Contractor
Environmental, Health, & Safety Plan

Florida Institute of Technology (Florida Tech)
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## REVISION HISTORY

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<th>Revised By</th>
<th>Description of Change</th>
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<tr>
<td>00</td>
<td>11-5-2019</td>
<td>Stacy Gordon</td>
<td>Initial plan creation and implementation.</td>
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I OBJECTIVE

By the authority delegated from the University President, it is the policy of Florida Institute of Technology (Florida Tech) to provide and ensure a safe and healthy environment for the Florida Tech community by constantly maintaining an effective safety and environmental/occupational health program. The objective of this Contractor Safety Plan is to outline the requirements and expectations for contractor safety when working at Florida Tech in accordance with the University’s safety policy.

II SCOPE

This Plan pertains to all contractors working on Florida Institute of Technology property. The requirements in this plan are not intended to cover every potential hazard at the work site. It is intended to cover common safety hazards that may be encountered on Florida Tech projects. It is the responsibility of the contractor to ensure that all applicable federal, state, and local regulations are followed.

III REQUIREMENTS

1. Regulatory Requirements
   Outside contractors shall ensure that all activities carried out on behalf of Florida Tech or on Florida Tech property comply with applicable federal, state, and local regulations (OSHA, FDEP, EPA, NFPA, etc.). The Florida Tech Project Manager and/or representatives of the Environmental Health and Safety Department have the authority to issue a stop work order if work is not consistent with the applicable regulations.

2. Environmental, Health and Safety Plan
   The contractor shall have a written site-specific environmental, health, and safety plan that outlines safe work practices and procedures expected to be followed by workers, as well as, an erosion, and sedimentation control plan, and Indoor Air Quality Management Plan (if applicable). Prior to project implementation, a copy of the plan must be provided to the Florida Tech Project Manager for record keeping.

3. Contractor Training
   Contractor project managers and superintendents/supervisors shall have obtained an OSHA 30-hour Construction Safety Certification prior to supervising a Florida Tech project. The contractor is solely responsible for ensuring that all workers have received any required safety related training. Training documentation shall be made available for review upon request.

4. Competent Personnel
   The contractor shall have a competent person or persons as defined by OSHA 29CFR1926.32(f) on the job site to monitor hazardous work activities such as, but not limited to, crane operations, electrical safety, excavations, fall protection, scaffolding, hot work, and confined space entry.
5. **Hazard Communication**

The contractor shall have an up to date Safety Data Sheet (SDS) for all chemical products used on the job site. The SDSs shall be readily accessible to all project workers and to University staff on request. If the use of any chemical product has the potential for harmful exposure to Florida Tech staff, students or visitors, the Environmental Health and Safety Department shall be notified, and exposure controls must be discussed prior to the use of that chemical product.

6. **Personal Protective Equipment (PPE)**

The contractor must conduct job safety assessments, and provide workers with appropriate personal protective equipment, training for that equipment, and supervision to ensure proper use. The Florida Tech Project Manager and/or representatives of the Environmental Health and Safety Department have the authority to issue a stop work order if workers are not wearing the appropriate PPE.

7. **Fall Protection, Scaffolds, Ladders, Cranes, and Rigging**

   a. **Fall Protection**
      
      OSHA required fall protection must be used where required. The area below work being performed at any height shall be restricted to ensure that falling objects do not injure persons or property.

   b. **Ladders**
      
      Provide the appropriate ladder for the job. Step ladders shall not be used in place of extension ladders. Placement of ladders shall follow the 4:1 rule. Maintain three points of contact. Do not use a damaged ladder. Do not leave tools or equipment on a ladder. Do not place a ladder on boxes, barrels, or unstable bases. Look for overhead powerlines before climbing a ladder.

   c. **Scaffolds**
      
      All scaffolding cross braces and handrails must be installed. Scaffolding is to be inspected daily by a competent person. Inspections shall be documented.

   d. **Cranes**
      
      Contractors are expected to comply with OSHA 1926.1400 when using a crane on Florida Tech Property. Prior to using a crane, approval must be obtained from the Project Manager and Environmental, Health, & Safety Department.

   e. **Rigging**
      
      All rigging must have a legible load tag and must be inspected prior to each pick. Riggers must be designated as competent persons. Chains, synthetic or wire rope slings must have a load rating and must be inspected prior to use.

