



Contractor Safety Manual

Department of Environmental Health and Safety
Northern Illinois University

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Review and Updates

Date	Reviewed by:	Changes Made:
April 24, 2015	Mary Schlager	Added aerial lift, PPE and crane information & review sheet.
July 17, 2015	Mary Schlager	Added updates on weapons and no smoking policies. (General Safety Protocol section.)
Aug. 19, 2016	Mary Schlager	Updated phone list. Changes to Contractor use of NIU equipment.
Sept. 30, 2016	Mary Schlager	Removed duplications
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SECTION I- GENERAL REQUIREMENTS

Purpose

The purpose of the Northern Illinois University (NIU) Contractor Safety Manual is the protection and safety of all persons and property while contractors perform work on NIU property. This Manual applies to construction operations at all NIU campus locations including DeKalb, Lorado Taft Field Campus in Oregon, and the Rockford, Naperville, and Hoffman Estates Educational Centers. The Manual can be viewed online at the Department of Environmental Health and Safety website at <http://www.niu.edu/ehs/>.

Scope

The content of this manual is intended to assist contractors in reducing the possibility of accidents and to establish minimum standards to protect contractors, students, staff, faculty and visitors during construction operations. Compliance with these safe work practices in no way guarantees the fulfillment of the contractor's obligations as may be required by any local, state or federal safety, health, and environmental rules and regulations. This Manual does not cover the full spectrum of published safety, health, and environmental standards which are mandated by law. Contractors shall not assume that they are responsible only for those referenced in this manual or that they are current and quoted as published. In the event of a conflict between the abiding contract, provisions of this Manual and applicable state or federal safety, health, and environmental laws, regulations or statutes, the more stringent shall apply. The Contractor must also comply with all Occupational Safety and Health Administration (OSHA) regulations regarding multi-employer workplaces. No liability is assumed by NIU by reason of this manual.

University Requirements

- NIU Health and Safety Policy <G:\Administrative\EH&S Policy Manual\Manual\Policies\23 NIU Health and Safety Policy Final 6-1-2018.pdf>
- NIU Facilities Management and Campus Services EH&S Policy <..\..\..\Administrative\EH&S Policy Manual\Manual\Policies\20-2 EHS Policy Final Draft 11-15-16.pdf>
- NIU Safety and Health Management Plan <..\..\Accident Prevention\Safety and Health Management Plan\SHMP\Current revision\Safety and Health Management Plan 2-21-17.pdf>

Application

This Manual applies to any Contractor and Contractor employees performing contract work for NIU. Contractors include, but are not limited to, the following:

- Construction managers
- General contractors
- Coordinating contractors
- Hazardous waste /disposal haulers
- Laboratory testing contractors
- Remediation contractors
- Service and maintenance contractors

- Sub-contractors
- Special consultants including project architects, engineers and environmental consultants

Definitions and Acronyms

Competent Person – A competent person is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees AND one who has authorization to take prompt corrective measures to eliminate them." By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation and has the authority to correct them. Some standards include additional specific requirements which must be met by the competent person.

Authorized Person – is a person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite.

Acronyms:

HVAC – Heating, Ventilating, and Air Conditioning

AED – Automatic External Defibrillator

OSHA – Occupational Safety and Health Administration

ANSI – American National Standards Institute

NIOSH – National Institute of Occupational Safety and Health

IDPH – Illinois Department of Public Health

IEPA – Illinois Environmental Protection Agency

NFPA – National Fire Protection Association

NEC – National Electrical Code

NESHAP – National Emission Standards for Hazardous Air Pollutants

NPDES – National Pollution Discharge Elimination System

UST – Underground Storage Tank

SWPPP – Storm Water Pollution Prevention Manual

DOT – Department of Transportation

Contractor Responsibilities

All Contractors who perform any service on NIU property are required to follow applicable federal, state and local regulations and laws as well as all policies of NIU. This Manual shall be provided to Contractors to aid in the communication of hazard information involving NIU properties and to outline NIU's environmental health and safety procedures. Contractors are encouraged to implement the contents of this Manual during project meetings, site inspections and routine safety talks with contractor employees and other project stakeholders. This Manual does not relieve Contractors of any responsibility of providing and following their own policies or procedures.

