



# Contractor Safety Field Guide

## Department of Environmental Health and Safety

This Field Guide highlights key provisions outlined in the 2013 edition of the Northern Illinois University (NIU) Contractor Safety Handbook. The purpose of the Contractor Safety Program is the protection and safety of all persons and property while Contractors perform work on NIU property. All Contractors are encouraged to review the handbook in its entirety before commencing work on campus property. The Handbook can be viewed online at the Environmental Health and Safety Department website at <http://www.niu.edu/ehs/>.

### Site Safety Plan

Prior to commencing work, the general and/or coordinating contractor will request all subcontractors develop a site safety plan that identifies and addresses hazards and unsafe conditions specific to the job site. Once the plans are complete, the general and/or coordinating contractor will provide an initial safety briefing so all contractor employees on the job-site understand the contents therein. The NIU EH&S Department serves in an advisory role by issuing copies of this Field Guide during pre-construction and safety meetings, assisting contractors in the development of their site safety plans, and collaborating with the site superintendent on a variety of safety and health matters as they arise during the course of the project.

### Tool Box Talks

Each Contractor is responsible for conducting weekly safety tool box talks with its employees. The purpose is to discuss potential unsafe conditions and ways to engage in safe work practices. Such training will be documented and made available for inspection upon request.

### Job-Site Access and Protection Requirements

During the pre-construction meeting, the NIU project manager will discuss job-site access and protection requirements including the following:

- Contractors must comply with campus parking and traffic requirements. The campus parking map can be located at the following URL: <http://www.niu.edu/parking/maps/index.shtml>.
- Fire access routes must be maintained free and clear of obstructions at all times.
- Cyclone fencing should be erected around the perimeter of the work site to secure access for authorized personnel only. Silt fencing should also be erected around the perimeter of the work site to prevent soil erosion into adjacent waterways.
- All persons driving a vehicle on NIU property must have a valid driver's license.
- Campus buildings are typically open beginning at 7 AM Monday through Saturday and closed on Sundays. Access to buildings outside of normal building hours is subject to approval by the NIU project manager.
- Contractors can contact the Physical Plant Key Control Shop at 815-753-1215 to request copies of building keys by submitting a refundable company check as a key deposit.

# Campus Emergency Phone Number

## 9-1-1

### Non-Emergency Campus Telephone Numbers

Kishwaukee Community Hospital	815-756-1521 or 800-397-1521
Kishwaukee Corporate Health	815-754-4882
Department of Public Safety	815-753-1212
Department of Environmental Health and Safety	815-753-0404
Physical Plant	815-753-6255
Key Control	815-753-1215
Parking Services	815-753-1045
East Heating Plant	815-753-6094
West Heating Plant	815-752-1791
Grounds Department	815-753-1479
J.U.L.I.E Utility Locate	1-800-892-0123

### Accident Reporting Procedures

In the event of an accident in which a worker requires medical attention to treat an injury, the Contractor should call **9-1-1** to notify the NIU Department of Public Safety. The DeKalb Fire Department will evaluate and provide initial treatment as necessary. If the injuries are life-threatening the Fire Department will transport the injured worker to Kishwaukee Community Hospital (<http://www.kishhospital.org/>) located at One Kish Hospital Drive, DeKalb, IL 60115. Non-life threatening injuries can be treated at Kishwaukee Corporate Health ([http://www.kishhealth.org/kishcorporate/injury\\_care.html](http://www.kishhealth.org/kishcorporate/injury_care.html)) located at 1740 Mediterranean Drive, Sycamore, IL 60178.

All work-related accidents should be immediately reported to the NIU Project Manager and the NIU EH&S Department. Accidents which result in a fatality or the hospitalization of three (3) or more workers shall be verbally reported by the employer to the OSHA North Aurora Area Office at (630) 896-8700. If the office is closed, then call 1-800-321-OSHA. Whether or not an incident is immediately reportable, if it results in the death of an employee or the in-patient hospitalization of three (3) or more employees within 30 days of the incident, OSHA requires that the employer report the fatality/multiple hospitalization within 8 hours after learning of it.

### Operations Requiring Permits or Notifications

Certain activities and operations may require issuance of a permit or notification in accordance with state or federal regulations before work is authorized to commence. Such operations may include, but is not limited to:

- EPA NESHAP notification for asbestos removal or building demolition
  - Hot work permit
  - Impairment notification for impaired fire protection systems
  - Confined space entry permit
  - Removal and/or installation of aboveground or underground storage tanks
  - Disturbance of land greater than one (1) acre in size
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Contractors should distribute this document to their respective employees. Employees are responsible for reviewing and understanding the contents herein.

I hereby acknowledge that I have received and reviewed a copy of the NIU Contractor Safety Handbook.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Final Draft: 5/20/11

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