associated with the UCHC:

- All new employees, all vendors, contractors, or individuals who are permitted to see patients or to bill for services.
- On-going sanctions checks are conducted on current employees of UCHC.
- Correctional Managed Health Care employees, vendors, and contractors are screened according to Department of Correction standards, as outlined in the DOC recruitment and selection policy, which is summarized below.
- In addition to the above, applicants for police officer positions must meet and maintain the current requirements of the Police Officer Standards and Training Council.

Background Checks include the following:

- Identity Verification
- Verification of information on resume (Previous employment, credentials)
 - Professional references
 - Professional State licensing boards
 - Professional certification boards and societies
- Criminal background per Public Safety
- Additional checks may be warranted dependent on position responsibilities (e.g., credit, driving, FBI, etc.)

Sanctions Checks include the following:

- Verification by review of the government sanctions reports noted below:
 - 1) Health & Human Services/Office of Inspector General Cumulative Sanction Report (GSA)
 - 2) Office of Inspector General Monthly sanction report (OIG)
 - 3) National Practitioner's Data Bank (NPDB) (Medical Staff Services Office only)
 - 4) Food and Drug Administration (FDA)
 - 5) Office of Research Integrity (ORI)

The inquiries into the background of all persons associated with UCHC are intended to comply with federal and state law and are required as per the organization's Corporate Compliance Plan.

**Background & Federal Sanctions Checks
Policy #2001-3 (10/18/01)**

UCHC does not knowingly intend to employ or retain persons in positions of trust who have demonstrated a propensity to engage in illegal activities. If a person has been excluded from participation in a federally funded or state funded healthcare program or has been convicted, and

in certain cases* arrested for a criminal offense, this policy, the nature of the situation, and the responsibility of the person will be considered in determining whether to employ or terminate employment/association with the individual. For individuals of the Medical Staff holding a medical staff appointment, such termination shall be in compliance with the Medical Staff By-laws.

Applicants unwilling to submit to a background check or sanctions check are not considered for employment or placement.

All individuals where information is discovered through the background and federal sanctions checks process shall have the right to review and defend any and all information obtained in the process.

All staff and volunteers of UCHC are obligated to notify their supervisor or Human Resources within five business days if they have been convicted and in certain cases* arrested for a criminal offense or have been excluded/debarred from a federally funded healthcare program while in the employ of UCHC.

All staff covered by the Medical Staff Bylaws have an obligation to notify the Medical Staff Office within five business days if they are convicted and in certain cases* arrested of a criminal offense or have been excluded/debarred from a federally funded healthcare program.

* CMHC per DOC

PROCEDURE:**I.) HIRING:****A. Hiring Departments and Department of Public Safety**

- For recruitment of positions where Human Resources is managing the recruitment process, Human Resources is responsible for initiating the proper request to Public Safety for background and federal sanctions checks.

All interviewed applicants are required to complete the Background Information Sheet, as well as the Authorization for Release of Information.

Only final applicants selected to fill positions are screened, not all applicants. Offers of employment or placement are made contingent upon clearance. HR also conducts verification of information provided on resume and licensure/credentials.

Public Safety forwards documentation of background and federal sanctions clearance status to Human Resources.

- For recruitment of positions (e.g., faculty, post doctoral fellows, graduate assistants) where the respective departments are managing the recruitment, the respective department is responsible for initiating the proper request to Public Safety for background and federal sanctions checks.

Final candidates are required to complete the Background Information Sheet as well as the Authorization for Release of Information.

Offers of employment or placement are made contingent upon clearance.

Public Safety forwards documentation of clearance status to the hiring department and Human Resources

- Applicants who indicate that they have been convicted of criminal offense(s) or sanction(s) will be requested to submit with their application any of the following information:
 - 1) Details about the conviction(s) or sanction(s) including the date, their present status, e.g., on parole, probation, work release or sentence completed, fully sanctioned, working under a Corporate Integrity Agreement.
 - 2) Any documentation to explain special circumstances or rehabilitation.
- Speeding, driving under the influence, or motor vehicle offenses, which are not criminal offenses, would not result in rejection of an applicant unless the totality of applicant's driving history creates excessive risk and the use of an automobile is required in the discharge of job responsibilities. This would be a rejection based upon driving history, not criminal history.
- **Correctional Managed Health Care** applicants for employment, contractors, or vendors who meet any of the following criteria will fail to meet DOC hiring standards as specified in the DOC RECRUITMENT AND SELECTION POLICY:
 - 1) Failure to disclose criminal history (conviction of crime).
 - 2) Misdemeanor conviction, not resulting in jail time, not eligible for two years from the last date of conviction, probation or other sanction.
 - 3) Misdemeanor resulting in jail time, not eligible for three years from last date of incarceration or probation whichever comes later.
 - 4) Multiple misdemeanor convictions, not eligible for five years from the date of the last disposition of the misdemeanor, or complete satisfaction of sanctions, whichever is later.
 - 5) Multiple misdemeanor incarcerations, not eligible for seven years from the date of the last disposition or complete satisfaction of sanctions, whichever is later.
 - 6) Felony conviction, applicant not considered eligible, ever.
 - 7) An applicant who has any criminal history that might impair or disable the functions of the job will not be considered. Examples: Bribe-receiving, history of violence, drug abuse, sexual misconduct.
 - 8) Pending criminal cases or arrests.

