

Wright State University

Contractor Environmental Health and Safety Guidelines



Environmental Health & Safety
047 Biological Sciences II
3640 Colonel Glenn Hwy
Dayton, OH 45435

Phone: 937-775-2215
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EHS0108

All projects, construction, renovations, and services rendered on all WSU properties shall comply with all local, state, and federal OSHA and EPA regulations as well as all Ohio Department of Health requirements.

All individuals providing services to WSU shall review the information in this pamphlet, sign and date the back page, and return to their immediate supervisor. Supervisors shall return the signed page to their WSU liaison responsible for the project or contract oversight.

For further information on contractor safety, go to the Environmental Health & Safety website at <http://www.wright.edu/admin/ehs/>



Health & Safety

Tools

All hand tools and related equipment shall be maintained in a safe condition. All gang boxes shall be kept secured when not in use. Equipment should be labeled as to its owner.

Any unsafe equipment shall be red tagged and removed from service immediately.

Fall Protection

Fall protection shall be required whenever employees are working at elevated heights 6 feet or more and/or where guardrails are not in use. This includes being tied off when working from extendable/articulating boom lifts, scissor lifts, or other elevated devices.

Toe boards will be installed on all elevated work platforms. Utilization of the fall protection systems installed at certain areas (i.e. the Nutter Center corporate boxes and merchandise booths, ring roof of the Nutter Center, the water tower access ladder) is mandatory when employees are working on these platforms.

Hot Work

Hot Work Permits shall be obtained before the start of any hot work such as sawing, cutting, welding, brazing, and/or the use of internal combustion engines, etc. Permits may be obtained by contacting Physical Plant Casualty Prevention 973.775.4444.

Asbestos

All new building products, furnishings, and construction materials shall be free from asbestos.

Prior to any renovation, construction, or related work, work activities shall be approved in areas that may contain asbestos. The lead contractor and project manager must verify all materials do not contain asbestos PRIOR to work. Only licensed personnel shall perform sampling and subsequent removal of asbestos containing material.

Confined Spaces

Non-permit required confined spaces require notification to your supervisor or WSU liaison prior to entry. If atmosphere changing activities are performed such as painting, welding, brazing, etc. a permit may be required. Prior to entering any permit required confined space, contact EHS for permit and air monitoring.

Personal Protective Equipment

Contractors and their sub-contractors shall be responsible for any required personal protective equipment. Employees shall be required to wear their assigned PPE.

Hardhats shall be worn during all phases of new construction and renovation by all personnel in areas where overhead work is being done or may be done.

Haz-Com Standard

Contractors must submit a chemical inventory to EHS, with quantities to be used. All chemicals and hazardous substances shall be labeled as to their contents. An MSDS must be available for all hazardous substances.

EHS shall review and approve all MSDS's prior to work. Chemicals such as asbestos, lead, mercury, formaldehyde, etc. are strictly prohibited.

Electrical Safety

Electrical rooms/vaults and breaker panels shall be secured at all times. Electrical rooms and vaults will not be used for storage purposes.

Ground Fault Circuit Interrupters (GFCI) will be utilized where required by the National Electric Code or where prudent practice would deem their use appropriate.

Lockout/Tagout

All equipment shall be de-energized and locked out using approved devices. The university project manager will always be notified, in advance, of any lockout of electrical circuits or other sources of energy that may affect or impede any campus operation.

Equipment Operation

Only qualified trained employees will be authorized to operate equipment such as forklifts, cranes, Bobcats, etc.

Contractor or equipment operator must provide proof of training when requested by EHS or other university departments providing oversight.

Miscellaneous

- State law prohibits smoking in any university building.
- Horseplay or other unsafe acts are prohibited.
- Use, or possession, of any alcohol or drugs while working at the university is prohibited.
- Firearms or any other weapons are strictly prohibited on campus property.
- Seat belts must be worn while driving on campus.
- All injuries or illnesses shall be reported to the supervisor, project manager, and EHS.
- Report serious injuries to Wright State Police dispatch @ 775-2111 (or through use of campus emergency phones) or dial 911.

ENVIRONMENTAL



PROTECTION

- All hazardous material storage must be in secondary containment devices.
- All unused hazardous material must be taken off-site by the contractor at the conclusion of the project.
- All regulated waste generated as a result of the project (i.e. fluorescent lights, PCB, asbestos, lead and/or mercury containing waste, etc...) must be managed in accordance with applicable local, state and federal requirements and as approved by EHS.
- Discharges to the sanitary or storm sewer must have prior approval from EHS. For projects disturbing one or more acre of land, contractors must have an EHS approved Storm Water Pollution Prevention Plan and coverage under the Ohio NPDES General Permit for storm water discharges associated with construction activity.
- Any project that requires shutting off the drinking water system in any manner must be communicated to EHS before work is initiated and proper disinfection and sampling administered if required.

RETURN THIS PAGE TO YOUR SUPERVISOR. RETURN ALL FORMS TO PROJECT MANAGER AFTER COMPLETION OF PROJECT.

I FULLY UNDERSTAND AND AGREE TO COMPLY WITH ALL OSHA & EPA REGULATIONS, AS WELL AS WRIGHT STATE UNIVERSITY POLICIES.

Project Name:

Company:

Employee Name:

Date:

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