The site superintendent, project foreman and/or subcontractor designee will serve as the competent person and must investigate and abate hazards reported by contractor employees. Workers have the right to stop working and report the hazard immediately if there is imminent

danger to life, safety or health. The OSHA standards prohibit retaliation against employees who report hazardous situations or equipment.

NIU Project Manager Responsibilities

Designated NIU Project Managers are authorized persons who will help ensure contractor cooperation by including this Manual into project specifications and collaborating with the Contractor to identify and resolve problems as they occur.

The Project Manager is responsible for ensuring other project stakeholders (e.g. Physical Plant personnel, contractor personnel, support staff, etc.) follow the requirements listed in the EH&S Hazard Assessment as well as directing project personnel to review this Manual.

The Project Manager assumes the responsibility for ensuring all aspects of the project are completed in accordance with applicable EH&S rules and regulations as well as applicable Model Building Code Requirements as outlined in the General Guideline section of the “NIU Design and Construction Standards.” The following link is provided for reference purposes.

<https://niu.edu/facilities/aes/standards.shtml>

NIU Department of EH&S Responsibilities

The NIU Department of Environmental Health and Safety (EH&S) serves in an advisory role by participating in pre-construction and safety meetings, assisting contractors in the development of their site safety plans, and collaborating with the site superintendent and NIU Project Manager on a variety of safety and health matters as they arise during the course of the project. Staff is also authorized to access and inspect job-sites as needed. These visits are for observation only and do not relieve the Contractor of the responsibility for monitoring and enforcing their own safety policies and procedures.

General Safety Protocol

It is the responsibility of the contractor to enforce all applicable safety regulations for all persons under their employment, including subcontractors. The NIU Project Manager or any designated NIU employee may randomly monitor the performance of the contractors during the “work-in-progress” portion of the contract.

The contractor shall understand that, when unsafe conditions warrant action, NIU has the right to:

- 1) Stop work
- 2) Issue warning notices
- 3) Request that corrective actions be implemented prior to the continuation of work.

The contractor shall be responsible for all time and cost associated with correcting any unsafe conditions. Time associated with correction of unsafe conditions shall not extend contract time requirements. The University may require a Contractor to temporarily or permanently remove a Contractor employee(s) from the premises for any of the following reasons:

- Possession or use of alcoholic beverages or regulated drugs not prescribed by a physician.
- Possession of explosives, ammunition and/or other weapons.

- Deliberate violation of safety or security rules.
- Illegal dumping, handling, or disposal of hazardous materials.
- Destruction or removal, without written permission, of any property belonging to NIU, the property owner, employee, other contractors or visitors.
- Intimidating, threatening, harassing, impeding or interfering with an inspector, police officer, University employee, student, designated representative or visitor.
- Blocking emergency exits with equipment, materials, furniture or debris, or using emergency exits other than for emergencies.
- Misuse of fire prevention and protection equipment.
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection, or other warning devices intended to protect contractor employees, students, faculty, staff, neighbors or property.
- Violation of the University no smoking policy and associated updates that took effect July 1, 2015.
- Failure to follow any federal, state, and local regulations and laws, as well as any policy of NIU.

Contractors and their employees in possession of firearms must comply with State laws and University protocol regarding safe storage of weapons. See Concealed Carry-University Policy at <https://www.niu.edu/publicsafety/public-info/concealed-carry.shtml> .

As of July 1, 2015, smoking is banned on university property. (The exception is persons may smoke in their own vehicles. We ask that smoking materials not be deposited on university property.) NIU's No Smoking Policy is available to view at <https://www.niu.edu/policies/policy-documents/smoke-free-campus-policy.shtml>.