8. **Construction Activity Pollution Prevention**

   The contractor must prevent pollution from construction activities by controlling erosion, waterway sedimentation, and airborne dust. An erosion and sedimentation control plan must be created and
implemented that covers all activities associated with each project. The plan must conform to the erosion and sedimentation requirements of the U.S. Environmental Protection Agency (EPA) Construction General Permit (CGP), 62-621.300(4), FAC, and City of Melbourne Land Development Code, Chapter 9, Article XVI, Sec. 9.291.

9. **Construction and Demolition Waste Management Planning**
Florida Tech encourages contractors to reduce construction and demolition waste disposed in landfills and incineration facilities by recovering, reusing, and recycling materials. The Contractor should contact the University Sustainability Officer with any questions regarding waste minimization. See the Important Contacts section below for contact information.

10. **Construction Indoor Air Quality Management**
The contractor must promote the well-being of construction workers and building occupants by minimizing indoor air quality issues associated with construction and renovation. An Indoor Air Quality (IAQ) Management Plan must be developed and implemented during the construction and pre-occupancy phases of all indoor projects. The plan must meet or exceed the control measures found in ANSI/SMACNA 008-2008, Chapter 3 or latest edition. A copy of this plan must be available for review by the Florida Tech project manager and/or by representatives of the Environmental Health and Safety Department upon request.

Do not operate permanently installed air-handling equipment during construction unless proper filtration media is provided in accordance with ASHRAE 52.2-2007 or latest edition. Prior to occupancy, filtration media must be replaced with design filtration media that is installed in accordance with the manufacturer’s instructions.

11. **Hazardous Waste Management**
All hazardous waste must be removed by the contractor from the site, by the contractor, in accordance with applicable federal, state, and local regulations. Hazardous waste is defined as any waste that is toxic, ignitable, reactive, or corrosive, or that is regulated by any federal, state, or local regulation.

12. **Housekeeping**
It is the responsibility of the contractor to maintain a safe working environment free of clutter, trip, and fall hazards. Clear access to contractor work areas must be maintained. Electrical panels, fire extinguishers, standpipes, fire hydrants, and safety showers must remain accessible.

13. **Vehicle Movement**
Licensed vehicle speeds must not exceed the posted speed limit and traffic signs must be obeyed. Powered industrial trucks shall not exceed 5 mph. Pedestrians always have the right of way. If the contractor needs to restrict pedestrian access to an area for safety reasons, the Florida Tech Project Manager must provide approval prior to continuing work in the area.
14. **Hot Work**
Any work that generates heat, flame, or sparks will require a hot work permit. Permits will be issued by the Facilities Department upon request and inspection of the proposed work and work area in accordance with the Florida Tech Hot Work Plan. The Project Manager must facilitate the hot work permit request upon request from the contractor. In addition to the hot work permit, a 10 lb. ABC fire extinguisher must be present where work is being performed.

15. **Confined Spaces**
A confined space is defined as any work areas that (1) are large enough for an employee to enter, (2) have limited means of entry or exit, and (3) are not designed for continuous occupancy. Some examples are manholes, crawl spaces, equipment pits, and tanks. Prior to working in a confined space, the contractor must have the following:
   a. A written confined space entry program
   b. Affected workers must be trained as required
   c. Calibrated monitors must be used
   d. Rescue equipment must be available.

A copy of each confined space entry permit and training records must be provided to the Project Manager for recordkeeping.

16. **Lock Out Tag Out (LOTO)**
Contractors must have a written lock out tag out program that meets the OSHA 1926.417 standard for the control of hazardous energy. At a minimum, the program must:
   a. Require the reduction of energy to zero state for electrical, pneumatic, hydraulic and mechanical sources.
   b. Involve lockout for all affected craftsmen.
   c. Prevent start-up of unlocked equipment without a verification of suitability prior to repowering.
   d. Prohibit any from person removing the lock belonging to another person.