- B. For positions which require credentialing through the Medical Staff Office (MSO),** applicant screening is done by the MSO in accordance with this Compliance Program policy and the medical staff by-laws, upon receipt of the initial application. Screening consists of a sanctions review of the OIG and GAS sanctions websites and the National Practitioner Databank in addition to the credentialing process.
- C. Vendor and or Contractors** are processed and screened by the respective department within the Finance Division who:
- Initiates the proper request to Public Safety for background checks to activate the screening process.
 - Screens all vendors conducting business with UCHC prior to entering the vendors name in the Financial Reporting System (FRS), using the OIG and GSA websites. Vendors are also notified of their obligation to disclose any sanctions or convictions that would inhibit their eligibility to do business with UCHC. (**UCHC Public Safety does criminal history check on all contractor/vendor employees performing work at the UCHC without supervision by UCHC staff, does not include periodic callers such as UPS, Fed-X, etc.*)

A confidential list of vendors whose services have been terminated due to sanctions will be on file in the Purchasing Department.

II.) REVIEW PROCESS UPON DISCOVERY OF INFORMATION:

A review process is followed by the Public Safety Department to review all material submitted by applicants who acknowledge either convictions for criminal offenses or sanctions. Results of the background and sanctions checks are reviewed for applicability to individual potential employment situations and responsibilities. Consultation with the Office of Attorney General, Associate Vice President Human Resources, Director of Research Compliance, UCHC Corporate Compliance Officer or other appropriate administrative authorities may be necessary to make decisions regarding an individual's employment at UCHC.

- A. In evaluating applicants with criminal convictions,** the following factors will be considered as required by Conn. General Statutes 46a79 and 46a80:
- The nature of the offense(s) and its relationship to the position sought.
 - The degree to which the applicant has demonstrated rehabilitation.
 - The length of time elapsed since conviction.
- B. In evaluating applicants who acknowledge being sanctioned,** the following factors are considered as required by sections 1128 and 1128A of the Social Security Act, Federal Acquisition Regulation (FAR) 9.4, Federal Property Management Regulation (FPMR) 101-45.6, Government Printing Office (GPO) Instruction 110.11A, or U.S. Postal Service (PS) Publication 41 or Executive Order 12549:
- Applicants are not considered for hire if they are on the OIG or GSA sanctions lists.
 - With respect to the research related sanctions lists, it will be necessary for the hiring party to re-evaluate whether the applicant can still be offered a position. This will be done within the structure of the review process.

The Public Safety Department will maintain a confidential file of all persons who have been not hired and/or separated as a result of background or sanction issues.

III.) ONGOING FEDERAL SANCTIONS CHECKS

A) The Human Resources Department is responsible for semi-annual screening of sanctions on the OIG website for all employees except those screened by the Medical Staff Services Office. Upon determining that an employee appears on the OIG sanctions list, a review will be performed by appropriate authorities and appropriate action taken in accordance with Health Center procedures.

B) The Medical Staff Office is responsible for screening sanctions for all medical staff and credentialed staff on a monthly basis using the OIG sanctions listing. All other sanctions are reviewed at the time of reappointment. This information will be maintained in the practitioner's peer review file.

IV.) COMMUNICATION WITH THE UCHC OFFICE OF CORPORATE COMPLIANCE

Annually, each department forwards to the UCHC Chief Compliance Officer a list of all individuals/entities excluded or terminated due to sanctions and/or criminal convictions.

V.) CROSS REFERENCE:

CT. General Statutes Sec. 46a79 and 46a80

Screening Process for Department of Corrections Involved Staff, Vendors, Contractors; UCHC Public Safety Division Policy

Joan D. Mazzone (signed)	9/26/02
_____	_____
Associate Vice President for Human Resources	Date
Peter Deckers, M.D. (signed)	9/30/02
_____	_____
Executive Vice President for Health Affairs	Date

Replaces: #2001-03 dated 10/18/01