Written approval to begin work typically is granted by receipt of a signed contract by both NIU and the selected Contractor. During the pre-construction meeting, the assigned NIU project manager will review the scope of work with the Contractor and further clarify site access requirements and procedures including the following:

- All project management correspondence shall be directed to the NIU Project Manager unless directed otherwise. The NIU Project Manager will serve as the liaison between contractor personnel and NIU staff.
- Proper barricades shall be erected around the perimeter of the work site in accordance with applicable campus standards to secure access for authorized personnel only.
- Silt fencing shall be erected around the perimeter of the work site to prevent soil erosion into streams, lakes, creeks, and other waterways as necessary.
- All persons driving a vehicle on NIU property must have a valid driver's license.
- Contractors shall comply with campus parking and traffic requirements. Parking is allowed only in designated parking areas with an NIU parking permit. Contractors can contact Campus Parking Services at 815-753-1045 to request parking permits. The campus parking map can be located at the following URL: https://www.niu.edu/parking/_pdf/parking-map.pdf.
- Fire access routes shall be maintained free and clear of obstructions at all times.
- If work will create a choke point in traffic flow, obtain the assistance of NIU Police to control traffic.

- Campus buildings are typically open beginning at 7:30 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 during Physical Plant business hours to request copies of building keys by submitting a refundable company check as a key deposit.

Contractors shall notify the NIU Project Manager prior to performing the following activities in an existing building or in buildings occupied by University personnel, unless the project documents expressly authorize the activity without such notification requirement. The NIU Project Manager shall consult the EHS Department on activities highlighted in yellow as listed below:

- Working on electrical, steam, chilled water systems, HVAC systems, or other energized systems.
- Working on security systems.
- Working on sprinkler systems or fire alarm systems.
- Moving emergency equipment (fire extinguishers, first aid kits, AEDs, etc.), provided by NIU.
- Working with hazardous materials.
- Engaging in hot work operations.
- Working in confined spaces such as, but not limited to: electrical vaults, steam tunnels, sewer systems, ejector pits, and HVAC fan units.
- Using powder actuated tools.
- Operating a power vehicle or self-propelled work platform.
- Excavation or trenching.
- Working on a roof.
- Installing a temporary electrical service.
- Using a gas, diesel, or LP (propane) powered engine indoors.
- Lifting or hoisting with cranes, derricks, hoists or helicopter.
- Any additional or supplemental work not listed in the project documents which has a high risk of injury to the Contractor, the Contractor's employees or other persons or property.
- Working adjacent to a University roadway so the University can make arrangements for road closures, detours, etc. All Contractor personnel shall wear high-visibility safety apparel and designate a competent person to be responsible for the worker safety plan within the activity area of the job site.
- Disposing of hazardous wastes (including waste oil & lead-containing materials).
- Working in solvent storage areas or storing hazardous materials on campus property
- Disturbing suspect asbestos-containing materials.
- Using radioactive sources or conducting field radiography (x-ray).
- Using a Class 3b or 4 laser.
- Working on a fume hood, biological cabinet or autoclave.
- Working in a University laboratory that may contain biological, radiological, or chemical hazards.

Special Rules for Operations Involving Utilities:

Only NIU Physical Plant personnel or their designee may shut-down or start-up operating utilities. The Contractor shall contact the NIU Project Manager, who will coordinate with the appropriate personnel in advance of the need for such shut-downs or start-ups. Appropriate pre-planning and significant advance notice are essential criteria when dealing with campus utilities.

Contractor Safety Training

Contractors are responsible for providing applicable safety training for their employees. The Contractor shall, upon request, provide copies of all applicable safety training certificates for their employees as well as a list of their employees on the job to the NIU Department of EH&S. Documentation will show that employees have had the appropriate safety training to protect themselves and others from the hazards of the work assigned. Documentation shall include employees designated as competent persons for inspections of excavations, scaffolds, and other OSHA specific items.

Impairment of Fire Protection Systems

Fire protection systems including, but not limited to: fire alarm systems, fire sprinkler systems, standpipes, and special hazard suppression systems must remain operational during construction operations. In the event that such system(s) must be impaired for more than four hours, the contractor must notify the NIU Project Manager and the Department of EH&S. Approval to shut down a system will be given only with sufficient prior notice where there is a demonstrated need, and the occupants of the building are not exposed to undue risk. Upon verification that all hot work and related hazardous operations will be shut down during the impairment, the NIU Project Manager will issue an impairment tag and notify the University property insurance representative.

A fire watch is required whenever a fire protection system is deactivated for more than four hours. Unless specifically addressed, the contractor is responsible for providing the fire watch which may include providing funding for NIU Public Safety staff to perform the fire watch.