The contractor MUST notify their Florida Tech Project Manager when locking out equipment.

17. **Worksite Inspections**
Worksite inspections may be conducted by the Environmental, Health, & Safety Department. These visits are conducted solely for the benefit of the university and shall not relieve the contractor of responsibility for enforcement of, and compliance with the applicable regulations.

If work site conditions exist that potentially impact the safety of the university faculty, staff, students and visitors, EHS will inform the Florida Tech Project Manager, so that the workplace condition can be corrected in a timely manner. If the unsafe conditions cannot be immediately corrected, represent
a danger or have the potential to harm university faculty, staff, students and visitors then the Florida Tech Project Manager or EHS will:

- Inform the contractor of unsafe conditions that were noted, and explain the potential impact upon university faculty, staff, students and visitors.
- Instruct the contractor to either stop working or implement measures to isolate the hazardous condition until the unsafe condition can be mitigated.

18. Emergency Response

The University Disaster Plan, Emergency Response, and Evacuation Procedures can be found on the Florida Tech Security Website (https://www.fit.edu/security/disaster-emergency--evacuation-plan/). The University RCRA Contingency Plan (https://www.fit.edu/office-of-environmental-health-and-safety/regulated-wastes/hazardous-waste-contingency-plan/) includes detailed response procedures that should be followed if there is a spill or hazardous material release. Contractors should become familiar with both plans, and the emergency contacts within the plans, prior to project implementation.

IV RESPONSIBILITIES

1. Environmental Health & Safety (EHS)
   - The EHS Office will serve as the administrator for this Plan.
   - EHS may periodically audit departments and contractors for compliance.

2. Florida Tech Project Managers
   - It is the responsibility of the Florida Tech Project Manager to ensure that a copy of this plan is included in all contracts.
   - Must review all topics in the Contractor Safety Plan with each contractor prior to project implementation. A signed copy of the Contractor Safety Plan Acknowledgement Form must be retained by the Project Manager.
   - Responsible for ensuring that all contractor project managers, superintendents/supervisors obtain the required OSHA 30-Hour Construction certification prior to project implementation. The Project Manager must retain a copy of each certification.
   - Responsible for obtaining a copy of the contractor’s site-specific Environmental, Health, and Safety Plan (including erosion and sediment control plan and indoor air quality plan) prior to project implementation. The Florida Tech Project Manager must retain a record of the plan for Florida Tech records.
   - Responsible for facilitating hot work permits upon request of the contractor.
   - Responsible for obtaining and maintaining copies of confined space entry training records and permits from contractor prior to work in a confined space.
3. **Contractors**

- It is the responsibility of each contractor to ensure that all activities are carried out in accordance with the requirements outlined in this Contractor Safety Plan.
### Important Contacts

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<thead>
<tr>
<th>Environmental, Health, &amp; Safety Director</th>
<th>Environmental, Health, &amp; Safety Assistant Director</th>
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<td>Stacy Gordon</td>
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<tr>
<td>Phone: (321) 674-7715</td>
<td>Phone: (321) 674-8899</td>
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<tr>
<th>Florida Tech Project Manager</th>
<th>University Sustainability Officer</th>
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<td>Email:</td>
<td>Quinn Duffy</td>
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<tr>
<td>Emergencies: (321) 674-8111</td>
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<td>Non-Emergencies: (321) 674-8112</td>
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VI CONTRACTOR SAFETY PLAN ACKNOWLEDGEMENT FORM

I have read the Florida Tech Contractor Safety Plan and will adhere to its requirements. I understand that this is not an all-inclusive list of safety requirements. The contractor is responsible for adherence to all applicable regulations, and the Florida Tech Environmental, Health, and Safety Program.

I will review these requirements with all employees and subcontractors who may be present at any time on the project site. I understand that if I have any site-specific safety or environmental questions, I should consult the EHS contact(s) listed above. I also understand that any of my employees or subcontractors can be removed from the facility for violation of these requirements.

Company

Authorized Representative

Title

Signature ___________________________ Date ________________

Phone ____________________________

Email ____________________________