Observance of Fire Protection Acceptance Testing

Upon completion of a fire protection installation, the contractor shall notify the NIU Project Manager and the Department of EH&S to schedule an acceptance test of the system in accordance with applicable campus standard procedures. The acceptance test shall verify the system's proper installation and operation in accordance with applicable NFPA codes. The contractor shall submit appropriate documentation indicating that the acceptance test has been successfully completed.

Construction in Occupied Buildings

When building occupants are present during a construction project, additional safeguards must be implemented to eliminate potential exposures and complaints. Dust and particulates from demolition, sanding and other construction activities must be controlled by adequate ventilation, or containment and negative air ventilation systems based upon the specific type of activity and

particle. Similar controls must be utilized for similar odorous activities including, but not limited to, carpet adhesive, painting, welding, and coatings.

To prevent the contamination of HVAC systems in both occupied and unoccupied buildings it is necessary to control construction-related particulate matter. The Contractor shall ensure that the HVAC system is protected in order to prevent contamination. If an HVAC system is unprotected and contaminated by construction-related particulate matter, the Contractor shall be held responsible for the cost of cleaning the system and other related cleaning.

Negative air ventilation systems shall have appropriate filtration and be exhausted outside of the building. Occupant complaints pertaining to construction-related particulate matter and odors during construction may interrupt the project schedule. Projects may only continue once problems have been resolved. Any cost of delay shall be paid by the Contractor.

SECTION II - EMERGENCY INFORMATION

Emergency Number- 911

Contractors must abide by all alarms and evacuation procedures as established by NIU. Any alarm triggered by the Contractor must be reported immediately and a representative must be available to address the incident. In the event of an emergency, the Contractor should report the incident to the Department of Public Safety by calling 911.

Blue Call Stations (Exterior):

Push button to talk to Public Safety

Yellow Call Stations (Interior):

Push button to talk to Public Safety

Non-Emergency Campus Telephone Numbers

Kishwaukee Community Hospital	815-756-1521 or 800-397-1521
Department of Environmental Health and Safety	815-753-0404
Architectural and Engineering Services (A/E)	815-753-0729
Department of Public Safety	815-753-1212
Physical Plant	815-753-6283
Parking Services	815-753-1045
East Heating Plant	815-753-6094
West Heating Plant	815-753-1791
Grounds Department	815-753-1479
J.U.L.I.E Utility Locate	800-892-0123

Emergency Response Procedures

The general and/or coordinating contractor is responsible for developing site-specific emergency response procedures. Contractor employees and subcontractors shall be trained and have a thorough understanding of such procedures. Contractors are welcome to reference the NIU Emergency Guide located at <https://www.niu.edu/publicsafety/emergency/response-guide.shtml> as a tool to assist them in developing the site-specific procedures. Such procedures, along with emergency contact information, shall be posted in a conspicuous location available to all employees at the worksite. All fire-related incidents that occur in student housing facilities shall be reported to the Department of EH&S for further review, investigation, and documentation in accordance with the Higher Education Opportunity Act.

In the event of severe weather, all Contractors need to move to the nearest shelter area. More information on the campus weather safety Manual can be found at <https://www.niu.edu/facilities/ehs/weather-safety.shtml>.

Accident Reporting Procedures

In the event of an accident in which a worker requires immediate medical attention to treat an injury, the Contractor should call **9-1-1**.

In other instances, the contractor may contact:

Physicians Immediate Care
2496 DeKalb Avenue
Sycamore, IL 60178
815-754-1122

Or:

Kishwaukee Community Hospital
One Kish Hospital Drive
DeKalb, IL 60115
815-756-1521

All injuries, major, minor or near misses should be reported to EH&S utilizing the Accident/Incident Reporting form <http://go.niu.edu/EHSIncidentReport>

All work-related accidents must be immediately reported to the NIU Project Manager. The NIU Project Manager will notify the Department of EH&S. Contractors are required to follow applicable OSHA reporting requirements for accidents resulting in a fatality and/or in-patient hospitalization.

SECTION III - CONSTRUCTION SAFETY PRACTICES

Site Safety Plan

Each Contractor is encouraged to review and understand the contents of this Manual before commencing construction operations on campus. Implementation of this Manual does not preclude or supersede contractors from implementing their own respective safety and health policies. The prime and/or coordinating contractors are encouraged to implement and enforce safety and health policies on the job-site.

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 Department of EH&S serves in an advisory role by 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.

SECTION IV - ENVIRONMENTAL MANAGEMENT PRACTICES

Environmental Permits, Registration, and Notification

The Contractor is responsible for obtaining all necessary permits from applicable environmental regulatory agencies (e.g., IDPH, IEPA, etc.) **PRIOR** to beginning any work that will require such a permit. Copies of such permits will be submitted to the NIU Project Manager for review before work commences.

Hazardous Chemicals

All personnel shall be familiar with the hazards of all chemicals in the work place per OSHA 1910.1200 Hazard Communication Standard.

All hazardous materials the contractor intends to use must be approved by the NIU Project Manager before they may be brought on site. All materials must be accompanied by an SDS upon delivery.

All spills shall be contained, immediately reported to the NIU Project Manager, and then promptly cleaned up. Only properly trained employees using appropriate PPE are authorized to clean up any spill.

Hazardous Waste Management

The Contractor shall comply with all federal, state and local regulations pertaining to the management of hazardous waste, as well as University requirements. Hazardous waste must be handled and accumulated on-site in a safe manner and by properly trained Contractor personnel.

- Mercury-containing fluorescent lamps shall be removed from fixtures with care and placed in special cartons and disposed of properly. Do not dispose of lamps in regular trash containers.

- Asbestos-containing materials removed under abatement contracts may be considered hazardous or special waste. It is the responsibility of the general and abatement contractors to dispose of them properly and coordinate through the NIU Department of EH&S.
- Lead-based paint removed from structures is considered hazardous waste and must be disposed of properly and coordinated through the NIU Department of EH&S.
- Contact the Department of EH&S for guidance on disposal of other types of hazardous wastes otherwise not listed above.

Hazardous waste generated on-site shall not be transported off-campus without proper manifests and signatures. Hazardous waste will be transported and disposed of in accordance with all applicable federal, state, and local regulations. All hazardous and non-hazardous waste generated from asbestos and/or lead abatement projects must be properly manifested per EPA/DOT regulations. Contractors are required to submit waste manifest records to the NIU Department of EH&S as confirmation that hazardous waste generated from the job-site was properly disposed.

Storm Water Management

Any construction activity, including grading, clearing, excavation, or other earth-moving process may require a National Pollutant Discharge Elimination System (NPDES) storm water permit for construction under the NPDES Storm Water Manual. Settling basins or straw barricading around storm sewers may be required for all ground breaking or any other condition that, as determined by the NIU Project Manager, could cause silt to enter a waterway. Contractors who disturb campus land greater than one acre must prepare and submit a Storm Water Pollution Prevention Plan (SWPPP) to the NIU Project Manager for review and approval. The Contractor is responsible for closely monitoring discharges to verify that only clean uncontaminated water is being discharged to campus storm sewers.

No material of any kind shall be discharged to the storm and/or sanitary sewer system. Contractors performing planned work that will create potential runoffs from water blasting, wet method surface removal, etc., must consult with the NIU Project Manager to ensure proper protection of the drainage system and adequate product collection procedures. Additional guidance on these requirements will be provided during the project design/bidding process.

Spill Prevention

The Contractor is responsible for any petroleum-based or chemical spill within the construction limits of the project and those outside of the construction limits that are caused by the Contractor's defective equipment, containers, personnel or subcontractors. All spills or releases to the ground or water of any kind must be immediately reported to the NIU Project Manager. The Contractor shall have a spill kit(s) capable of cleaning up a 40-gallon spill on-site at all times. For larger spills the Contractor must provide to the NIU Project Manager the name, address, and phone number of the emergency response company to be contacted for cleanup. The full cost of any clean up shall be the sole responsibility of the Contractor.

Fugitive Dust Emission Abatement

All Contractors must reduce the amount of fugitive dust (particulate matter) emitted into the ambient air as a result of construction activities in accordance with applicable NESHAP requirements.

Any operation or procedure involving the release of significant quantities of dust, vapors, fumes, or mist shall be approved by the NIU Project Manager prior to start of work. Examples include: large applications of floor, wall or roof coatings, spray applications, cement cutting, sandblasting, demolition activities, etc.